



**PROG POE  
CMCS  
APPLICATION**

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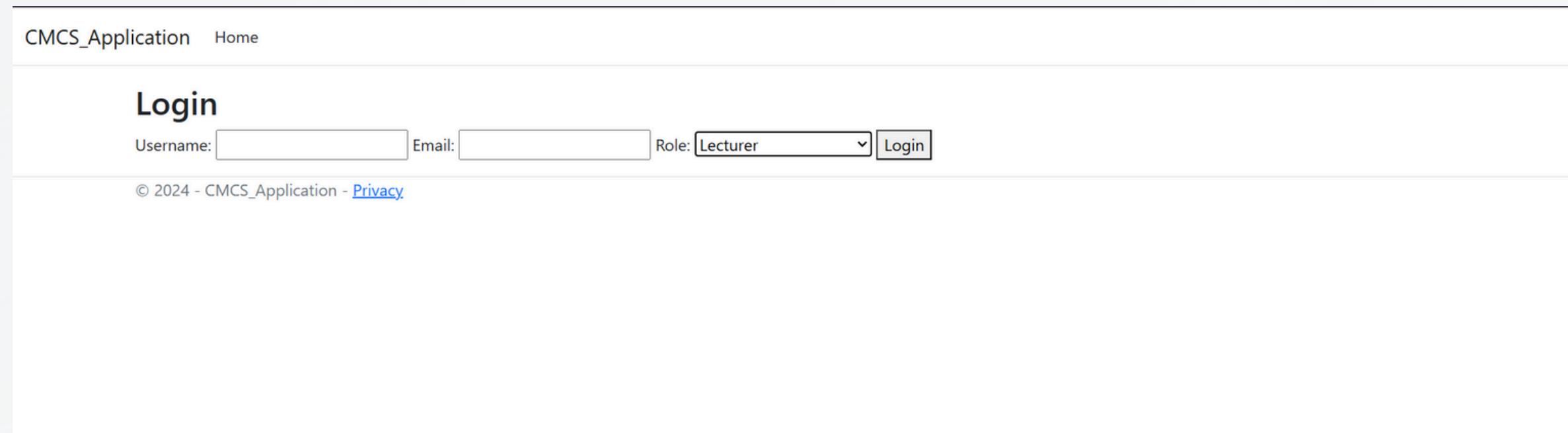
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# INTRODUCTION

The Contract Monthly Claim System (CMCS) is a robust web application designed to simplify the submission and management of claims for academic staff. It allows lecturers to log work hours, attach supporting documents, and submit claims for approval. Administrators, such as Program Coordinators, Academic Managers, and HR personnel, can review, approve, or reject claims and generate invoices for approved submissions.



# LOGIN PAGE



The screenshot shows a clean, modern login interface. At the top left, there's a navigation bar with the text "CMCS\_Application" and "Home". Below this, the word "Login" is centered in a large, bold font. Underneath "Login", there are three input fields: "Username" (an empty text input), "Email" (an empty text input), and "Role" (a dropdown menu set to "Lecturer"). To the right of these fields is a blue "Login" button. At the bottom of the form, a small note reads "© 2024 - CMCS\_Application - [Privacy](#)".

This simple login page allows users to access the application by entering their username, email, and role. Once logged in, users are granted access to features and functionalities specific to their assigned role. Each role has designated tasks, ensuring users can only perform actions relevant to their responsibilities, maintaining a clear separation of duties and enhancing the application's security and usability.

# SUBMIT CLAIM

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Lecturer Name

Lecturer Email

Hours Worked

Hourly Rate

Total claim amount:

Additional Notes

Optionally, provide supporting documents for your claim  
- Size limit is 5MB  
- Only .pdf, .docx, and .xlsx file types are allowed  
- Only 5 files are allowed

Upload Supporting Documents:

The Submit Claim form enables lecturers to provide their claim details, including their name, email, hours worked, hourly rate, and additional notes. They also have the option to upload supporting documents. The total claim amount is automatically calculated using jQuery, streamlining the process and ensuring accuracy for both the lecturer and reviewers.

# PROCESS CLAIM

CMCS\_Application Home Review Claims

Username: yadavregp, Role: Program Coordinator Logout

## Claims List

**yadav (Pending)**

**Lecturer Name:** yadav  
**Email:** ypriaram467@gmail.com  
**Hours Worked:** 50  
**Hourly Rate:** 50  
**Total Amount:** 2500  
**Additional Notes:** test  
**Status:** Pending  
**Supporting Documents:**

- ADDB assignment 2.docx

**Approve** **Reject**

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The Process Claim form is accessible to the Program Coordinator and Academic Manager, allowing them to review submitted claims. They can evaluate the details provided and decide whether to approve or reject each claim. The design ensures that claims are clear making the process straightforward and efficient.

# GENERATE INVOICE

## Approved Claims

Name	Email	Total Amount	Generate Invoice
yadav	ypriaram467@gmail.com	2500	<button>Generate</button>

CMCS\_Application Home View Invoices View Lecturer

Username: bobby, Role: HR Logout

### Invoice for yadav

Lecturer Name: yadav

Lecturer Email: ypriaram467@gmail.com

Total Amount: 2500

Hourly Rate: 50

Hours Worked: 50

Claim Status: Approved

Additional Notes: test

[Back to Dashboard](#)

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The Generate Invoice function allows HR to view a list of approved claims with an option to generate detailed invoices for approved claims. It includes the lecturer's name, email, hours worked, hourly rate, additional notes, and the total claim amount, providing a clear and concise breakdown for record-keeping or payment processing.

# EDIT LECTURER

## Lecturer List

Lecturer ID	Name	Email	Actions
1	yadavregp	ypriaram467@gmail.com	<button>Edit</button>

## Edit Lecturer

Lecturer Name

Lecturer Email

Save Changes Cancel

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## Lecturer List

Lecturer ID	Name	Email	Actions
1	yadav priaram	ynewpriaram@gmail.com	<button>Edit</button>

The Edit Lecturer function enables HR to view the list of currently stored lecturers, update their details such as username and email, and save the changes seamlessly. This ensures that lecturer information remains accurate and up-to-date.

# VIEW CLAIM HISTORY

CMCS\_Application Home Submit Claim Claim History

Username: yadavregp, Role: Lecturer Logout

## Claim History

Here you will find previously processed claims

ClaimID	Lecturer Name	Hours Worked	Total Amount	Status
1	yadav	50	2500	Approved

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The claim history page is meant for lecturers to view their previously submitted claims including their statuses (Pending, Approved, or Rejected). This page provides lecturers with a comprehensive record of all their claims, along with key details such as hours worked, hourly rate, and any additional notes. It ensures transparency and allows lecturers to track the progress of their claims over time.