

HITECKNOLOGY SOLUTIONS

User Manual

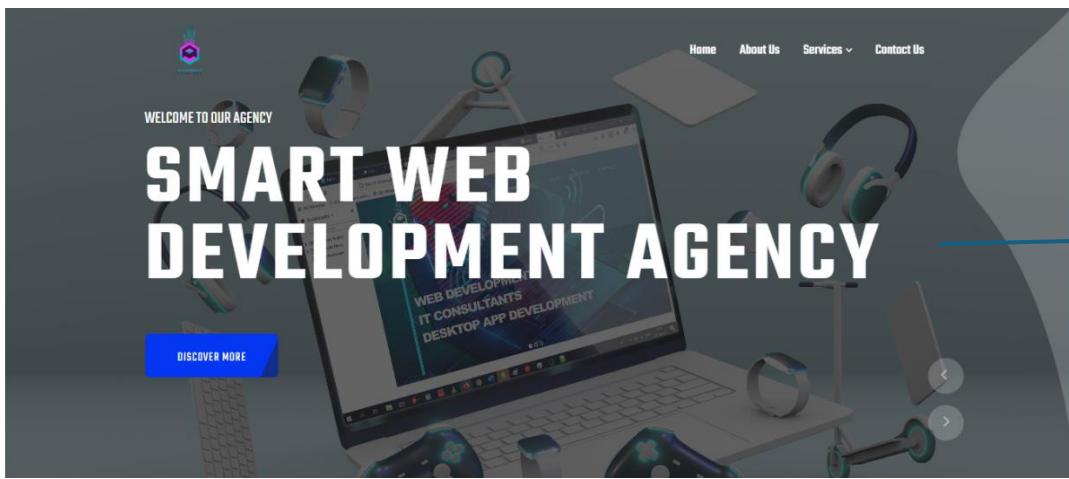
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- Getting started
- Navigation Guide

Introduction

The HRMS (Human Resource Management System), manages the full employee lifecycle from onboarding to offboarding — while improving efficiency and communication. Core features include detailed employee profiles, leave and attendance tracking, and performance management tools. Employees can submit various HR requests, such as leave, promotions, or reimbursements, through automated approval workflows. The system also supports internal communication, employee engagement, and document management with digital signing and compliance tracking. An optional payroll module will handle salary and compensation. Admin dashboards will provide HR insights and audit trails. Integration with tools like Slack and Google Workspace will enhance collaboration. Lastly, focuses on streamline hiring, document uploads, and candidate approvals within the platform.

Homepage



The home page contains the below nav bars:
Home, About Us, Services & Contact Us

WE'RE ONE OF THE
BEST AGENCY
AFRICA.

WE ARE COMMITTED TO PROVIDING OUR CUSTOMERS WITH EXCEPTIONAL SERVICE WHILE OFFERING OUR EMPLOYEES THE BEST TRAINING.

- ✓ Elegant Software Solutions.
- ✓ Web Design and Development.
- ✓ Amazing Service Delivery.

SINCE 2021

The bottom of the Home Page

WE SHAPE THE PERFECT SOLUTIONS.

We are committed to providing our customers with exceptional service while offering our employees the best training.

01 WEBSITE & SOFTWARE DEVELOPMENT

02 DATABASE DEVELOPMENT AND ANALYTICS

The apply now button allows candidates (new system users) to apply from candidates and if they get accepted, their status on the database will change to employee



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01 WEBSITE & SOFTWARE DEVELOPMENT

02 DATABASE DEVELOPMENT AND ANALYTICS

03 DIGITAL MARKETING

04 GRAPHIC DESIGNING

05 TECHNICAL SUPPORT AND NETWORKING



WORK SHOWCASE.

Home About Us Services Contact Us

ALL WEB TECHNICAL SUPPORT GRAPHIC

The bottom of the page



Home About Us Services Contact Us

SIA SPANE4ALL

BOPAPE EDGER INCORPORATED

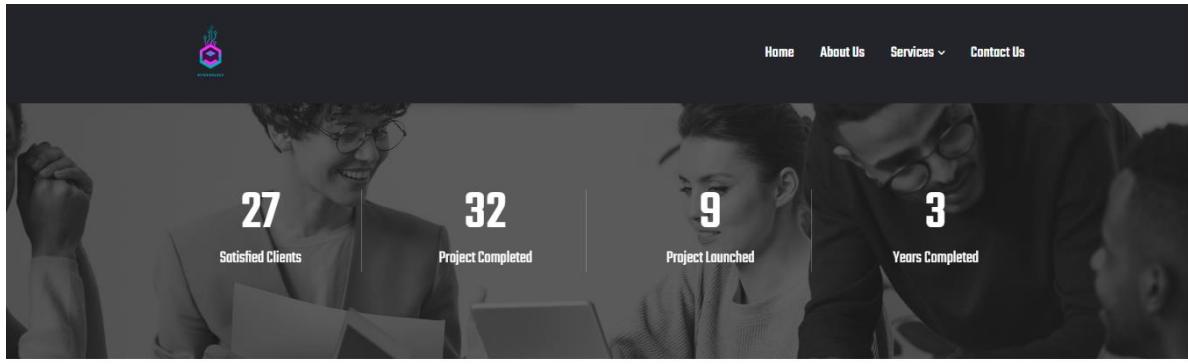
Nestab ICT



Panda & Claws

MOSAART STUDIOS • ARTLIVE • MOSAART STUDIOS • ARTLIVE • MOSAART STUDIOS • ARTLIVE • MOSAART STUDIOS • ARTLIVE •

MAXIN CLOTHING



Team

SEBAKA MOGANO
OPERATIONS MANAGER

Responsible for overseeing and managing the day-to-day operations of the company which includes optimizing operational processes, improving productivity, and ensuring the efficient use of resources.

THALLY MODIBA
WEBSITE DEVELOPER

Responsible for Building responsive and user-friendly websites using the latest web technologies. Writing clean, efficient, and maintainable code for various web applications.

KAI
IT TI

Ensure the smooth running of computer systems and organization. The hardware and software application.

Hiteknology
Solutions

Welcome to our technology hub.

[Facebook](#) [Twitter](#) [Instagram](#)

CONTACT

📍 4380 Mokwadi Street
Nellmapius

✉️ info@hiteknologysolutions.co.za

📞 +27737974505

NEWSLETTER

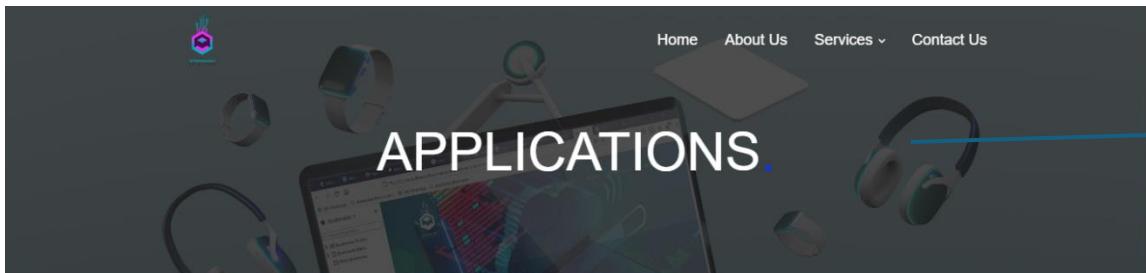
Email Address [Subscribe](#)

Sign up for our latest news & articles. We won't give you spam mails.

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The footer contains all the information to the candidate about the company, which includes Contact, Email, the social media sites (Facebook, twitter, Instagram)

APPLICATIONS



When the apply “APPLY NOW” button is clicked, the candidate is directed to this page

A screenshot of an "Application Form" page. At the top, there's a header with a logo and navigation links: Home, About Us, Services, and Contact Us. Below the header, the main content area has a title "Application Form" and a sub-section "Full name". Under "Full name", there are fields for "First name *" and "Last name *". A "Personal details" section follows, containing fields for "Date of birth *" (with a date input field) and "Gender" (with radio buttons for Male, Female, and Other). Finally, a "Contact information" section contains fields for "Email address *", "Contact number *", and "Address".

Application Form

Full name

First name *

Last name *

Personal details

Date of birth *

mm/dd/yyyy

Gender

Male Female Other

Contact information

A screenshot of the same "Application Form" page, but now showing the "Identification" section. This section includes fields for "Nationality" (a dropdown menu with "- Select -") and "ID" (a text input field). The rest of the page structure remains the same, with the header and previous sections visible.

Email address *

Contact number *

+27 82 123 4567

Address

Identification

Nationality

- Select -

ID

The candidate can now correctly fill in their personal details

The screenshot shows the 'Attachments' section of an application form. It includes four input fields for file uploads:

- Resume / CV (PDF) *
- Cover letter (PDF) *
- ID Copy (PDF) *
- Academic Transcript (PDF) *

Each field has a 'Choose File' button and a message indicating 'No file chosen'. To the right of the form, a callout box contains the text: "On the attachments, only pdf documents are allowed".

