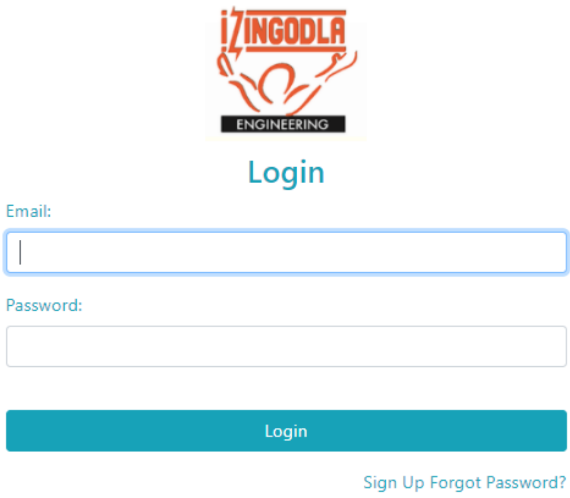
IDA USER MANNUAL (For Admin)

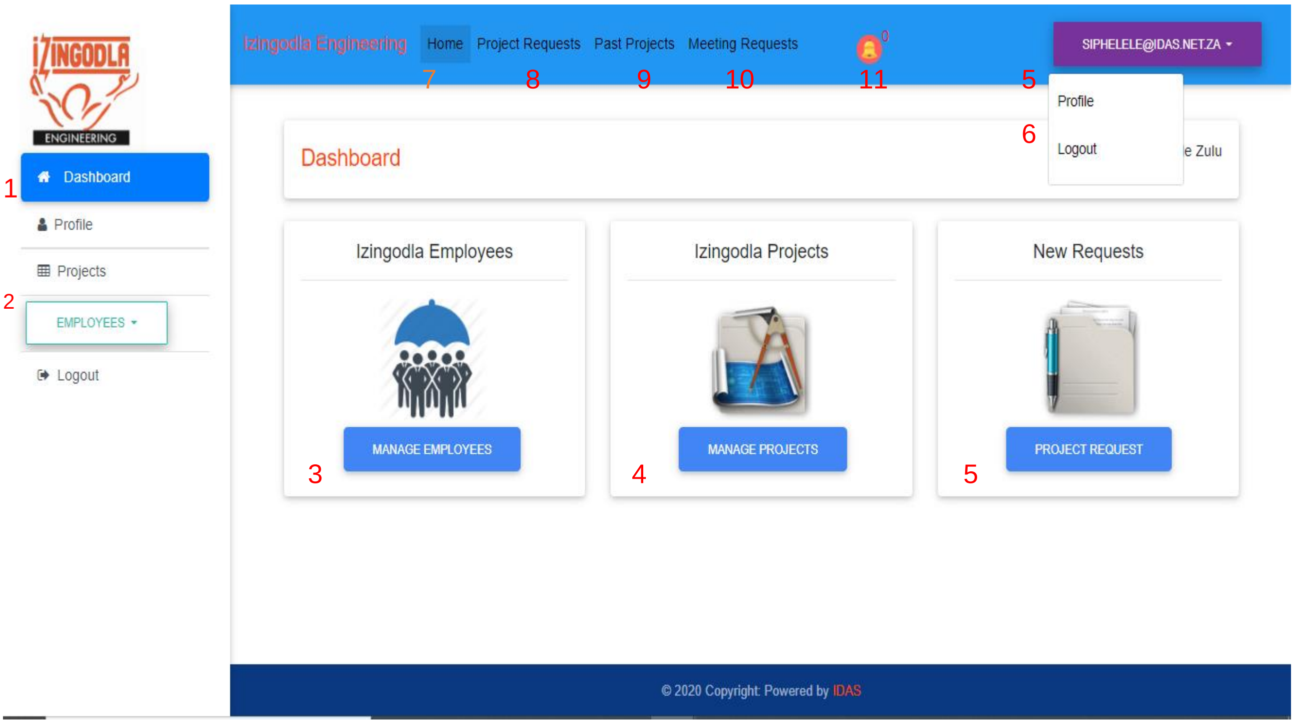
IDA (Izingodla Dashboard Application) is the application that helps assess and monitor daily operations and keep track of projects records and other related operations. This document explains how this tool is used and operated according to its different user platforms.



