

USER MANUAL

NWTL YUMI APP

ADMIN

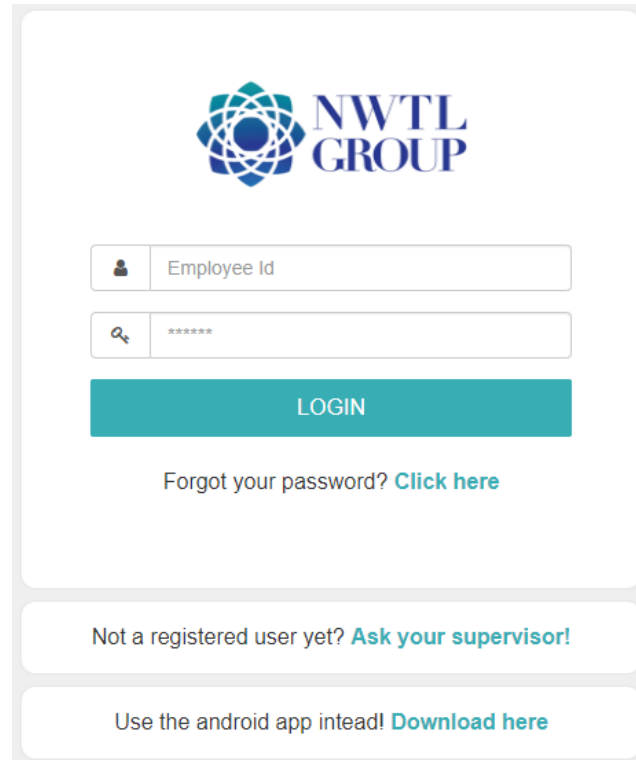
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Login Page

This serve as the default page of the system. It contains the login module, short cut for forgot password and downloading of APK File.



**NWTL
GROUP**

Employee Id

LOGIN

Forgot your password? [Click here](#)

Not a registered user yet? [Ask your supervisor!](#)

Use the android app intead! [Download here](#)

Logging in for the first time

Logging in the system for the first time is different on concurrent logins. The system will ask the user to input all required fields to fulfill the users profile. To log in for the first time follow the steps below

1. Input the Employee Id
2. Leave the Password blank
3. Click the LOGIN button
4. Wait for a response like this, it means that user is logging in for the first time.


localhost says

First time login. Welcome MAGDALYN SARO to NWTL YUMI App

OK

5. Click OK

6. The system will direct the user to the Profile Update Page. Here, users will fill up all the required fields by the system mark by asterisk (*).



Congratulations on your first login to the system!
Please complete all the details below for your profile page specially the ones with asterisk.

(*) Required Fields

Your personal details

Last Name * :

First Name * :

Middle Name :

Gender * :
 -- Select an option --

Nationality * :

Address * :

Town/City :

Province * :

Telephone :

Mobile Phone * :

Email Address :

Date of Birth :

Place Of Birth :

Your account details

Put a new password * :

Your account retrieval details

Question 1 * :

Answer to Question 1 * :


Question 2 * :

Answer to Question 2 * :

Question 3 * :

Answer to Question 3 * :

Your profile picture *



No file chosen
Maximum upload size is 1 MB.

Your signature *

Note : Use a white clean background (e.g. A4 paper) and take a clear photo of your signature



No file chosen
Maximum upload size is 1 MB.

7. For questions, user may use Create your own question meaning it will ask the user to enter their own question or select on pre created questions
8. After all required fields are filled up, Press the SUBMIT button.
9. If all required fields, a message will show like this. Press OK and another OK to finish saving and page will direct to the Home Page or Press Cancel to cancel the action and review the users input.

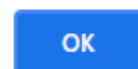
localhost says

Are you sure with your details?



localhost says

Profile successfully updated. Welcome MAGDALYN SARO



10. If any of the required fields are missed out, a message will be show like this. Missed out fields will be highlighted by yellow. Fill out all the require fields and repeat step 7.

localhost says

Please fill all the require fields highlighted in yellow

OK

NWTL GROUP

Congratulations on your first login to the system!
Please complete all the details below for your profile page specially the ones with asterisk.

(*) Required Fields

Your personal details

Last Name * : SARO

First Name * : MAGDALYN

Middle Name : MS

Gender * : -- Select an option --

Nationality * : -- Select an option --

Address * : [Yellow highlight]

Town/City : [Yellow highlight]

Province * : -- Select an option --

Telephone : [Yellow highlight]

Mobile Phone * : [Yellow highlight]

Logging in the system

This is the concurrent logging in the system after a successful update of the profile. To concurrently log in the system follow the steps below

1. Input the Employee Id
2. Input the Password
3. Click the LOGIN button
4. Wait for a response like this, it means that user logged in successfully. Page will direct to the Home Page afterwards

localhost says

Login successful. Welcome Administrator User Access

OK

5. This response means that the required fields, in this case username and password is blank

localhost says

Fill all required fields

OK

6. This response means that the username and password didn't match

localhost says

Username and password did not match

OK

Forgot password

This function is being used when the user forgets the password. To initiate forgot password feature follow the steps below

1. Input the Employee Id
2. Click the Click here link from the phrase "Forgot your password? Click here"
3. The page will direct to Forgot Password page



Answering all the question below correctly will let you to regain access on your account. We suggest changing your password in your profile once logged in. Thank you

pet?

Name of your secondary school?

What is your mothers maiden name?

SUBMIT

4. The user must answer 3 account retrieval questions that are set up when doing the first time login activity

5. Click SUBMIT and Wait for a response like this and click OK,

localhost says

Are you sure with your answers?

OK

Cancel

6. it means that user logged in successfully. Page will direct to the Home Page afterwards.
NOTE : It is strongly suggest that the user changes the password upon successful account retrieval to not be locked out again from the system.

localhost says

Account access regain. Welcome Administrator User Access

OK

7. This response means that the answers to the questions don't match the record

localhost says

Answers did not match. Redirecting to login page

OK

8. This response means that the answers are blank

localhost says

Please fill all the require fields

OK

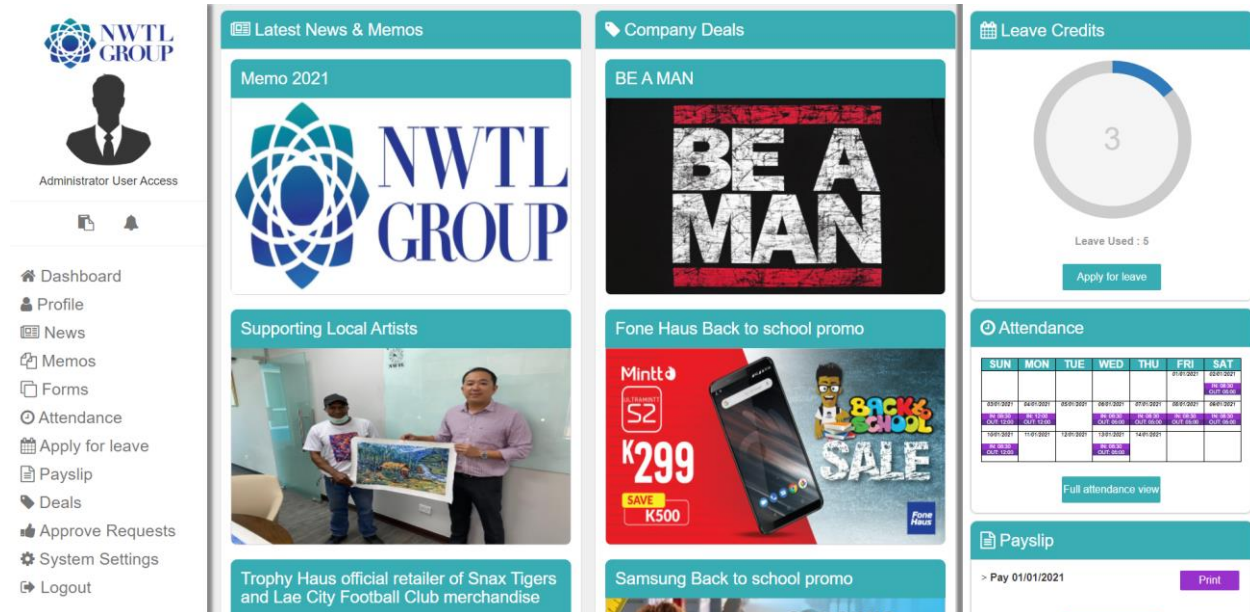
Downloading and installing the APK

The login page also has the link to download the APK for android phones in this way using the system can be accessed easily using android mobile phones. To download and install the APK. follow the steps below

1. Open the google chrome browser on your phone and navigate to the systems login page.
2. Click the Download here link from the phrase "Use the android app instead! Download here"
3. Browser will automatically downloads the APK file
4. Launch the APK file after downloading it
5. Follow the androids requirement to installs and enable unknown/unregistered apps

Home Page

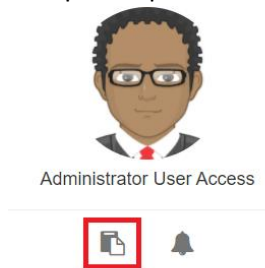
Home page is the main container of the whole system after successful login. The page contains the menu on the left side, dashboard shortcuts for latest news/memos and company deals, and lastly the HR widgets like leave credits, attendance and payslip on the right side.



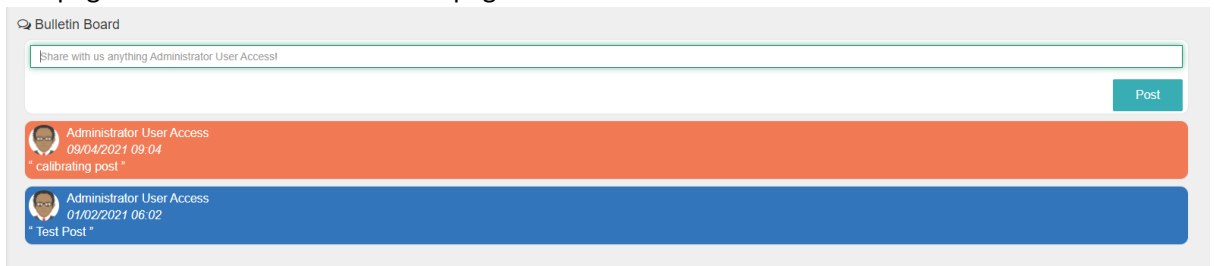
Bulletin Board

Located below the profile picture, this feature allows user to post what they feel and think with the exception that it has to be approved. To post on bulletin board follow the steps below

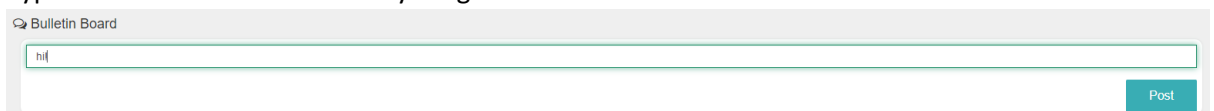
1. Click the Bulletin Board icon below the profile picture



2. The page will direct to Bulletin Board page



3. Type inside the "Share with us anything" box



- Click Post and wait for this message

localhost says

Your post will be for approval. Please check again later.

