

EXTERNAL USER GUIDE FOR THE NATIONAL BIODIVERSITY OFFSET WEB PORTAL

Overview

The National Biodiversity Offset Web Portal, which includes the Offset Register, provides a centralized platform to track, manage and monitor biodiversity offset projects in South Africa, thereby enhancing transparency and accountability.

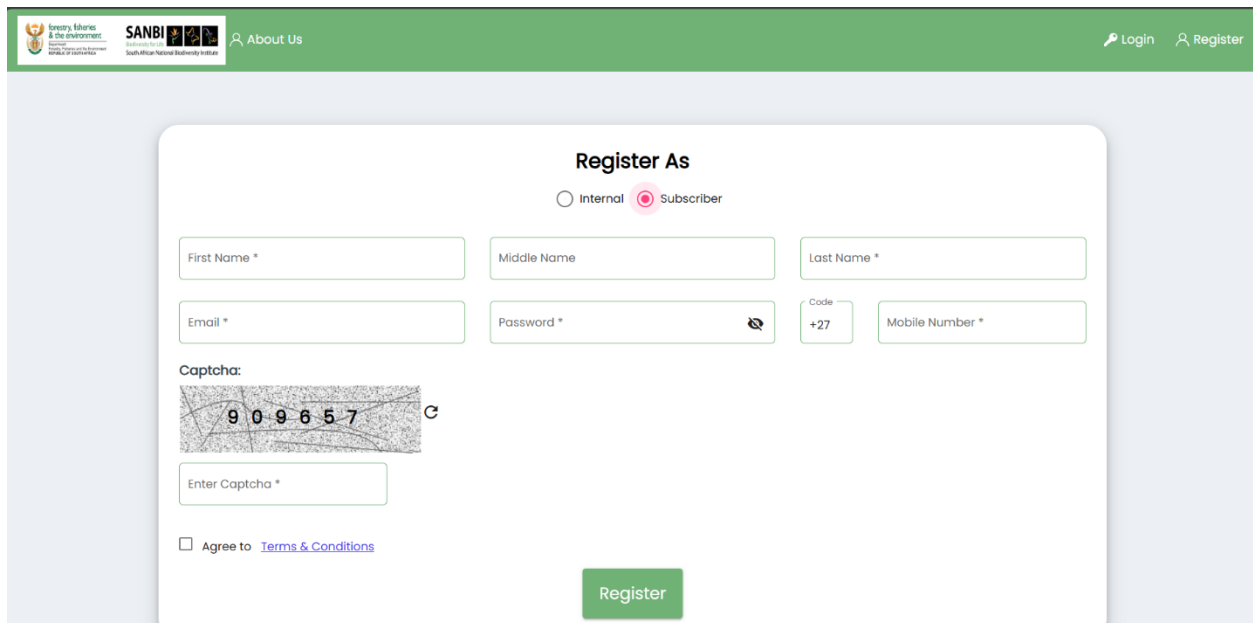
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1. Register

- Open your web browser and navigate to the National Biodiversity Offset Web Portal registration form (URL: <https://biodiversityoffsetsdatabase.sanbi.org.za/UNDP/auth/auth-register>).
- Click on the **Subscriber** button.
- Enter the required details.
- Enter the Captcha
- Read and agree to the Terms & Conditions
- Click the **Register** button

Note: You will receive an email to verify your account. Click on the link to verify.



The screenshot shows the 'Register As' form on the SANBI website. At the top, there are logos for 'Forestry, Fisheries & the Environment' and 'SANBI Biodiversity for Life South African National Biodiversity Institute', along with an 'About Us' link. On the right side of the header, there are 'Login' and 'Register' links. The main form area is titled 'Register As' and has two radio buttons: 'Internal' (unselected) and 'Subscriber' (selected). Below this are input fields for 'First Name *', 'Middle Name', and 'Last Name *'. The next row contains 'Email *', 'Password *' (with an eye icon for visibility), a 'Code' dropdown set to '+27', and 'Mobile Number *'. A 'Captcha' section shows a grid of numbers '9 0 9 6 5 7' with a refresh icon. Below the captcha is an 'Enter Captcha *' field. At the bottom left, there is a checkbox for 'Agree to [Terms & Conditions](#)'. A green 'Register' button is centered at the bottom of the form.

