



# CIDRZ e-Recruiter

Quick Start Guide

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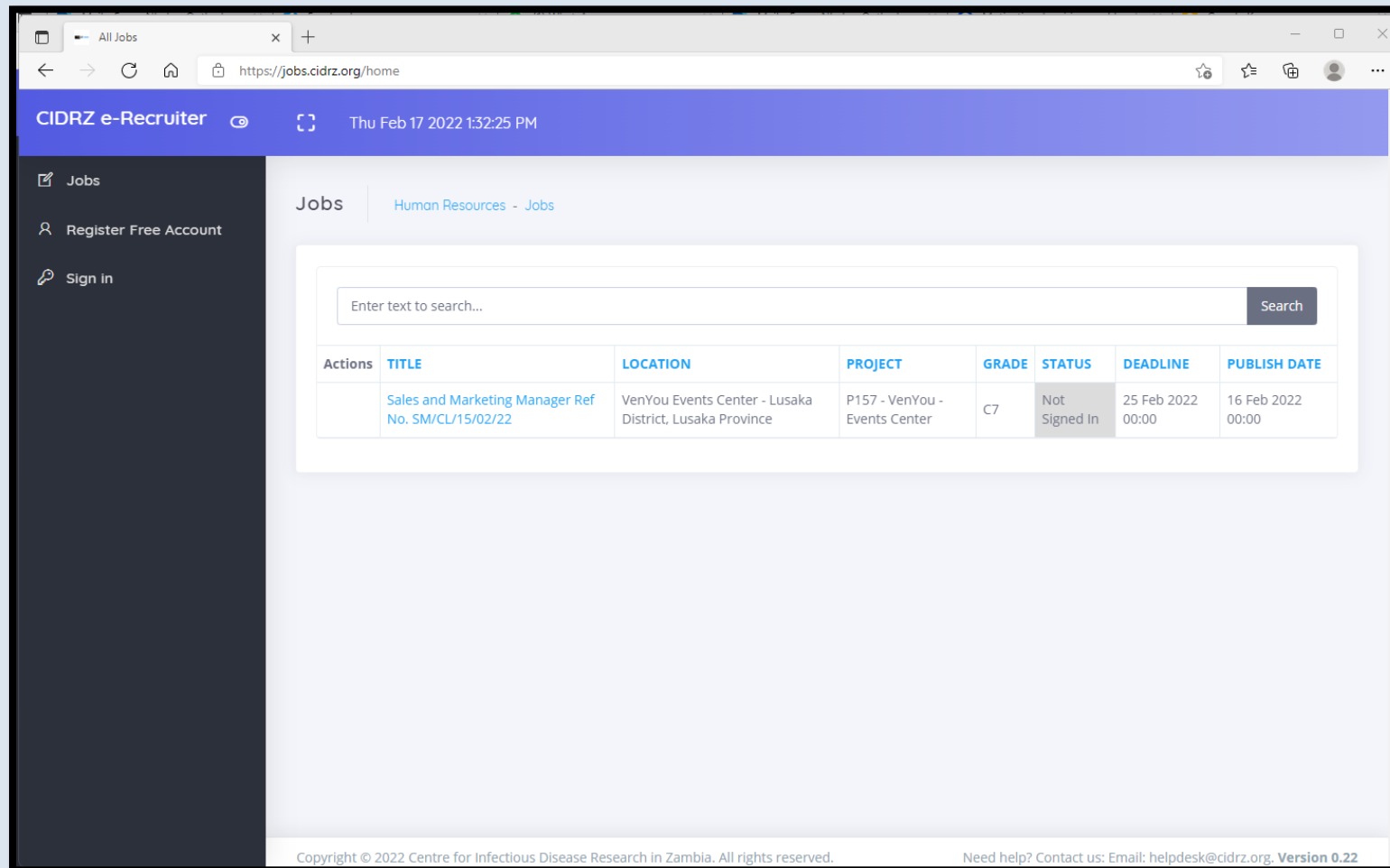
Resetting your password

Summary

# Introduction

CIDRZ e-Recruiter is a web-based application that allows you to view and apply for jobs advertised by CIDRZ. You can access the application using your cell phone, tablet, smart TV, or computer from anywhere in the world. You just need an internet connection and a device with a web browser. To access the system, open your browser and navigate to the URL: <http://www.cidrz.org/jobs/>

# CIDRZ e-Recruiter Home



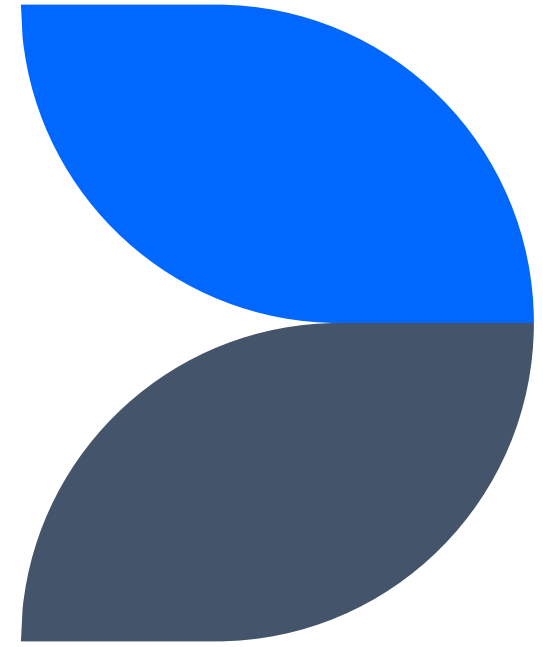
The screenshot displays the CIDRZ e-Recruiter Home page. The browser address bar shows the URL <https://jobs.cidrz.org/home>. The page header includes the text "CIDRZ e-Recruiter" and the date/time "Thu Feb 17 2022 1:32:25 PM". On the left sidebar, there are links for "Jobs", "Register Free Account", and "Sign in". The main content area is titled "Jobs" and "Human Resources - Jobs". It features a search bar with the placeholder text "Enter text to search..." and a "Search" button. Below the search bar is a table of job listings.

Actions	TITLE	LOCATION	PROJECT	GRADE	STATUS	DEADLINE	PUBLISH DATE
	<a href="#">Sales and Marketing Manager Ref No. SM/CL/15/02/22</a>	VenYou Events Center - Lusaka District, Lusaka Province	P157 - VenYou - Events Center	C7	Not Signed In	25 Feb 2022 00:00	16 Feb 2022 00:00

At the bottom of the page, there is a footer with the text: "Copyright © 2022 Centre for Infectious Disease Research in Zambia. All rights reserved." and "Need help? Contact us: Email: [helpdesk@cidrz.org](mailto:helpdesk@cidrz.org). Version 0.22".

# Creating an account

You need to create an account to update your profile and apply for jobs. Internal job advertisements are only be available to CIDRZ staff



# Creating an account

The screenshot shows a web browser window with the title 'Register Account' and the URL 'https://jobs.cidrz.org/register'. The page header is 'CIDRZ e-Recruiter'. The main content is a registration form with the CIDRZ logo at the top. The form has a 'Register' heading. It contains the following fields:

- First name:** A text input field containing 'John'.
- Last name:** A text input field containing 'Last Name', highlighted with a red border and a red error icon.
- Email:** A text input field containing 'nkoleevans@gmail.com'.
- Password: \*** A password input field containing '\*\*\*\*\*'.
- Confirm Password: \*** A password input field containing 'Confirm Password', highlighted with a red border and a red error icon.

At the bottom of the form is a dark blue button labeled 'Register Account'.

