



Heritage WebApp

User Manual

Research, learning and collaboration
in one connected website.

www.rdlabs.life

Edition 2026.10 · Roles and catalogue v3.34
Heritage Alliance Ltd.

For visitors, members, trainees, mentors, course directors,
registrars and authorised staff.

1. Purpose and quick start

Heritage WebApp brings the public Heritage Alliance website together with course administration, member services, content management and staff workspaces. The available tools depend on your approved access and the records assigned to you.

Area	What you can do
Public website	Explore the organisation, services, research projects, locations, events and opportunities.
Heritage Academy	Browse the current course catalogue, inspect course details and timetables, apply, and use approved learning tools.
Data Portal	Read data catalogue entries, access arrangements, governance, ethics and licensing information.
Intranet CMS	Work with authorised documents, media and collaboration tasks; visibility depends on audience and access grants.
Member area	Register, verify your email and view your account workspace and approval status.
Administration	Maintain public content, course metadata, applications, staff workspaces and access policies within your role.
Store and careers	Browse products and job opportunities; follow the specific checkout or application steps shown.

In this manual

Section	Use it to
2 · Navigation and accounts	Find the right area, register and sign in.
3 · Academy workflows	Find courses and maintain course metadata.
4 · Roles and access	Understand approvals and ownership limits.
5 · Administration	Locate the relevant console.
6 · Platform architecture	Understand how the website and records fit together.
7 · Site map	Open the principal routes by section.
8 · Help and operating notes	Resolve common access and content issues.

2. Navigation and accounts

Use the main navigation for the organisation, services, Academy, Data Portal and events. The footer provides CMS links, privacy information, contact details, staff access, the Site Map and this manual.

Starting point	Route
Home	/
Current courses	/academy/courses-catalogue
Academy overview	/academy
Data Portal	/data-portal
Intranet CMS	/intranet-cms
Registration	/join.php
Sign in	/join.php?login=1
Site Map	/sitemap.php

Create an account

- 1. Identify yourself.** Open Member Registration and enter your full name and email address.
- 2. Verify your email.** Enter the verification code sent to your inbox. If it expires, request a new code using the page controls.
- 3. Complete your profile.** Provide the requested profile information, choose registration categories, set your password and review the displayed consent choices.
- 4. Check your status.** A simple-member registration can activate immediately. Other requested categories require review; selecting a category does not grant staff or course-management powers.

After signing in

Open your name at the top right to see all roles approved for your account. **All my roles** is the default. Choose an individual role and select **Use selected role** to work within that role's permissions. This choice applies to other tabs in the same browser session. Switching from an administration page returns you to the course catalogue.

Role selection does not replace your signed-in identity or grant a new role. Ordinary navigation preserves sign-in; there is no fixed two-hour forced expiry. Explicit sign-out, the hosting session ending or an account/security change can still require sign-in again. A verified account may still need category approval or a resource assignment.

Languages

The site provides English, French, Kiswahili and Kinyarwanda navigation and interface catalogues. User-entered records and external resources may remain in their original language.

3. Academy workflows

The public course catalogue, course detail pages, applications and staff selections use the current shared course records. Historical enrolments and learning records remain attached to their original courses.

Find a course and apply

- 1. Browse the catalogue.** Open Courses Catalogue and use search, filters and pagination. The first Academy tab is Courses Catalogue. Visitors and ordinary members see published courses; an active administrator sees all current courses, including drafts and archived entries. An active mentor sees courses they uploaded, direct or are assigned to.
- 2. Review the course.** Choose **Course details & timetable**. Check the provider, level, duration, credits, dates, timezone, enrolment fee and scheduled sessions shown.
- 3. Apply or continue learning.** Use the course action and follow the sign-in, verification or application steps. Submission is not automatic admission. Approved learners use their accessible course tools for attendance, progress, quizzes and completion records.
- 4. Open a protected destination.** Where available, the course destination has a separate EUR 0.99 link-access payment gate. This is distinct from the course enrolment fee. A missing destination or unpublished course cannot offer a link payment. If no teaching sessions appear, the timetable has not yet been scheduled; this does not by itself determine admission availability.