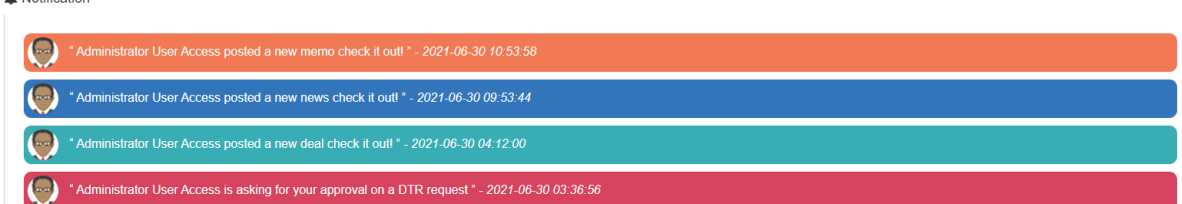
OK

- The post will be for approval

Notification

Located below the profile picture, this notifies the user of new notification within 2 days span of usage. All notification can be clicked and it will direct the page to the notifications root.

Notification



Menu

Menu contains the shortcut for the modules of the system see below listing of the systems menu.

Menu	Description
Dashboard	Serves as the home page, it shows the shortcuts and widgets of the system
Profile	Page for user profile and maintenance
News	Contains news articles created in the system
Memos	Contains the memos from HR
Forms	Contains the downloadable HR PDF forms that can be uploaded back after filling it up
Attendance	Page that shows the attendance that came from the attendance system and apply changes to it using HR PDF form
Apply for leave	Page where user can apply for leaves using HR PDF form
Payslip	Page where user can print payslip
Approve Requests	Only limited to supervisory and managerial type of users, this page is used to approve request of the users from attendance, apply leaves and uploaded forms
System Settings	Only limited to administrative type of user, this page is used to do maintenance on reference listing
Logout	User to logout from the system

Dashboard shortcuts

There are currently two (2) dashboard shortcuts in the system namely Latest News and Memos, and Company Deals. These 2 shortcuts shows five (5) most current articles in vertical form in chronological order from both News, Memos and Deals modules. All articles that are under these shortcuts are clickable and will direct user to its article.

Latest News & Memos are a combined dashboard shortcuts that showcase articles from the News and Memos module. The shortcuts shows the Title at the top and a picture of the article on the bottom.

Company Deals shows any system deals that are targeted for users to use. Mostly this are promotions and/or discounts offered to users.

The screenshot displays two dashboard shortcuts side-by-side. The left shortcut, titled 'Latest News & Memos', contains two article cards. The first card is titled 'Memo 2021' and features the logo for 'NWTL GROUP'. The second card is titled 'Supporting Local Artists' and shows a photograph of two men, one holding a framed painting. The right shortcut, titled 'Company Deals', contains two promotional cards. The first card is titled 'BE A MAN' and has a dark background with the text 'BE A MAN' in a large, white, distressed font. The second card is titled 'Fone Haus Back to school promo' and features a red background with a smartphone, the 'Mintt' logo, and the text 'K299' and 'SAVE K500'.

HR Widgets


HR Widgets are comprised of three (3) components such as widgets for Leave Credits, Attendance and Payslip. All widgets are a current display of its main module and are all clickable using its own button to redirect to its module.

Leave Credits shows the most current leave balance of the user and the number of leaves that were used.

Attendance shows the attendance of the user on the most current pay period.

Payslip shows the three (3) most current payslip that the user can print out.

Leave Credits



Leave Used : 5

Apply for leave

Attendance

SUN	MON	TUE	WED	THU	FRI	SAT
					01/01/2021	02/01/2021
						IN: 08:30 OUT: 05:00
03/01/2021	04/01/2021	05/01/2021	06/01/2021	07/01/2021	08/01/2021	09/01/2021
IN: 08:30 OUT: 12:00	IN: 12:00 OUT: 12:00		IN: 08:30 OUT: 05:00	IN: 08:30 OUT: 05:00	IN: 08:30 OUT: 05:00	IN: 08:30 OUT: 05:00
10/01/2021	11/01/2021	12/01/2021	13/01/2021	14/01/2021		
IN: 08:30 OUT: 12:00			IN: 08:30 OUT: 05:00			

Full attendance view

Payslip

> Pay 01/01/2021 Print

All payslip

Dashboard

This menu will direct the user to the home page of the system.

Profile

This menu will direct user to the Profile page wherein, users see their profile, can update their profile and even change their profile picture.

Profile

Profile Picture



Choose File No file chosen
Maximum upload size is 1 MB.

Personal Profile

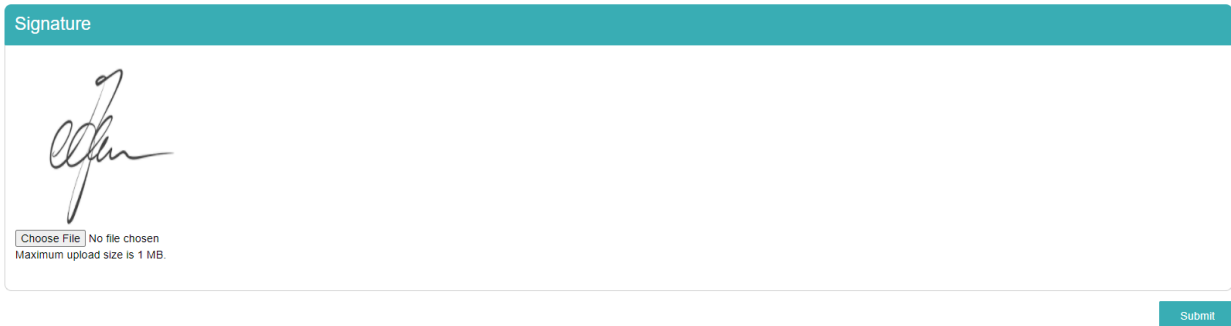
Last Name :	<input type="text" value="Access"/>
First Name :	<input type="text" value="Administrator User"/>
Middle Name :	<input type="text"/>
Gender :	<input type="radio"/> Male
Nationality :	<input type="text" value="Papua New Guineans"/>
Address :	<input type="text" value="PO BOX 643"/>
Town/City :	<input type="text" value="PORT MORESBY"/>
Province :	<input type="text" value="National Capital District (Port Moresby)"/>
Telephone :	<input type="text" value="3252599"/>
Mobile Phone :	<input type="text" value="7203252599"/>
Email Address :	<input type="text" value="archivalhonte@yahoo.com"/>
Date of Birth :	<input type="text" value="dd/mm/yyyy"/>
Place Of Birth :	<input type="text"/>

Account Details

Put a new password :	<input type="password"/>
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Account Retrieval Details

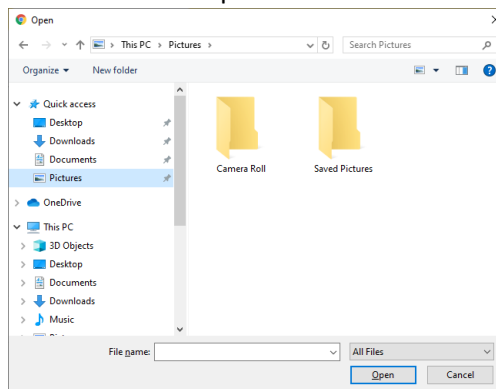
Question 1 :	<input type="text" value="pet?"/>
Answer to Question 1 :	<input type="text" value="dog"/>
Question 2 :	<input type="text" value="Name of your secondary school?"/>
Answer to Question 2 :	<input type="text" value="rhs"/>
Question 3 :	<input type="text" value="What is your mothers maiden name?"/>
Answer to Question 3 :	<input type="text" value="yolanda hugo"/>



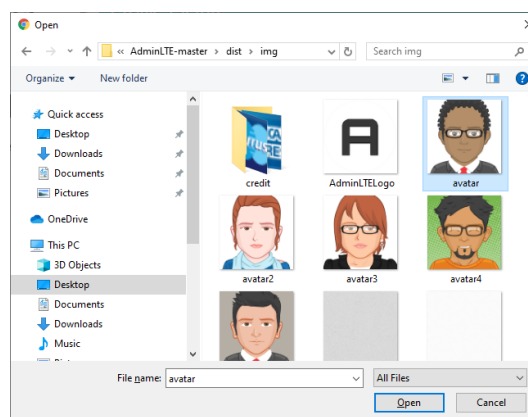
Changing the profile picture

When a user wanted to change the profile picture, the user must do the following steps

1. Go to the Menu and click Profile
2. At the tab name Profile Picture it will show the most current profile picture of the user. Click Choose file
3. Use the Open Dialog Window to locate the picture



4. Select a picture that has the size of 1MB maximum and is an image file type JPEG or PNG by clicking on the file



5. Click Open
6. Image will now be change



7. Scroll down to the end of the Profile page and click Submit. Wait for a response like this and click OK and the whole system will reload itself

localhost says

Successfully saved. The whole system will reload.

OK

Updating the personal information

When a user wanted to change any personal information, the user must do the following steps

1. Go to the Menu and click Profile
2. At the tab name Personal Profile and it will show the most current profile details of the user
3. Type in any information that has to be change or updated

Personal Profile

Last Name :

First Name :

Middle Name :

Gender : Male

Nationality :

Address :

Town/City :

Province :

Telephone :

Mobile Phone :

Email Address :

Date of Birth :

Place Of Birth :

4. Please bear in mind that the information has to be correct
5. Scroll down to the end of the Profile page and click Submit. Wait for a response like this and click OK and the whole system will reload itself

localhost says

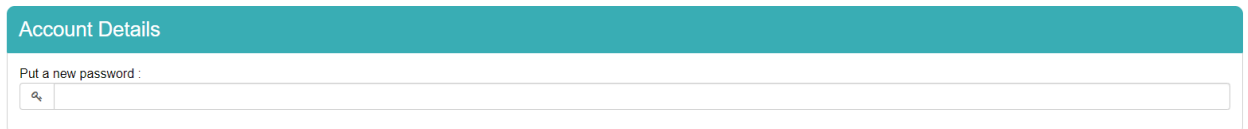
Successfully saved. The whole system will reload.

OK

Changing the password

It is advised to change the password periodically to avoid any unwanted account grabbing or hacking, the user must do the following steps

1. Go to the Menu and click Profile
2. At the tab name Account Details this where the new password will be inputted in



Account Details

Put a new password :

3. Have the new password memorized, have a copy somewhere or write it down so it won't be forgotten
4. Scroll down to the end of the Profile page and click Submit. Wait for a response like this and click OK and the whole system will reload itself

localhost says

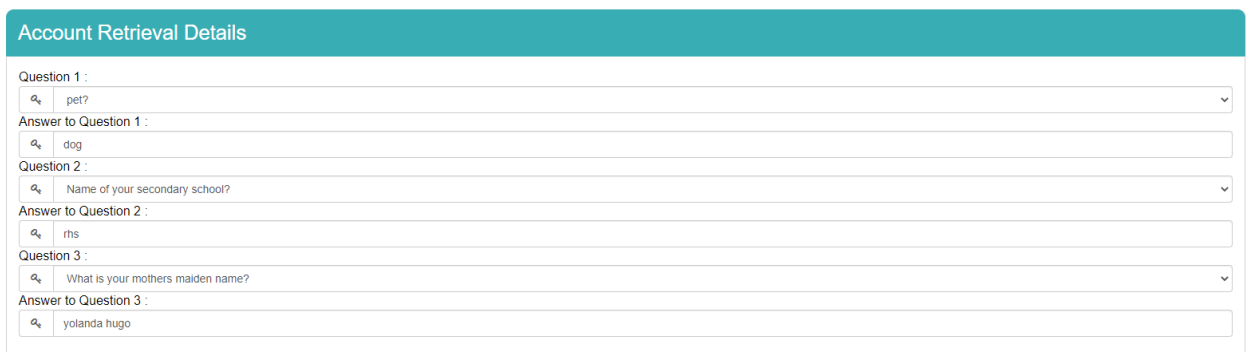
Successfully saved. The whole system will reload.

