



**Consultancy Services For DEVELOPMENT OF UNIVERSAL PENSION SCHEME PROGRAM (ZUPS) ZANZIBAR**

**USER MANUAL**

**VERSION 1**

**SUBMMITED BY :**

**WEB TECHNOLOGIES TANZANIA LIMITED**

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## Audience

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## Hardware and Software Requirements

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## Logging into your account

## Exploring the Homepage & Navigation

## The Menu Items

## Change Language

## Exploring the Home page & Navigation

# ZUPS MIS INITIAL SETUPS

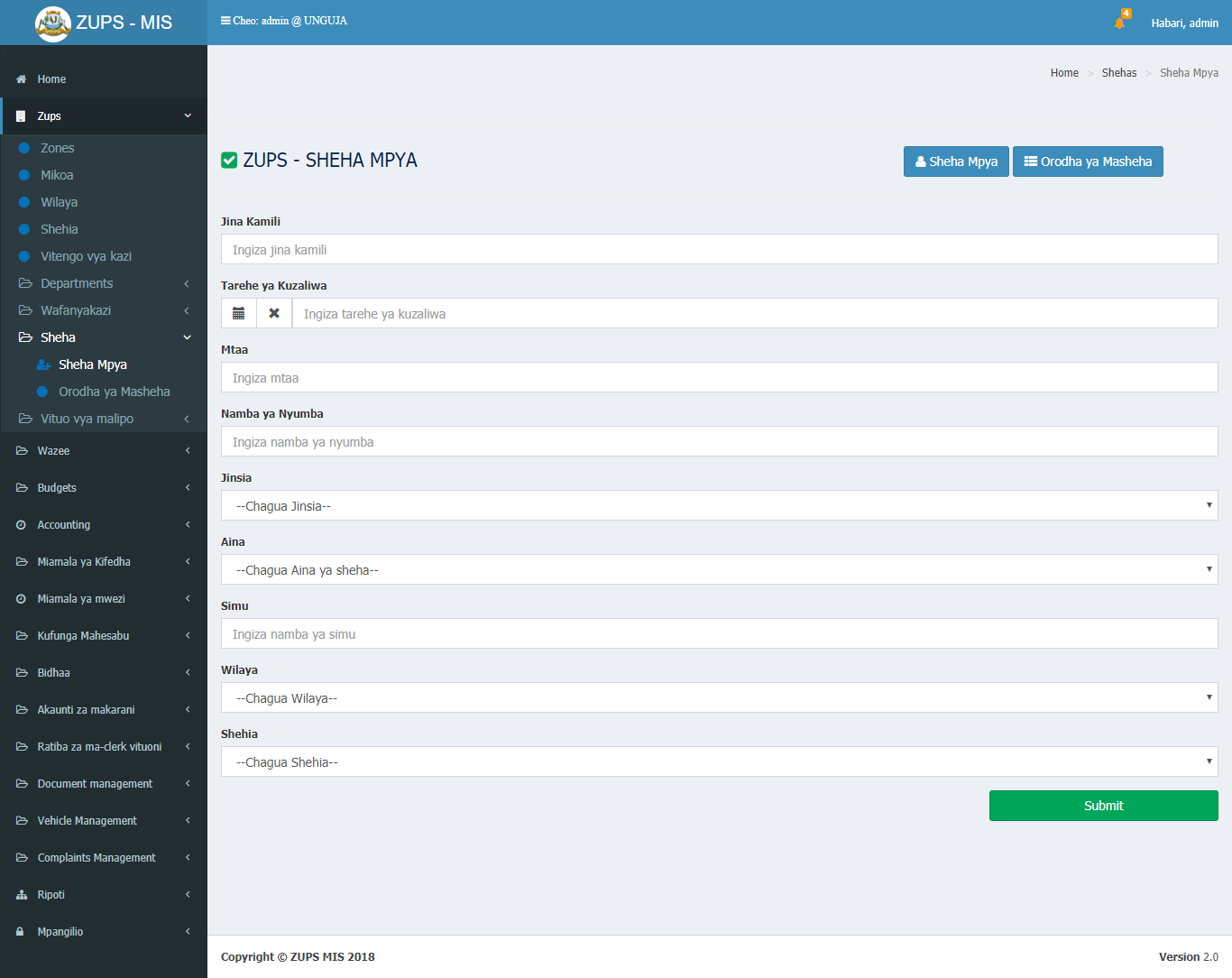
## Beneficiaries Setup

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## Setting up Employee Accounts