Edit your course metadata

- 1. Open Course Catalogue.** Authorised staff use Academic Management → Course Catalogue. The Courses & Timetable area also provides access to the catalogue editor.
- 2. Select the course.** Administrators can manage all current courses. A mentor or course director can edit metadata only for a course they uploaded or were explicitly assigned to direct. A mentorship assignment grants course access, not metadata-editing permission.
- 3. Update the details.** Review title, provider, category, level, credits, duration, description, fee and currency, start/end dates, schedule, timezone, cohort/programme, publication state and the private destination, as available. Programme and director assignment are administrator-controlled.
- 4. Save and verify.** Save the record, then check the public details and timetable. If another person changed the record, reload the latest revision before saving again. Saved metadata persists across site deployments.

Teaching and registration tools

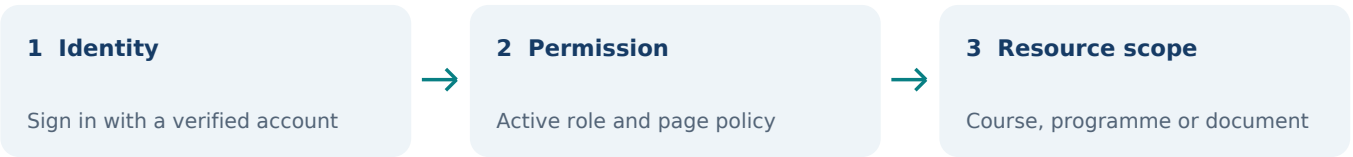
Programme and course assignments govern learner progress, quizzes, certificates, mentorship and attendance. Registrars review applications and enrolments within their assigned programmes. Optional AI prescreening requires configured services and produces evidence-based draft scores for human review; it does not make the final admission or funding decision.

4. Roles and access

Heritage uses approved categories, the active session role, page permissions and record-level checks. All my roles preserves your combined granted access; selecting one role narrows it. Roles are not a single inheritance ladder: access to one area does not grant access to every other area.

Role or status	Typical scope
Visitor	Public content and entry points. Protected tools require authentication.
Member	Activated account and the member tools permitted by current page policy.
Trainee	Approved learning access, subject to course enrolment and learning-tool checks.
Mentor / Course Director	Teaching tools for own or assigned courses. Metadata editing requires uploader ownership or explicit course-director assignment; mentorship alone does not permit editing.
Registrar	Application and enrolment administration within assigned programmes; no automatic site-wide administrator rights.
Researcher	Approved research-related access and separately granted pages/resources.
Investor	Approved investor access and separately granted pages/resources. Financial shareholder registers are managed separately.
Manager / Shop manager	Existing staff powers and delegated pages for the relevant operational area.
Administrator	Site administration, staff/access policy management and course metadata management, with protected workflows and audit controls.
Pending category	Requested role is awaiting review. Volunteer and intern are registration categories, not automatic staff privileges.

How a protected request is checked



Access is granted only when the applicable checks pass.

A link in the footer or Site Map does not grant access. Page permissions, programme assignments, enrolment, document audience and ownership can all affect the result. Administrators manage page access in Website Pages & Access; protected administration cannot be made anonymous.