The screenshot shows the 'Declarations' and 'Preferred working hours' sections of the application form.

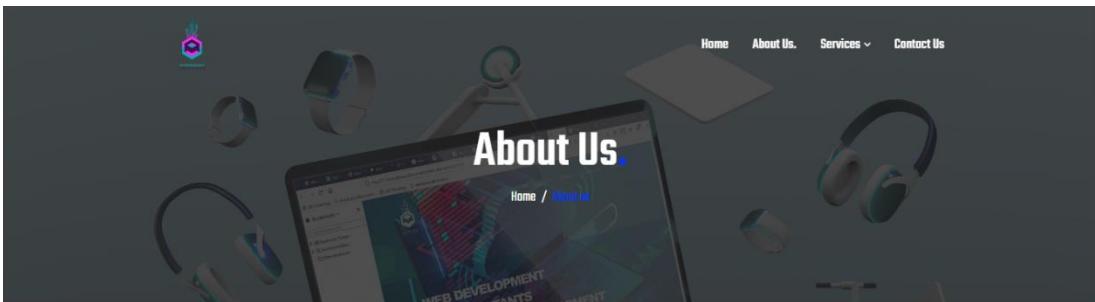
Declarations:
A checkbox labeled "I confirm the information provided is true and I consent to processing of my data." is present. Below it is a text area labeled "Additional notes".

Preferred working hours:
A dropdown menu labeled "- Select -" is shown.

At the bottom of the form are two buttons: "Submit application" (blue) and "Reset form" (grey).

The screenshot shows a large blue rectangular banner with white text that reads: "LET'S GET YOUR PROJECT STARTED.". In the bottom right corner of this banner is a small black button labeled "CONTACT WITH US". To the right of the banner, a callout box contains the text: "The footer of the Application page".

ABOUT – US

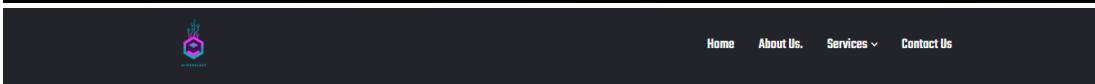


Website & Software Development

- Crafting responsive, visually appealing, and user-friendly websites tailored to enhance online presence and customer engagement.
- Developing cutting-edge mobile, web, and enterprise software applications designed for seamless user experiences.
- Specializing in data science, artificial intelligence, and automation solutions that integrate with businesses to streamline operations and improve efficiency.

0:14 / 0:50

About Us page, has 50 sec video explaining the purpose of Hiteknology Solutions



ABOUT US.

We offer a comprehensive suite of services designed to meet your diverse data and analytics needs. Our offerings include Google Analytics, Data Recovery, and Database Development, each tailored to enhance your business operations and ensure the security and efficiency of your data management.

Website Development: Crafting responsive, user-friendly websites that enhance your online presence and drive business growth..

App Development: Developing innovative and intuitive mobile applications that provide seamless user experiences across various platforms.

Database Development and Analytics: Offering robust database solutions and advanced analytics to ensure efficient data management and insightful business intelligence.

Graphic Designing: Creating visually stunning and impactful graphic designs that effectively communicate your brand message and captivate your audience.

Technical Support and Networking: Providing reliable technical support and networking services to ensure the security and efficiency of your IT infrastructure.

Our team of skilled professionals is committed to excellence, leveraging the latest technologies and industry best practices to deliver solutions that exceed expectations. Partner with us to transform your digital presence and achieve your business goals.

More explanation of the About Us page





Home About Us. Services ▾ Contact Us

OUR VISION.

Our goal is to empower businesses and individuals throughout South Africa by providing access to advanced IT solutions and delivering exceptional service. We aim to drive progress and innovation by offering technology that not only meets but exceeds high standards of quality and reliability. By focusing on modern and efficient solutions, we strive to enhance productivity and foster growth, ensuring that our clients are equipped with the tools they need to succeed in a rapidly evolving digital landscape. Through our commitment to excellence, we seek to support the advancement of technology and contribute to the ongoing development of the South African market.

OUR MISSION.

Driving Innovation in Technology and Design At Hiteknology Solutions , we are dedicated to pioneering innovative software solutions and cutting-edge technical services that propel businesses forward. Our expertise spans across software development, digital marketing, and graphic design, ensuring we deliver tailored solutions that meet the evolving needs of our clients.

Commitment to Excellence We strive for excellence in every project, focusing on delivering high-quality solutions that not only meet but exceed industry standards. Our mission is to bring your vision to life with precision and creativity, providing exceptional service in all aspects of our work. Client-Centric Approach Our clients' satisfaction is the cornerstone of our success. We are committed to understanding your unique challenges and goals, and we work tirelessly to refine and perfect our solutions to ensure your complete satisfaction.



Home About Us. Services ▾ Contact Us

OUR VALUES.

Empowering South Africa We aim to empower businesses and individuals across South Africa with advanced IT solutions and exceptional service, driving innovation and efficiency with technology that meets the highest standards of quality and reliability. Leading Innovation We strive to lead in progress and innovation by offering modern, efficient solutions that set new industry benchmarks and ensure our clients' success. Enhancing Productivity Our vision includes boosting productivity and fostering growth by equipping clients with the tools needed to excel in a dynamic digital landscape. Commitment to Excellence We are dedicated to supporting technological advancement and contributing to the development of the South African market through our commitment to excellence.

The bottom of the page also explains the vision, mission & values



We are committed to providing our customers with exceptional service while offering our employees the best training.

WE SHAPE THE PERFECT SOLUTIONS.

01 WEBSITE & SOFTWARE DEVELOPMENT

02 DATABASE DEVELOPMENT AND ANALYTICS

Home About Us. Services ▾ Contact Us



We are committed to providing our customers with exceptional service while offering our employees the best training.

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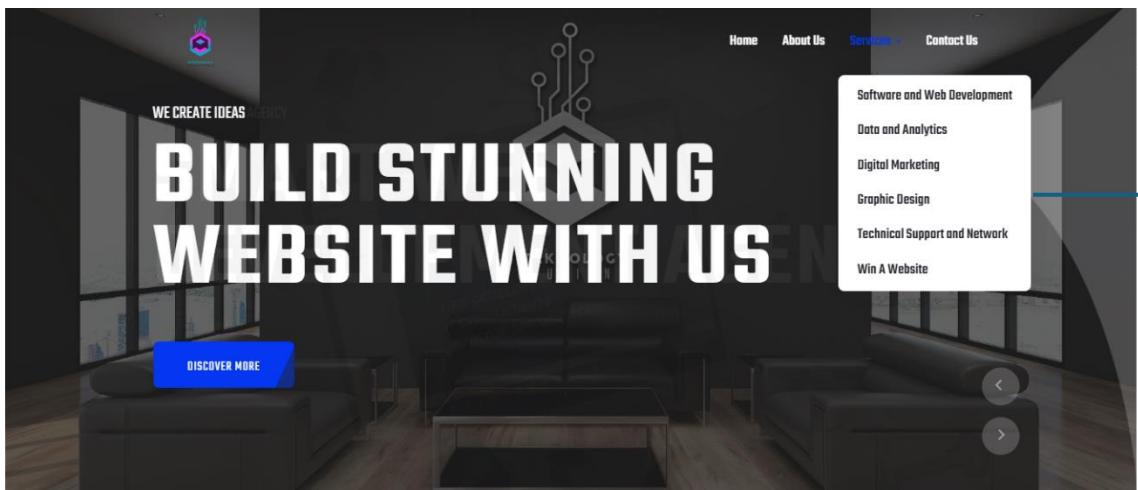
04 GRAPHIC DESIGNING

05 TECHNICAL SUPPORT AND NETWORKING

Home About Us. Services ▾ Contact Us

The footer is the same as the Home Page

SERVICES



The services tab on the home page, has multiple sub-tabs with each sub-tab explained fully:

*Software and Web Development

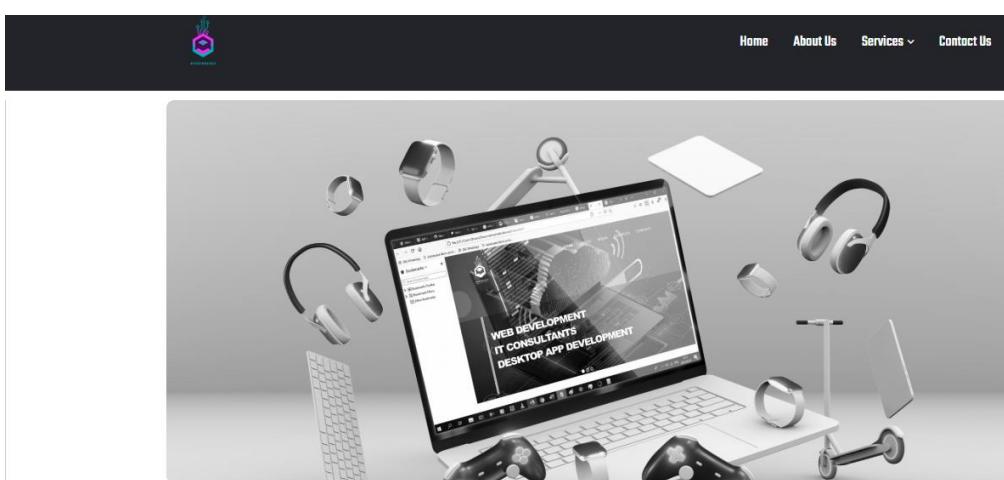
*Data and Analytics

*Digital Marketing

*Graphic Design

*Technical Support and Network

➤ SOFTWARE AND WEB DEVELOPMENT





- [Home](#)
- [About Us](#)
- [Services](#) ▾
- [Contact Us](#)

SOFTWARE AND WEB DEVELOPMENT.