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### 3.1.3 Assigning Roles

### Creating new employees

## 3.3 Setting up Employee Account

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### 

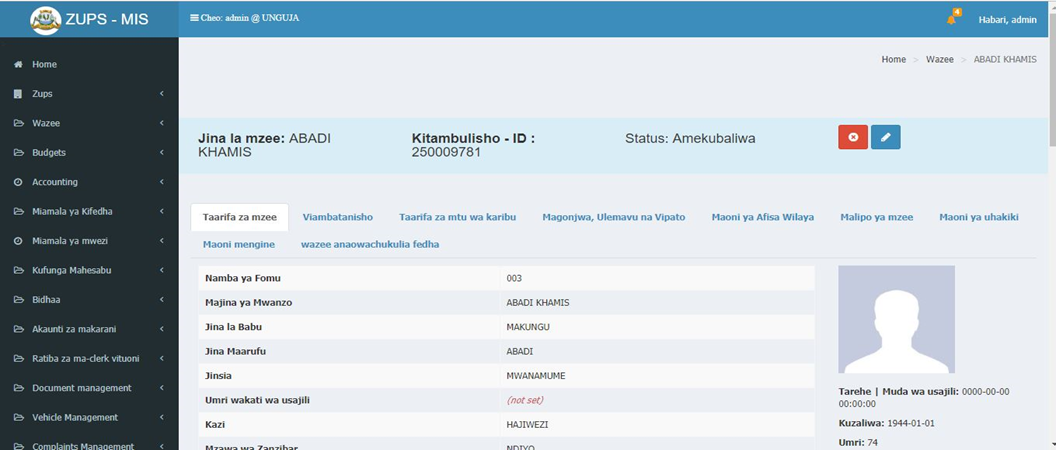
### 3.3.3 Shehias in Payment Stations

# MANAGING BENEFICIARIES

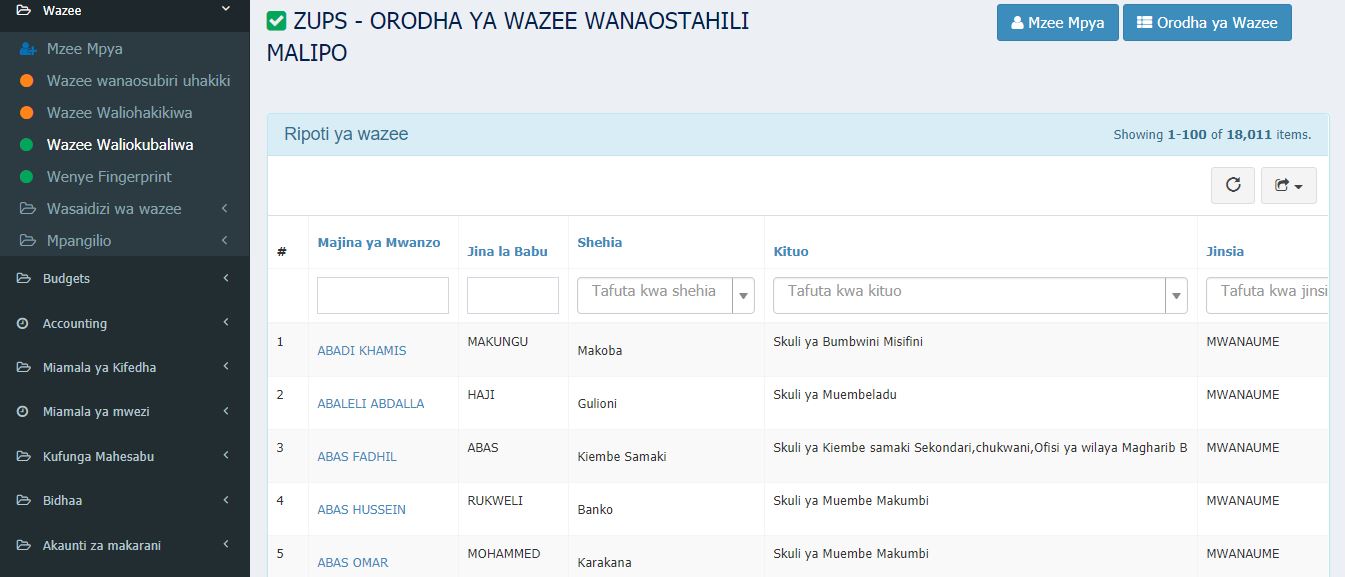