5. Administration

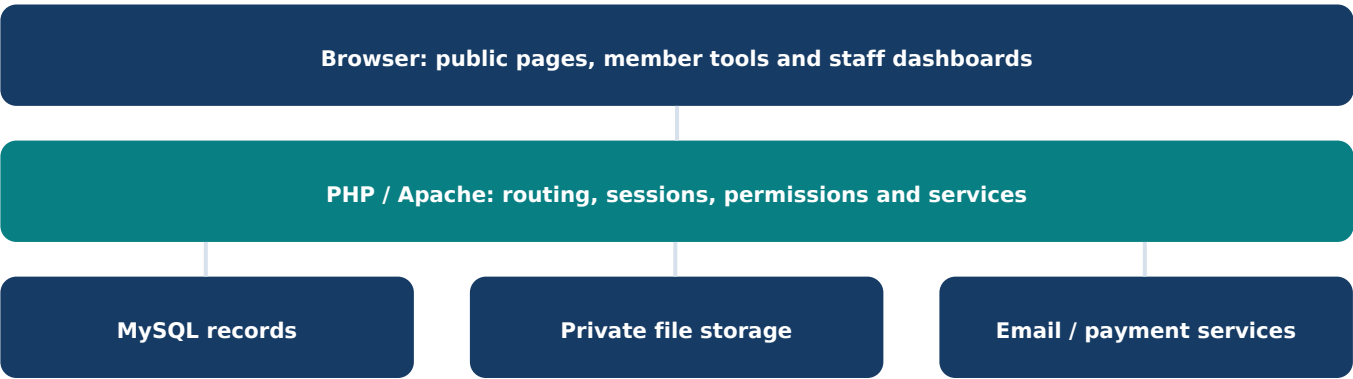
Open the console granted to your account. Administrators can start at [Admin Dashboard](#). Sidebar entries and actions depend on your role and explicit page grants. Use the purpose-built console where one is available.

Console	Main work
Public content	Projects, events, announcements, datasets and products; review publication state before saving.
Job postings / Career Applications	Manage vacancies and the staged career-application review workflow.
Course Catalogue	Current course metadata, publication and ownership-scoped editing.
Courses & Timetable	Course sessions and teaching schedules from the current course list.
Academic Management	Mentors, trainee progress, quizzes/exams, certificates and attendance.
Registrar	Applications, prescreening review, enrolments and notification settings.
Intranet CMS	Document repository, collaboration workflow, media, podcasts and tutorials.
Data Portal Pages	Edit portal information; maintain dataset records through the data catalogue console.
Medical Clinical Services	Healthcare professional records, calendars and management tools.
Shop Management	Product catalogue, orders and customer administration.
Heritage Chat	Chat trails, support tickets and reviewed knowledge content.
Website Pages & Access	Administrator-only page policy and role grants.
Users / Staff	Account and staff administration; these privileges are not granted by self-registration.
Analytics / System Logs	Review available analytics, reports and system records within your permissions.

Some sidebar areas are structured record workspaces. Financial registers, synthetic-data records and usage/cost entries do not imply automated accounting, data generation or provider billing integration. The interface and configured backend determine which operations are available.

6. Platform architecture

This overview describes the Heritage website and its administration. Connected clinical/patient applications and external course providers can use separate hosting and sign-in flows.



Layer	Implementation and responsibility
Website and interface	Generated HTML, CSS and browser JavaScript; shared page templates, navigation and footer.
Application server	PHP on Apache/Easyhost. Public rendering and dedicated Academy, registration, Intranet, data and administration services.
Database	MySQL accessed through mysqli; course, member, application, operational and audit records are maintained by server-side services.
Identity and access	Server-side sessions, email verification, approved categories, active-role selection, page policy, programme/course scope and record ownership. Sensitive writes use server-side validation and CSRF controls.
Documents and uploads	Protected files are served through authorised handlers where required; public assets and the downloadable manual are separate.
External services	Configured email delivery, payment services and optional Academy AI prescreening. Availability depends on the actual deployment configuration.
Scheduled work	Academy reminder scheduling uses the existing server scheduler; delivery depends on valid sessions, recipients and mail configuration.
Source and releases	Maintained content and PHP source are built by Python tooling. Changes are validated on staging before an approved production promotion.

Content and records

The shared course catalogue is backed by durable course records, so metadata edits survive deployment. Public listing fields and protected course destinations are handled separately. Document visibility, course enrolment and staff assignments remain enforced by their services.

The separate Heritage Med application remains a synthetic demonstration; this manual does not describe live patient-record services. The public chat uses the maintained knowledge base and deterministic snippet matching. Its name does not imply a general-purpose generative assistant. Optional Academy prescreening is a separate configured service.

7. Site map

Open the online Site Map for grouped navigation and access labels. This directory lists the principal entry points; detail records, current courses and their available actions are reached through their catalogues.