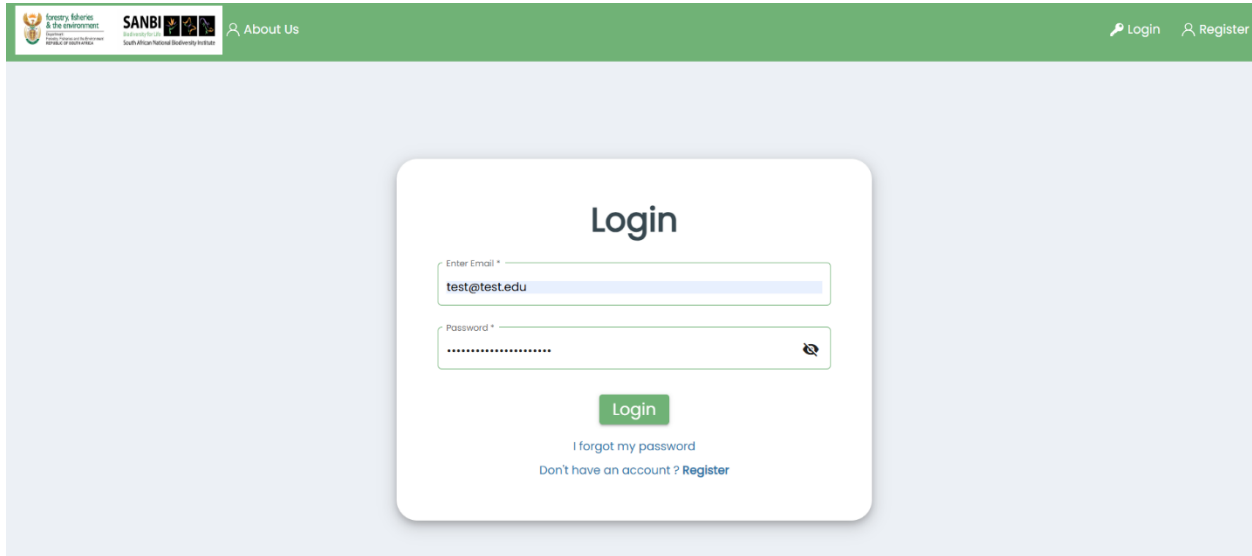
Dear Nkosingizwile Ndlovu,

Please click on the link below to verify your email address and login with the details provided to continue with your application to access the biodiversity offset web portal .



2. Logging in

- Open your web browser and navigate to the National Biodiversity Offset Web Portal registration form (URL: <https://biodiversityoffsetsdatabase.sanbi.org.za/UNDP/auth/auth-login>).
- Input your email address and password
- Click the Login button