# Notes on email addresses

## CIDRZ Email (@cidrz.org)

Available to CIDRZ staff only

Can see public job adverts

Can see internal jobs adverts

Can reset passwords when in active employment with CIDRZ. Users can continue using an @cidrz.org email address after leaving CIDRZ but they will not be able to reset their password since they cannot receive mails

## Other Email(Yahoo!, Gmail, etc.)

Available to anyone

Can see public jobs adverts

Cannot see internal jobs

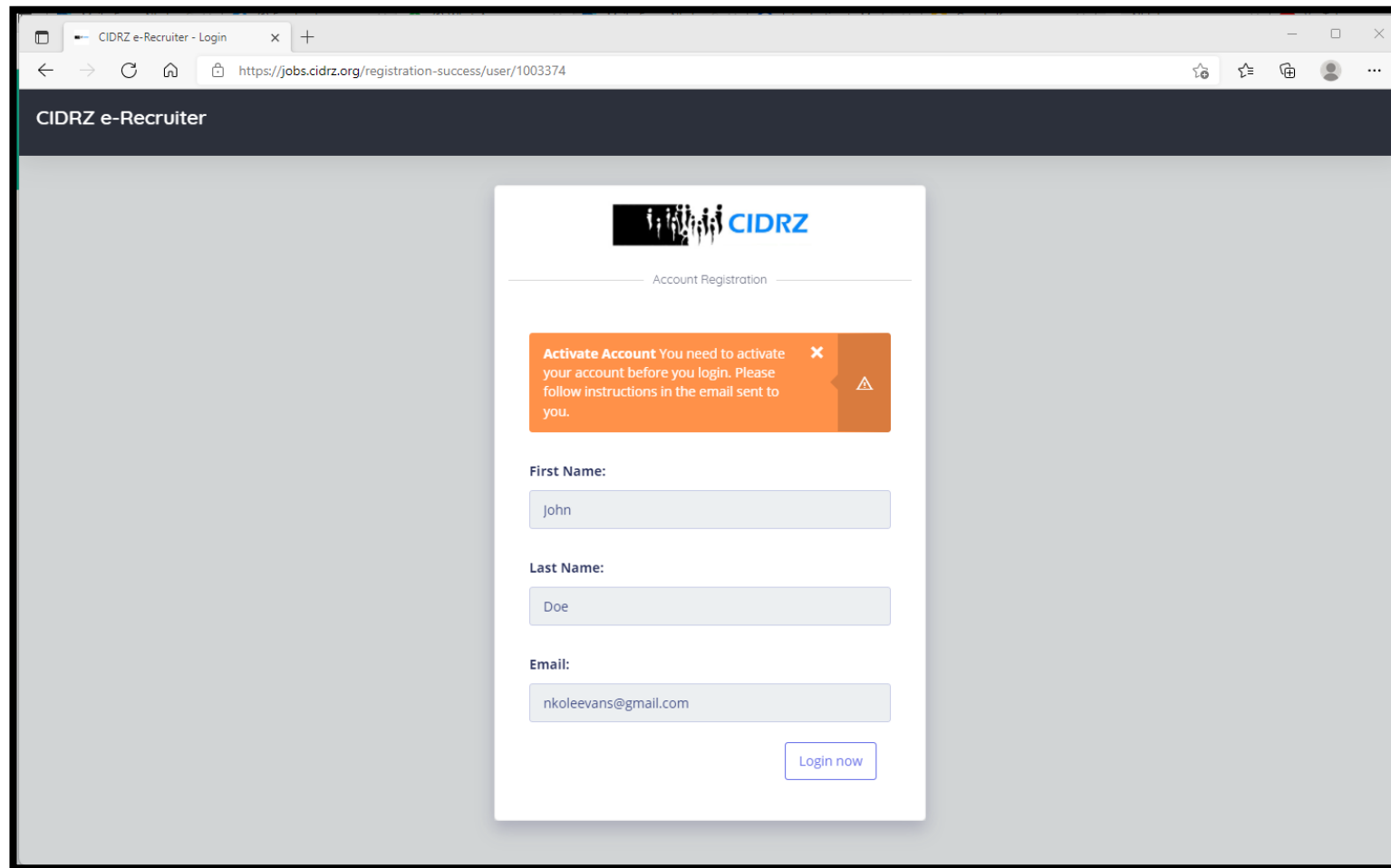
Can reset passwords at anytime. The system will send a password reset email to your email address with instructions

“CIDRZ e-Recruiter will send a verification email to the email address you provide. Please ensure your email works”