This is an input field for your registered **email**

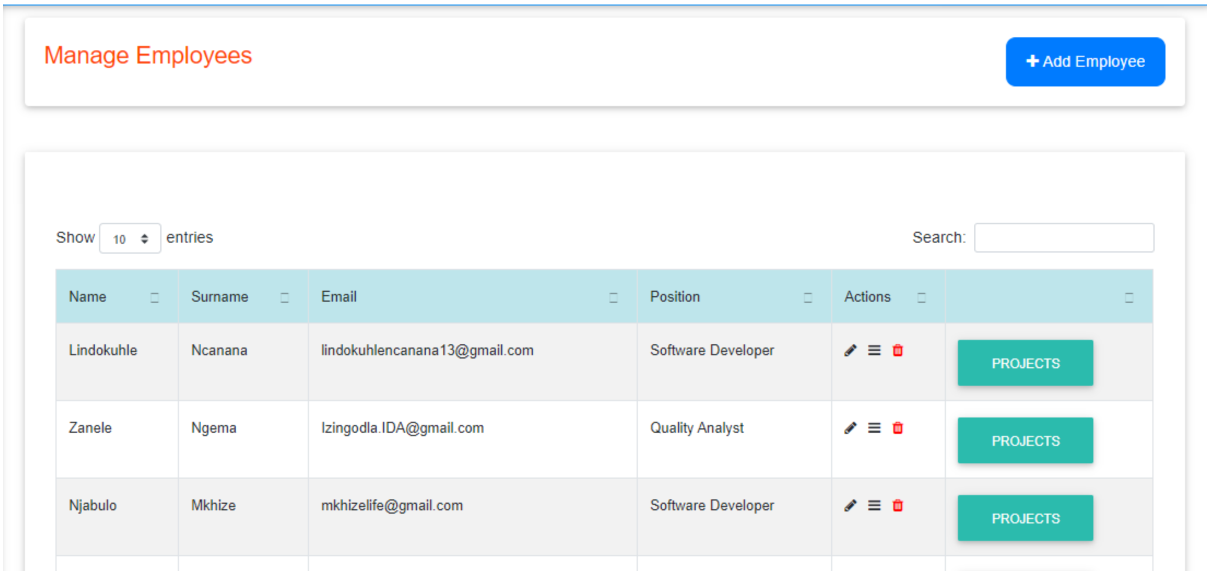
This is an input field for your **password** which is your **ID No** (By default)

Then there is forgot password link that you can used, should it happen that you have forgotten your password.



This is Landing the page for admin after logging to the system

1. This is a dashboard button that will guid you through out, whenever you need to restart you processes/ go to the main tabs you click it.
2. This is a dropdown button that has option for **employee management** page and **Leave** applications from staff.
3. This is the employee management tab and if you click **manage employee** button you be redirected to the page where you can retrieve staff information and perform CRUD (Create, Read, Update and Delete) operations this is necessary so you can keep up to date with staff information.
4. This is projects tab where you monitor all project related processes which includes project requests from clients, observing tasks from ongoing projects, adding new projects on bid etc.
5. This is a tab that particularly focus on project requests from Izingodla clients. Here you can decide whether to accept or decline the requested project.
6. This is a logout option which logs you out of the system and does a similar job as the link towards bottom left of the screen.
7. This is the home link that takes you to the home page whenever you intend to do so which is the one you see above.
8. This does the similar job as number 5.
9. This is taking you to the list of previous projects you have worked on.
10. This link take you to the meeting calendar where you can see scheduled meetings according to date and time and you can you can schedule yours if you want to.