We provide a full range of software and web development services aimed at driving digital transformation within your business. Our offerings include Software Development, Web Development, and Mobile App Development, designed to deliver innovative, efficient, and user-friendly solutions that drive growth and success.

Software Development: Our Software Development services focus on creating high-quality products that cater to your specific requirements. We analyze user needs and utilize various programming languages to design, test, and develop software that enhances business operations. Whether you need custom software solutions or generic applications, our team is equipped to deliver products that improve efficiency and meet market demands.

Web Development: Our Web Development services encompass the creation of robust and scalable web applications. We ensure that your web solution adheres to industry standards and best practices, delivering optimal user experiences. Our skilled professionals provide customized solutions that align with your business objectives, along with post-launch support to maintain functionality, user-friendliness, and security over time.

Mobile App Development: In Mobile App Development, we specialize in creating mobile Apps that meet industry-specific demands and stay ahead of evolving trends. Our Agile development approach ensures efficiency from strategic planning through design, programming, testing, and maintenance. We aim to turn your mobile app ideas into reality, integrating cutting-edge technologies to enhance user engagement and satisfaction.

The page fully explains Software Development, Web Development & Mobile App Development



- [Home](#)
- [About Us](#)
- [Services](#) ▾
- [Contact Us](#)

WORK SHOWCASE.

[ALL](#) [WEB](#) [TECHNICAL SUPPORT](#) [GRAPHIC](#)




- [Home](#)
- [About Us](#)
- [Services](#) ▾
- [Contact Us](#)

LET'S GET YOUR PROJECT STARTED.

[CONTACT WITH US](#)

Hiteknology
Solutions

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CONTACT

4380 Mokwadi Street
Nellmapius

info@hiteknologysolutions.co.za

NEWSLETTER

Email Address 

Sign up for our latest news &

The footer is the same as the Home Page

➤ DATA AND ANALYTICS



DATA SERVICES.

We offer a comprehensive suite of services designed to meet your diverse data and analytics needs. Our offerings include Google Analytics, Data Recovery, and Database Development, each tailored to enhance your business operations and ensure the security and efficiency of your data management.

Google Analytics: Our Google Analytics service provides you with deep insights into your website's performance. We help you track visitor behavior, measure the effectiveness of your marketing campaigns, and understand your audience's preferences and actions. By leveraging advanced analytics tools, we empower you to make data-driven decisions that enhance user engagement and drive business growth.

Data Recovery: In the event of data loss, our Data Recovery services ensure that your critical information is retrieved swiftly and securely. Whether due to hardware failure, accidental deletion, or cyberattacks, our experts use state-of-the-art technology to recover your lost data. We understand the importance of your data and are committed to restoring it with minimal downtime, ensuring your business continuity.

Database Development: Our Database Development services are designed to create robust, scalable, and efficient databases tailored to your specific needs. We specialize in designing and implementing databases that support your business processes, improve data accessibility, and ensure data integrity. From initial design to ongoing maintenance, our team works closely with you to build databases that enhance your operational efficiency and support your strategic objectives.

The page fully explains Google Analytics, Data Recovery & Database Development

The screenshot shows the homepage of Hiteknology Solutions. At the top, there's a dark header with a logo, 'Home', 'About Us', 'Services', and 'Contact Us'. Below the header is a large blue banner with the text 'LET'S GET YOUR DATA AND ANALYTICS SORTED.' and a 'CONTACT WITH US' button. The main content area features the company name 'Hiteknology Solutions' and a contact form for newsletter sign-ups. A callout box on the right states: 'The footer is the same as the Home Page'.

➤ DIGITAL MARKETING

The screenshot shows the 'Digital Marketing' section of the website. It features a dark background with various digital marketing icons like headphones, a laptop, and a smartphone. The text 'Digital Marketing.' is prominently displayed in the center. A callout box on the right states: 'Digital Marketing contains the below plans you can choose from with each plan explained in detail with the type of offer available:'.

The screenshot shows the 'Choose Your Plan' section. It displays three plan options: 'Basic Plan' (R 4000), 'Standard Plan' (R 6000), and 'Premium Plan' (R 8000). Each plan includes a list of services and features. A callout box on the right states: 'Basic Plan being R4000, the Standard Plan being R6000 and the Premium Plan being R8000'.

Basic Plan	Standard Plan	Premium Plan
R 4000	R 6000	R 8000
2 Platforms	3 Platforms	4 Platforms
R 800 Ad budget	R 1500 Ad Budget	R 2500 Ad Budget
Account Management	Account Management	Account Management
8 Posts/Month	3 Weekly Posts	4 Weekly Posts
1 poster/flyer (extra posters at an additional R 500)	2 poster/flyers (extra posters at an additional R 500)	3 poster/flyers (extra posters at an additional R 500)
Google Business Profile and SEO	Google Business Profile and SEO	Google Business Profile and SEO
Google Analytics	Google Analytics	Google Analytics
Monthly Report	Monthly Report	Monthly Report
Monthly Management	Monthly Management	Monthly Management
For start ups	For small business	For small business

The footer is the same as the Home Page

➤ GRAPHIC DESIGN

Basic Plan	Standard Plan	Premium Plan
R 2500	R 4000	R 5000
Logo design (3 samples with 2 revisions)	Logo design (3 samples with 2 revisions)	Logo design (3 samples with 2 revisions)
Business Card(3 samples) jpeg &pdf	Editable Letterhead(3 samples) jpeg &pdf	Editable Letterhead in MS Word & pdf (3 samples)
Editable Letterhead(3 samples) jpeg &pdf	Printable A+ Poster in jpeg & pdf (2 samples)	Printable A+ Poster in jpeg & pdf (2 samples)
3D Logo mockups + Signage mockups + shop front mockups + merchandise mockups	Social Media Poster in jpeg (2 samples)	Social Media Poster in jpeg (2 samples)
Billboards & Banners mockups & Uniform Mockups etc.	Editable Invoice & Quotation in MS Word (3 Samples)	Editable Invoice & Quotation in MS Word (3 Samples)
Stylescape	3D mockups(Logo,Signage,shop front,merchandise)	Website Landing page design in psd format (3 samples)
Mini Visual Guide in pdf	Billboards & Banners mockups & Uniform Mockups etc.	Static Email Signature in jpeg (3 samples)
Discover More	Stylescape	Business Profile in editable animated ppts & pdf (10-15 pages)

Graphic Design contains the below plans you can choose from, with each plan explained in detail with the type of offer available:

Basic Plan being R2500, the Standard Plan being R4000 and the Premium Plan being R5000

Billboards & Banners mocks & Uniform Mockups etc.
Stylescape
Mini Visual Guide in pdf

[Discover More](#)

Word (3 Samples)
3D mockups(Logo ,Signage.shop front,merchandise)

Billboards & Banners mocks & Uniform Mockups etc.
Stylescape
Mini Brand Guide in pdf

[Discover More](#)

Word (3 Samples)
Website Landing page design in psd format (3 samples)
Static Email Signature in jpeg (3 samples)
Business Profile in editable animated ppx & pdf (10-15 pages)
3D mockups(Logo ,Signage.shop front,merchandise)

Billboards & Banners mocks & Uniform Mockups etc.
Stylescape
Mini Brand Guide in pdf

[Discover More](#)

Graphic Design Plan fully explained in detail



Home About Us Services Contact Us

WORK SHOWCASE.