Activating your account

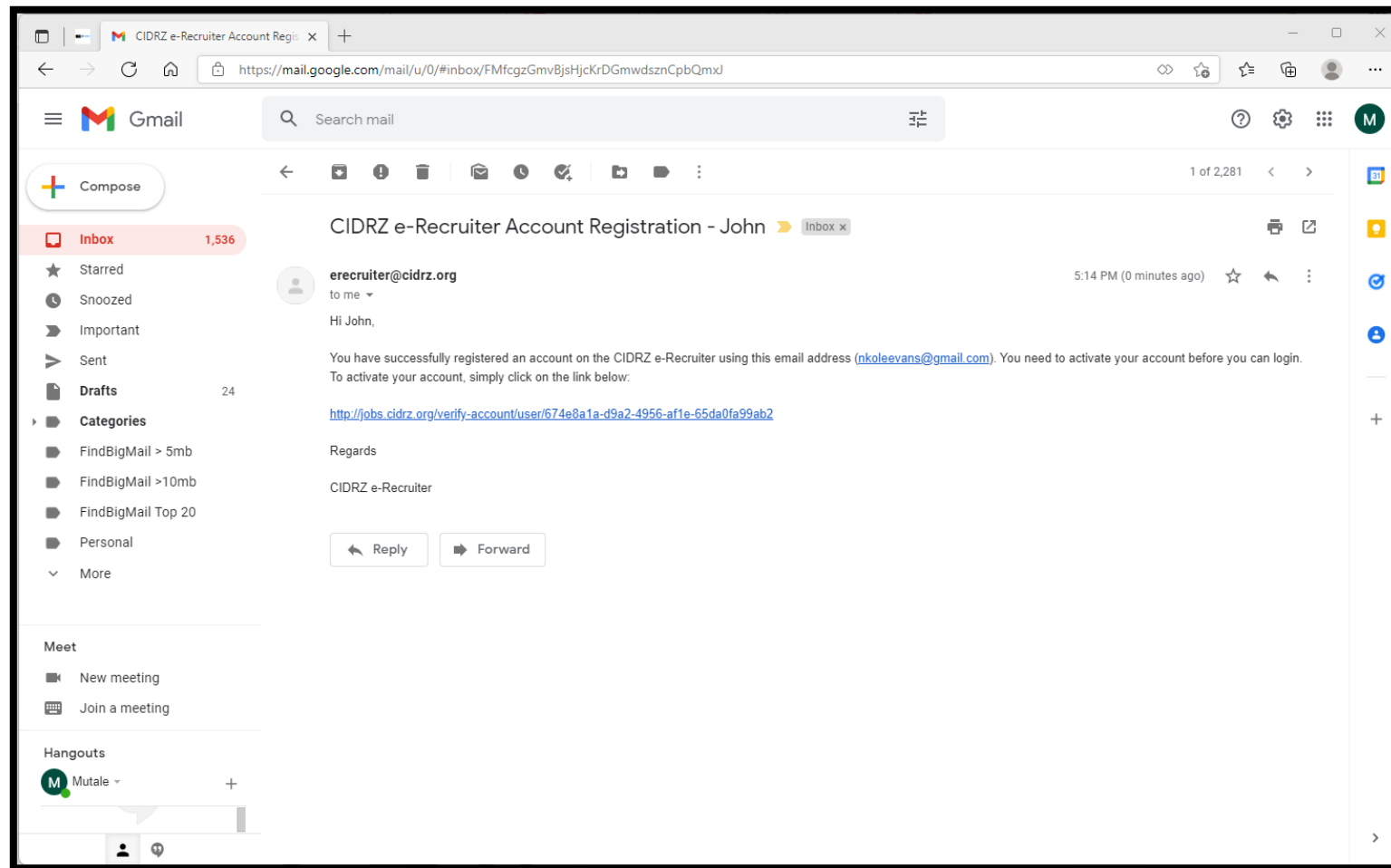


# Activating your account

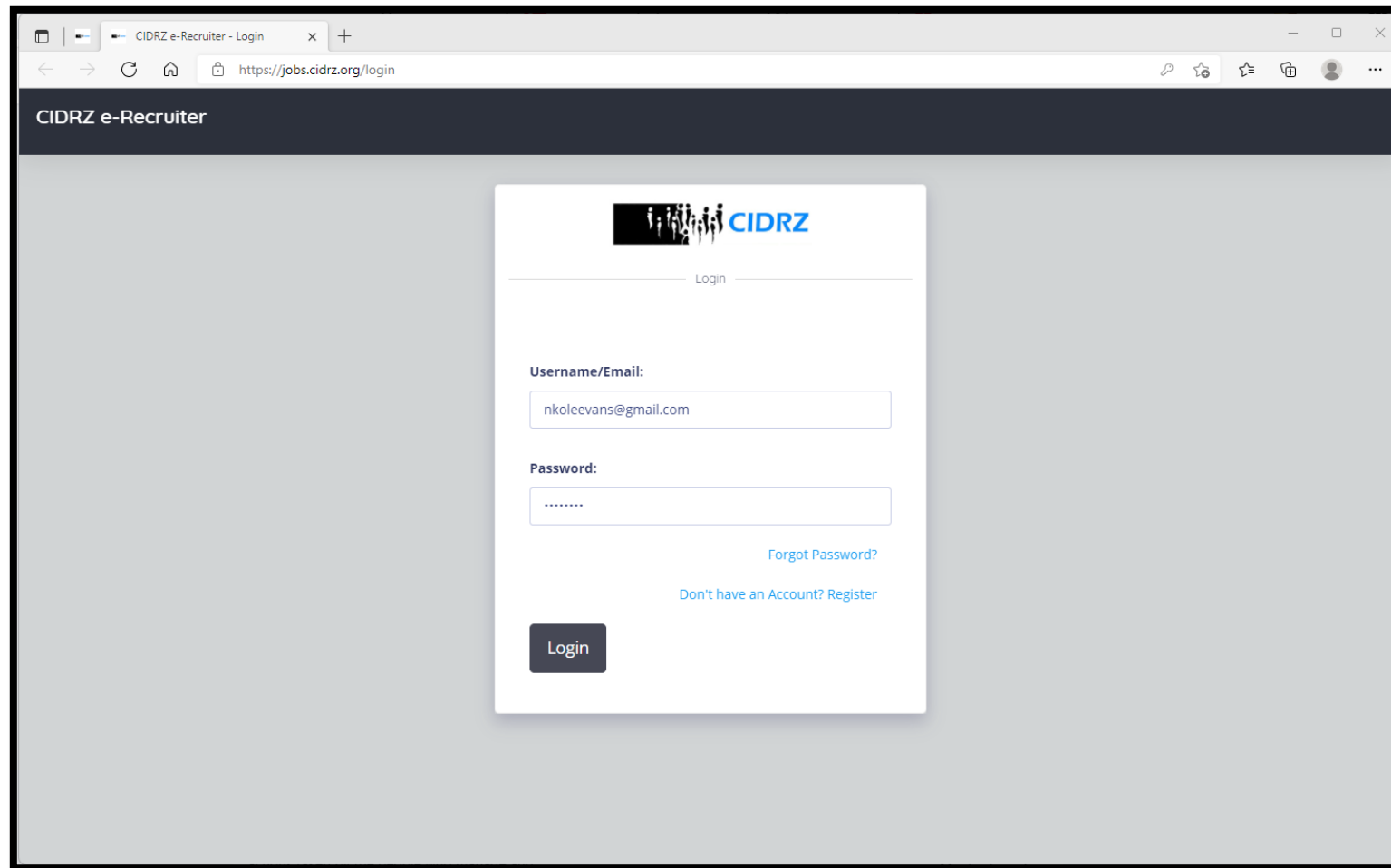


The screenshot shows a web browser window with the title "CIDRZ e-Recruiter - Login" and the URL "https://jobs.cidrz.org/registration-success/user/1003374". The page header is "CIDRZ e-Recruiter". The main content area features a white box with the CIDRZ logo and the text "Account Registration". An orange warning box states: "Activate Account You need to activate your account before you login. Please follow instructions in the email sent to you." Below this, there are input fields for "First Name:" (containing "John"), "Last Name:" (containing "Doe"), and "Email:" (containing "nkoleevans@gmail.com"). A "Login now" button is located at the bottom right of the form.

# Activating your account

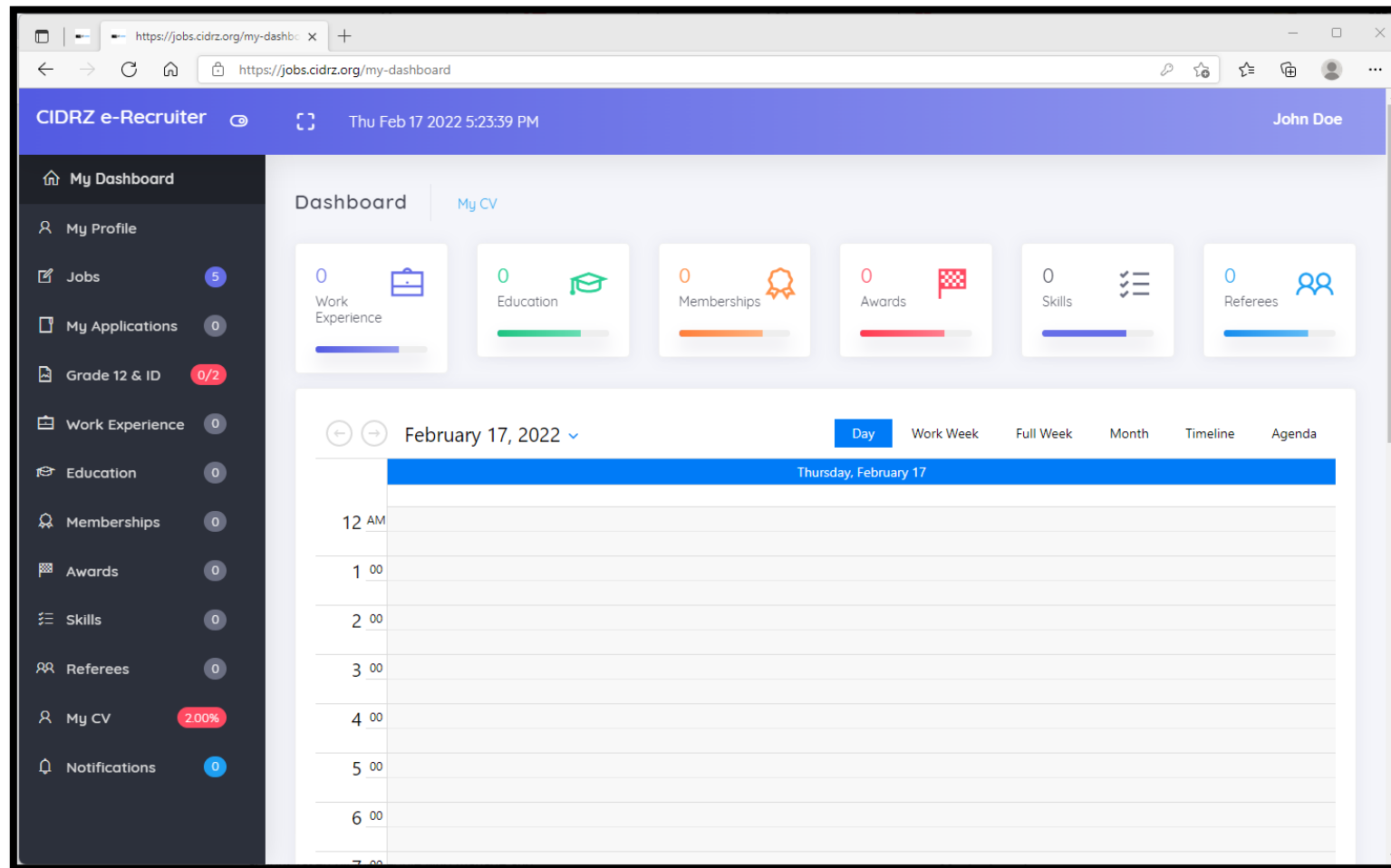


# Signing in

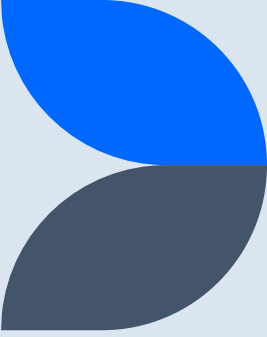


The screenshot shows a web browser window with the title "CIDRZ e-Recruiter - Login" and the URL "https://jobs.cidrz.org/login". The page has a dark header with the text "CIDRZ e-Recruiter". The main content area is light gray and contains a white login form. The form has the CIDRZ logo at the top, followed by the word "Login" in a small font. Below this, there are two input fields: "Username/Email:" with the value "nkoleevans@gmail.com" and "Password:" with masked characters "\*\*\*\*\*". To the right of the password field are two links: "Forgot Password?" and "Don't have an Account? Register". At the bottom of the form is a dark gray button labeled "Login".