Public: normally open without sign-in. Sign in: an authenticated account is required. Granted access: an approved role, course assignment, workspace membership or resource permission is also needed.

Heritage & company

Heritage & company	Path	Access
Home	/	Public
About Heritage Alliance	/about.php	Public
Our impact	/Our_Impact.php	Public
Our team	/team.php	Public
Organisation structure	/Organization_Structure.php	Public
Board of Governors	/organisation/board-of-governors	Public
Executive leadership	/organisation/executive-leadership	Public
Chief Executive Officer	/organisation/chief-executive-officer	Public
Chief Medical Officer	/organisation/chief-medical-officer	Public
Chief Scientific & Research Officer	/organisation/chief-scientific-research-officer	Public
Chief Financial Officer (a.i.)	/organisation/chief-financial-officer	Public
General Executive Assistant	/organisation/general-executive-assistant	Public
Legal Services Advisor	/organisation/legal-services-advisor	Public
Human Resources (HR)	/organisation/human-resources	Public
Finance Department	/organisation/finance	Public
Medico-Clinical Department	/organisation/medico-clinical	Public
Research & Development	/organisation/research-development	Public
Applied Data sciences, Digital and Health Informatics	/organisation/data-science-health-informatics	Public
Multidisciplinary Research & Training	/organisation/multidisciplinary-research-training	Public
Strategic Partnerships & Grants Management	/organisation/strategic-partnerships-grants	Public

Heritage & company	Path	Access
Office locations	/office-locations.php	Public
Heritage R&D Labs — Rwanda	/locations/rwanda	Public

Services & research

Services & research	Path	Access
Medico-Clinical Services	/Medico_Clinical.php	Public
General & Family Medicine	/services/clinical/general-family-medicine	Public
Specialized Consultations	/services/clinical/specialized-consultations	Public
Diagnostics & Imaging	/services/clinical/diagnostics-imaging	Public
Paramedical Care	/services/clinical/paramedical-care	Public
Support Services for Practices	/services/clinical/support-services-for-practices	Public
Travel Clinic Services	/services/clinical/international-tourist-care	Public
Research & Development Services	/research.php	Public
Preclinical Research	/services/research/preclinical-research	Public
Clinical Trial Management (Phase I-IV)	/services/research/clinical-trial-management-phase-iiv	Public
Data Management & Biostatistics	/services/research/data-management-biostatistics	Public
Regulatory Affairs	/services/research/regulatory-affairs	Public
Medical Writing & Monitoring	/services/research/medical-writing-monitoring	Public
Pharmacovigilance	/services/research/pharmacovigilance	Public
Post-Market Surveillance	/services/research/post-market-surveillance	Public
Applied Data sciences, Digital and Health Informatics	/datasciences.php	Public
Software Development	/services/data-science/software-development	Public
Web Services	/services/data-science/web-services	Public
Data Harmonization, Integration & Analytics	/services/data-science/data-harmonization-integration	Public
Real-World Data	/services/data-science/real-world-data	Public
Applied Artificial Intelligence	/services/data-science/applied-artificial-intelligence	Public

Services & research	Path	Access
Multidisciplinary Research & Training	/Multi_disciplinary.php	Public
Training & Capacity Building	/services/training/training-capacity-building	Public
Social Impact & Community Programs	/services/training/social-impact-community-programs	Public
Research Communication & Dissemination	/services/training/research-communication-dissemination	Public
Research Labs Infrastructure	/research-labs-infrastructure.php	Public
Current research projects	/projects.php	Public
Past research projects	/past-projects.php	Public

Heritage Academy

Heritage Academy	Path	Access
Academy overview	/academy	Public
Courses catalogue	/academy/courses-catalogue	Public
Enrollment & fees	/academy/enrollment-fees	Public
Academic partners & accreditations	/academy/academic-partners-accreditations	Public
Apply or continue an application	/academy/apply	Public
Frequently asked questions	/academy/faq	Public
Certificate verification	/academy/certificate	Public
Mentorship & career	/academy/mentorship-career	Granted access
Progress monitoring	/academy/progress-monitoring	Granted access
Course check-in	/academy/checkin	Granted access
Course-day staff tools	/academy/day-tools	Granted access