OK

Changing the account retrieval questions and answers

When a user would want to change the account retrieval questions and answers, the user must do the following steps

1. Go to the Menu and click Profile
2. At the tab name Account Retrieval Details it will show the most current questions and answers that will be used when the forgot password from the login page where used



Account Retrieval Details

Question 1 :

Answer to Question 1 :

Question 2 :

Answer to Question 2 :

Question 3 :

Answer to Question 3 :

3. For questions, user may use Create your own question meaning it will ask the user to enter their own question or select on pre created questions
4. Scroll down to the end of the Profile page and click Submit. Wait for a response like this and click OK and the whole system will reload itself

localhost says

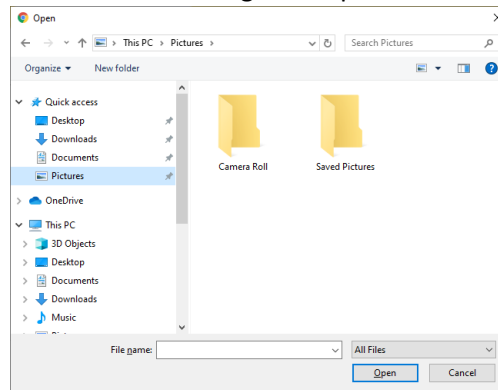
Successfully saved. The whole system will reload.

OK

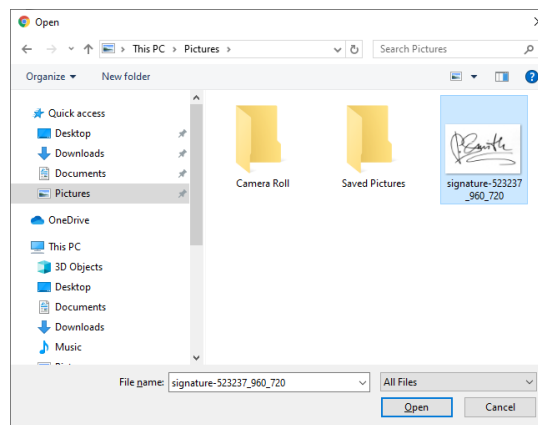
Changing the signature

When a user wanted to change the signature, the user must do the following steps

1. Go to the Menu and click Profile
2. At the tab name Signature it will show the most current signature of the user. Click Choose file
3. Use the Open Dialog Window to locate the signature picture



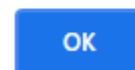
4. Select a picture that has the size of 1MB maximum and is an image file type JPEG or PNG by clicking on the file



5. Click Open
6. Scroll down to the end of the Profile page and click Submit. Wait for a response like this and click OK and the whole system will reload itself

localhost says

Successfully saved. The whole system will reload.



News


This menu will direct user to the news articles that are posted in the system. All articles are clickable that will direct the user to the page of the news article.

News

Search SEARCH


Add New Articles!

Mint is proud to support Female Hockey Team ×



by Administrator User Access 01/01/2021
Views : 1

NWTL Group Gives Essentials to St. John Ambulance ×



by Administrator User Access 01/01/2021
Views : 1

Searching news article

To search news article, the system has a dynamic way using a search facility. The user has to do the following steps


1. Go to the Menu and click News
2. At the upper portion of the page a search text engine can be found. Type in the title of the article to search for
3. Click SEARCH

News

Search SEARCH

Add New Articles!

NWTL Group Gives Essentials to St. John Ambulance ×



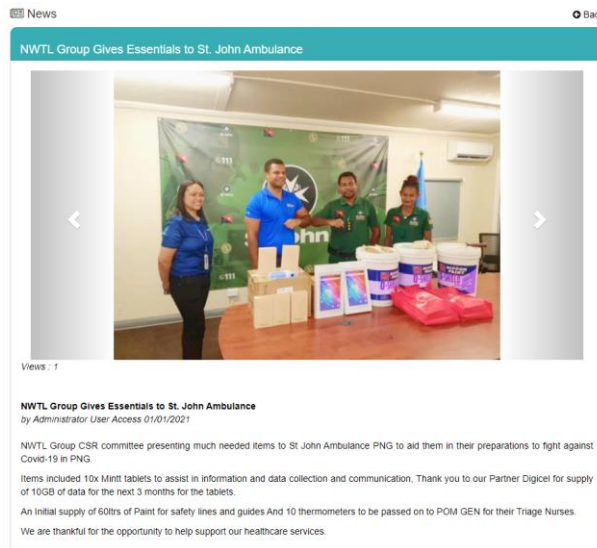
by Administrator User Access 01/01/2021
Views : 1

4. To clear search, make sure that the search text engine is blank and click SEARCH

Viewing/Reading the news article

To view or read the news article, The user has to do the following steps

1. Go to the Menu and click News
2. Select any of the news article available by scrolling through the selection or using the search facility
3. Click on the article. It can be on the image, title or the content.
4. The page will be directed to the news article page



5. To go back to the previous page, Click Back

Note : the system records the viewing of the news article. By viewing and reading it, it records as part of system analytics.

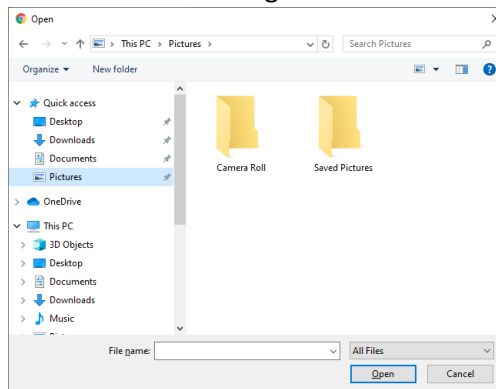
Adding new news Articles

This feature is only available for users that has the user rights to do it. This allows users to add new news articles for the system. To add new news, The user has to do the following steps

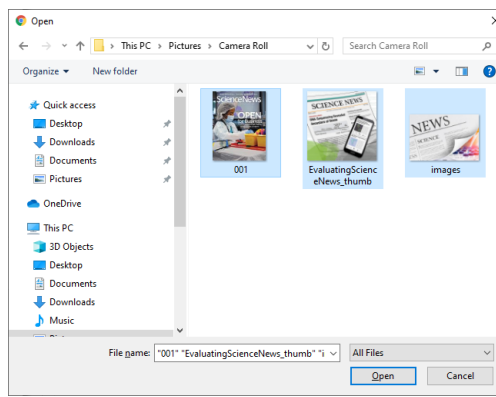
1. Go to the Menu and click News
2. Click Add New Articles
3. Fill in all the fields needed

The screenshot shows a form titled "News" for adding a new article. It includes a "Title" field with a "NEW ARTICLE" button, a "Content" field with a rich text editor toolbar, and an "Images" section with a "Choose Files" button. The form also displays "Characters: 22" and "Words: 3". At the bottom, there are "Submit" and "Cancel" buttons.

- To add images on the article, Click Choose file
- Use the Open Dialog Window to locate the images



- Select an image or images that has the size of 1MB maximum and is an image file type JPEG or PNG by clicking on the file



- Click Open
- Scroll down to the end of the page and click Submit. Wait for a response like this and click OK and OK again and the page be direct to the previous page

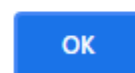
localhost says

Are you sure with your details?



localhost says

Successfully saved



- To cancel the action just click Cancel to direct back to the previous page

Deleting a news article

This feature is only available for users that has the user rights to do it. If there is a mistake with a created news article, It is suggested to delete the news article and start again. To delete news, The user has to do the following steps

1. Go to the Menu and click News
2. Select any of the news article available by scrolling through the selection or using the search facility
3. Click the “x” on the header of the news article



4. It will show this message, Click Ok and Ok again

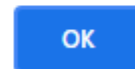
localhost says

Are you sure you want to delete this?



localhost says

Successfully saved



5. To cancel the action, click Cancel

Memos

This menu will direct user to the memos that are posted in the system. All memos are clickable that will direct the user to the page of the memo.

Memos

The screenshot shows the Memos page interface. At the top, there is a search bar with the text "Search" and a "SEARCH" button. Below the search bar is a teal bar with the text "Add New Memos!". The main content area displays two memo cards. The first card is titled "Memo 2021" and features the NWTL Group logo on the left. The text on the right of the card reads "by Administrator User Access 15/05/2021" and "Views : 1". The second card is titled "Christmas and New Year Hours" and also features the NWTL Group logo. The text on the right of the card reads "by Administrator User Access 01/01/2021" and "Views : 1". Each card has a close button (X) in the top right corner.

Searching memo article

To search news article, the system has a dynamic way using a search facility. The user has to do the following steps

1. Go to the Menu and click Memos
2. At the upper portion of the page a search text engine can be found. Type in the title of the memo to search for
3. Click SEARCH

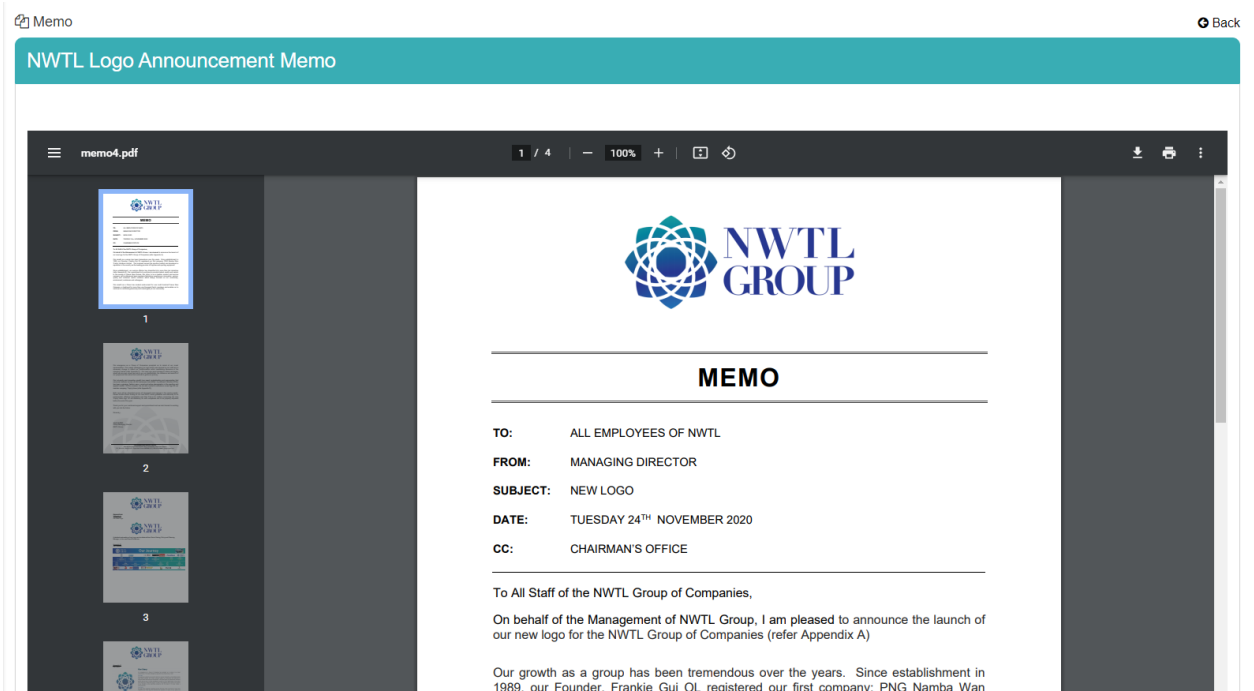
The screenshot shows the Memos page interface with a search result. The search bar at the top contains the text "logd" and the "SEARCH" button is highlighted. Below the search bar is a teal bar with the text "Add New Memos!". The main content area displays a single memo card titled "NWTL Logo Announcement Memo". The card features the NWTL Group logo on the left. The text on the right of the card reads "by Administrator User Access 01/01/2021" and "Views : 0". The card has a close button (X) in the top right corner.