# Dashboard



# Your Curriculum vitae (CV)



1

## Profile

Names, gender, date of birth and addresses

2

## Grade 12 & ID

Copy of your Grade 12 certificate and ID (NRC, passport or drivers license)

3

## Work experience

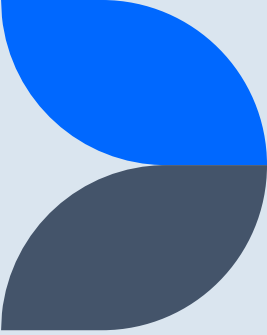
Current and previous work experience

4

## Education

Educational background and qualifications

# Your Curriculum vitae



5

## Memberships

Current professional memberships

6

## Awards

Relevant professional awards

7

## Skills

Relevant professional abilities and knowledge

8

## Referees

People knowledgeable about your work experience

# Viewing your Profile

The screenshot shows a web browser window with the URL <https://jobs.cidrz.org/profile/view>. The page title is "View Profile - Evans". The browser's address bar shows the URL. The page has a purple header bar with "CIDRZ e-Recruiter" on the left and "Evans Nkole" on the right. Below the header is a navigation sidebar on the left with the following items: My Dashboard, My Profile, Jobs (1), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area displays a profile for Evans Nkole. It includes a profile picture of a woman. Below the picture are several form fields: First name (Evans), Middle name (Middle Name), Last name (Nkole), NRC (111111/22/4), Date of Birth (02 Feb 2022), Passport (Passport), Work Phone (Work Phone), Mobile Phone (260977123456), Email Address (Readonly) (evans.nkole@cidrz.org), Sex (Female), Town (Town), Residential Address (Residential Address), and Postal Address (Postal Address). At the bottom of the form is a button labeled "Update Profile".

# Updating your Profile

The screenshot shows the 'Update Profile' page in the CIDRZ e-Recruiter system. The browser address bar indicates the URL is <https://jobs.cidrz.org/profile/update>. The page header shows 'CIDRZ e-Recruiter' and the user 'Evans Nkole'.

The sidebar on the left contains the following navigation links:

- My Dashboard
- My Profile
- Jobs (1)
- My Applications (0)
- Grade 12 & ID (2/2)
- Work Experience (5)
- Education (4)
- Memberships (2)
- Awards (1)
- Skills (5)
- Referees (3)
- My CV (91.00%)
- Notifications (0)

The main content area is titled 'Update Profile' and has three tabs: 'Profile', 'Photo', and 'Password'. The 'Profile' tab is currently selected.

The 'Profile' tab contains the following fields:

- Gender:** Female (dropdown)
- Title:** Mr. (dropdown)
- Last name:** Nkole (text input)
- First name:** Evans (text input)
- Middle name:** Middle Name (text input)
- Date of Birth:** 02 Feb 2022 (dropdown)
- NRC:** 11111/22/4 (text input)
- Passport:** Passport (text input)
- Marital Status:** Single (dropdown)
- Home Address:** Home Address (text input)
- Postal Address:** Postal Address (text input)
- City/Town:** Town (text input)



# Attach ID & Grade Certificate

**CIDRZ e-Recruiter** Thu Feb 17 2022 6:49:38 PM Evans Nkole

**Attach ID & Grade Certificate** [My - Curriculum Vitae \(CV\)](#)

Attachments (Only .jpg, .jpeg, .gif, .png, .pdf)

**NRC or Passport or Driving License (4 MB Maximum):**

**Browse...**

#	File Name	Size (KB)	Date
<a href="#">Delete</a>	<a href="#">statementnyir102017-06-27-2017-06-27.pdf</a>	65	16 Feb 2022 13:05

**Grade 12 Certificate (4 MB Maximum):**

**Browse...**

#	File Name	Size (KB)	Date
<a href="#">Delete</a>	<a href="#">camscanner_02-15-2022_17.50.pdf</a>	65	16 Feb 2022 13:05

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# Work Experience

The screenshot shows a web browser window with the URL <https://jobs.cidrz.org/work-experience>. The page title is "CIDRZ e-Recruiter" and the user is logged in as "Evans Nkole". The date and time are "Thu Feb 17 2022 6:49:10 PM". The left sidebar contains a navigation menu with the following items: "My Dashboard", "My Profile", "Jobs" (5), "My Applications" (0), "Grade 12 & ID" (2/2), "Work Experience" (5), "Education" (4), "Memberships" (2), "Awards" (1), "Skills" (5), "Referees" (3), "My CV" (91.00%), and "Notifications" (0). The main content area is titled "Work Experience" and has a sub-tab "My - Curriculum Vitae (CV)". The form is titled "Add Work Experience" and contains the following fields: "Organisation:" (text input), "Position:" (text input), "Start Date:" (date picker), "You still work here?:" (dropdown menu with "Current" selected), and "Duties / Responsibilities:" (text area). Below the form is a blue button labeled "Add Work Experience +". At the bottom of the form, there are five red error messages: "Please enter organisation", "Please enter position", "Please enter start date", "Please select whether you still work here", and "Please enter duties / responsibilities". Below the error messages is a section titled "Current Work Experience:".

CIDRZ e-Recruiter Thu Feb 17 2022 6:49:10 PM Evans Nkole

Work Experience My - Curriculum Vitae (CV)

Add Work Experience

Organisation: Position: Start Date:

You still work here?:

Duties / Responsibilities:

Add Work Experience +

Please enter organisation  
Please enter position  
Please enter start date  
Please select whether you still work here  
Please enter duties / responsibilities

Current Work Experience:

# Education Background

CIDRZ e-Recruiter Thu Feb 17 2022 6:48:50 PM Evans Nkole

My Dashboard  
My Profile  
Jobs 5  
My Applications 0  
Grade 12 & ID 2/2  
Work Experience 5  
Education 4  
Memberships 2  
Awards 1  
Skills 5  
Referees 3  
My CV 91.00%  
Notifications 0

Education Background My - Curriculum Vitae (CV)

Add Education Background

College / University: Programme: Start Date: End Date: Qualification: Attach Copy:

College / University Programme Start Date End Date Qualification Click to select a file... Browse...

Add Education Background +

Please enter college / university  
Please enter programme  
Please enter start date  
Please enter end date  
Please select qualification

Current Education Background:

#	College / University	Programme	Attachment	Start Date	End Date	Qualification	Date
Delete	Collge	Huma Resources	membershipcertificate.pdf	10 Feb 2022	16 Feb 2022	Higher Diploma	03 Feb 2022 14:19
					21 Feb		09 Feb 2022

# Professional Memberships

CIDRZ e-Recruiter Thu Feb 17 2022 6:48:30 PM Evans Nkole

My Dashboard  
My Profile  
Jobs 5  
My Applications 0  
Grade 12 & ID 2/2  
Work Experience 5  
Education 4  
Memberships 2  
Awards 1  
Skills 5  
Referees 3  
My CV 91.00%  
Notifications 0

### Professional Memberships

[My - Curriculum Vitae \(CV\)](#)

Add Professional Membership

**Organisation:**

**Number:**

**Start Date:**

**End Date:**

Add Professional Membership +

Please enter organisation  
Please enter membership number  
Please enter start date  
Please enter end date

**Current Work Experience:**

#	Organisation	Number	Start Date	End Date	Date
<a href="#">Delete</a>	ICTAZ	123456	01 Feb 2022	01 Mar 2022	03 Feb 2022 10:26
<a href="#">Delete</a>	ZESCO	1009	09 Feb 2022	07 Feb 2022	09 Feb 2022 15:56