Data Portal

Data Portal	Path	Access
Data Portal overview	/data-portal	Public
Heritage Data Infrastructure Architecture	/data-portal/architecture	Public

Data Portal	Path	Access
Data catalogue	/data-portal/data-catalogue	Public
Data access & use	/data-portal/data-access	Public
Ethics & standards	/data-portal/ethics-regulatory	Public
Governance & protection	/data-portal/governance-protection	Public
Licensing	/data-portal/licensing	Public

News, events & opportunities

News, events & opportunities	Path	Access
Events	/events.php	Public
Conferences & webinars	/conferences-webinars.php	Public
Calls & announcements	/calls-announcements.php	Public
Careers	/careers.php	Public

Resources & community

Resources & community	Path	Access
Community	/community.php	Public
Store	/store.php	Public
Why invest?	/why-invest.php	Public
Investment opportunities	/investment-opportunities.php	Granted access
SWOT analysis	/swot-analysis.php	Granted access
Competitive analysis	/competitive-analysis.php	Granted access
Financial updates	/financial-updates.php	Granted access
Intranet CMS	/intranet-cms	Granted access
Document repository	/intranet-cms/documents	Granted access
Collaboration workflow	/intranet-cms/collaboration	Granted access
Media, podcasts & tutorials	/intranet-cms/media	Granted access

Member & staff workspaces

Member & staff workspaces	Path	Access
Login / register	/join.php	Public
Member workspace	/member-workspace.php	Sign in
Dashboard	/Admin/index.php	Granted access
Projects	/Admin/content.php?kind=projects	Granted access
Events	/Admin/content.php?kind=events	Granted access
Announcements	/Admin/content.php?kind=announcements	Granted access
Job postings	/Admin/jobs.php	Granted access
Career Applications	/Admin/careers.php	Granted access
Manage Users	/Admin/users.php	Granted access
Manage Staff	/Admin/managestaff.php	Granted access
Support Tickets Management	/Admin/workspace.php?section=support_tickets	Granted access
Healthcare Professionals	/Admin/clinical.php?tab=hcps	Granted access
Calendars Management	/Admin/clinical.php?tab=calendar	Granted access
HCP Management	/Admin/clinical.php?tab=management	Granted access
Shop Dashboard	/Admin/shop_dashboard.php	Granted access
Products	/Admin/content.php?kind=products	Granted access
Orders	/Admin/shop_orders.php	Granted access
Customers	/Admin/shop_customers.php	Granted access
Registrar Dashboard	/Admin/registrar.php?tab=dashboard	Granted access
Training Applicants	/Admin/registrar.php?tab=applicants	Granted access
AI Prescreening & Scoring	/Admin/registrar.php?tab=screening	Granted access
Enrolment Management	/Admin/registrar.php?tab=enrolments	Granted access
Notifications & Reminder Settings	/Admin/registrar.php?tab=notifications	Granted access
Existing enrolments	/Admin/enrollments.php	Granted access
Revenue	/Admin/revenue.php	Granted access
Academy Dashboard	/Admin/academy.php?tab=dashboard	Granted access
Course Catalogue	/Admin/academy.php?tab=catalogue	Granted access