4. To clear search, make sure that the search text engine is blank and click SEARCH

Viewing/Reading the memo

To view or read the memo, The user has to do the following steps

1. Go to the Menu and click Memos
2. Select any of the memo available by scrolling through the selection or using the search facility
3. Click on the memo. It can be on the image, title or the content.
4. The page will be directed to the memo page



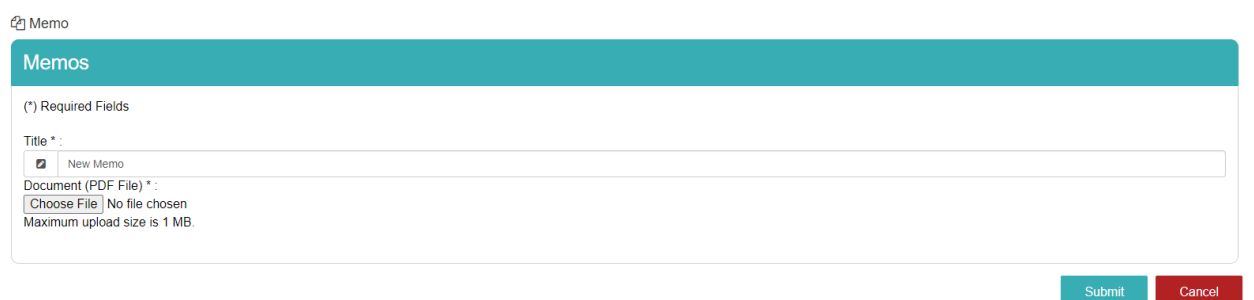
5. To go back to the previous page, Click Back

Note : the system records the viewing of the memo. By viewing and reading it, it records as part of system analytics.

Adding new memo

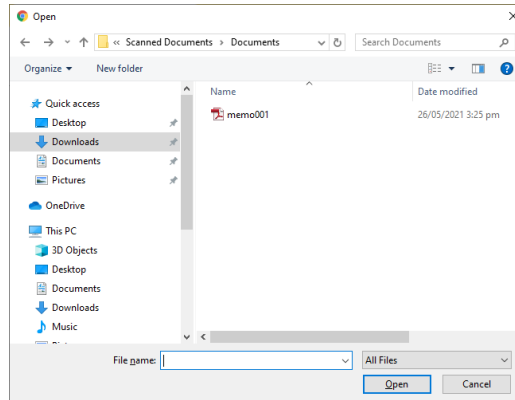
This feature is only available for users that has the user rights to do it. This allows users to add new memo articles for the system. To add new memo, The user has to do the following steps

1. Go to the Menu and click Memos
2. Click Add New Memos
3. Fill in all the fields needed

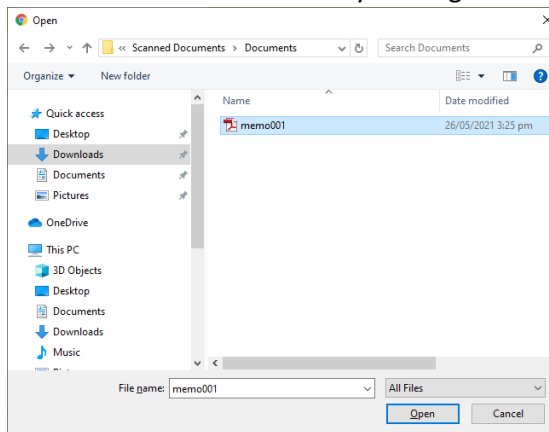


4. To add pdf file for the memo, Click Choose file

5. Use the Open Dialog Window to locate the pdf file



6. Select a pdf file that has the size of 1MB maximum by clicking on the file



7. Click Open
8. Scroll down to the end of the page and click Submit. Wait for a response like this and click OK and OK again and the page be direct to the previous page

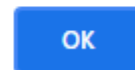
localhost says

Are you sure with your details?



localhost says

Successfully saved



9. To cancel the action just click Cancel to direct back to the previous page

Deleting a memo

This feature is only available for users that has the user rights to do it. If there is a mistake with a created memo, It is suggested to delete the memo and start again. To delete memo, The user has to do the following steps

1. Go to the Menu and click Memos
2. Select any of the memo available by scrolling through the selection or using the search facility
3. Click the “x” on the header of the memo



4. It will show this message, Click Ok and Ok again

localhost says

Are you sure you want to delete this?

OK

Cancel

localhost says

Successfully saved

OK

5. To cancel the action, click Cancel

Forms

This menu will direct user to the forms that are posted in the system. All forms are clickable that will direct the user to the page of the form.

The screenshot shows a web interface for managing forms. At the top, there is a 'Forms' menu icon. Below it is a header 'Applied Forms' with a teal background. Underneath is a table with columns: Tools, Date Applied, Form, and Status. Below the table is a search bar with the text 'Search' and a 'Search' button. Below the search bar is a teal button labeled 'Add New Forms!'. Below that is a list of forms. The first form is titled 'Authorisation to Deduct' and features the NWTL GROUP logo on the left and the text 'by Administrator User Access 01/01/2021' on the right. The second form is titled 'IT Request Form' and also features the NWTL GROUP logo on the left and the text 'by Administrator User Access 01/01/2021' on the right. Each form entry has a close button (X) in the top right corner.

Searching forms

To search form, the system has a dynamic way using a search facility. The user has to do the following steps

1. Go to the Menu and click Forms
2. At the upper portion of the page a search text engine can be found. Type in the title of the form to search for
3. Click SEARCH

This screenshot shows the same 'Forms' menu interface as above, but with a search result. The search bar now contains the text 'prontd' and the 'Search' button is highlighted. Below the search bar is a teal button labeled 'Add New Forms!'. Below that is a list of forms. The first form is titled 'Pronto Request Form' and features the NWTL GROUP logo on the left and the text 'by Administrator User Access 01/01/2021' on the right. The form entry has a close button (X) in the top right corner.

4. To clear search, make sure that the search text engine is blank and click SEARCH

Viewing/Reading the form


To view or read the form, The user has to do the following steps

1. Go to the Menu and click Forms
2. Select any of the form available by scrolling through the selection or using the search facility
3. Click on the form. It can be on the image, title or the content.
4. The page will be directed to the form page


Forms Back

Pronto Request Form

form5.pdf
1 / 1 - 100% +
Download Print



1



PRONTO USER REQUEST FORM

Date: _____
Ref No: _____
(to be filled by IT Support)

FIRST NAME: _____ SURNAME: _____
 POSITION: _____ DIVISION/SECTION: _____
 DEPARTMENT: _____ CONTACT NO: _____

Type of Request (CHECK ONE): NEW AMEND DELETE OTHERS

USER OFFICER CLASSES (Check and indicate limits.)

<input type="checkbox"/> Credit Release Officer	<input type="checkbox"/> Purchase Officer	<input type="checkbox"/> A. Payable Officer	<input type="checkbox"/> Payroll Officer
Credit A. Limit: K _____	Non-Stock Limit: K _____	Payment Limit: K _____	Payroll #1 _____
Cr. Note Limit: K _____	Stock Limit: K _____	Invoice Limit: K _____	Payroll #2 _____
		Print CHQ/EFT runs: <input type="checkbox"/>	Payroll #3 _____

SYSTEM MODULES (Check and indicate Role/Functions.)

<input type="checkbox"/> AP	<input type="checkbox"/> AR	<input type="checkbox"/> GL	<input type="checkbox"/> Inventory	<input type="checkbox"/> PO	<input type="checkbox"/> POS	<input type="checkbox"/> SO	<input type="checkbox"/> Others

5. To go back to the previous page, Click Back

Filling up and uploading form

Users have ways on using the forms. It can be filled up straight from the google chrome browser or download and fill it up separately using either pdf reader/writer software's or print it out and manually fill it up by hand. As is, User must upload the form afterwards for application.

Filling up the form from google chrome

To do this, The user has to do the following steps

1. Go to the Menu and click Forms
2. Select any of the form available by scrolling through the selection or using the search facility
3. Click on the form. It can be on the image, title or the content.
4. The page will be directed to the form page

5. Start clicking on the fields as it enables for editing

Forms Back

Authorisation to Deduct

form1.pdf 1 / 1 100%

NWTL GROUP

AUTHORISATION TO DEDUCT

Name of the Staff: Employee Number:

Outlet: Date:

I am authorizing the NWTL Group Pay Roll Officer to deduct from my salary the amount of K for the purpose of:

The deductions will occur every fortnight at an amount of K for fortnights, commencing on

Signature:

6. Once done filling up the form click the Arrow Down button on the pdf viewer to download the pdf file. Select With your changes. The PDF file will now be downloaded straight to the download folder of the computer.



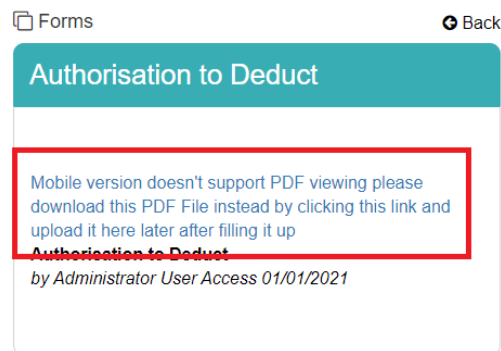
Filling up the form outside google chrome

1. Go to the Menu and click Forms
2. Select any of the form available by scrolling through the selection or using the search facility
3. Click on the form. It can be on the image, title or the content.
4. The page will be directed to the form page
5. Click the Arrow Down button on the pdf viewer to download the pdf file. Select Without your changes instead. The PDF file will now be downloaded straight to the download folder of the computer after which user may choose between using a PDF reader/writer to fill up the form or printing the form then manually filling it up using any pen. Should the user uses the later, scan the document as a PDF in preparation of the uploading of the form



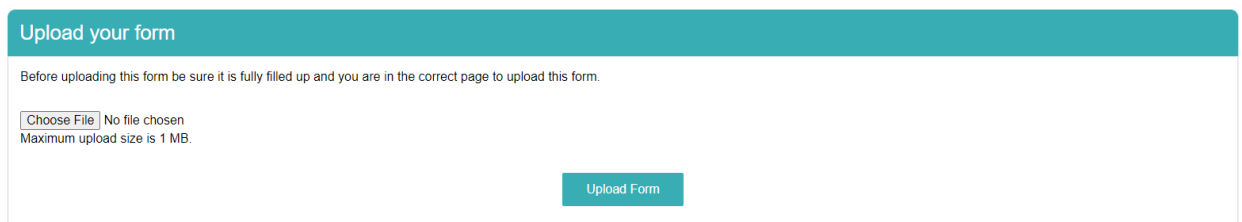
Filling up the form when using the Mobile App

6. Go to the Menu and click Forms
7. Select any of the form available by scrolling through the selection or using the search facility
8. Click on the form. It can be on the image, title or the content.
9. The page will be directed to the form page
10. Click the “Mobile version doesn't support PDF viewing please download this PDF File instead by clicking this link and upload it here later after filling it up” link to download the pdf file. The PDF file will now be downloaded straight to mobile phone after which user may choose between using a PDF reader/writer to fill up the form or printing the form then manually filling it up using any pen. Should the user uses the later, scan the document as a PDF in preparation of the uploading of the form