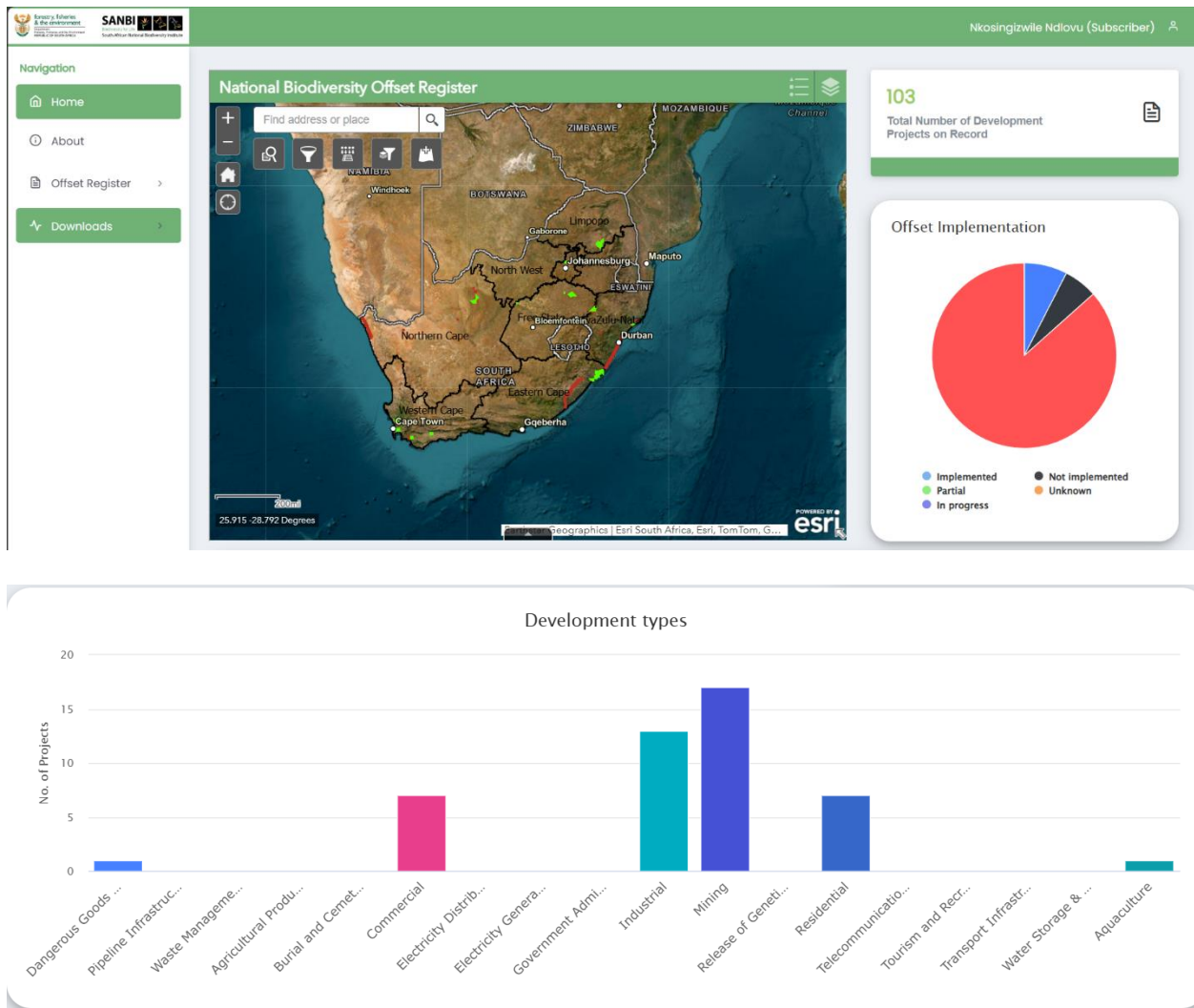


The screenshot shows the login interface of the SANBI National Biodiversity Offset Web Portal. The header includes the SANBI logo and navigation links. The login form is centered and contains the following elements:

- Header:** Login
- Email Field:** Labeled "Enter Email *", containing the text "test@testedu".
- Password Field:** Labeled "Password *", containing masked characters (dots) and a visibility toggle icon.
- Login Button:** A green button labeled "Login".
- Links:** "I forgot my password" and "Don't have an account? Register".

3. Dashboard Landing

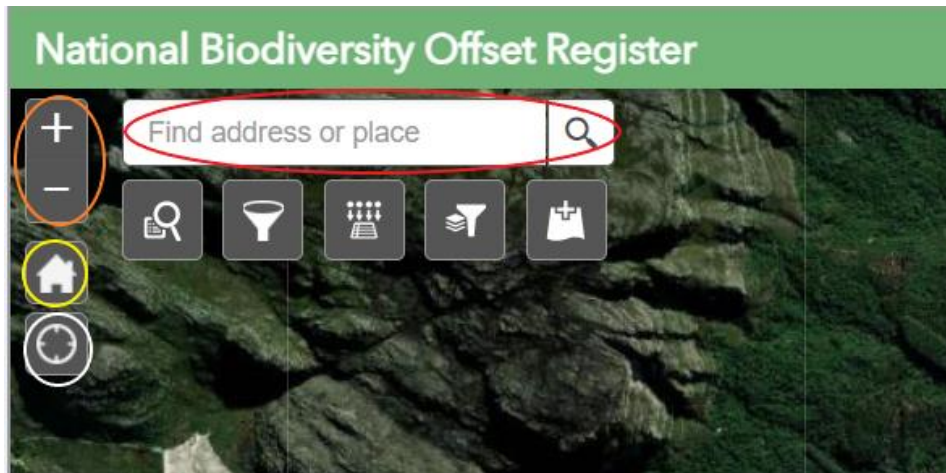
Upon logging in you will be directed to the dashboard landing page showing the Navigation panel (Left), spatial distribution of projects (Map; Centre), the total number of development projects on record (Right), the graph of offsets implementation (portions of implemented, partial, in progress, not implemented and unknown statuses; Right) and the development types bar graph at the bottom of the page.