## Creating new beneficiaries

### 

### [4.1.1Editting supplementary beneficiary data](#_Toc459042340)



### [4.1.2 Beneficiary Waiting Vetting](#_Toc459042340)



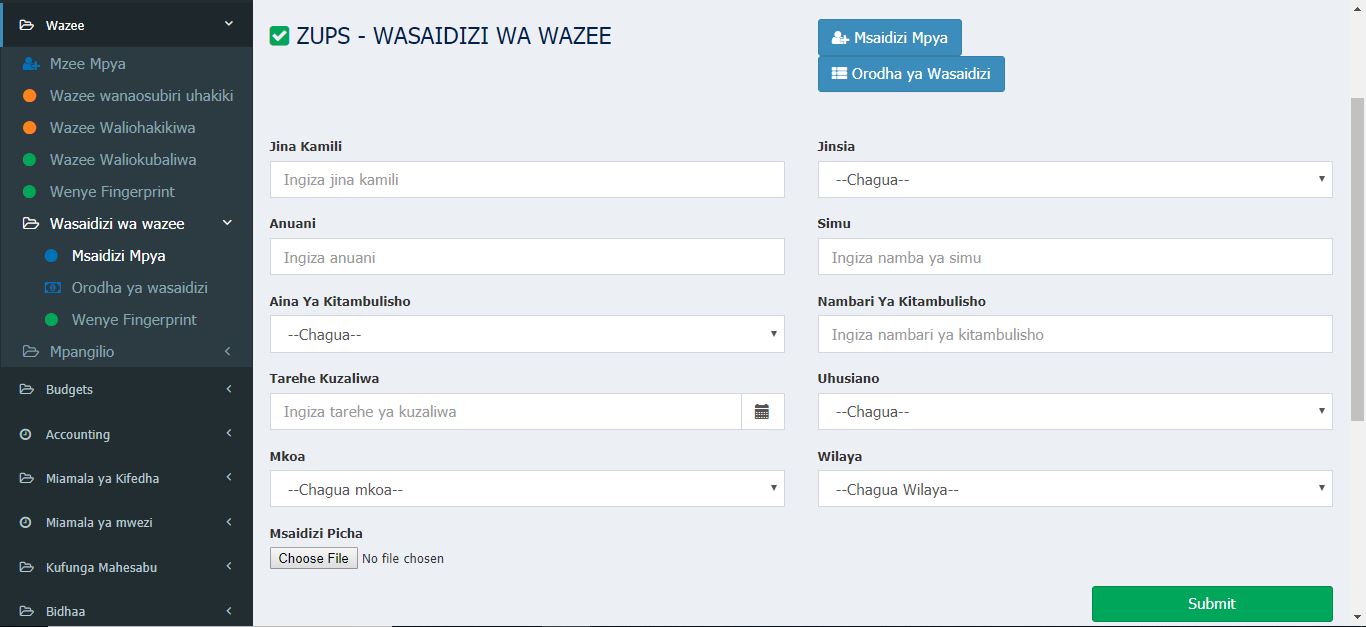
### 4.1.3 Beneficiary Waiting Approval

### [4.1.4 Total List Beneficiary](#_Toc459042340)

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## Assigning Next of Kins