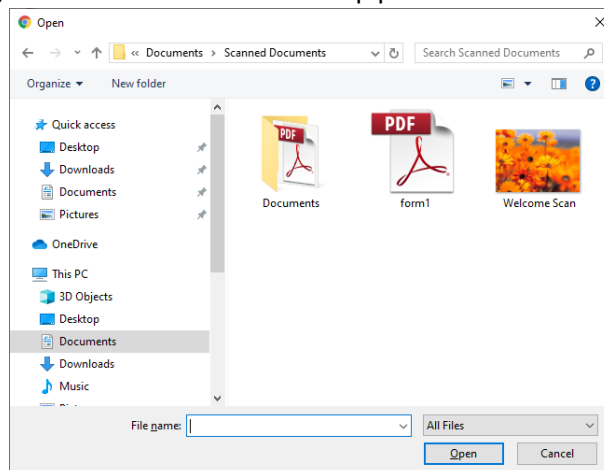


Uploading the filled up form

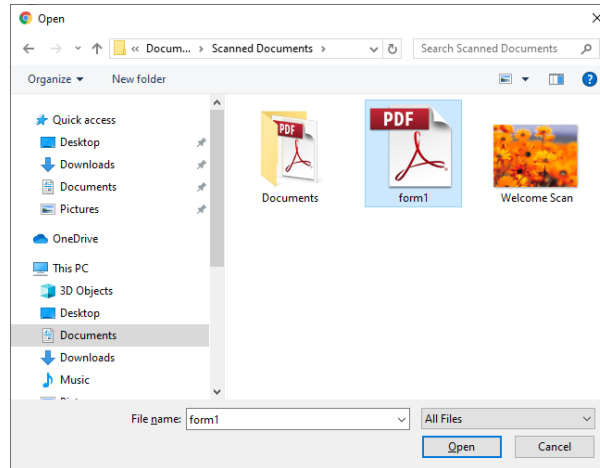
1. Go to the Menu and click Forms
2. Select any of the form available by scrolling through the selection or using the search facility
3. Click on the form. It can be on the image, title or the content.
4. The page will be directed to the form page
5. Scroll to the bottom of the page to see the Upload your form tab. Click Choose file



6. Use the Open Dialog Window to locate the filled up pdf file



7. Select the filled up pdf file that has the size of 1MB maximum by clicking on the file



8. Click Open

9. Scroll down to the end of the page and click Upload Form. Wait for a response like this and click OK and OK again and the page be direct to the previous page

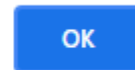
localhost says

Are you sure you want to submit this application?



localhost says

Successfully saved



10. To cancel the action just click Cancel to direct back to the previous page

Monitoring uploaded form

Every time the user uploads the form, at the top of the Forms page a tab named Applied Forms can be seen. Here the user will be able to see the active application with the status so the user will be able to monitor the application movement.

Forms

Applied Forms			
Tools	Date Applied	Form	Status
Print	30/06/2021	Authorisation to Deduct	Pending

For forms that are either been “Approved” or “Declined”, Users will be able to track down the past applications by scrolling down further at bottom of the Forms page. A Tab named Applied Forms History can be found that shows the history of forms applied by the user.

Applied Forms History				
Date Applied	Last Status Date	Form	Last Status By	Status
10/04/2021	10/04/2021	Staff Transfer Form 2021	Administrator User Access	Declined
10/04/2021	25/05/2021	Authorisation to Deduct	Administrator User Access	Approved

Adding new forms

This feature is only available for users that has the user rights to do it. This allows users to add new form for the system. To add new form, The user has to do the following steps

1. Go to the Menu and click Forms
2. Click Add New Forms
3. Fill in all the fields needed

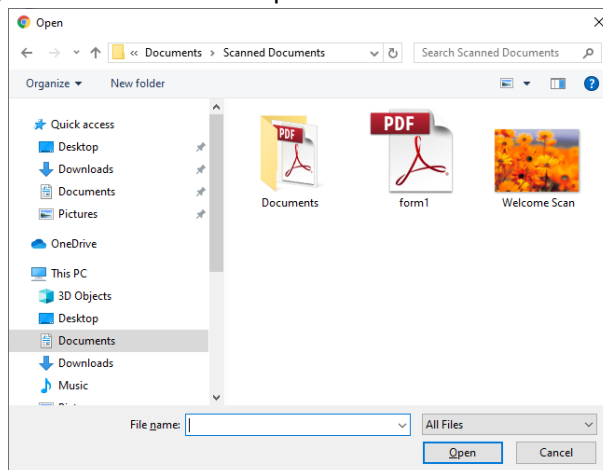
Forms

(*) Required Fields

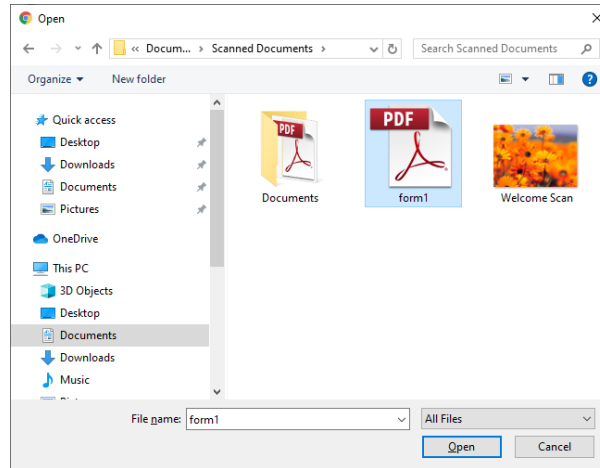
Title * :

Document (PDF File) * :
 No file chosen
 Maximum upload size is 1 MB.

4. To add pdf file for the form, Click Choose file
5. Use the Open Dialog Window to locate the pdf file



- Select a pdf file that has the size of 1MB maximum by clicking on the file



- Click Open
- Scroll down to the end of the page and click Submit. Wait for a response like this and click OK and OK again and the page be direct to the previous page

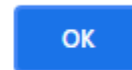
localhost says

Are you sure with your details?



localhost says

Successfully saved



- To cancel the action just click Cancel to direct back to the previous page

Deleting a form

This feature is only available for users that has the user rights to do it. If there is a mistake with a created form, It is suggested to delete the form and start again. To delete form, The user has to do the following steps

- Go to the Menu and click Forms
- Select any of the memo available by scrolling through the selection or using the search facility
- Click the “x” on the header of the form



- It will show this message, Click Ok and Ok again

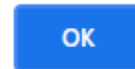
localhost says

Are you sure you want to delete this?



localhost says

Successfully saved



- To cancel the action, click Cancel

Attendance

This menu will direct user to the users attendance page in the system. Here users can monitor their attendance and apply for biometric edit request and apply for overtime.

Attendance

Applied Attendance Requests

Tools	Date Applied	Form	Status
-------	--------------	------	--------

Attendance from dates 01/01/2021 to 14/01/2021

SUN	MON	TUE	WED	THU	FRI	SAT
					01/01/2021	02/01/2021
						IN: 08:30 OUT: 05:00 Complete Attendance
03/01/2021	04/01/2021	05/01/2021	06/01/2021	07/01/2021	08/01/2021	09/01/2021
IN: 08:30 OUT: 12:00 Complete Attendance	IN: 12:00 OUT: 12:00 No Attendance		IN: 08:30 OUT: 05:00 Complete Attendance	IN: 08:30 OUT: 05:00 Complete Attendance	IN: 08:30 OUT: 05:00 Complete Attendance	IN: 08:30 OUT: 05:00 Complete Attendance
10/01/2021	11/01/2021	12/01/2021	13/01/2021	14/01/2021		
IN: 08:30 OUT: 12:00 No Check Out			IN: 08:30 OUT: 05:00 Complete Attendance			

Apply for biometric edit request

Apply for overtime request

Applied Attendance Request History

Filling up and uploading form for biometric edit request and overtime request

In attendance module users can apply for biometric edit request when they felt that the attendance isn't correct or apply for overtime request when there is a need to do so. Both of this application forms can be filled up straight from the google chrome browser or download and fill it up separately using either pdf reader/writer software's or print it out and manually fill it up by hand. As is, User must upload the form afterwards for application.

Filling up the biometric edit request and overtime request from google chrome
 To do this, The user has to do the following steps

1. Go to the Menu and click Attendance
2. Select either Apply for biometric edit request or Apply for overtime request
3. The page will be directed to the form page selected
4. Start clicking on the fields as it enables for editing

Biometric Edit Request Form

Overtime Request Form

5. Once done filling up the form click the Arrow Down button on the pdf viewer to download the pdf file. Select With your changes. The PDF file will now be downloaded straight to the download folder of the computer.



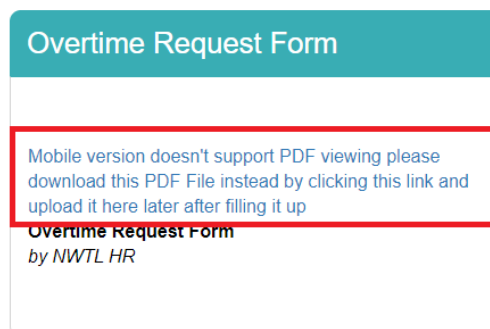
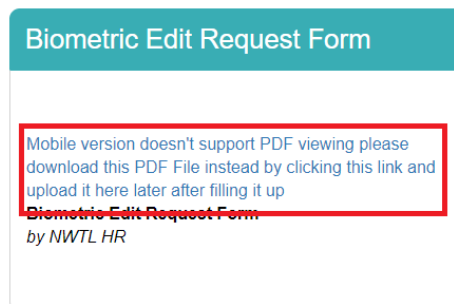
Filling up the biometric edit request and overtime request outside google chrome

1. Go to the Menu and click Attendance
2. Select either Apply for biometric edit request or Apply for overtime request
3. The page will be directed to the form page selected
4. Click the Arrow Down button on the pdf viewer to download the pdf file. Select Without your changes instead. The PDF file will now be downloaded straight to the download folder of the computer after which user may choose between using a PDF reader/writer to fill up the form or printing the form then manually filling it up using any pen. Should the user uses the later, scan the document as a PDF in preparation of the uploading of the form



Filling up the biometric edit request and overtime request when using the Mobile App

1. Go to the Menu and click Attendance
2. Select either Apply for biometric edit request or Apply for overtime request
3. The page will be directed to the form page selected
4. Click the “Mobile version doesn't support PDF viewing please download this PDF File instead by clicking this link and upload it here later after filling it up” link to download the pdf file. The PDF file will now be downloaded straight to mobile phone after which user may choose between using a PDF reader/writer to fill up the form or printing the form then manually filling it up using any pen. Should the user uses the later, scan the document as a PDF in preparation of the uploading of the form



Uploading the filled up biometric edit request and overtime request

1. Go to the Menu and click Attendance
2. Select either Apply for biometric edit request or Apply for overtime request
3. The page will be directed to the form page selected
4. Scroll to the bottom of the page to see the Upload your form tab. Click Choose file

Upload your biometric edit request form

Before uploading this form be sure it is fully filled up and you are in the correct page to upload this form.