This is the page where you monitor all the staff information and get redirected to this page from after clicking manage employee button on the previous image.

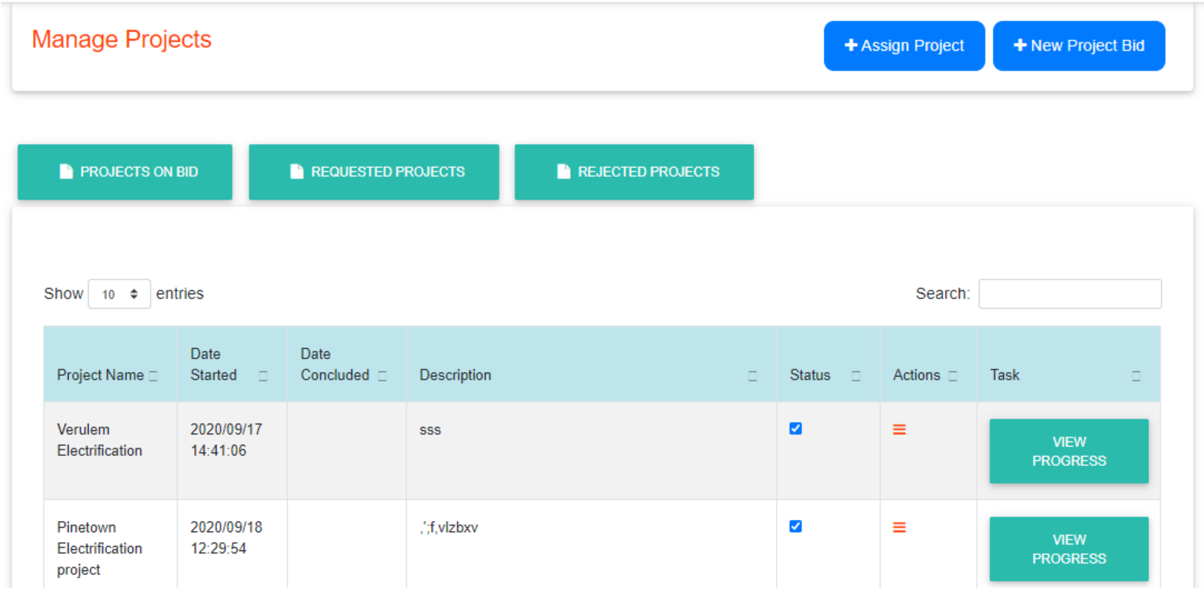
You can see on top left of the image there is **add employee** button which allows you to add information of a new employee in the company.

On the table the is a column titled **Actions,** you can see every row has three icons under that column.

- The pencil like icon represent **Update,** which allows you to update / edit that particular employee's information in a row. Perhaps the employee has changed the surname for some reason so this is the platform to edit that information
- The triple dash icon represents retrieving of employee's detailed information which includes address, Id number and phone number etc.
- The red bin icon represents deleting of employee information whenever you need to do so.

The next column has button written **projects,** this button redirects to the page where you see the list of project that are assigned to that employee if the employee has projects.

There is also a search option on top of the table which helps if you are looking for a particular employee record and you don't need to sift through all the displayed employee records.



The page above is where you manage or monitor your projects within the company in different aspects.

There are two buttons on the top right of the screen

- There is **Assign Project**, this button takes you to the page where you can assign **project manager** for any project that has just been approved.
- Next to it there is **New Project Bid,** this button allows you to add any new project that is on bid and is waiting for approval.