### 4.2.1 Editing supplementary beneficiary data

### 

### [4.2.2 Total List Beneficiary](#_Toc459042340)

### 

### [4.2.2 Total List Beneficiary](#_Toc459042340)

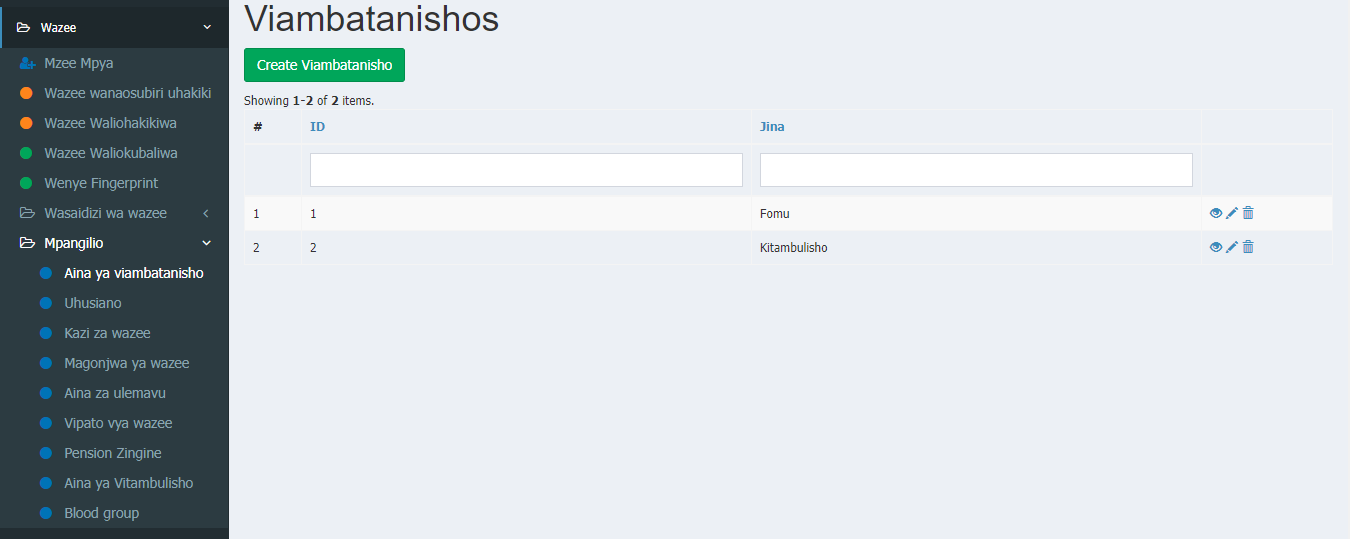
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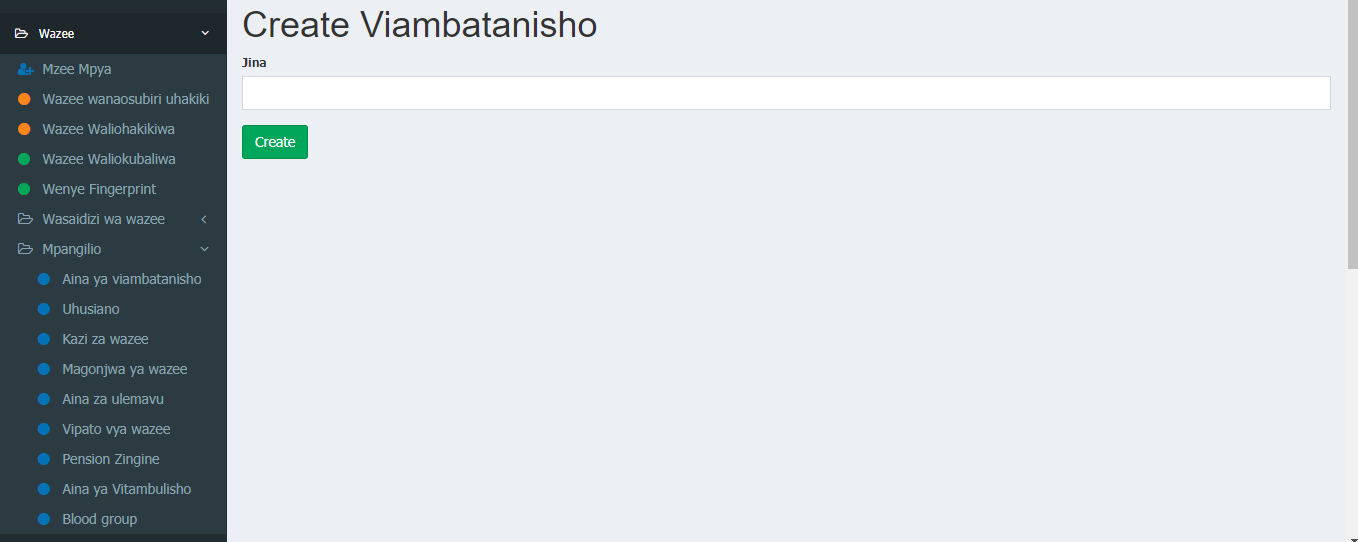
### 4.2.3 Next of Kins Fingerprint Data