[ALL](#) [BRANDING](#) [LOGOS](#)



Examples of the Graphic Design Plans Available



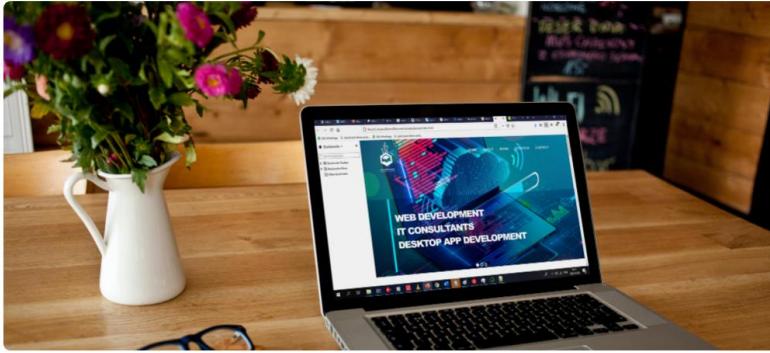
Examples of
the Graphic
Design Plans
Available

The screenshot shows a dark-themed website. At the top, there's a navigation bar with links for Home, About Us, Services, and Contact Us. Below the navigation is a large blue call-to-action button with the text "LET'S GET YOUR PROJECT STARTED." and a "CONTACT WITH US" button. The main content area features the company name "Hiteknology Solutions" and contact information including an address (4380 Mokwadi Street, Nellmapius), an email (info@hiteknologysolutions.co.za), and a newsletter sign-up form. A small "UP" arrow is visible on the right side of the page.

The footer is the same as the Home Page

➤ TECHNICAL SUPPORT AND NETWORK

The screenshot shows a dark-themed website section for "Technical support and Networking". It features a background image of various tech devices like headphones, a smartphone, and a laptop displaying charts. The text "Technical support and Networking." is prominently displayed in white. Below this, there's a navigation bar with links for Home, About Us, Services, and Contact Us. A small "UP" arrow is visible on the right side of the page.



The page fully explains CCTV Installation, Alarm Installation, Technical Support & Networking

SUPPORT SERVICES.

We offer a comprehensive suite of services designed to meet your diverse technical support and networking needs. Our offerings include CCTV Installation, Alarm Installation, Technical Support, and Networking, each tailored to enhance your business operations and ensure the security and efficiency of your infrastructure.

CCTV Installation: Ensure the safety and security of your property with our professional CCTV installation services. We offer a range of high-quality cameras and surveillance systems tailored to meet your specific needs. Our expert technicians will handle the installation process from start to finish, providing you with a reliable and effective security solution.

Alarm Installation: Protect your home or business with our state-of-the-art alarm systems. Our alarm installation services include a comprehensive assessment of your property, followed by the installation of advanced alarm systems designed to detect and deter intrusions. We offer a variety of alarm solutions, including wired and wireless options, to ensure maximum security and peace of mind.

Technical Support: Our technical support team is here to assist you with any issues or concerns you may have with your security systems. We provide prompt and professional support to ensure your systems are always functioning optimally. Whether you need troubleshooting, maintenance, or upgrades, our skilled technicians are ready to help.

Networking: Stay connected with our comprehensive networking services. We offer network setup and configuration, including wired and wireless networks, to ensure seamless connectivity for your home or business. Our networking solutions are designed to meet your specific requirements, providing you with a robust and secure network infrastructure.

LET'S GET YOUR PROJECT STARTED.

CONTACT WITH US

Home About Us Services ▾ Contact Us

Hiteknology Solutions

CONTACT

4380 Mokwadi Street
Nellmapius

Newsletter

Email Address

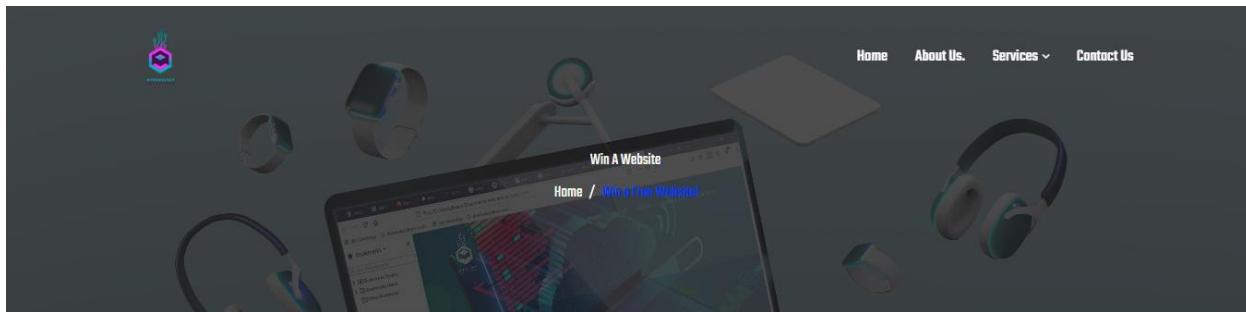
info@hiteknologysolutions.co.za

Welcome to our technology hub.

Sign up for our latest news &

The footer is the same as the Home Page

➤ WIN A WEBSITE



Win A Free Website!

Follow these simple steps to enter the contest:

1. Follow us on social-media platforms:
f i t
2. Share This Post & Tag Friends:
f i t
3. Mention Us on Your Story:
f i t
4. Share Your Website Goals:
f i t
Record 40s Video
5. Enter your email

The below steps from 1 – 5 gives candidates a chance to **Win A Free Website!**

The footer is the same as the Home Page

CONTACT – US

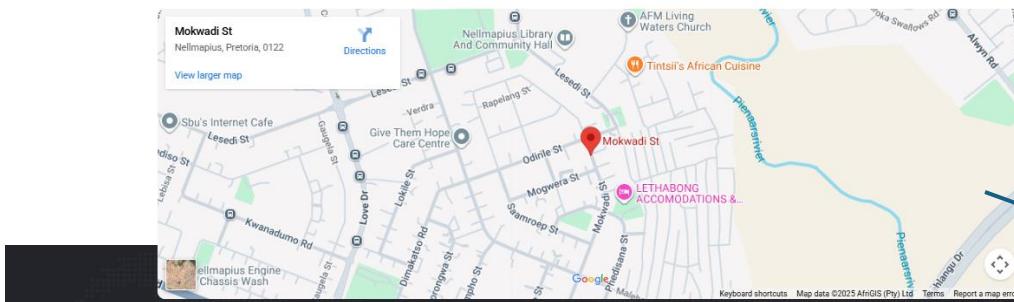
The Contact Us page has the Location, Email address and Contacts

**WE ARE ALWAYS HERE
TO HELP YOU.**

There are many variatns of passages the majority have suffered alteration in some foour randomised words believable.

- VISIT US**
4380 Mokwadi Street Nellmapius.South Africa
- EMAIL ADDRESS**
info@hiteknologysolutions.co.za
- CALL NOW**
+27737974505

Also includes input fields that has Name, Email, phone number and the message field that allows the candidate to talk/contact the team



The Map takes you from your current location to the location where Hiteknology Solutions is situated

The footer is the same as the Home Page

Hiteknology Solutions

Welcome to our technology hub.

[Facebook](#) [Twitter](#) [Instagram](#)

CONTACT

4380 Mokwadi Street
Nellmapius

info@hiteknologysolutions.co.za

+27737974505

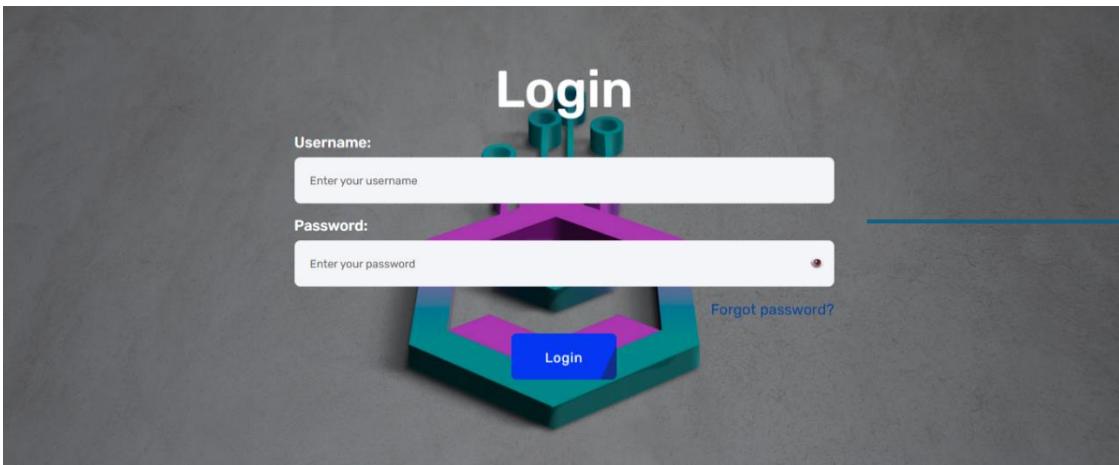
NEWSLETTER

Email Address [Subscribe](#)

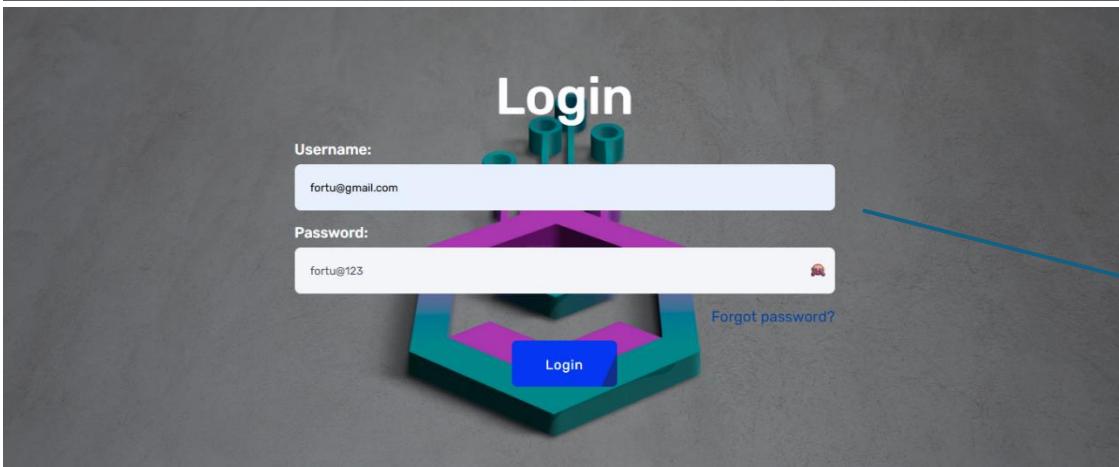
Sign up for our latest news & articles. We won't give you spam mails.