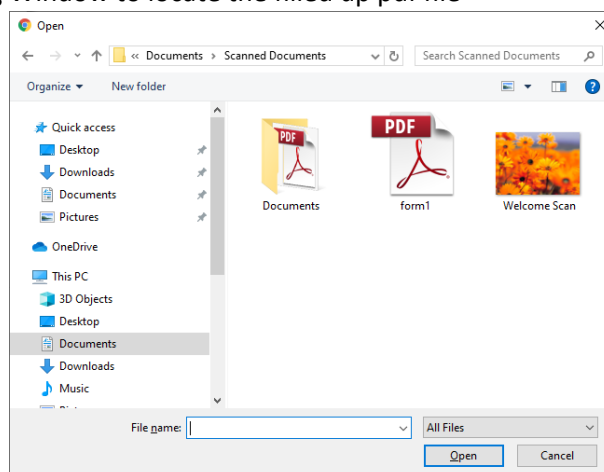
No file chosen
Maximum upload size is 1 MB.

Upload your overtime request form

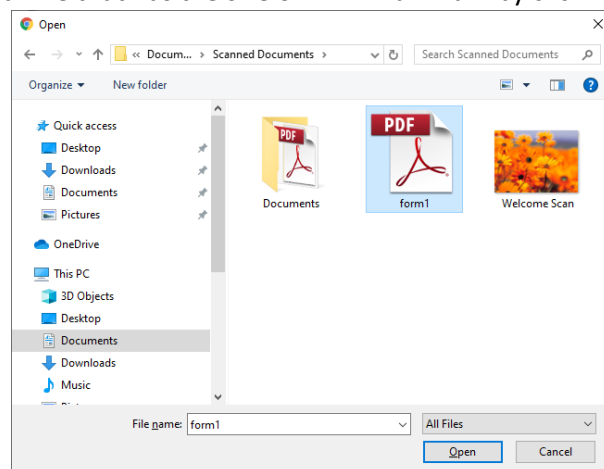
Before uploading this form be sure it is fully filled up and you are in the correct page to upload this form.

No file chosen
Maximum upload size is 1 MB.

5. Use the Open Dialog Window to locate the filled up pdf file



6. Select the filled up pdf file that has the size of 1MB maximum by clicking on the file



7. Click Open
8. Scroll down to the end of the page and click Upload Form. Wait for a response like this and click OK and OK again and the page be direct to the previous page

localhost says

Are you sure you want to submit this application?

OK Cancel

localhost says

Successfully saved

OK

9. To cancel the action just click Cancel to direct back to the previous page

Monitoring uploaded biometric edit request and overtime request

Every time the user uploads either of the form, at the top of the Attendance page a tab named Applied Attendance Requests can be seen. Here the user will be able to see the active application with the status so the user will be able to monitor the application movement.

Applied Attendance Requests			
Tools	Date Applied	Form	Status
Print	30/06/2021	Biometric Edit Request Form	Pending
Print	30/06/2021	Overtime Request Form	Pending

For either forms that have been “Approved” or “Declined”, Users will be able to track down the past applications by scrolling down further at bottom of the Attendance page. A Tab named Applied Attendance Request History can be found that shows the history of forms applied by the user.

Applied Attendance Request History				
Date Applied	Last Status Date	Form	Last Status By	Status
10/04/2021	30/06/2021	Overtime Request Form	Administrator User Access	Declined

Apply for leave


This menu will direct user to the users leaves page in the system. Here users can monitor their current leave balance and apply for leave request.

📅 Apply for leave

Leave Credits

5	Used Leave Credits
3	Available Leave Credits
0	Accrued Leave Credits

Apply for leave



Leave Request

Tools	Date Applied	Status
-------	--------------	--------

Upcoming Public Holiday

Date	Holiday Name
01/01/2021	New Year

Leave Request History

Tools	Date Applied	Status
-------	--------------	--------

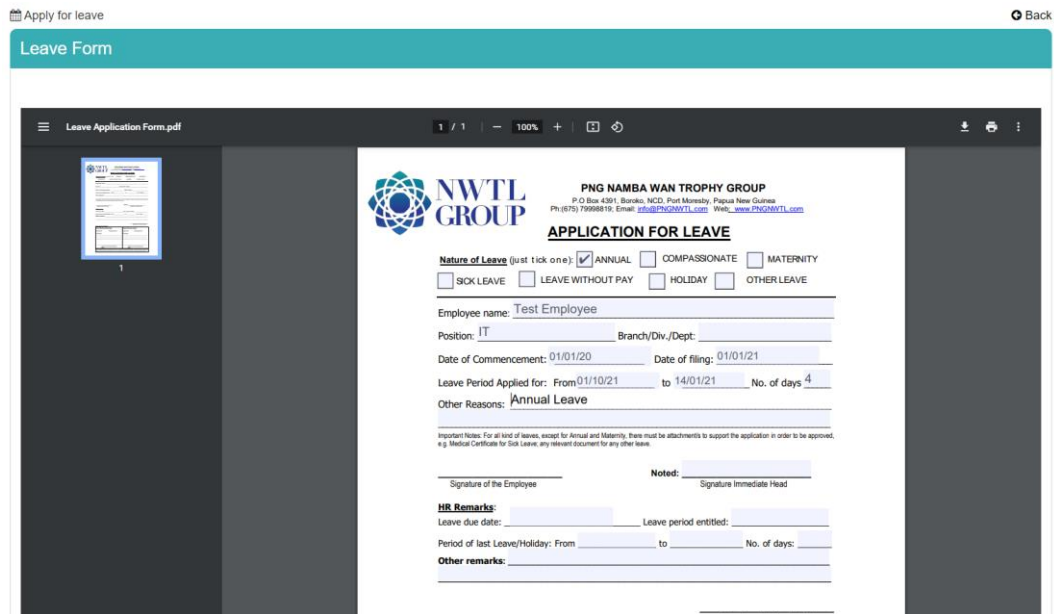
Filling up and uploading form for leave request

Applying for leave request form can be filled up straight from the google chrome browser or download and fill it up separately using either pdf reader/writer software's or print it out and manually fill it up by hand. As is, User must upload the form afterwards for application.

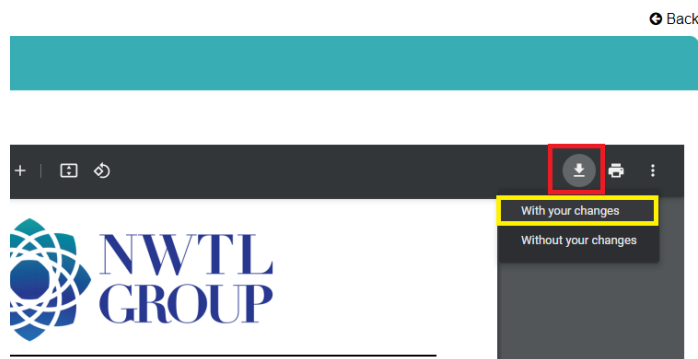
Filling up the leave request from google chrome

To do this, The user has to do the following steps

1. Go to the Menu and click Apply for leave
2. Click Apply for leave
3. The page will be directed to the form
4. Start clicking on the fields as it enables for editing

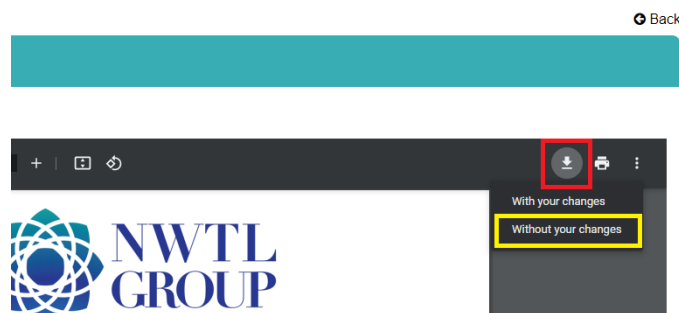


- Once done filling up the form click the Arrow Down button on the pdf viewer to download the pdf file. Select With your changes. The PDF file will now be downloaded straight to the download folder of the computer.



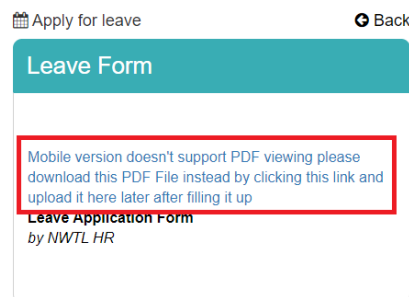
Filling up the leave request outside google chrome

- Go to the Menu and click Apply for leave
- Click Apply for leave
- The page will be directed to the form
- Click the Arrow Down button on the pdf viewer to download the pdf file. Select Without your changes instead. The PDF file will now be downloaded straight to the download folder of the computer after which user may choose between using a PDF reader/writer to fill up the form or printing the form then manually filling it up using any pen. Should the user uses the later, scan the document as a PDF in preparation of the uploading of the form



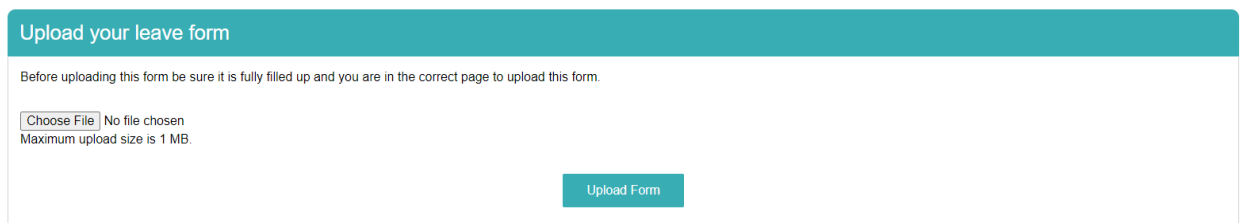
Filling up the leave request when using the Mobile App

1. Go to the Menu and click Apply for leave
2. Click Apply for leave
3. The page will be directed to the form
4. Click the “Mobile version doesn't support PDF viewing please download this PDF File instead by clicking this link and upload it here later after filling it up” link to download the pdf file. The PDF file will now be downloaded straight to mobile phone after which user may choose between using a PDF reader/writer to fill up the form or printing the form then manually filling it up using any pen. Should the user uses the later, scan the document as a PDF in preparation of the uploading of the form

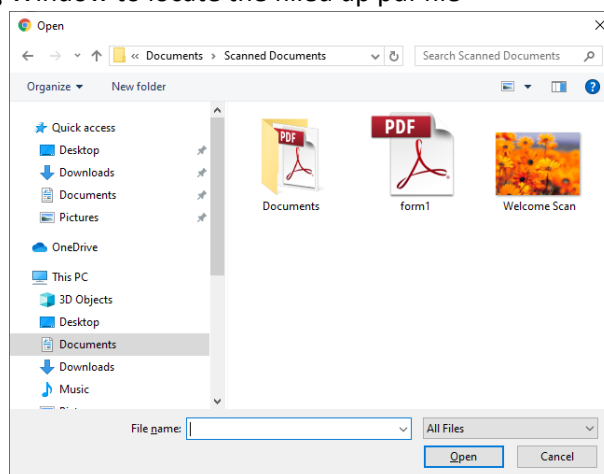


Uploading the filled up leave request

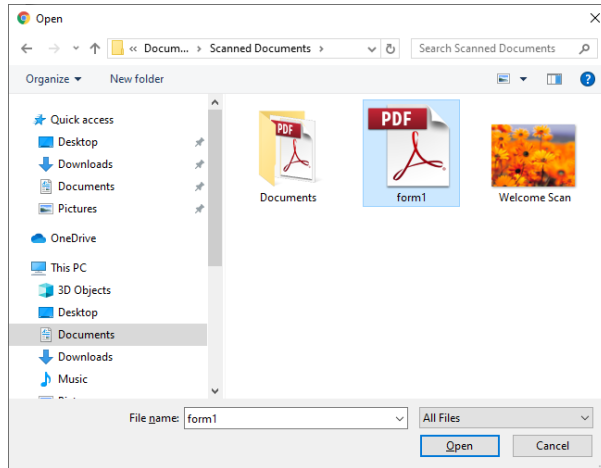
1. Go to the Menu and click Apply for leave
2. Click Apply for leave
3. The page will be directed to the form
4. Scroll to the bottom of the page to see the Upload your form tab. Click Choose file



5. Use the Open Dialog Window to locate the filled up pdf file



6. Select the filled up pdf file that has the size of 1MB maximum by clicking on the file



7. Click Open
8. Scroll down to the end of the page and click Upload Form. Wait for a response like this and click OK and OK again and the page be direct to the previous page

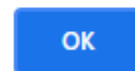
localhost says

Are you sure you want to submit this application?



localhost says

Successfully saved



9. To cancel the action just click Cancel to direct back to the previous page

Monitoring uploaded leave request

Every time the user uploads the leave request form, at the middle of the Apply for leave page a tab named Leave Request can be seen. Here the user will be able to see the active application with the status so the user will be able to monitor the application movement.