## 

## Beneficiary and Next of Kin Master Archive

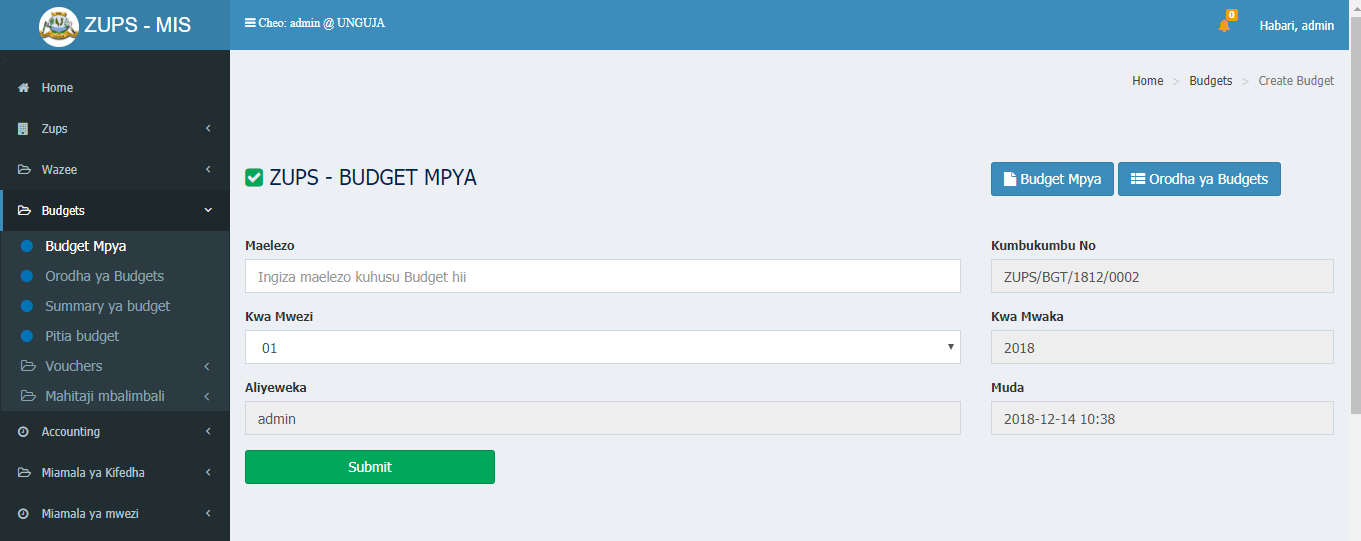
## Beneficiary Setups



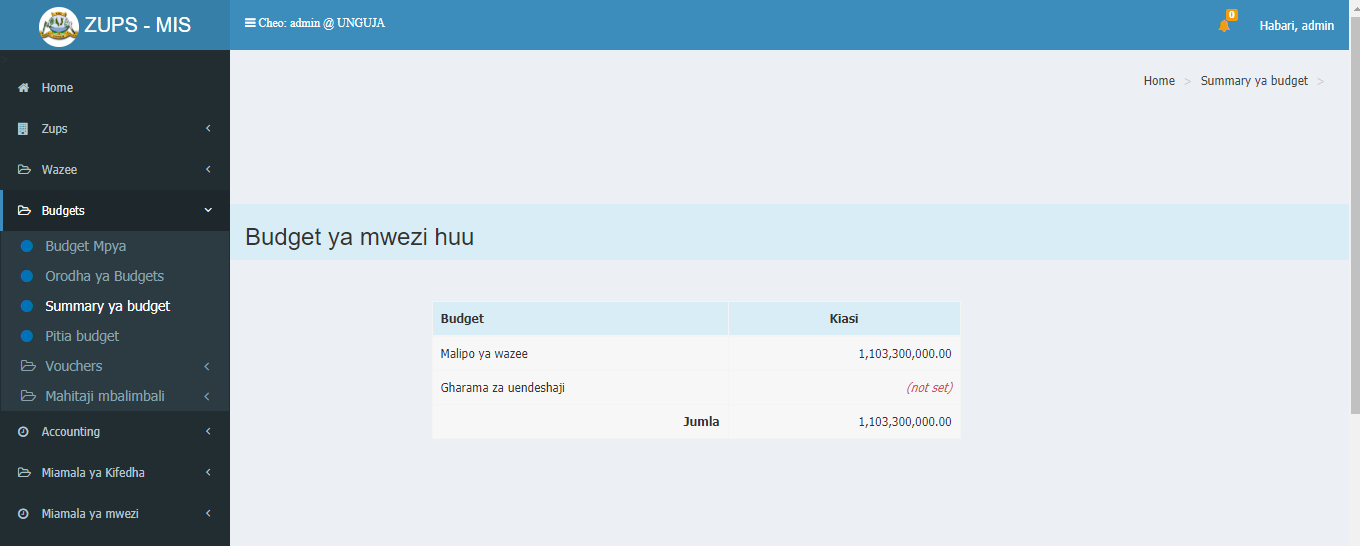