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LOGIN

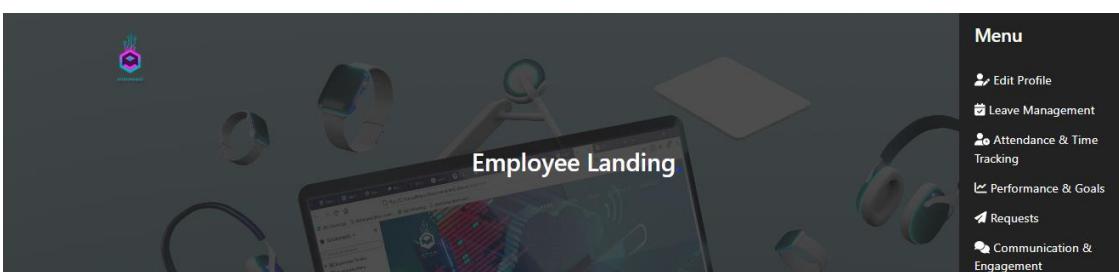


The user is required to Enter the Username and Password after they're accepted as Employees

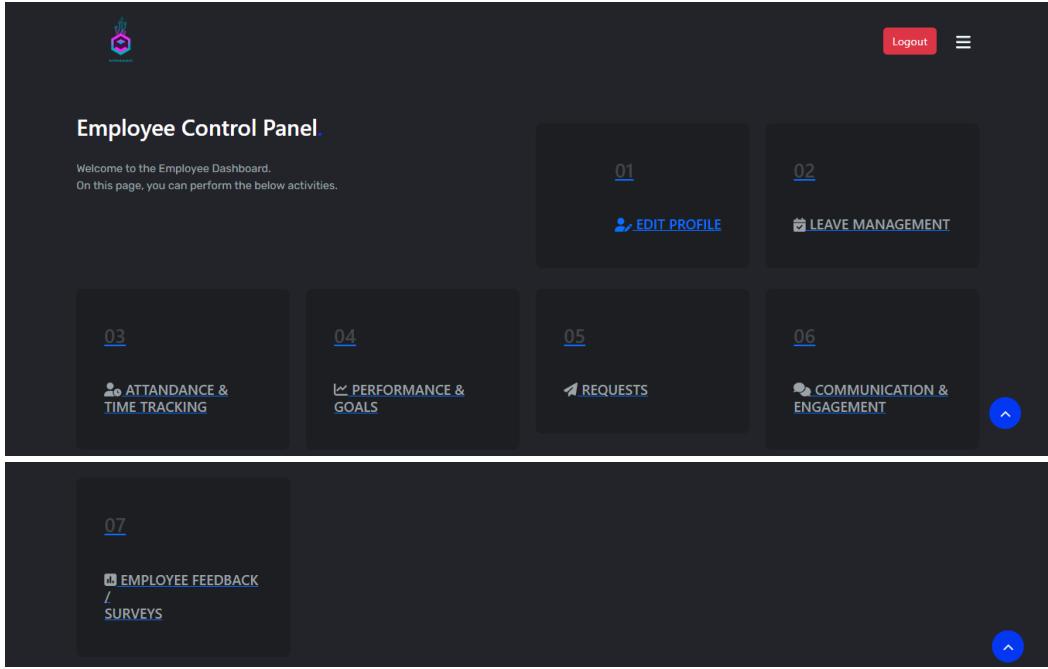


After the user successfully login, the system will be able to detect that the person is an employee or an admin, based on their information stored in the database

EMPLOYEE LANDING



The Employee landing page, contains the below nav bars:



The screenshot shows the Employee Control Panel dashboard. At the top right are 'Logout' and a menu icon. Below is a section titled 'Employee Control Panel' with a welcome message: 'Welcome to the Employee Dashboard. On this page, you can perform the below activities.' A grid of seven items numbered 01 to 07:

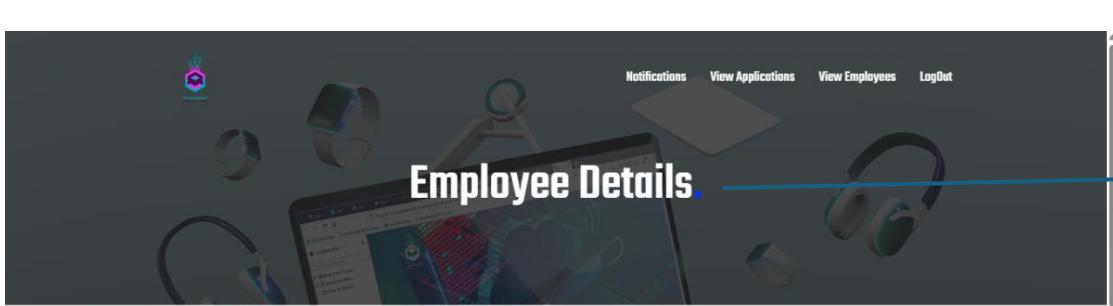
- 01 EDIT PROFILE
- 02 LEAVE MANAGEMENT

- 03 ATTENDANCE & TIME TRACKING
- 04 PERFORMANCE & GOALS
- 05 REQUESTS
- 06 COMMUNICATION & ENGAGEMENT

- 07 EMPLOYEE FEEDBACK / SURVEYS

Each item has a small circular arrow icon at the bottom right.

- *Edit profile
- *Leave Management
- *Attendance & Time Tracking
- *Performance & Goals
- *Requests
- *Communication & Engagement
- *Employee Feedback/ Surveys



The screenshot shows the 'Employee Details' page. At the top right are 'Notifications', 'View Applications', 'View Employees', and 'Logout'. The main title is 'Employee Details'. Below is a section titled 'Employee Information' with the following data:

FIRST NAME	Fortunate
LAST NAME	Malatji

When the **Edit profile** is clicked, the employee is able to Edit their personal details

Employee Information

FIRST NAME	Fortunate
LAST NAME	Malatji
BIRTH DATE	2003-12-06
GENDER	Female
EMAIL	fortu@gmail.com
PHONE	0659258037
ADDRESS	23th Smith Str, Radipapanna
NATIONALITY	RSA
ID NO	0312060536082
START DATE	18/07/2025
WORK HOURS	Day
STATUS	Employed

Edit

The employee will first see this details as they where entered the time the employee was applying

Employee Information

FIRST NAME	Mahlodi Fortunate
LAST NAME	Malatji
BIRTH DATE	2003-12-06
GENDER	Female
EMAIL	fortu@gmail.com
PHONE	0797999278
ADDRESS	Nobody, Ga-Mothapo
NATIONALITY	RSA
ID NO	0312060536082
START DATE	18/07/2025
WORK HOURS	Day
STATUS	Employed

Now the employee has edited the profile

BIRTH DATE

12/06/2003

GENDER

Female

EMAIL

fortu@gmail.com

PHONE

0797999278

ADDRESS

Nobody, Ga-Mothapo

NATIONALITY

RSA

ID NO

0312060536082

START DATE

18/07/2025

WORK HOURS

Day

STATUS

Employed

Save Cancel

After the “Save” button is clicked, new user details are updated and persisted in the

localhost:3000 says
Employee details saved successfully!

BIRTH DATE
Gender: Male

EMAIL
Email: fortu@gmail.com

PHONE
Phone: 0797999278

ADDRESS
Address: Nobody, Ga-Mothapo

NATIONALITY
Nationality: RSA

ID NO
ID No: 0312060536082

START DATE
Start Date: 18/07/2025

WORK HOURS
Work Hours: Day

STATUS
Status: Employed

Buttons: Save (green), Cancel (red)

The “Alert” will notify that the “Employee details are saved successfully !”