# Awards

The screenshot shows the CIDRZ e-Recruiter interface. The top navigation bar is purple and contains the text "CIDRZ e-Recruiter", the date and time "Thu Feb 17 2022 6:48:16 PM", and the user name "Evans Nkole". The left sidebar is dark blue and lists various menu items: "My Dashboard", "My Profile", "Jobs" (5), "My Applications" (0), "Grade 12 & ID" (2/2), "Work Experience" (5), "Education" (4), "Memberships" (2), "Awards" (1), "Skills" (5), "Referees" (3), "My CV" (91.00%), and "Notifications" (0). The main content area is titled "Awards" and includes a link "My - Curriculum Vitae (CV)". Below this is a form titled "Add Awards" with fields for "Name:", "Date:", "Organiser:", and "Description:". The "Name:" field contains the text "Name", the "Date:" field contains "Date", the "Organiser:" field contains "Organiser", and the "Description:" field contains "Description". Below the form is a blue button labeled "Add Award +". Below the button are four red error messages: "Please enter name", "Please enter date", "Please enter organiser", and "Please enter description". Below the form is a section titled "Current Awards:" which contains a table with the following data:

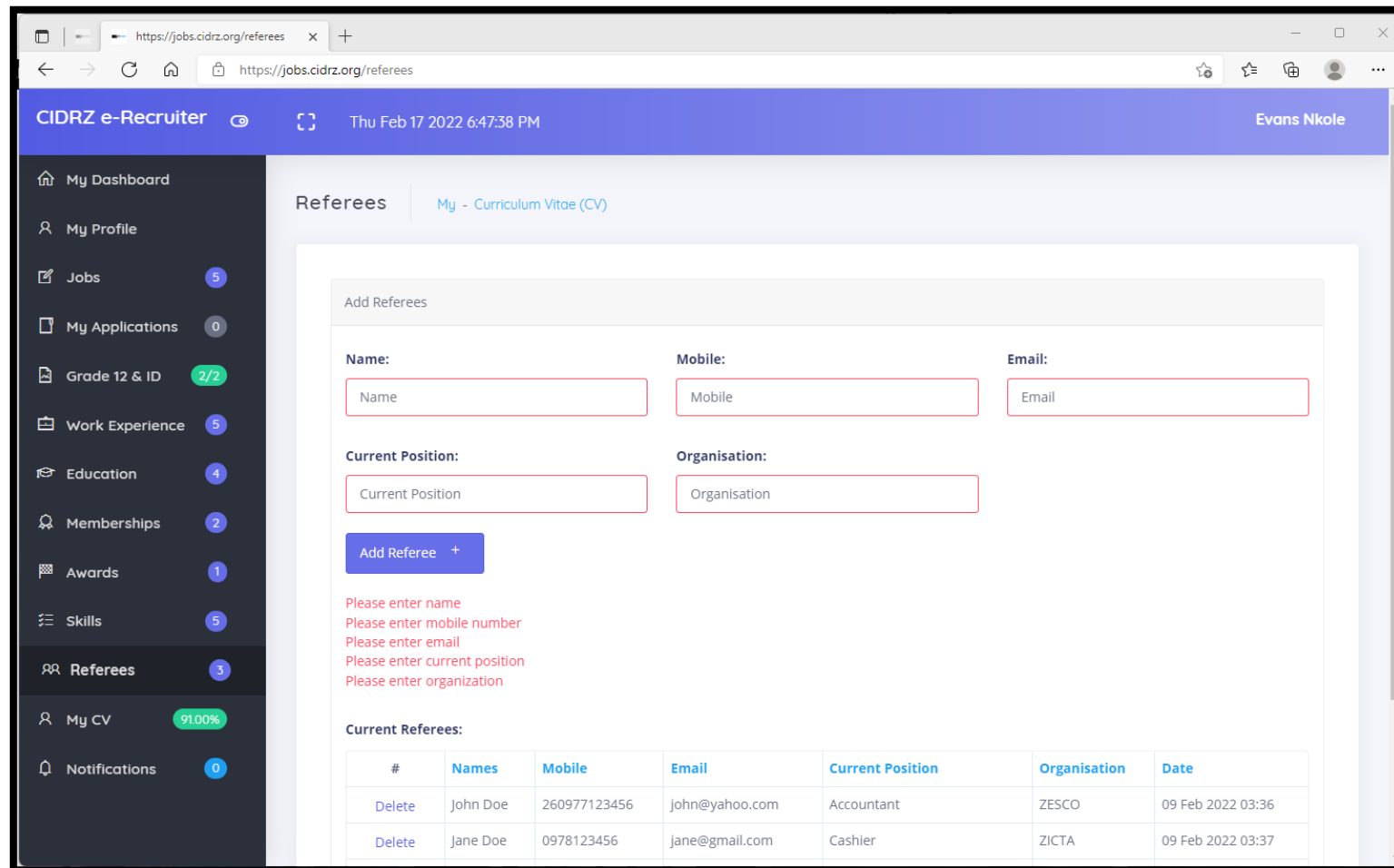
#	Names	Award Date	Organiser	Description	Date
<a href="#">Delete</a>	ZICTA Innovation	09 Feb 2021	ZICTA	Award	03 Feb 2022 01:17

# Skills

The screenshot shows the 'Skills' page in the CIDRZ e-Recruiter system. The left sidebar contains navigation links: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area is titled 'Skills' and includes a link to 'My - Curriculum Vitae (CV)'. Below this is an 'Add Skill' section with a text input field for the skill name, a blue 'Add Skill +' button, and a red error message 'Please enter skill name'. At the bottom, a 'Current Skills' table lists five skills with their respective dates and delete links.

#	Name	Date
<a href="#">Delete</a>	Computer Programming	08 Feb 2022 11:11
<a href="#">Delete</a>	Report Writing	08 Feb 2022 11:11
<a href="#">Delete</a>	Grant writing	09 Feb 2022 03:38
<a href="#">Delete</a>	Graphics Design	09 Feb 2022 03:38
<a href="#">Delete</a>	Video Editing	09 Feb 2022 03:39

# Referees



The screenshot shows the CIDRZ e-Recruiter interface. The top navigation bar includes the logo, the name 'CIDRZ e-Recruiter', the date and time 'Thu Feb 17 2022 6:47:38 PM', and the user name 'Evans Nkole'. The left sidebar contains a list of navigation links: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area is titled 'Referees' and includes a link to 'My - Curriculum Vitae (CV)'. Below this is a form titled 'Add Referees' with the following fields: Name, Mobile, Email, Current Position, and Organisation. A blue 'Add Referee +' button is located below the form. Below the button, there are five red error messages: 'Please enter name', 'Please enter mobile number', 'Please enter email', 'Please enter current position', and 'Please enter organization'. At the bottom of the main content area, there is a table titled 'Current Referees' with the following data:

#	Names	Mobile	Email	Current Position	Organisation	Date
<a href="#">Delete</a>	John Doe	260977123456	john@yahoo.com	Accountant	ZESCO	09 Feb 2022 03:36
<a href="#">Delete</a>	Jane Doe	0978123456	jane@gmail.com	Cashier	ZICTA	09 Feb 2022 03:37

# My CV

The screenshot displays the 'My CV' page in the CIDRZ e-Recruiter system. The page header shows the user's name 'Evans Nkole' and the date 'Thu Feb 17 2022 6:47:18 PM'. The left sidebar contains navigation links: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area is titled 'View Curriculum Vitae (CV)' and shows a form for the user's CV. The form includes a 'Curriculum Vitae (CV)' section with a table for personal details and a 'Work Experience' section with a table for employment history. The 'Work Experience' table lists five entries with columns for No., Organisation, Position, From, To, and Duties / Responsibilities.