# BUDGETING

## Generating A New Budget

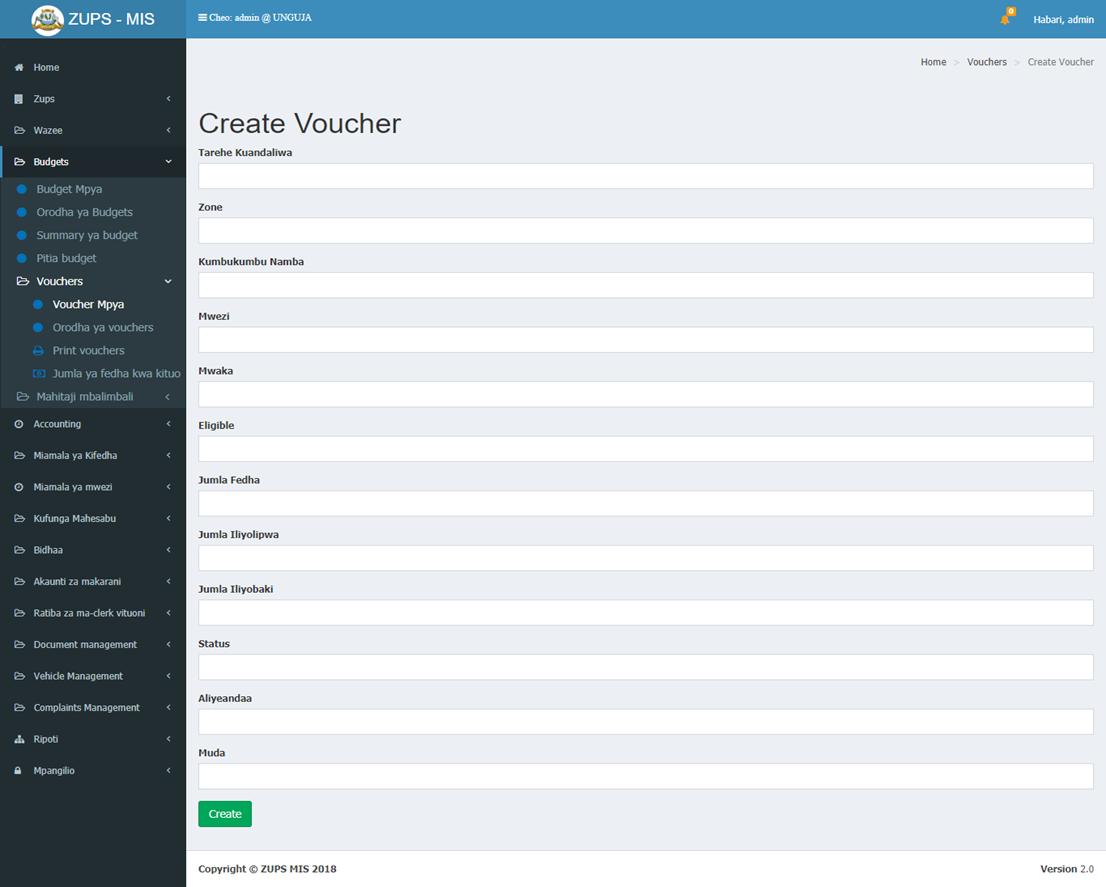


### [5.1.1 Budget Summary](#_Toc459042340)