3.1 Interactive Map

The map has filtering options to view specific projects

- Zoom in or out (orange circle), view the total extent (yellow circle) and your location (white circle)
- Search for an address or place using the search bar (red circle)



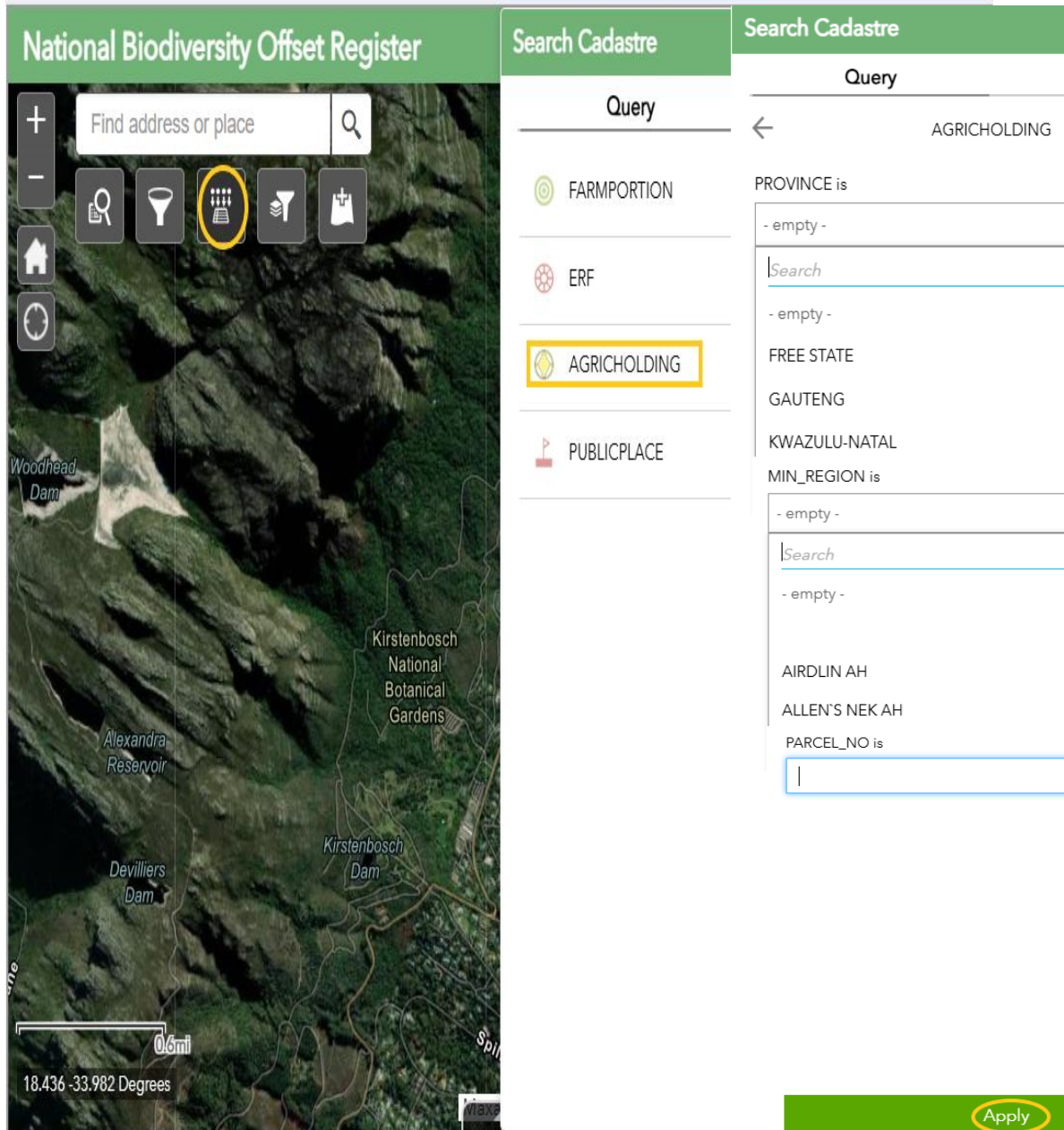
- To search by project title, select the title you want to search for on the dropdown list from the Query tab