Leave Request		
Tools	Date Applied	Status
Print	30/06/2021	Pending

For forms that are either “Approved” or “Declined”, Users will be able to track down the past applications by scrolling down further at bottom of the Apply for leave page. A Tab named Leave Request History can be found that shows the history of forms applied by the user.

Leave Request History

Date Applied	Last Status Date	Last Status By	Status
30/06/2021	30/06/2021	Administrator User Access	Approved

Upcoming public holidays

Apply for leave page also shows the upcoming public holidays that are enrolled in the system. Look for the tab named Upcoming Public Holiday and there it will show the line up of incoming public holidays.

Upcoming Public Holiday

Date	Holiday Name
01/01/2021	New Year

Payslip

This menu will direct user to Payslip page. In here users can be able to print out payslips for pays. Select a payslip and click Print to print the payslip.

Payslip

Tools	Pay Date	Gross Amount	Tax Amount	Net Amount
Print	01/01/2021	713.08	32.40	422.52

Payslip

[Back](#)



PNG Namba Wan Trophy Limited
TIN: N 500105771

PAYSLIP

Employee Number - ADM001
Administrator User Access

Paid From: 01-JAN-2021
Paid To: 14-FEB-2021
Pay Date: 01-JAN-2021

TIME BASED & LEAVE EARNINGS	Worked	Rate	This Pay	Year to date
NORM	80	8.91	713.08	0.00
NPF	6	0.00	42.78	0.00
SLOAN	1	215.38	215.38	0.00

GROSS SALARY	713.08	0.00
LESS TAX	32.40	0.00

NET PAY	422.52	0.00
---------	--------	------

SUPERANNUATION	Amount	This Pay	Year to date
ENPF	0.00	59.90	0.00

BANK DETAILS

Account Name	Acct No	Amount
Administrator User Access	0001010424373	422.52

LEAVE ENTITLEMENT : (DAYS)

Annual	Owed
Long Service Leave	3.00
	0

[Print](#)

Deals


This menu will direct user to the deals that are posted in the system. All deals are clickable that will direct the user to the page of the deals.

Deals

Search SEARCH

Add New Deals!


BE A MAN



be a man

Views : 1

Fone Haus Back to school promo



Purchase Mintt S2, Huawei Y5, Oppo A1K with discounted price

Mintt S2 Now K299 save K500
Y5 2019 Now K429 save K50
Oppo A1K now K499 save K100

Also get a chance to win 1 of 5 k1,000 gift voucher if you buy an smartphone in Fone Haus

Views : 1

Searching deals

To search deals, the system has a dynamic way using a search facility. The user has to do the following steps


1. Go to the Menu and click Deals
2. At the upper portion of the page a search text engine can be found. Type in the title of the deals to search for
3. Click SEARCH

Deals

Search SEARCH

Add New Deals!

Fone Haus Back to school promo



Purchase Mintt S2, Huawei Y5, Oppo A1K with discounted price

Mintt S2 Now K299 save K500
Y5 2019 Now K429 save K50
Oppo A1K now K499 save K100

Also get a chance to win 1 of 5 k1,000 gift voucher if you buy an smartphone in Fone Haus

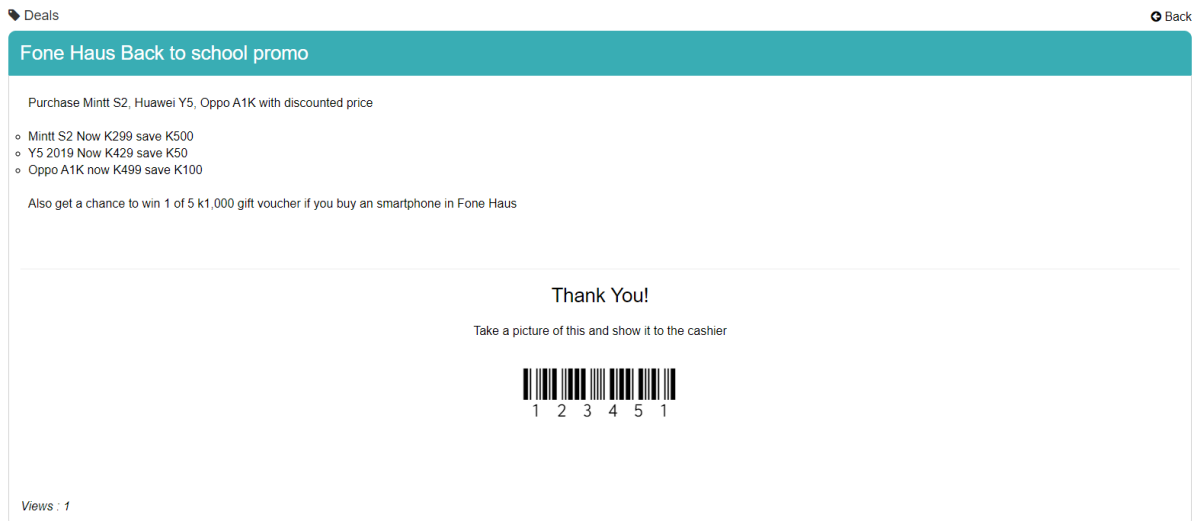
Views : 1

4. To clear search, make sure that the search text engine is blank and click SEARCH

Viewing/Reading the news article

To view or read the news article, The user has to do the following steps

1. Go to the Menu and click Deals
2. Select any of the deals available by scrolling through the selection or using the search facility
3. Click on the deals. It can be on the image, title or the content.
4. The page will be directed to the deals page



5. To go back to the previous page, Click Back

Note : the system records the viewing of the deals. By viewing and reading it, it records as part of system analytics.

Adding new deals

This feature is only available for users that has the user rights to do it. This allows users to add new deals for the system. To add new deals, The user has to do the following steps

1. Go to the Menu and click Deals
2. Click Add New Deals
3. Fill in all the fields needed

Deals Back

(*) Required Fields

Title * :
Test Deal

Deal Code * :
12345

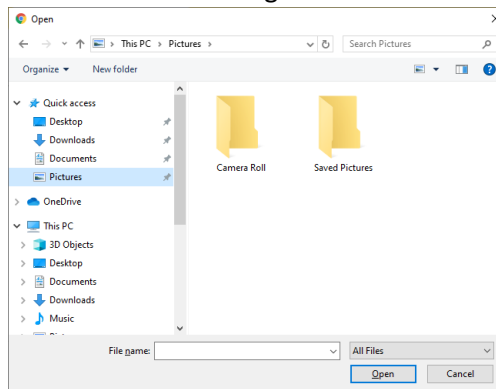
Expiry Date * :
09/04/2021

Content * :
This is a test deal
100%

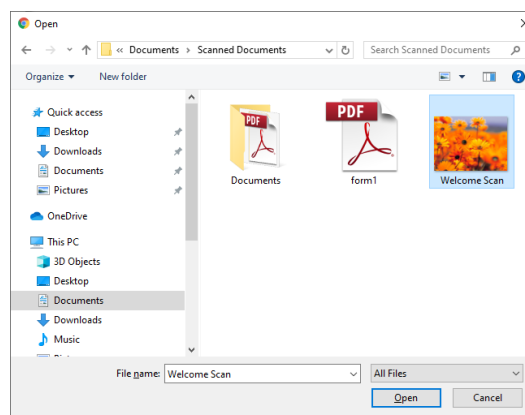
Image (Image File) * :
Choose File No file chosen
Maximum upload size is 1 MB

Submit Cancel

4. To add images on the article, Click Choose file
5. Use the Open Dialog Window to locate the images



6. Select an image that has the size of 1MB maximum and is an image file type JPEG or PNG by clicking on the file



7. Click Open
8. Scroll down to the end of the page and click Submit. Wait for a response like this and click OK and OK again and the page be direct to the previous page

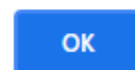
localhost says

Are you sure with your details?



localhost says

Successfully saved

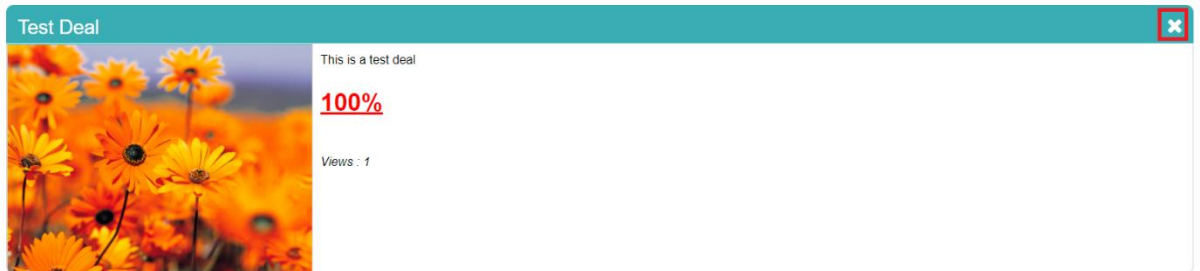


9. To cancel the action just click Cancel to direct back to the previous page

Deleting a deals

This feature is only available for users that has the user rights to do it. If there is a mistake with a created deal, It is suggested to delete the deals and start again. To delete deals, The user has to do the following steps

1. Go to the Menu and click Deals
2. Select any of the deals available by scrolling through the selection or using the search facility
3. Click the “x” on the header of the news article



4. It will show this message, Click Ok and Ok again

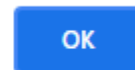
localhost says

Are you sure you want to delete this?



localhost says

Successfully saved



5. To cancel the action, click Cancel

Approve Requests

This menu is only available for users that has the user rights to do it. This will direct user to Approve Requests page. In here users can be able to approve requests such as Bulletin Board posting, Form uploads, Leave requests, Attendance requests like biometric edit and overtime application.

👤 Approve Requests

Bulletin Board Request

Tools	Date Posted	Author	Remarks	Status
-------	-------------	--------	---------	--------

Form Request

Tools	Date Posted	Author	Form Name	Status
-------	-------------	--------	-----------	--------

Leave Request

Tools	Date Posted	Author	Status
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Attendance Request

Tools	Date Posted	Author	Form	System Remarks	Status
Print On Processing Approve Decline	30/06/2021	Administrator User Access	Biometric Edit Request Form		Pending
Print On Processing Approve Decline	30/06/2021	Administrator User Access	Overtime Request Form		Pending

Approval Request History

There are 4 buttons that can be selected to show movement of the requests

Button	Description
Print	This button can be used to print or view the forms that are uploaded in this way approvers can take a look at what the requestors request
On Processing	This button can be used to put the request on processing state. In this way requestors can see that the HR or the approvers are looking at processing the request
Approve	This button can be used to approve the requestors request. In some pages it allows an action be completed
Decline	This button can be used to decline request. In some pages it disallows an action

Note : For approvers make sure that a decision is final before clicking button as the system doesn't reverse status.