All Applications

Total	Pending	Accepted	Rejected								
15	12	2	1								
Last checked: 9:13:55 PM											
ID	First	Last	DOB	Gender	Email	Phone	Address	Nationality	ID No	Start Date	Hours
1	Tshepo Vincent	Pilane	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
2	Tshepo Vincent	Pilane	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
3	Tshepo Vincent	Pilane	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
4	vincent	Hlane	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
5	goldish	Pilane	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
6	Realeboga	Ntsiki	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
7	Realeboga	Ntsiki	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
8	Realeboga	Ntsiki	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
9	Realeboga	Ntsiki	2014-01-05	male	tvpilane@gmail.com	+27769177748	10 Kgwale Street	South African		2025-09-02	part_time
10	Tshepo Vincent	Pilane	2025-09-11	male	a@a.a	+27769177748	10 Kgwale Street	South Africa	7765566	2025-09-06	full_time

When the “View Applications” button is clicked, all the sent applications will be visible on this page

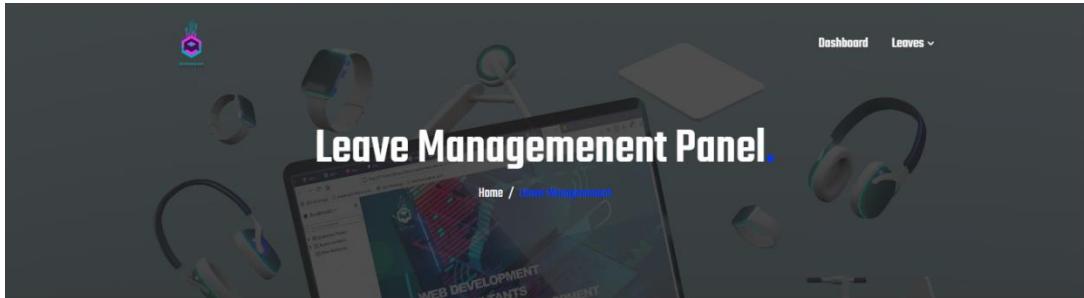
11	Tshepo Vincent	Pilane	2025-09-11	male	a@a.a	+27769177748	10 Kgwale Street	South Africa	7765566	2025-09-06	full_time	View
12	Tshepo Vincent	Pilane	2025-09-11	male	a@a.com	+27769177748	10 Kgwale Street	South Africa	656777766	2025-09-08	full_time	View
13	Tshepo Vincent	Pilane	2025-09-11	male	a@a.com	+27769177748	10 Kgwale Street	South Africa	656777766	2025-09-08	full_time	View
14	Nate	Malatji	2025-07-29	male	fortubelogift@gmail.com	+27659258033	Soshanguve Block L	South Africa	2345678900987	2025-09-28	part_time	View
15	Fortunate	Malatji	2025-10-05	female	fortubelogift@gmail.com	+27659258033	Soshanguve Block L	South Africa	2345678900987	2025-09-28	casual	View

[← Back to Admin Landing](#)

	+27769177748	10 Kgwale Street	South Africa	656777766	2025-09-08	full_time	Accepted Update Status	Download	Download	Download	Download
pgmail.com	+27659258033	Soshanguve Block L	South Africa	2345678900987	2025-09-28	part_time	Accepted Update Status	Download	Download	Download	Download
pgmail.com	+27659258033	Soshanguve Block L	South Africa	2345678900987	2025-09-28	casual	Rejected Update Status	Download	Download	Download	Download

[← Back to Admin Landing](#)

The applications will be visible with all the attachments downloadable



LEAVE MANAGEMENT.

On this page, you can only apply for the below leaves.



When the “Leave Management” button is clicked, all the employee leave types will be displayed

LEAVE MANAGEMENT.

On this page, you can only apply for the below leaves.

01

SICK
LEAVE

02

ANNUAL LEAVE /
VACATION

03

MATERNITY/ PATERNITY
LEAVE

04

FAMILY RESPONSIBILITY
LEAVE

Sick Leave

Annual Leave / Vacation

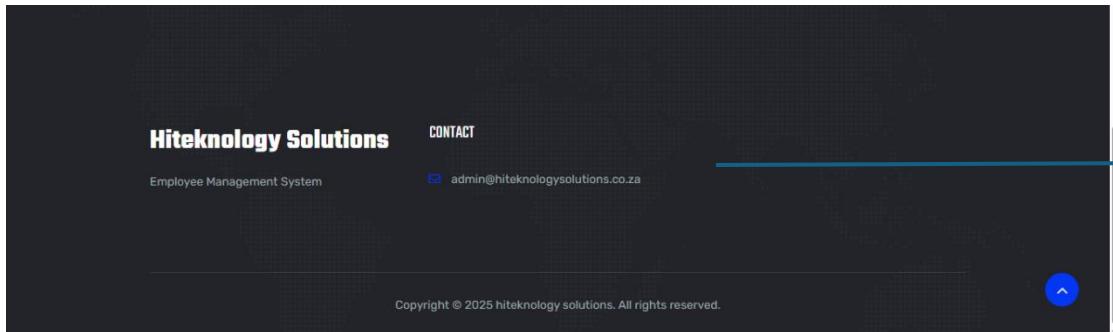
Maternity/Paternity Leave

Family Responsibility Leave

Study Leave

05

STUDY
LEAVE



The footer of
the “Leave
Management”

This screenshot shows a mobile application interface titled "SICK LEAVE". On the left, there's a large blue button labeled "01 SICK LEAVE". To its right is a black callout box containing text: "请假 Sick leave allows employees to rest and recover from illness or injury without working." An arrow from the top of this callout points to a similar callout box on the right side of the screen. The main panel shows a blurred view of a smartphone displaying a "Sick Leave Panel" with various icons like headphones and a keyboard.

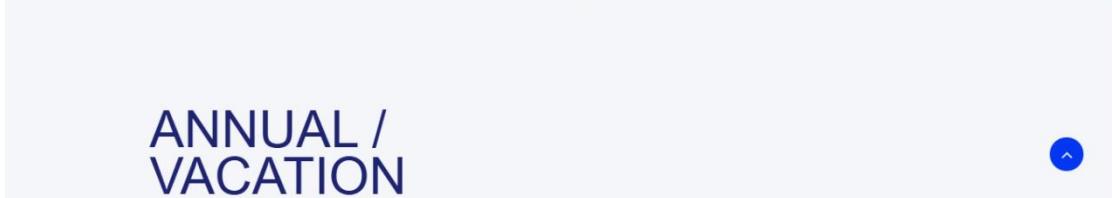
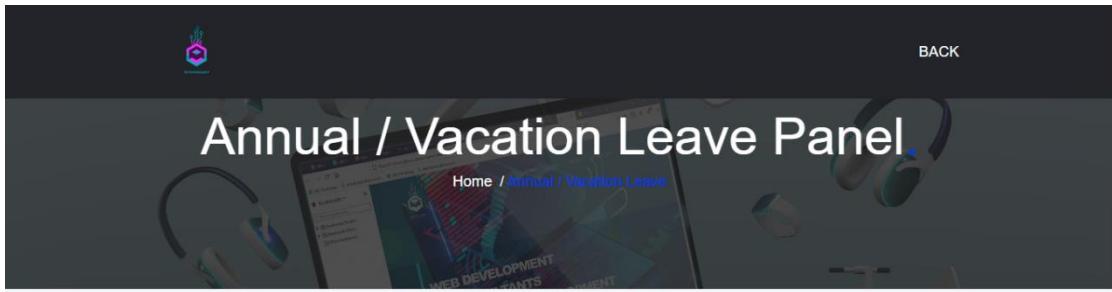
When the employee
hovers on the leave
type, the
explanation of the
leave is visible

This happens to all
the leave types

When the leave
type is clicked, it
opens the
application form
with the leave type
written in bold

This screenshot shows another mobile application interface. On the left, there's a blue button labeled "02 ANNUAL LEAVE / VACATION". To its right is a black callout box containing text: "请假 Time off for rest, travel, or personal matters – usually planned in advance." An arrow from the bottom right of this callout points to a callout box on the right side of the screen.

When the leave
type is clicked, it
opens the
application form
with the leave type
written in bold

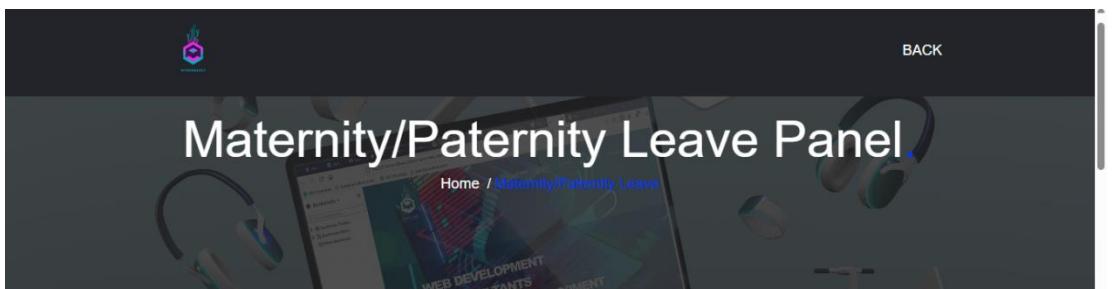


03

MATERNITY/ PATERNITY
LEAVE

04

Time off for parents after childbirth or
adoption to care for their new child.