The screenshot displays the National Biodiversity Offset Register interface. On the left is a map of a region with labels for 'Woodhead Dam', 'Alexandra Reservoir', 'Devilliers Dam', and 'Kirstenbosch National Botanical Gardens'. A search bar at the top left contains the text 'Find address or place'. On the right, a 'Search by Project Title' panel is open, showing a 'Query' tab with the text 'DEVELOPMENT_PROJECT'. Below this, a dropdown menu for 'Project Title is' is open, listing various project titles. The title 'Coal of Africa Ltd: Vele Colliery project on the farms Erfrust 1...' is highlighted with an orange border. At the bottom of the search panel, an 'Apply' button is visible and circled in orange.

To search by PROJECT ID, select the ID you want to search for on the dropdown list from the Query tab

The screenshot displays the National Biodiversity Offset Register interface. On the left, a satellite map shows the area around the Woodhead Dam, Alexandra Reservoir, Devilliers Dam, and Kirstenbosch National Botanical Gardens. A red circle highlights the search icon in the top-left toolbar. On the right, a 'Search by Project ID' panel is open, showing a 'Query' tab with the text 'DEVELOPMENT_PROJECT' and a dropdown menu for 'Development_footprint_ID is'. The dropdown menu is open, displaying a list of project IDs: - empty -, DAKZXX-001, DANC06-001, DANC11-001, DANC11-002 (highlighted with a red box), DANC15-002, DANCXX-006, DEFS02-001, DEKZ08-001, and DEKZ09-001. A red circle highlights the 'Apply' button at the bottom of the panel.

To search by Cadastre, select the ID you want to search for on the dropdown list from the Query tab, then select the Province and Mini_Region from the dropdown list and input the parcel No.