Then there are three buttons as well on top of the table which are **Projects on Bid, Requested Project and Rejected Projects**

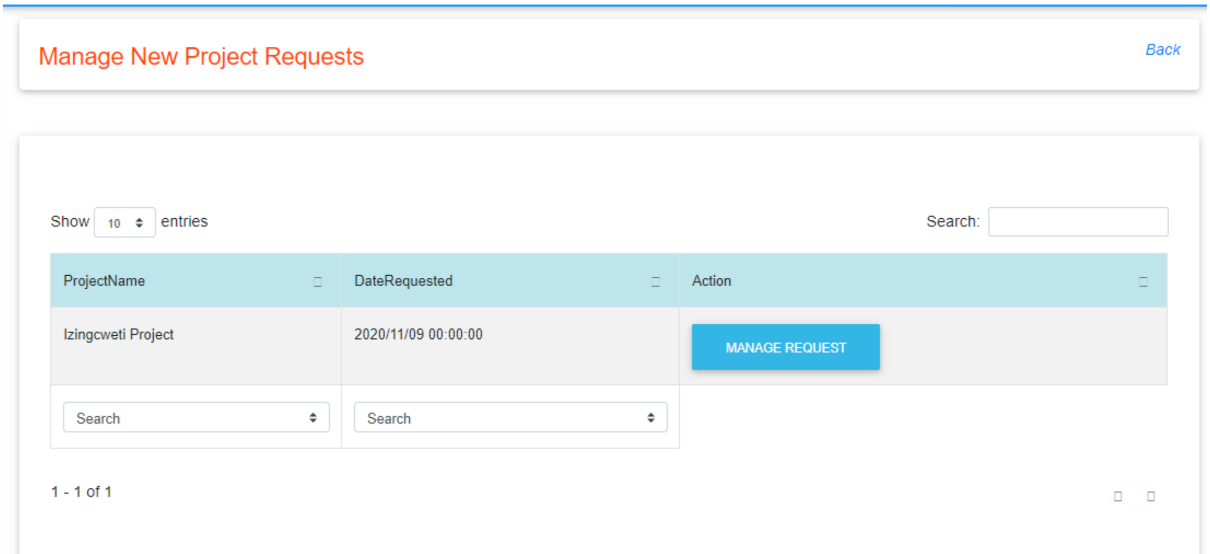
- **Projects on Bid** returns a list of projects that are still on bid and they are neither declined nor approved.
- **Requested Projects** returns a list of requested projects from clients.
- **Rejected Projects** returns a list of declined projects.

Now the table you see is displaying all the **active** projects as you can see the column status has a tick icon which represents that the project is active.

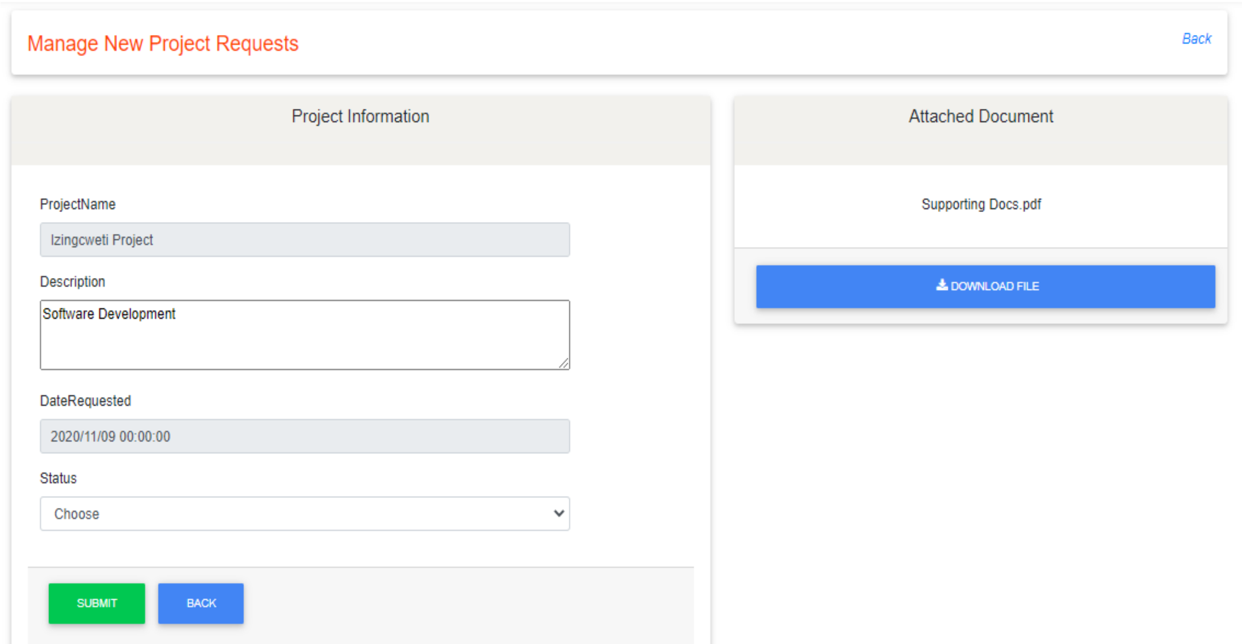
The red triple dash icon is for showing project details.