MATERNITY /
PATERNITY

When the employee hover on the leave type, the explanation of the leave is visible

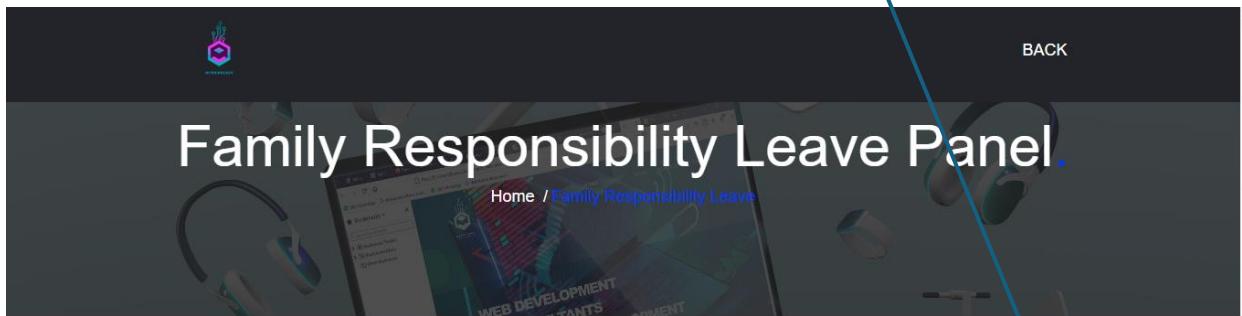
This happens to all the leave types

When the leave type is clicked, it opens the application form with the leave type written in bold

04

FAMILY RESPONSIBILITY LEAVE

Leave granted for serious personal situations including, death of a family member, funeral, or emergencies from home.



FAMILY RESPONSIBILITY

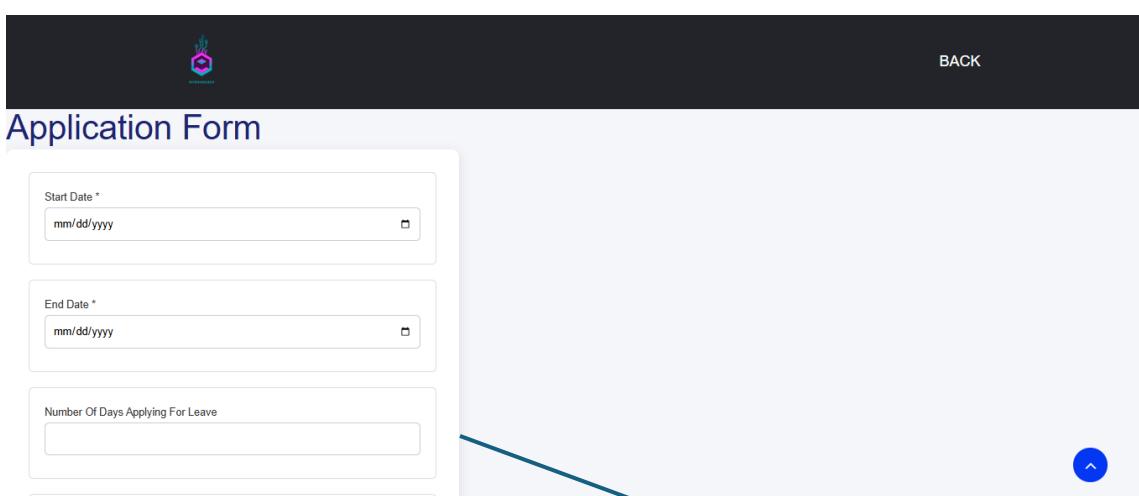
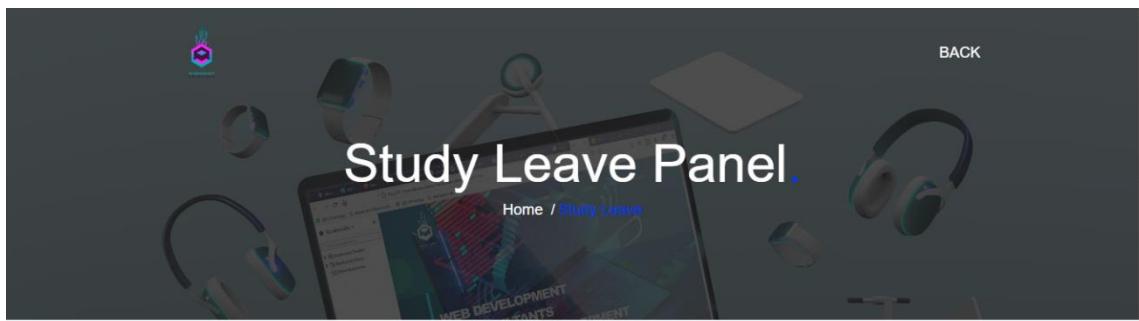
When the employee hover on the leave type, the explanation of the leave is visible

When the leave type is clicked, it opens the application form with the leave type written in bold

05

STUDY LEAVE

Leave to attend exams or further studies that support personal or career growth.



The body of all the application leaves, is the same

The only required things are:

*Start Date

*End Date

*Attachment(as a proof)

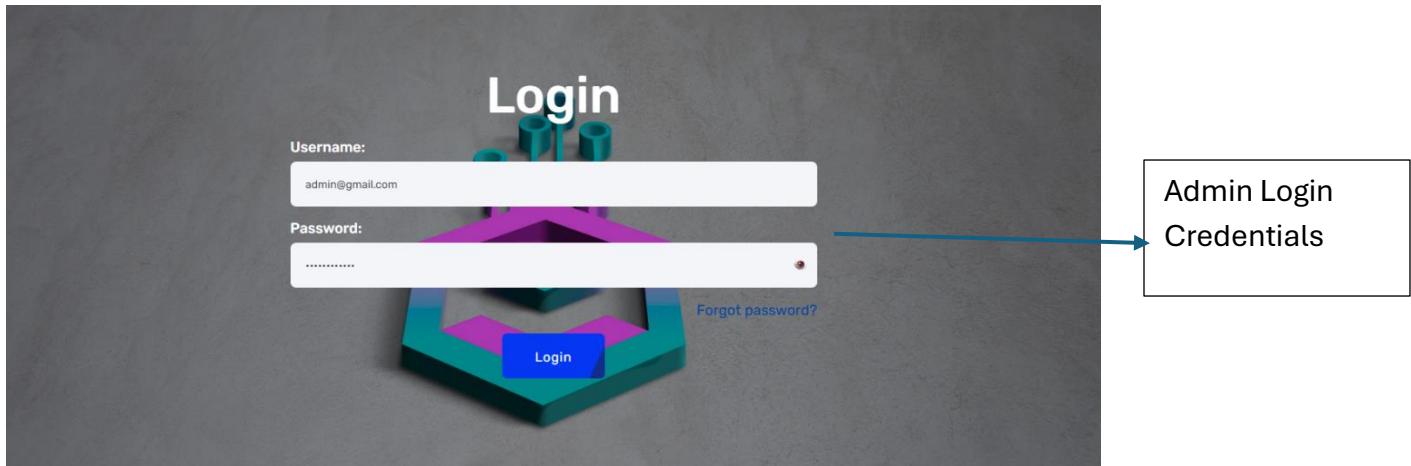
The system then calculates the “Number of Days Applying For Leave”