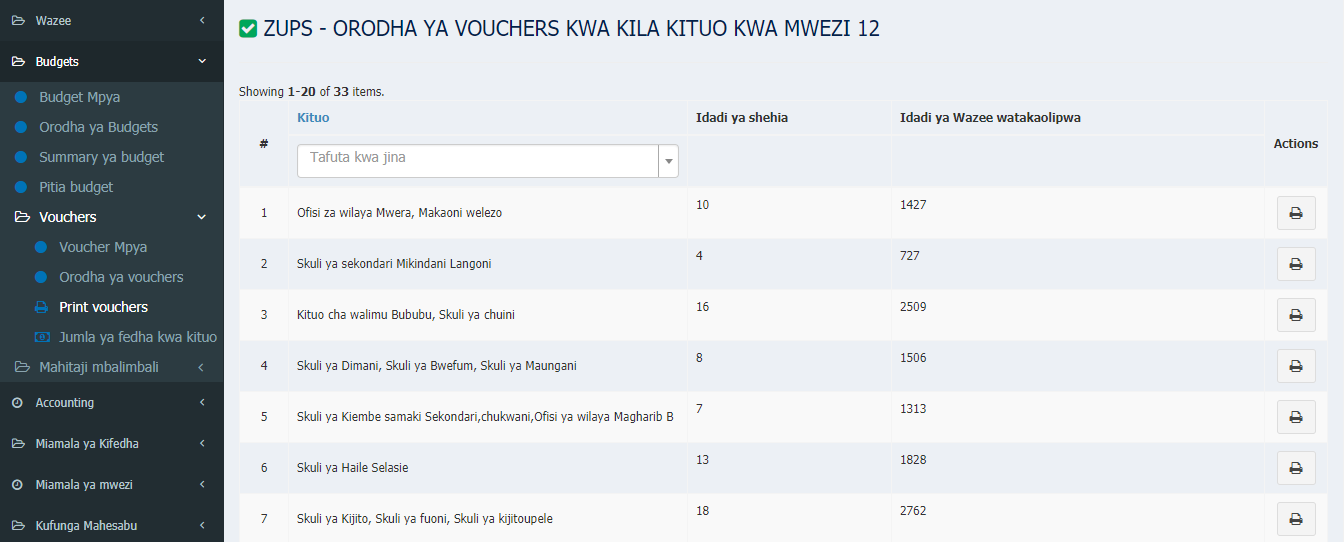


## Vouchers

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### [5.2.2 Printing of Vouchers](#_Toc459042340)