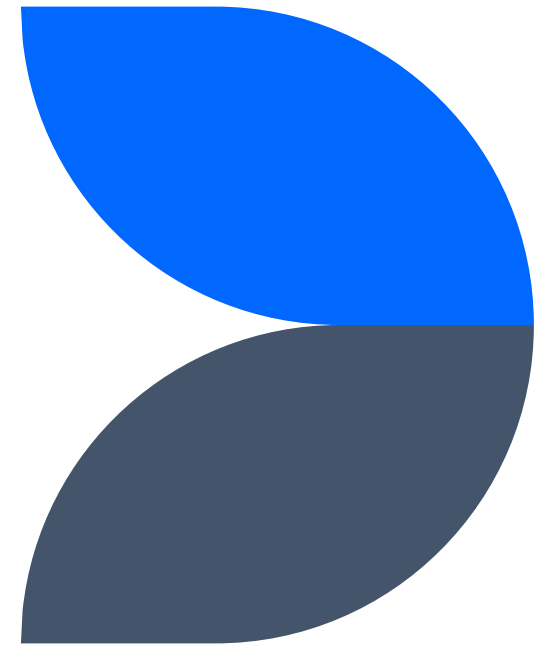
TITLE	1	GENDER	1
FIRST NAME	Evans	LAST NAME	Nkole
MIDDLE NAME		DATE OF BIRTH	02 Feb 2022
NRC NO	111111/22/4	PASSPORT NO	
MOBILE PHONE	260977123456	WORK PHONE	
TOWN		EMAIL	evans.nkole@cidrz.org
RESIDENTIAL ADDRESS		POSTAL ADDRESS	

No.	Organisation	Position	From	To	Duties / Responsibilities
1	CIDRZ	SD	24 Feb 2022	17 Feb 2022	- Printing
2	DTF	Intern	08 Feb 2022	23 Feb 2022	- Website design
3	DTF	Intern	08 Feb 2022	23 Feb 2022	- Website design
4	ZANACO	Pos	01 Feb 2022		Duties
5	Access	Pos	02 Feb 2022	24 Feb 2022	Duties



# Submitting job applications

You can apply for jobs before deadline date. Your profile must be 75% complete or more



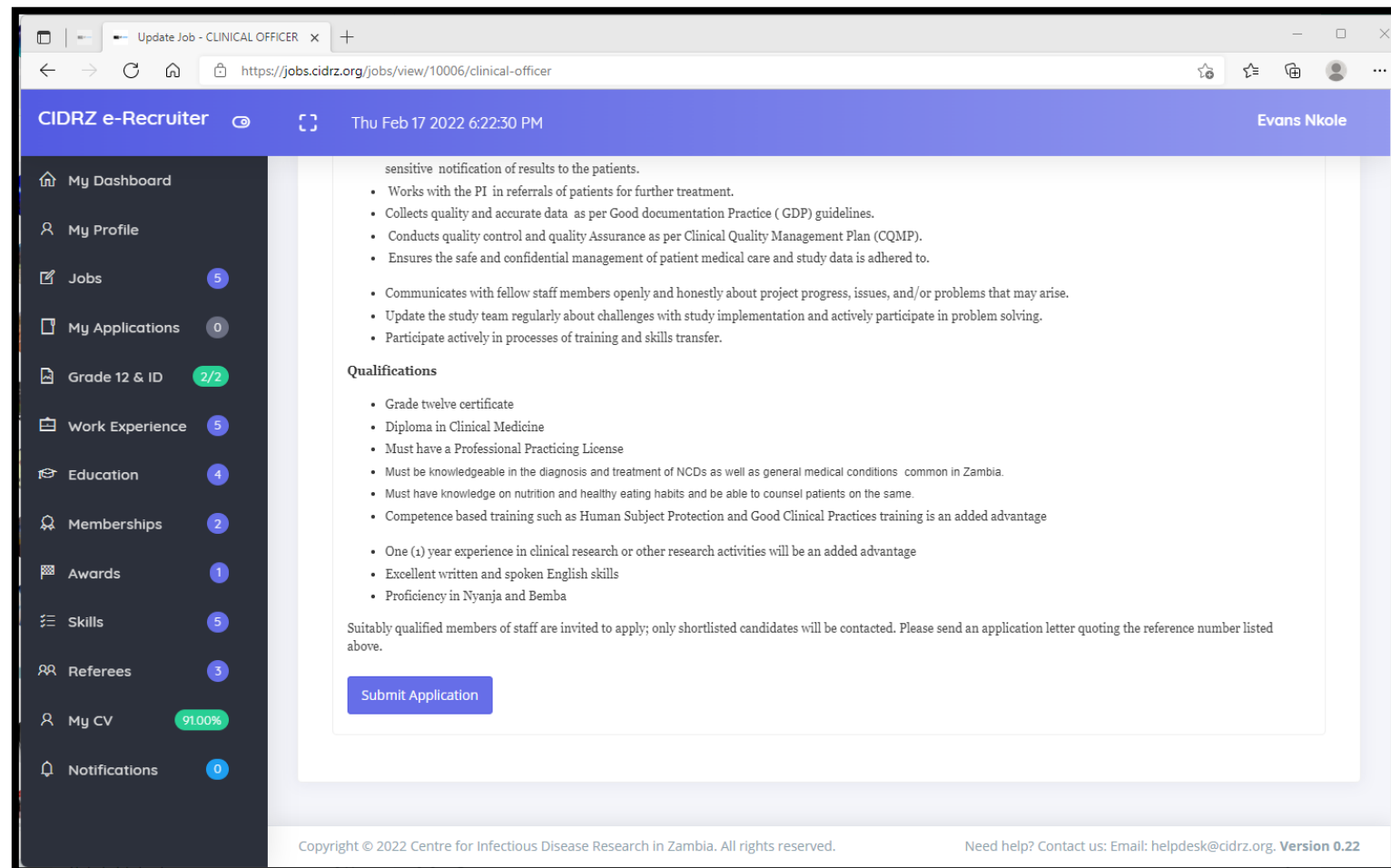
# Viewing available jobs

The screenshot displays the CIDRZ e-Recruiter dashboard. The left sidebar contains navigation links: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area is titled 'Jobs' and shows a list of available positions. A search bar is at the top of the job list. The jobs are listed in a table with columns: Actions, TITLE, LOCATION, PROJECT, GRADE, STATUS, DEADLINE, and PUBLISH DATE. All jobs have a status of 'Application Not Submitted'.

Actions	TITLE	LOCATION	PROJECT	GRADE	STATUS	DEADLINE	PUBLISH DATE
<a href="#">Submit Application</a>	<a href="#">Sales and Marketing Manager Ref No. SM/CL/15/02/22</a>	VenYou Events Center - Lusaka District, Lusaka Province	P157 - VenYou - Events Center	C7	Application Not Submitted	25 Feb 2022 00:00	16 Feb 2022 00:00
<a href="#">Submit Application</a>	<a href="#">CLINICAL OFFICER</a>	Mwachisompola Health Centre - Chibombo District, Central Province	P078 - HVTN 111	C5	Application Not Submitted	18 Feb 2022 00:00	14 Feb 2022 00:00
<a href="#">Submit Application</a>	<a href="#">LAY COUNSELOR</a>	Head Office - Lusaka District, Lusaka Province	P333 - USAID TBLON	C1	Application Not Submitted	18 Feb 2022 00:00	14 Feb 2022 00:00
<a href="#">Submit Application</a>	<a href="#">CLERK OF WORKS</a>	Head Office - Lusaka District, Lusaka Province	P157 - VenYou - Events Center	C3	Application Not Submitted	18 Feb 2022 00:00	14 Feb 2022 00:00
<a href="#">Submit Application</a>	<a href="#">RISK REDUCTION COORDINATOR</a>	Head Office - Lusaka District, Lusaka Province	P364 - USAID ECAP III	C5	Application Not Submitted	18 Feb 2022 00:00	14 Feb 2022 00:00

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# Submitting job applications



# Submitting job applications

The screenshot shows a web browser window with the URL <https://jobs.cidrz.org/jobs/apply/10006/clinical-officer>. The page title is "Update Job - CLINICAL OFFICER". The user is logged in as "Evans Nkole" on "Thu Feb 17 2022 6:25:16 PM".

**CIDRZ e-Recruiter**

**My Dashboard**

- My Profile
- Jobs (5)
- My Applications (0)
- Grade 12 & ID (2/2)
- Work Experience (5)
- Education (4)
- Memberships (2)
- Awards (1)
- Skills (5)
- Referees (3)
- My CV (91.00%)
- Notifications (0)

**First name:** Evans **Middle name:** Middle Name **Last name:** Nkole **Gender:** Female

**Date of Birth:** 02 Feb 2022 **NRC:** 111111/22/4 **Passport:** Passport **Cell No.:** 260977123456

**Profile. Your profile must be 75% complete or more for you to submit job applications:**

91%

**Cover Letter (Approx 400 Words):**

Dear Madam/Sir,

I've been passionate about teaching since I began tutoring for pocket money in high school.