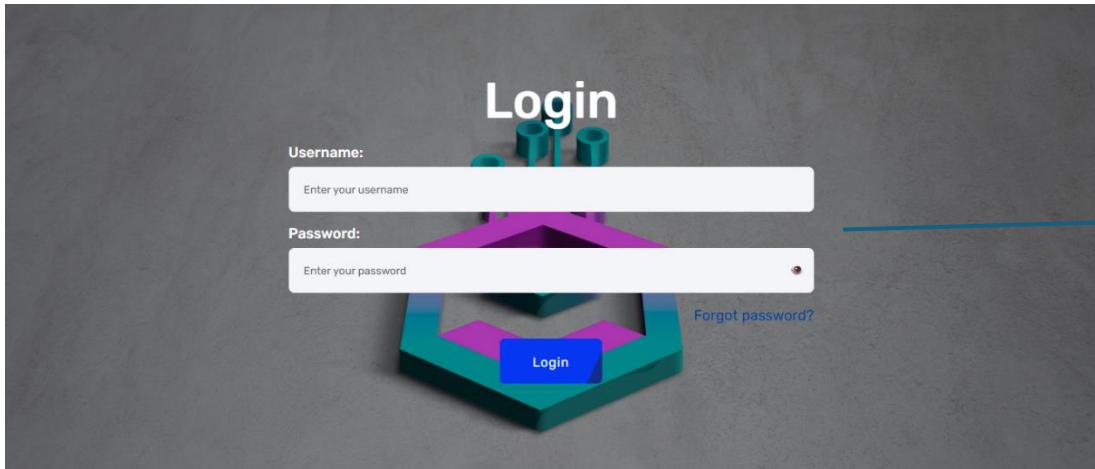
Also auto determine the date

The bottom of the application leaves form

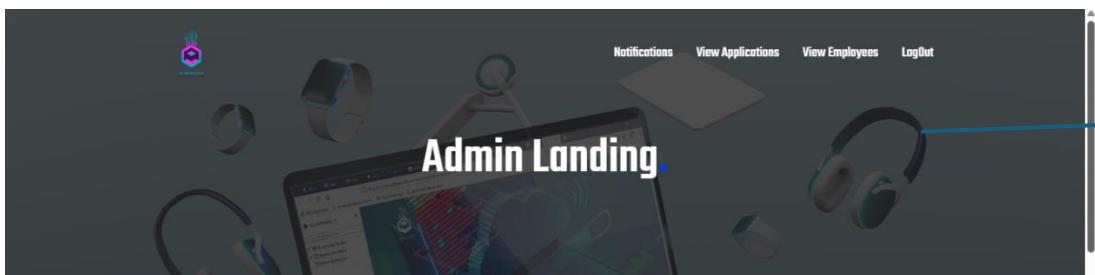
The footer of all the Leave application form also is the same

ADMIN LANDING

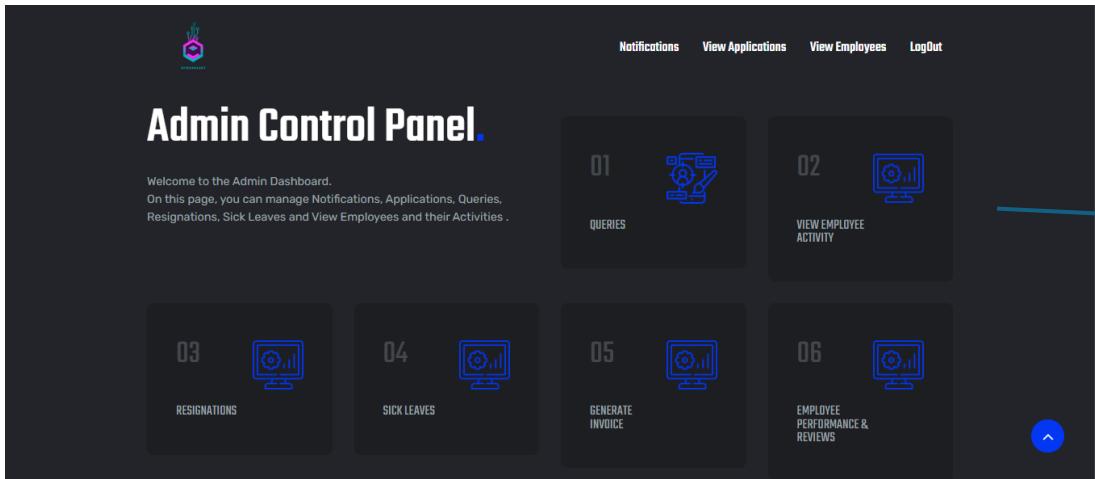




If incorrect Login credentials are entered, the page will be cleared with the credentials removed



The Admin landing page, contains the below nav bars:



- *Notifications
- *View Applications
- *View Employees
- *Logout
- *Queries
- *View Employee Activity
- *Resignations
- *Leaves
- *Generate Invoice
- *Employee Performance & reviews

All Applications

15 Total 12 Pending 2 Accepted 1 Rejected

Last checked: 01/03/2021 PM

ID	First	Last	DOB	Gender	Email	Phone	Address	Nationality	ID No	Start Date	Hours
1	Tshepo	Vincent	None	2014-01-05	male	tshepo@gmail.com	+27760177748	10 Kgasale Street	South African	2025-09-02	part_time
2	Tshepo	Vincent	None	2014-01-05	male	tshepo@gmail.com	+27760177748	10 Kgasale Street	South African	2025-09-02	part_time
3	Tshepo	Vincent	None	2014-01-05	male	tshepo@gmail.com	+27760177748	10 Kgasale Street	South African	2025-09-02	part_time
4	Vincent	None	2014-01-05	male	tshepo@gmail.com	+27760177748	10 Kgasale Street	South African	2025-09-02	part_time	
5	goldish	None	2014-01-05	male	tshepo@gmail.com	+27760177748	10 Kgasale Street	South African	2025-09-02	part_time	
6	Raseloboga	Ntšiki	2014-01-05	male	tshepo@gmail.com	+27760177748	10 Kgasale Street	South African	2025-09-02	part_time	
7	Raseloboga	Ntšiki	2014-01-05	male	tshepo@gmail.com	+27760177748	10 Kgasale Street	South African	2025-09-02	part_time	
8	Raseloboga	Ntšiki	2014-01-05	male	tshepo@gmail.com	+27760177748	10 Kgasale Street	South African	2025-09-02	part_time	
9	Tshepo	Vincent	None	2025-09-11	male	eDuke	+27760177748	10 Kgasale Street	South Africa	2025-09-06	full_time
10	Tshepo	Vincent	None	2025-09-11	male	a@a.a	+27760177748	10 Kgasale Street	South Africa	2025-09-06	full_time
11	Tshepo	Vincent	None	2025-09-11	male	a@a.com	+27760177748	10 Kgasale Street	South Africa	2025-09-06	full_time
12	Tshepo	Vincent	None	2025-09-11	male	a@a.com	+27760177748	10 Kgasale Street	South Africa	2025-09-06	full_time
13	Tshepo	Vincent	None	2025-09-11	male	a@a.com	+27760177748	10 Kgasale Street	South Africa	2025-09-06	full_time
14	Natalia	Maloti	2025-07-29	male	notubologf@gmail.com	+27693258033	Soshangwe Block L	South Africa	2345678900067	2025-09-28	part_time
15	Fortunate	Maloti	2025-10-05	Female	notubologf@gmail.com	+27693258033	Soshangwe Block L	South Africa	2345678900067	2025-09-28	casual

When the “View Applications” button is clicked, all the sent applications will be visible on this page

→ Back to Admin Landing

							Accepted update status	Download	Download	Download	Download
gmail.com	+27693258033	Soshangwe Block L	South Africa	2345678900067	2025-09-28	part_time	Accepted update status	Download	Download	Download	Download
gmail.com	+27693258033	Soshangwe Block L	South Africa	2345678900067	2025-09-28	casual	Rejected cancel issue	Download	Download	Download	Download

→ Back to Admin Landing

The applications will be visible with all the attachments downloadable

GENERATE INVOICE

The screenshot shows the 'INVOICE / QUOTATION' page. At the top right, there is a contact block with social media links (@hiteknologysolutions, info@hiteknologysolutions.co.za, @hiteknologysolutions, +27 (0)73 797 4505). Below this is the title 'INVOICE / QUOTATION'. The form includes fields for 'Invoice Number' (47), 'Date of Issue' (09/14/2025), 'Billed To' (Mcanyi Group), and 'Company Info' (HITEK SOLUTIONS, 120 Mankweng Unit C, (+27)737974505). A table lists an item: Item 1 (Unit Cost: 1499, Quantity: 2, Amount: 2998.00). A red 'X' button is next to the amount. A green '+ Add Item' button is located below the table. At the bottom left is a 'Save as PDF' button.

When the “Generate Invoice” button is clicked, the Admin can then create an invoice

This screenshot shows the same interface after adding another item. The table now contains two items: Item 1 (1499, 2, 2998.00) and Item 2 (11500, 1, 11500.00). Both have red 'X' buttons. The total subtotal is 14498.00. The green '+ Add Item' button is still present. The bottom left has a 'Save as PDF' button.

There are the default values that can be edited or removed if not needed
The Admin can further “+Add item” add more items

When the “Save as PDF” button is clicked, the Invoice can be saved as a PDF



Invoice_47.pdf

474 KB • Done

The Invoice
can be
Viewed in the
downloads

The screenshot shows a PDF viewer window with the following details:

- Title:** Invoice / QUOTATION
- Invoice Number:** 47
- Billed To:** Mcany Group
- Date of Issue:** 2025-10-23
- Company Info:** HITEK SOLUTIONS, 120 Monksweg Unit C, (+27)737974505 | info@hiteknologysolutions.co.za
- Table:** A table showing item details.
- Subtotal:** 17498.00
- Discount (%):** 0
- Tax (%):** 0
- Total:** 17498.00

The Invoice is
Downloaded and saved
as PDF

===== THE END =====