At far right of the table there is **View Progress** button, this button shows all the assigned tasks under that project and how far they have gone according to stages/ levels.

There is also a search option on top of the table which helps if you are looking for a particular project record and you don't need to sift through all the displayed project records.



This is the page which displays list of requested projects. This table has **Manage Request** button that redirect to the page where your can either accept or decline the project using the information provided by the client.

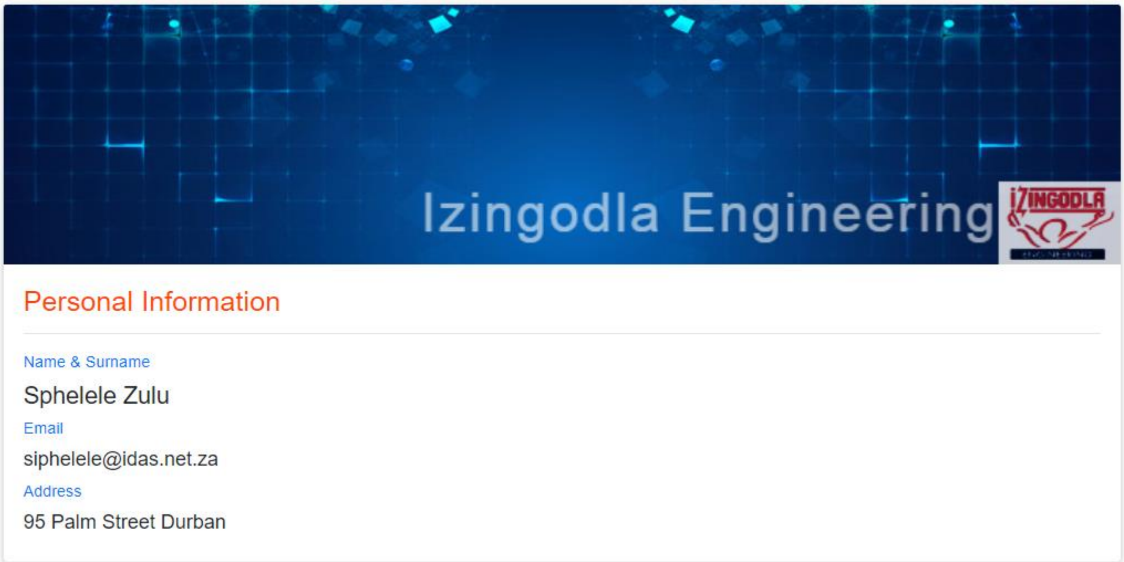


Now this is where you can approve or decline a project requested by a certain client. The card on the left titled **Project Information** displays slight information about the project.