System Settings

This menu is only available for users that has the user rights to do it. This will direct user to System Settings page. In here users can be able to view system analytics, upload employee and pay files and do back up of the database. Clicking the “+” will expand the tab while clicking the “-” will hide the tab again.

System Settings	
System Analytics	+
User Analytics	+
Current Logged User	+
System Operational User List	+
Database Back Up	+

System Analytics

This tab shows the views and clicks of each article, memo and deals displayed in the system. By selecting which page and using the View button will allow to give the list of users that has viewed the page.

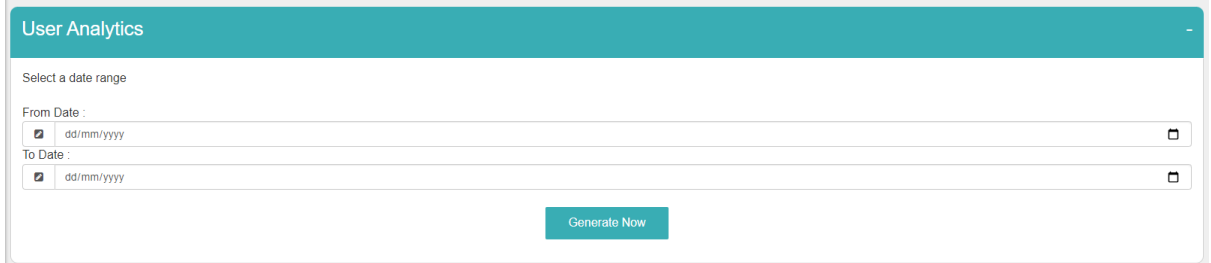
System Analytics					
Tool	Page	Reference Title	Number of Clicks	Number of User Views	Percentage
View	frmdealsdetail.php	Fone Haus Back to school promo	2	1	0.11%
View	frmdealsdetail.php	BE A MAN	1	1	0.11%
View	frmdealsdetail.php	Test Deal	1	1	0.11%
View	frmmemosdetail.php	Christmas and New Year Hours	1	1	0.11%
View	frmmemosdetail.php	Public Holiday for Late PM	1	1	0.11%
View	frmmemosdetail.php	Memo 2021	1	1	0.11%
View	frmnewsdetail.php	Mintt is proud to support Female Hockey Team	8	1	0.11%
View	frmnewsdetail.php	NWTL Group Gives Essentials to St. John Ambulance	4	1	0.11%
View	frmnewsdetail.php	NWTL Feeds the Vulnerable	1	1	0.11%
View	frmnewsdetail.php	NWTL equips Tembari for an improved learning experience	1	1	0.11%
View	frmnewsdetail.php	Supporting Local Artists	1	1	0.11%
View	frmnewsdetail.php	NEW ARTICLE	1	1	0.11%

frmnewsdetail.php - NWTL Group Gives Essentials to St. John Ambulance	
User	Date Visited
Administrator User Access	30/04/2021
Administrator User Access	15/05/2021
Administrator User Access	30/06/2021
Administrator User Access	30/06/2021

User Analytics

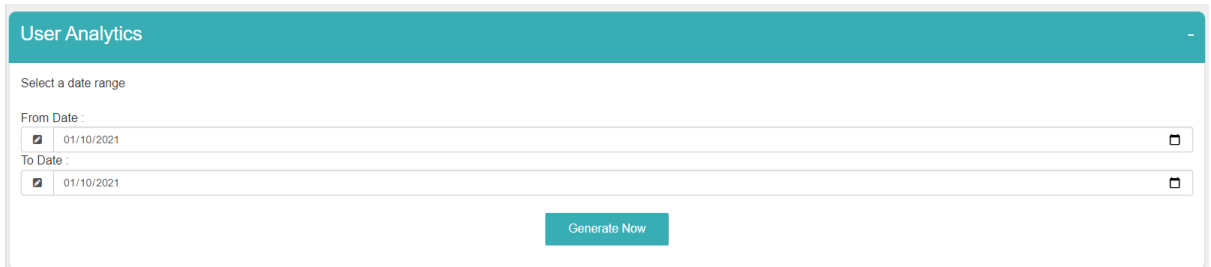
This tab shows who are the users that have used the system.

1. Go to the Menu and click System Settings
2. Click + on the User Analytics.



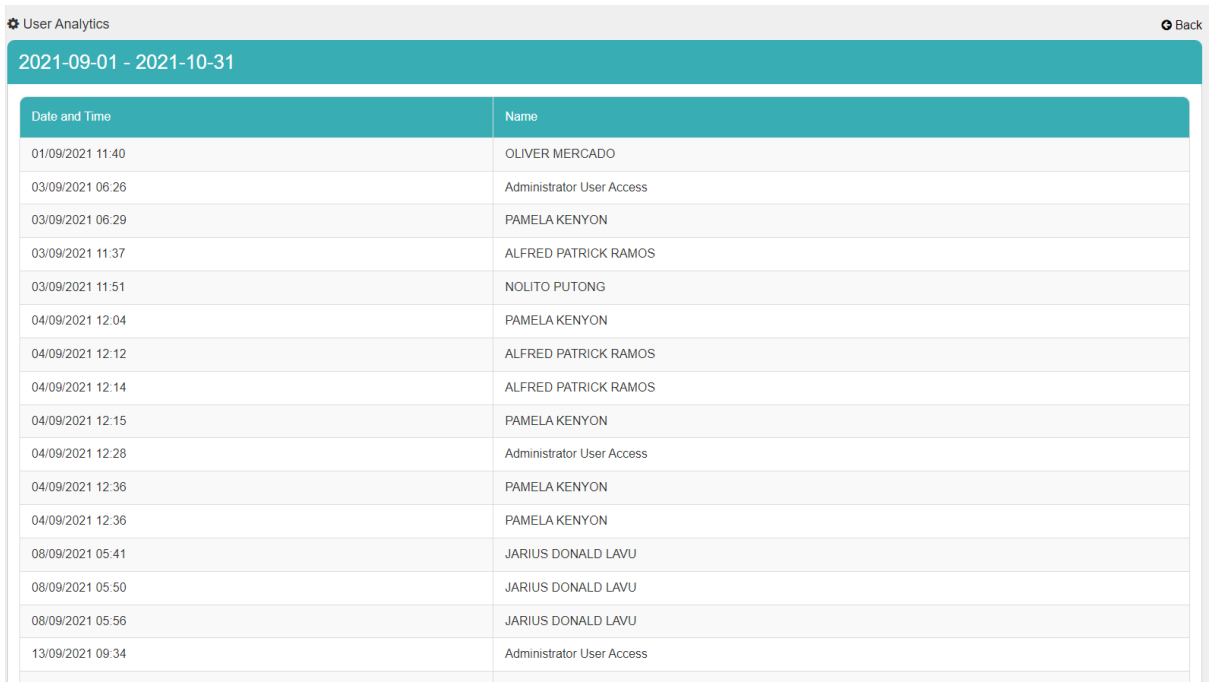
The screenshot shows the 'User Analytics' interface. At the top is a teal header with the text 'User Analytics'. Below the header, there is a section titled 'Select a date range'. It contains two input fields: 'From Date' and 'To Date'. Both fields have a calendar icon on the right and a placeholder text 'dd/mm/yyyy'. Below these fields is a teal button labeled 'Generate Now'.

3. Select the From and To date



The screenshot shows the 'User Analytics' interface with dates selected. The 'From Date' and 'To Date' fields now contain the date '01/10/2021'. The 'Generate Now' button remains visible below the fields.

4. Click Generate Now



The screenshot shows the 'User Analytics' table. The table has a teal header with the text '2021-09-01 - 2021-10-31'. The table has two columns: 'Date and Time' and 'Name'. The table contains 15 rows of data.

Date and Time	Name
01/09/2021 11:40	OLIVER MERCADO
03/09/2021 06:26	Administrator User Access
03/09/2021 06:29	PAMELA KENYON
03/09/2021 11:37	ALFRED PATRICK RAMOS
03/09/2021 11:51	NOLITO PUTONG
04/09/2021 12:04	PAMELA KENYON
04/09/2021 12:12	ALFRED PATRICK RAMOS
04/09/2021 12:14	ALFRED PATRICK RAMOS
04/09/2021 12:15	PAMELA KENYON
04/09/2021 12:28	Administrator User Access
04/09/2021 12:36	PAMELA KENYON
04/09/2021 12:36	PAMELA KENYON
08/09/2021 05:41	JARIUS DONALD LAVU
08/09/2021 05:50	JARIUS DONALD LAVU
08/09/2021 05:56	JARIUS DONALD LAVU
13/09/2021 09:34	Administrator User Access
13/09/2021 11:05	Administrator User Access

Current Logged User

This tab shows the current logged users in the system. Please take note that a user must logout from the system or else the status “Logged in” will be kept inside the system

Current Logged User	
Date and Time	Name
04/10/2021 02:32	Administrator User Access
17/08/2021 05:55	ERICA ERI
08/09/2021 05:56	JARIUS DONALD LAVU
29/09/2021 12:31	OLIVER MERCADO
02/10/2021 03:01	PAMELA KENYON
29/09/2021 07:14	DAMIAN AMES
30/09/2021 10:27	ALFRED PATRICK RAMOS

System Operational User

This tab shows who are the operational users of the group by Administrators, HR and Supervisors/Manager. To assign an uploaded user as system operational user follow the steps below.

1. Go to the Menu and click System Settings
2. Click + on the System Operational User

System Operational User List			
Note : Only the system operational users will be here			
Add New System User			
Tools	Employee Id	Name	User Rights
Edit	ADM001	Administrator User Access	Administrator
Edit	FHS176	BRENA DIRO	Supervisors/Manager
Edit	FHS863	SHULEI DAGILILI ANDREW- TOGUATA	Supervisors/Manager
Edit	LWP001	YI FENG GU	Supervisors/Manager
Edit	MAN102	KOK AJUN GUI	Administrator
Edit	SPP331	BOBBY WILLY	Supervisors/Manager
Edit	SPP332	VANESSA N KOIA	Supervisors/Manager

3. Click Add New System User

System Operational User		
Search		Search
Tools	Employee Id	Name
Select	ADM001	Administrator User Access
Select	FHK006	LAENNIE RINIWAN
Select	FHK010	ALBERT BUANGA
Select	FHK015	MAGDALYN SARO
Select	FHK017	GERARD GRIFFITH
Select	FHK018	MARTHA DOMINIC
Select	FHK020	GRACE MJ HIOGAI
Select	FHK022	DELILAH KALANG
Select	FHK023	DARREN STEVEN HOARE
Select	FHL302	MURI KONDA
Select	FHL338	ISENDO KEN

4. Select the User by clicking the select button corresponding to the user or use the search function to locate the user. Select the User Rights

5. Click Submit. Wait for a response like this and click OK and OK again and the page be direct to the previous page

localhost says

Are you sure with your details?



localhost says

Successfully saved



6. To cancel the action just click Cancel to direct back to the previous page

Database Back Up

This tab allows the user to do a database back up. To back up, The user has to do the following steps

1. Go to the Menu and click System Settings
2. Click + on the Database Back Up tab

3. Click Back Up Now

Note : Doing back up may take a while so wait for the file to be downloaded completely and do not close the browser while on upload.

Logout

This menu will direct user to logout from the system to login page.