Member & staff workspaces	Path	Access
Courses & Timetable	/Admin/academy.php?tab=courses	Granted access
Mentors	/Admin/academy.php?tab=mentors	Granted access
Trainees & Progress	/Admin/academy.php?tab=progress	Granted access
Quizzes & Exams	/Admin/academy.php?tab=quizzes	Granted access
Completion Certificates	/Admin/academy.php?tab=certificates	Granted access
Check-in & Attendance	/Admin/academy.php?tab=attendance	Granted access
Existing student records	/Admin/students.php	Granted access
Existing teacher records	/Admin/teachers.php	Granted access
Intranet Overview	/Admin/intranet.php?tool=home	Granted access
Document Repository	/Admin/intranet.php?tool=documents	Granted access
Collaboration Workflow	/Admin/intranet.php?tool=collaboration	Granted access
Media, Podcasts & Tutorials	/Admin/intranet.php?tool=media	Granted access
Course Materials	/Admin/workspace.php?section=course_materials	Granted access
Existing Podcast & Tutorials records	/Admin/workspace.php?section=podcasts_tutorials	Granted access
Existing Document Repository records	/Admin/workspace.php?section=document_repository	Granted access
Existing Heritage Gallery records	/Admin/workspace.php?section=heritage_gallery	Granted access
Existing Workflow Collaboration records	/Admin/workspace.php?section=workflow_collaboration	Granted access
Data Portal Pages	/Admin/data-portal.php	Granted access
Data Catalogue	/Admin/content.php?kind=datasets	Granted access
Synthetic Data Hub	/Admin/workspace.php?section=synthetic_data_hub	Granted access
Data Access & Use	/Admin/workspace.php?section=data_access_use	Granted access
Founder Shares	/Admin/workspace.php?section=founder_shares	Granted access
Partners Shares	/Admin/workspace.php?section=partners_shares	Granted access
Grants and Donations	/Admin/workspace.php?section=grants_donations	Granted access
Chat Trails	/Admin/chat.php?tab=trails	Granted access
Support Tickets	/Admin/chat.php?tab=tickets	Granted access

Member & staff workspaces	Path	Access
Knowledge Base	/Admin/chat.php?tab=knowledge	Granted access
Usage & Cost	/Admin/workspace.php?section=usage_cost	Granted access
My Profile	/Admin/profile.php	Granted access
System Settings	/Admin/settings.php	Granted access
Website Pages & Access	/Admin/page-access.php	Granted access
Analytics & Reports	/Admin/analytics.php	Granted access
System Logs	/Admin/system_logs.php	Granted access

Contact & legal

Contact & legal	Path	Access
Contact us	/contact.php	Public
Privacy policy	/privacy-policy.php	Public
Cookie information	/privacy-policy.php#cookies	Public
Site map	/sitemap.php	Public

Access labels describe the intended entry point. The current page policy and your specific course, programme or resource grants remain authoritative. Direct links to private records are deliberately not enumerated here.

8. Help and operating notes

What you see	What to do
Sign-in required	Sign in again after explicit logout or when the hosting session ends. Navigation alone does not require a fresh login; there is no fixed two-hour forced sign-out.
Approval pending	Review your account status. An email-verified account may still need a category or programme approval.
Access denied	Check the account and the active role under your name. Return to All my roles if appropriate. Ask the administrator to review the relevant page grant and resource assignment.
Course is missing / metadata is read-only	Check the active role. Mentors can see their own and assigned courses, but metadata edits require uploader ownership or explicit course-director assignment.
No teaching sessions / missing fee or link	The relevant information has not been supplied or published. Contact the course director; do not assume a date, price or destination.
Record changed elsewhere	Reload the latest record and review the changes before saving. This prevents overwriting another editor's update.
Session role changed in another tab	The selector reloads your current granted roles. Reload the page before continuing; do not repeat the earlier role change without reviewing the current selection.
Payment not yet confirmed	Check the displayed payment status. A protected course link and an enrolment fee are separate products; contact support before starting duplicate payments.
Missing or restricted document	The document may be unpublished or outside your permitted audience. Ask its owner for access through the normal workflow.

Get help

Use [Contact Us](#) for general enquiries, [Academy FAQ](#) for training guidance, and [Privacy & Cookies](#) for the published policy and cookie controls. Course-specific questions should include the course title and the action you were trying to complete.

About this edition

Prepared on 9 October 2026 for Heritage WebApp role and course-catalogue update v3.34. Procedures describe the implemented Heritage source at the time of preparation. Course availability, schedules, fees, assignments, published records and deployment configuration can change; the current page and authorised administrator remain the reference.

Heritage Alliance Ltd.

www.rdlabs.life · [Site Map](#)