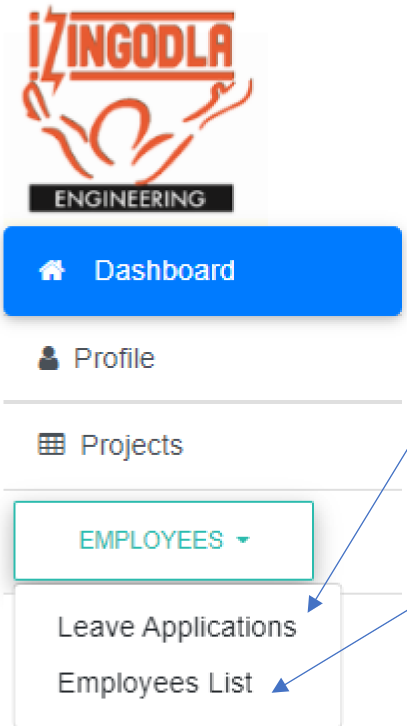
The card on the right titled **Attached Document** contains the document that was uploaded by the client which accompanies the application, and explains more about the requested project.

The button **Download File** allows you to download the document to your local drive so you can be able to read it and understand.

The is a drop down button labelled as **Status** and that is where you choose approve or decline then press submit button.

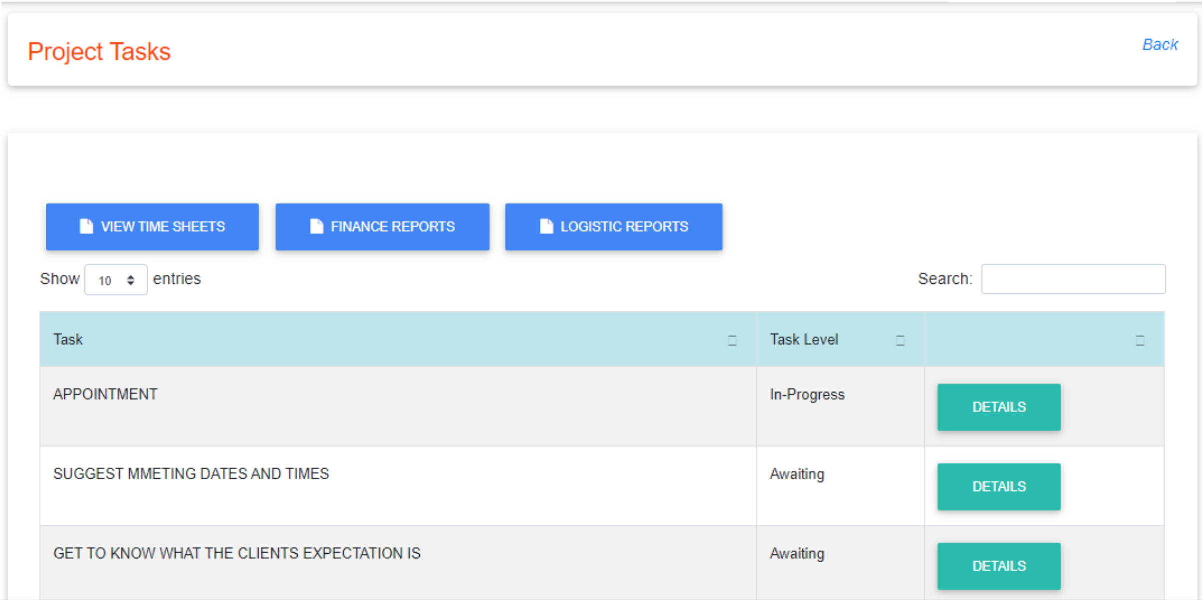


This is just a Profile page that displays your information as a user of the system.



This is the link that takes you to the **Leave** management page, where you will see the list of requested leaves and other previously declined and approved leaves

This link takes you to the employee management similar as the left tab on the dashboard page.



This is a page that displays Tasks and their progress in a project, this helps so you can know how far the project has gone.