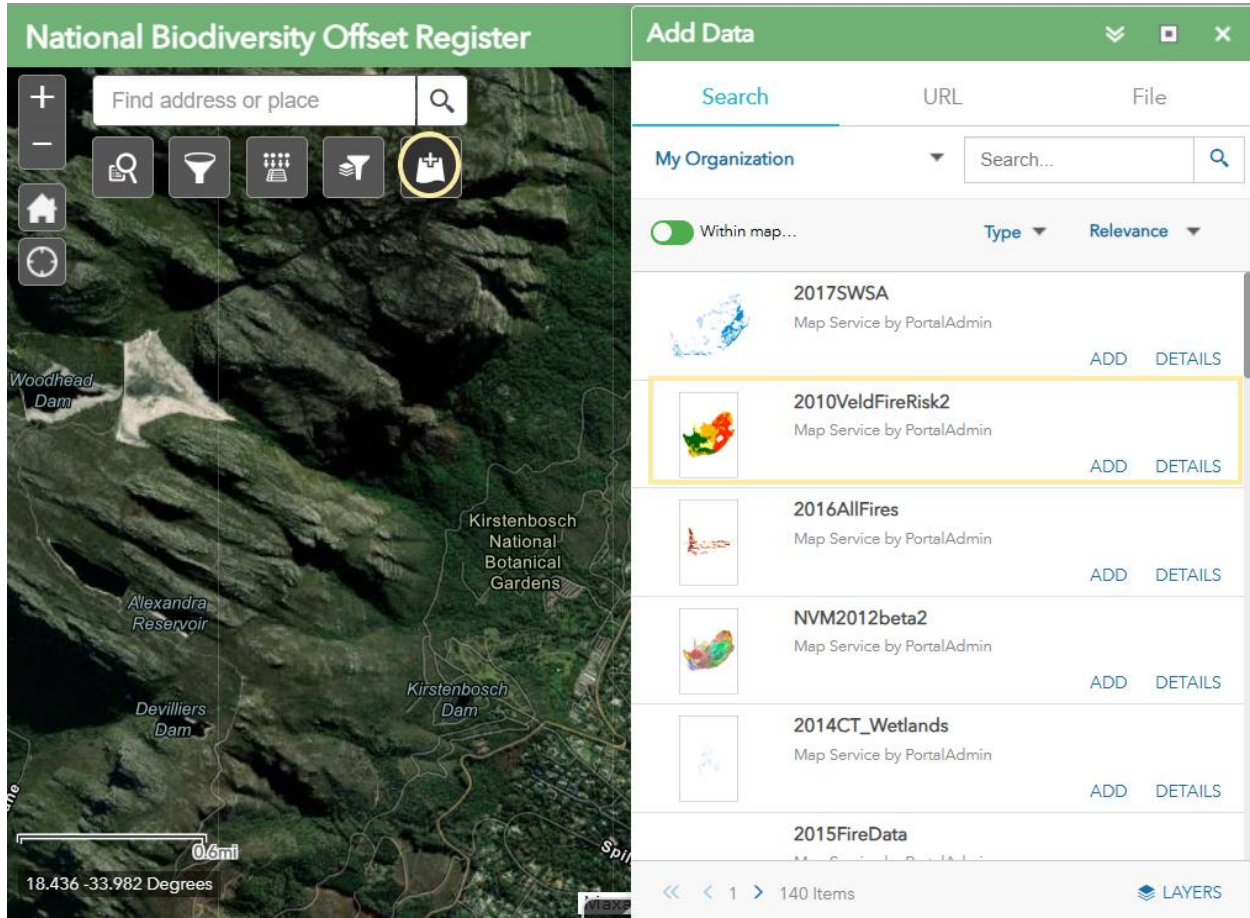


The screenshot displays the National Biodiversity Offset Register interface. On the left is a satellite map of a region with labels for 'Woodhead Dam', 'Alexandra Reservoir', 'Devilliers Dam', 'Kirstenbosch National Botanical Gardens', and 'Kirstenbosch Dam'. A search bar at the top left of the map says 'Find address or place'. A toolbar contains several icons, with the 'Query' icon (a grid of dots) highlighted in yellow. The right sidebar is titled 'Search Cadastre' and has a 'Query' tab selected. Below the tab is a list of search categories: 'FARMPORTION', 'ERF', 'AGRICHOLDING' (highlighted in yellow), and 'PUBLICPLACE'. To the right of this list is a form with the following fields: 'AGRICHOLDING' (selected), 'PROVINCE is' (dropdown menu with '- empty -' selected), 'MIN_REGION is' (dropdown menu with '- empty -' selected), and 'PARCEL_NO is' (text input field). At the bottom right of the sidebar is a green 'Apply' button, also highlighted in yellow. The map at the bottom left shows coordinates '18.436 -33.982 Degrees' and a scale bar for '0.6mi'.






- Use the filter button to search by Province or Municipality. Select the search attribute you want to use, select the specific item from the drop-down list. (i.e., Province; Gauteng) or with SG code and input the code

The screenshot displays the National Biodiversity Offset Register interface. On the left, a map shows a landscape with labels for Woodhead Dam, Alexandra Reservoir, Devilliers Dam, Kirstenbosch National Botanical Gardens, and Kirstenbosch Dam. A search bar at the top left contains the text "Find address or place". A toolbar below the search bar includes icons for zooming, home, and filtering. The filter icon is circled in red. On the right, a "Select Filter" panel is open, showing a dropdown menu for "SG Code" and a text input field labeled "Type in SG Code". The "Apply" button is circled in red. The panel also displays an example search string: "Eg.: PROVINCE = GAUTENG; MUNICIPALITY=Overstrand; SG CODE=C02300040001358300000".

- In addition to the locality of the projects, you can add layers to the map view using the “Add data” icon



The screenshot displays the National Biodiversity Offset Register interface. On the left, a satellite map shows a landscape with labels for 'Woodhead Dam', 'Alexandra Reservoir', 'Devilliers Dam', and 'Kirstenbosch National Botanical Gardens'. A toolbar on the left includes icons for zooming, home, and a circled 'Add Data' icon. The right panel, titled 'Add Data', features a search bar and a list of data layers. The layer '2010VeldFireRisk2' is highlighted with a yellow border. Below the map, the coordinates '18.436 -33.982 Degrees' and a scale bar are visible.