I have seven years of teaching experience, instructing children with a diverse range of abilities. I am also successful at boosting achievement, having increased average grades by 15% at my current school. I believe this makes me an ideal candidate for the role.

I look forward to speaking with you soon.

Sincerely,

**Notice Period:**

3 Weeks

**Submit Application**

# Submitting job applications

The screenshot displays the CIDRZ e-Recruiter web application. The browser's address bar shows the URL <https://jobs.cidrz.org/jobs/view/10006/clinical-officer>. The page header includes the text "CIDRZ e-Recruiter", the date and time "Thu Feb 17 2022 6:33:04 PM", and the user's name "Evans Nkole".

A green notification banner at the top of the main content area reads: ":) Application submitted Your application for this job has been successfully submitted".

Below the notification, a message states: "You submitted an application for this job".

The application details are as follows:

Application Date:	Username:	Notice Period:
17 Feb 2022 18:32	evans.nkole@cidrz.org	3 Weeks

The cover letter section contains the following text:

**Cover Letter:**

Dear Madam/Sir, I've been passionate about teaching since I began tutoring for pocket money in high school. I have seven years of teaching experience, instructing children with a diverse range of abilities. I am also successful at boosting achievement, having increased average grades by 15% at my current school. I believe this makes me an ideal candidate for the role. I look forward to speaking with you soon. Sincerely,

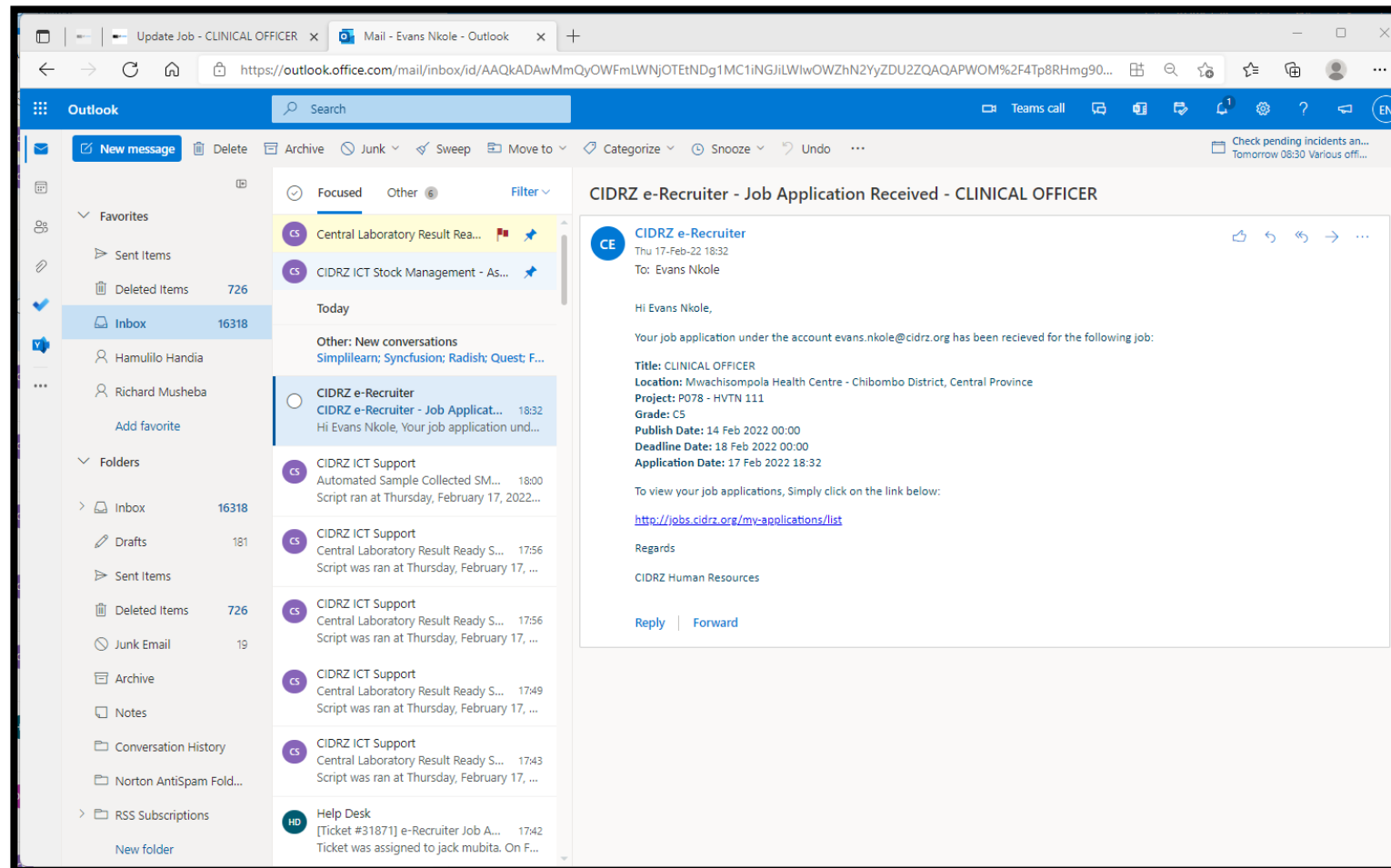
A "Withdraw Application" button is located below the cover letter.

The "Properties" section at the bottom provides additional job details:

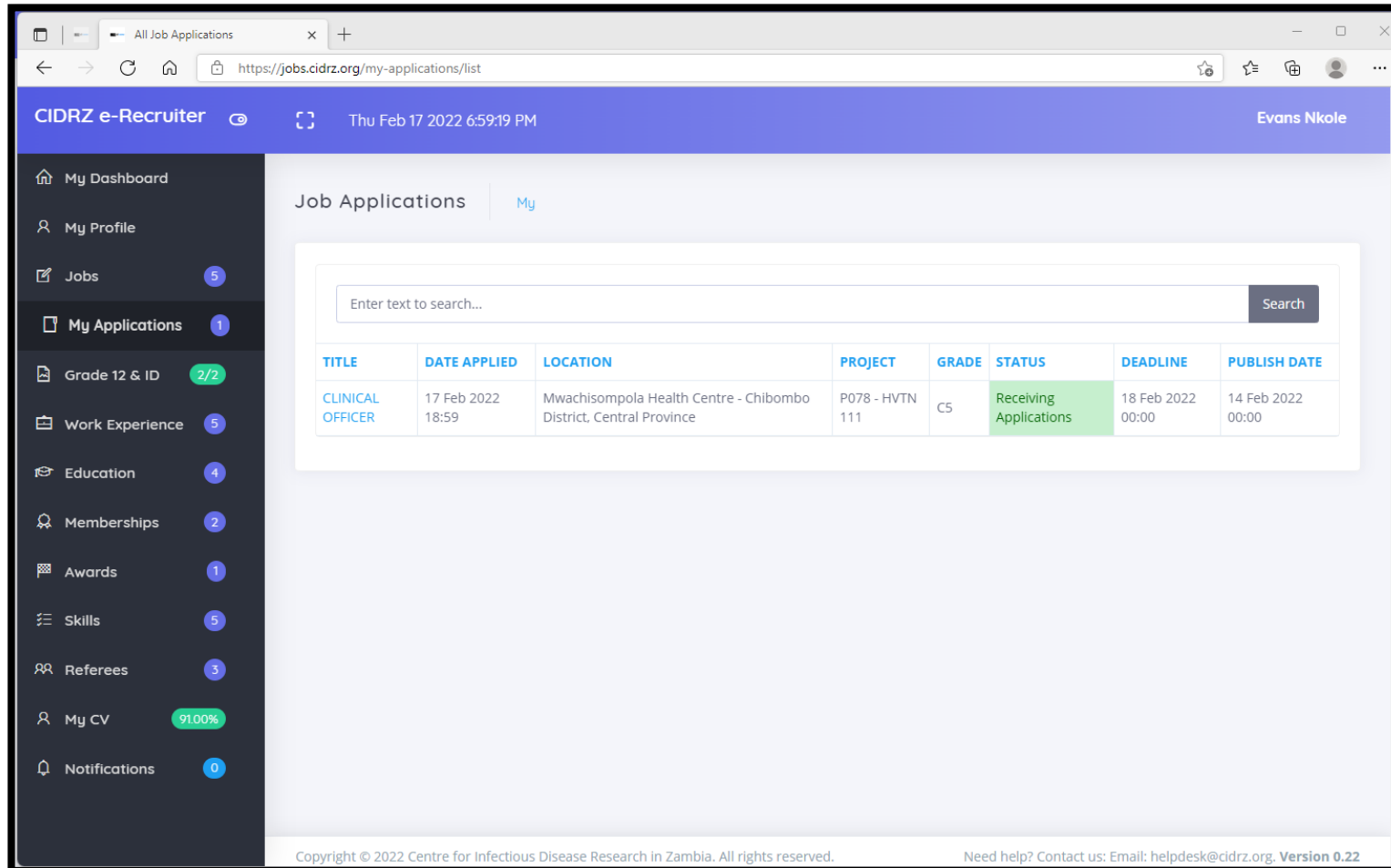
Title:	Grade:	Project:
CLINICAL OFFICER	C5	P078 - HVTN 111