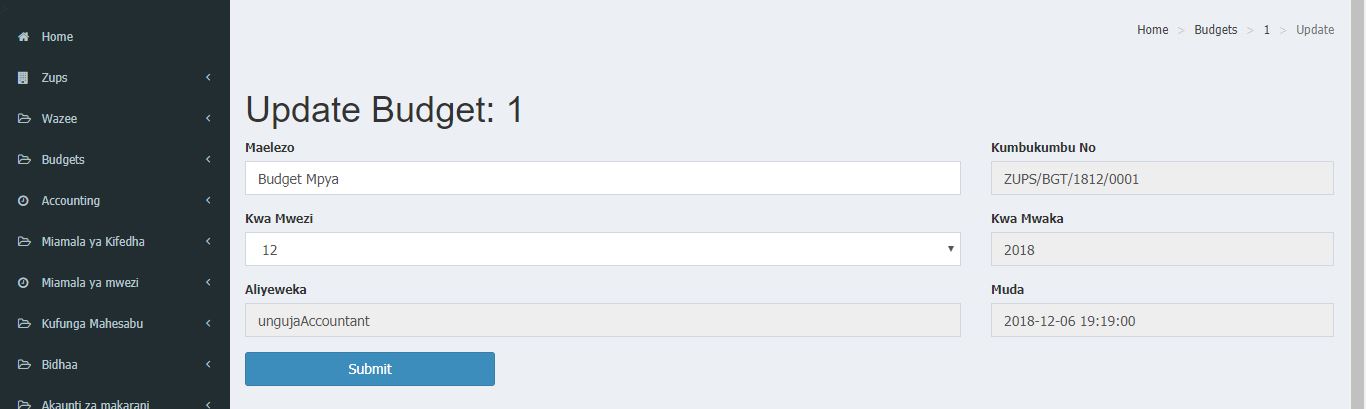


Bado kwenye Mfumo

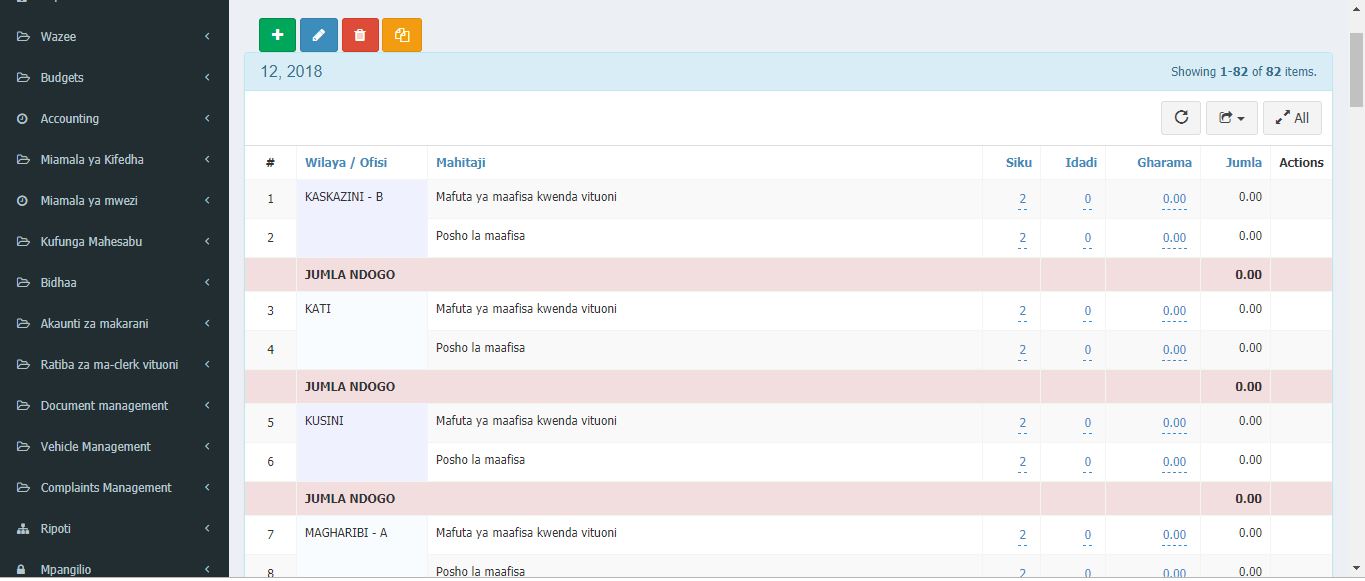
## New Budget Items

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# REPORTING

## Monthly Reports

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## Custom Reports

# COMPLAINTS MANAGEMENT

## Registering Complaint

## Managing Complaint

# VEHICLE MANAGEMENT

## Managing Vehicles

## Route Assignment

# DOCUMENT MANAGEMENT

## Manage Folder

## Manage Documents

# CUSTOM FEATURES IN USER ACCOUNTS

## Data Clerk

## Pension Clerk

## Cashiers

## Cashier In Charge

## Head Universal Pension Officer

## Stores (Inventory & OS)

## Chief Accountant

## Auditors

## System Administrators

# SYSTEM SETUP & CONFIRGURATION

## Automation Settings

## Events

## Audit Trail

## ZUPS Settings

## Users

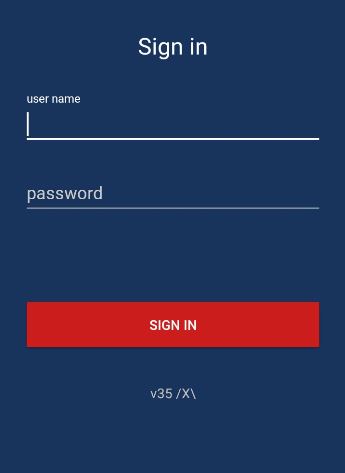
## Manage Permissions

## Manage User Roles

# Part B: ZUPS Mobile Application Platform

# GETTING STARTED ON APPLICATION

## Logging in into the app



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# Appendix A – Staying Secure

# Appendix B – Frequently Asked Questions

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