Search	URL	File
My Organization <input type="text" value="Search..."/>		
<input checked="" type="checkbox"/> Within map...	Type ▾	Relevance ▾
	2017SWSA Map Service by PortalAdmin	ADD DETAILS
	2010VeldFireRisk2 Map Service by PortalAdmin	ADD DETAILS
	2016AllFires Map Service by PortalAdmin	ADD DETAILS
	NVM2012beta2 Map Service by PortalAdmin	ADD DETAILS
	2014CT_Wetlands Map Service by PortalAdmin	ADD DETAILS
	2015FireData Map Service by PortalAdmin	ADD DETAILS

18.436 -33.982 Degrees

0.6mi

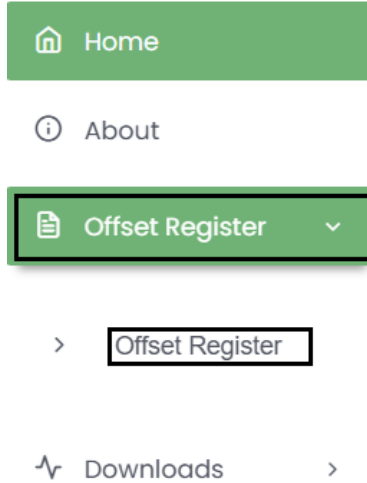
140 Items

LAYERS

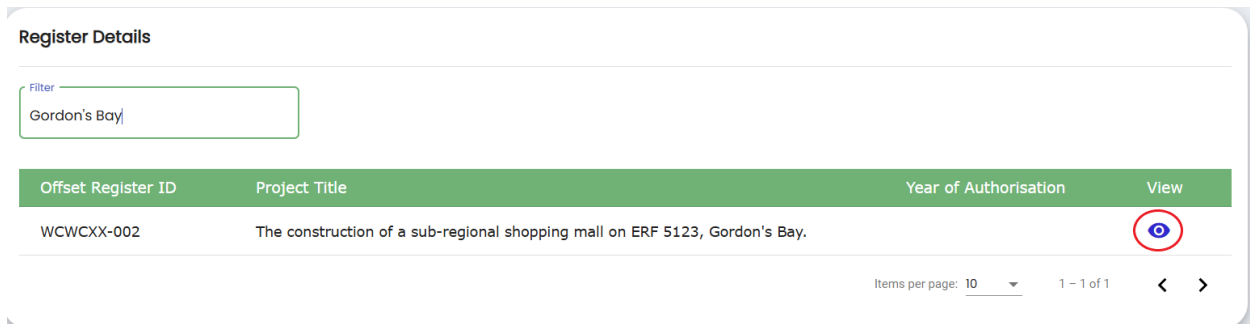
4. Offset Register

- To open the Offset Register, select the “Offset Register” tab on the navigation panel.

Navigation




As a subscriber you can view information on the different offset projects. Select the project you want to view by using the “Filter” field to search using keywords, and then click the View icon.




Register Details

Filter:

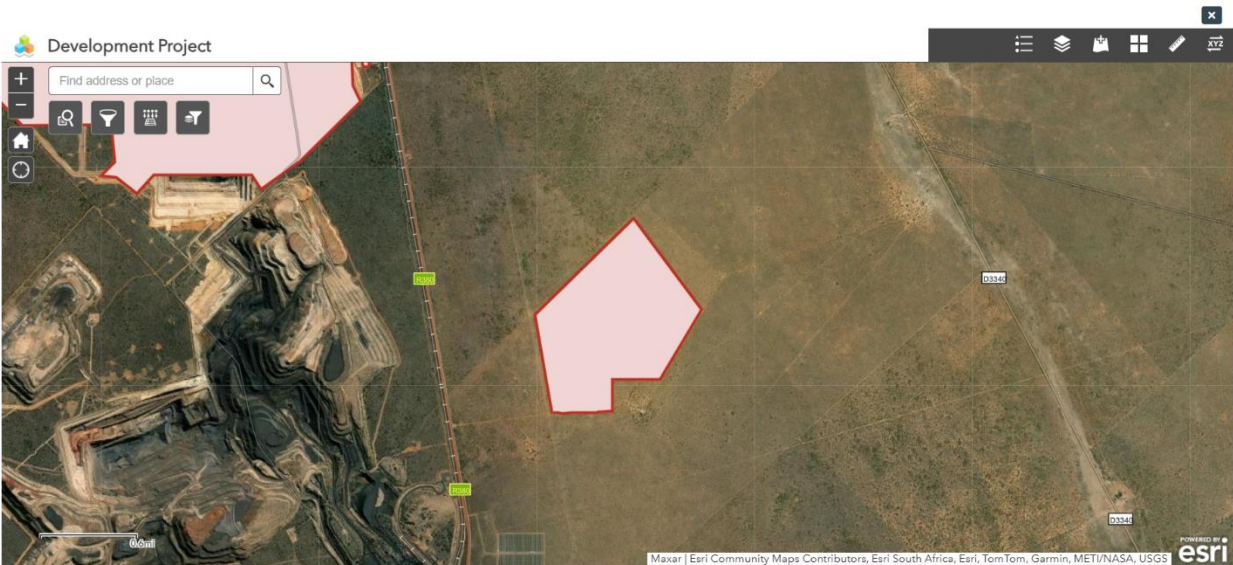
Offset Register ID	Project Title	Year of Authorisation	View
WCWCXX-002	The construction of a sub-regional shopping mall on ERF 5123, Gordon's Bay.		