Location:	Publish Date:	Deadline Date:

# Submitting job applications



# Submitting job applications



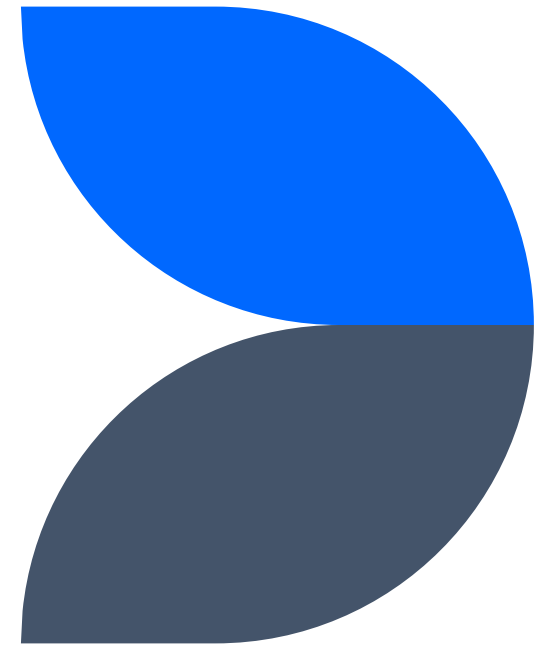
The screenshot displays the CIDRZ e-Recruiter dashboard. The left sidebar contains navigation links: My Dashboard, My Profile, Jobs (5), My Applications (1), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area is titled 'Job Applications' and features a search bar with the placeholder 'Enter text to search...' and a 'Search' button. Below the search bar is a table with the following data:

TITLE	DATE APPLIED	LOCATION	PROJECT	GRADE	STATUS	DEADLINE	PUBLISH DATE
CLINICAL OFFICER	17 Feb 2022 18:59	Mwachisompola Health Centre - Chibombo District, Central Province	P078 - HVTN 111	C5	Receiving Applications	18 Feb 2022 00:00	14 Feb 2022 00:00

The footer of the dashboard includes the copyright notice: 'Copyright © 2022 Centre for Infectious Disease Research in Zambia. All rights reserved.' and the contact information: 'Need help? Contact us: Email: helpdesk@cidrz.org. Version 0.22'.

# Resetting your password

Forgot your password? You can reset your password on your own





# Resetting your password

CIDRZ e-Recruiter

CIDRZ

Login

Username/Email:

Password:

[Forgot Password?](#)

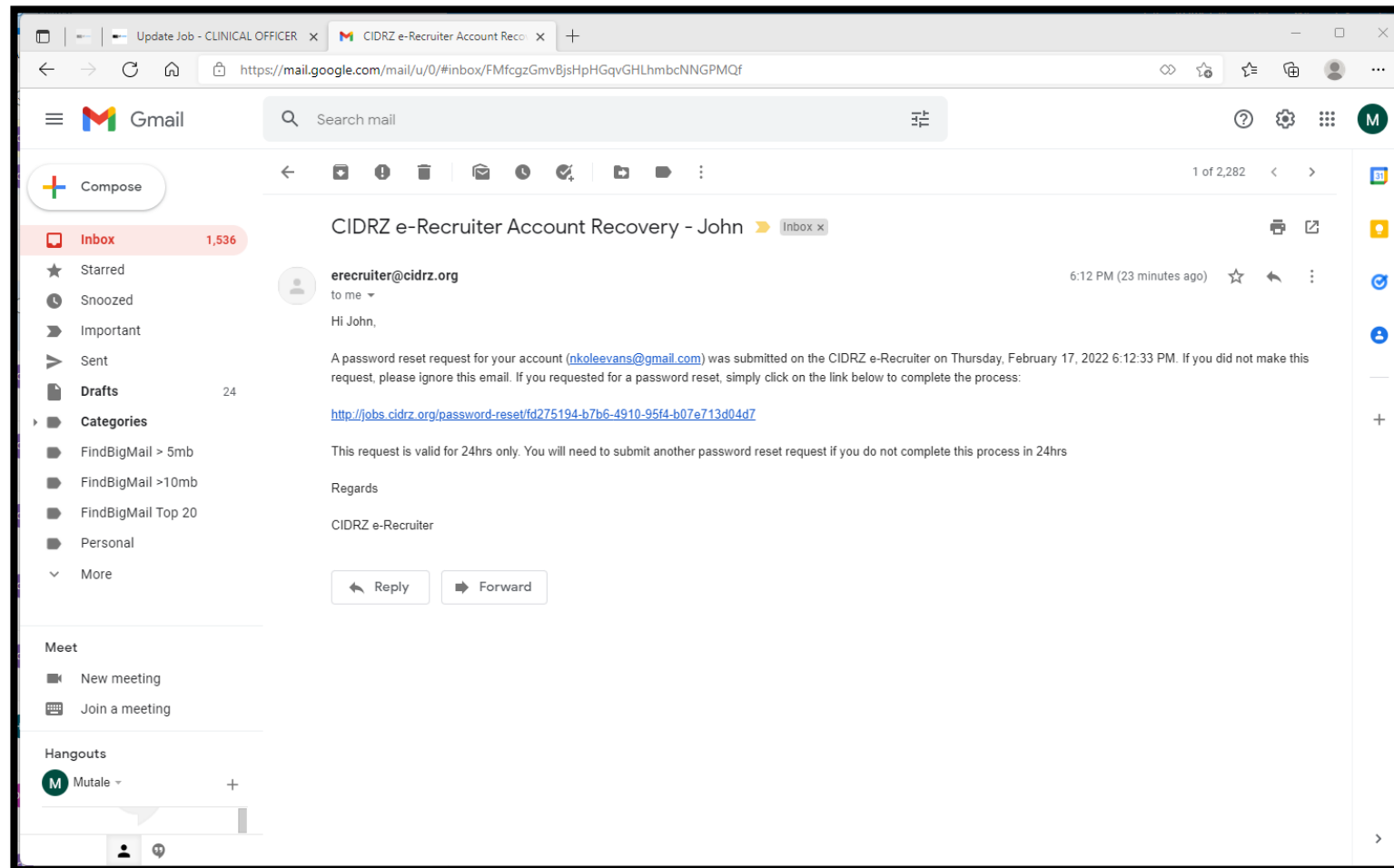
[Don't have an Account? Register](#)

Login

# Resetting your password

The screenshot shows a web browser window with the address bar displaying 'https://jobs.cidrz.org/forgot-password'. The page title is 'CIDRZ e-Recruiter'. The main content area is a white card with the CIDRZ logo at the top. Below the logo is the text 'Forgot Password'. A green success message box states: 'Password reset email sent The password reset email has been sent to nkoleevans@gmail.com. Please follow the instructions in the email'. Below this message is a 'Username:' label followed by a text input field containing 'nkoleevans@gmail.com'. At the bottom of the card is a grey button labeled 'Recover Password'.

# Resetting your password



# Summary

Please ensure you keep your work experience, educational background, skills and all information in your dashboard current. This will be used to assess your suitability for jobs you submit applications for. Human Resources department will contact if you get shortlisted for a position



# Thank you!

Need Help? Contact us:

**Email:** [helpdesk@cidrz.org](mailto:helpdesk@cidrz.org)

**Website:** [www.cidrz.org](http://www.cidrz.org)