Items per page: 10 1 - 1 of 1 < >

- You can view the details of the project from this tab. To view the extent click on the “View Project Extent” button

Detail	Authorisation	Information Source
Offset Register ID (Unique Identifier)	<input type="text" value="WCWCXX-002"/>	
Project Title	<input type="text" value="The construction of a sub-regional shopping mall on ERF 5123, Gordon's Bay."/>	
Activity Description	<input type="text" value="Construction of a shopping mall and associated infrastructure that has a total surface area of approximately 168868 m2 and a gross building area of approximately 48 000m2. The site will be divided into 3 business uses areas and one for transport uses."/>	
Development Type	<input type="text" value="Commercial"/>	
Development Subcategory	<input type="text"/>	
	 Commercial - Not Applicable	
	<input type="button" value="VIEW PROJECT EXTENT"/>	

Note: After clicking the “View project extent” button you will be taken to an interactive map with the extent of the project zoomed in and you can use the map as described in **Section 3.1**.



- To view the authorisation process of the project select the “Authorisation”, tab then click the “View” button

The screenshot shows the 'Authorisation' tab selected. Below the tabs, there is a table with the following data:

Competent Authority	Permit Type	Permit Ref. No.	Permit Date	Action	View
Environment (National)	Environmental Authorisation	12/12/20/2567	28/03/2013	...	

- To view the information of the project select the “Information Source” tab, then “View” from the three dots button under Action

The screenshot shows the 'Information Source' tab selected. Below the tabs, there is a table with the following data:

Source	Description	Action
Other	Minutes of the meeting on biodiversity offset considerations and deliberations.	
RoD/EA	NULL	...

At the bottom right of the table area, there is a pagination control: 'Items per page: 10' and '1 - 2 of 2' with navigation arrows.

- To view all the details in one window use the change view button on the top right

The screenshot shows the top right corner of the interface. The 'Detail' tab is selected. In the top right corner, there are two icons: a grid icon (representing a list view) and a full-screen icon (representing a single window view). The grid icon is circled in red.

5. Downloads

- To download the Offset Register, or download specific projects from the register, navigate to the “Downloads” tab, then “Offset Register”. On the search filter choose your desired option from the dropdown list (i.e. Permit Type)

The screenshot shows the 'Offset Register with Filters' page. On the left, a navigation menu includes 'Home', 'About', 'Offset Register', 'Downloads', and 'Offset Register'. The 'Downloads' menu is highlighted. The main content area shows a table with columns for 'Offset Unique Id', 'Application Title', and 'Offset Reason'. A dropdown menu is open over the table, showing options: 'All', 'Competent authority', 'Permit Type' (highlighted with a red box), 'Offset Trigger', 'Offset Type', and 'Offset Implementation Progress'.

- After choosing the first filter, a second filter box with more options will appear. Choose the desired category to filter further (i.e. Prospecting Permit). Then click the submit button

The screenshot shows the 'Offset Register with Filters' page. The 'Permit Type' dropdown is selected, and a second dropdown menu is open, showing options: 'Select All', 'Environmental Authorisation', 'Forest Clearing Permit', 'Mining License', 'Permit for Removal of Protected Trees', and 'Prospecting Permit' (highlighted with a red box). The 'Submit' button is circled in red.

- After filtering you can download the desired list by clicking the “Download Excel” button after applying all the filters

The screenshot shows the 'Offset Register with Filters' page. The 'Permit Type' dropdown is set to 'Permit Type' and the 'Category' dropdown is set to 'Prospecting Permit'. The 'Submit' button is circled in red, and a 'Download Excel' button (represented by a green icon) is also circled in red.