

USER MANUAL For IDA STAFF USERS

DASHBOARD

The screenshot displays the Staff Portal dashboard for iZingodla Engineering. The interface includes a top navigation bar with links to Home and Meeting Requests, a user profile icon, and a login email address. A left sidebar contains navigation options: Dashboard, Profile, Projects, Apply for Leave, Leave Status, and Logout. The main content area, titled 'Staff Portal', welcomes the user and provides buttons to 'MOVE TO MANAGER PORTAL' and 'USER MANUAL'. Below this is a 'Your Projects' section featuring a table of assigned projects. The table has columns for 'Project Name' and 'CHECK TASKS'. Two projects are listed: 'Pinetown Electrification project' and 'GGG Project', each with a corresponding 'CHECK TASKS' button. A search bar and a 'Show 10 entries' indicator are also present.

Project Name	CHECK TASKS
Pinetown Electrification project	CHECK TASKS
GGG Project	CHECK TASKS

- This page above is the dashboard for only staff members of the company where you will land off after login.
- There is a table below where you will see you project that you assigned to and with the button written **CHECK TASK** it where user checked what task has been done under that particular projects.
- The Button **MOVE TO MANAGER PORTAL** when user click that button it will direct you start to manager portal only if you have assigned to project as Project manager.

Project manager Portal

USER MANUAL

For

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STAFF USERS

IZingodia Engineering [Home](#) [Meeting Requests](#) [StaffPortal](#) LINDOKUHLENCANANA13@GMAIL.COM

Projects Under Your SuperVision

Your Projects

Show 10 entries Search:

Project Name	
sp project	CHECK TASKS ASSIGN TASK

Search

1 - 1 of 1

- This the part of Project Manager where user is only directed to if there any project assigned to as project manager by clicking the button **MOVE TO MANAGER PORTAL**.
- There is button **CHECK TASK** where user check task of the project assigned to.
- There is button **ASSIGN TASK** where Project manager can assign task to intern employee in the company.

Task Management

IZingodia Engineering [Home](#) [Meeting Requests](#) LINDOKUHLENCANANA13@GMAIL.COM

Your Project Tasks [+ Book Vehicle](#) [Check Booking Updates](#) [Back](#)

[+ Fill Time Sheet](#)

Show 10 entries Search:

Task	Assigned To	Task Level	Action
GET TO IDENTIFY THE SIDE TO WORK ON	Lindokuhle Ncanana	Completed	Edit

Search Search Search

1 - 1 of 1

USER MANUAL

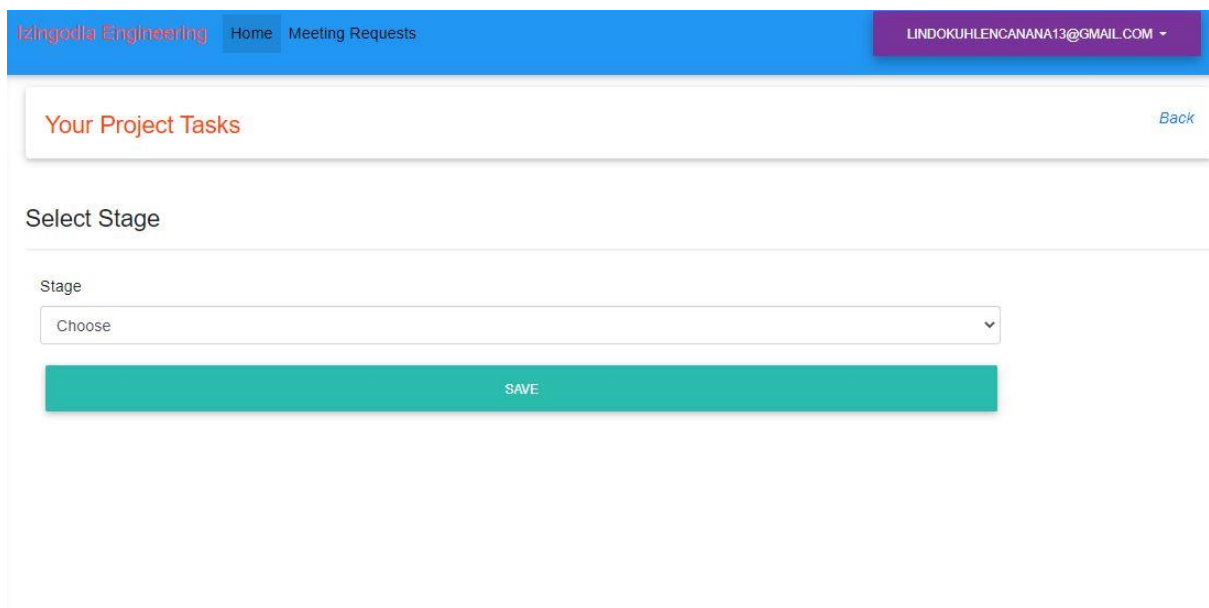
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STAFF USERS

- This page above it is where user check task assigned to and able add task you have done by clicking the action button with pencil on the table.
- The Button Fill Time Sheet is where user fill all activities done under that project of task

Updating task Stage



The screenshot shows a web interface for 'Izingodla Engineering'. The top navigation bar is blue with 'Home' and 'Meeting Requests' links, and a user profile 'LINDOKUHLENCANANA13@GMAIL.COM'. The main content area is titled 'Your Project Tasks' with a 'Back' link. Below this is a 'Select Stage' section with a dropdown menu labeled 'Stage' and 'Choose'. A green 'SAVE' button is at the bottom of the form.

- This Page its where user Update the stage of the project task, If User is still working on the project but no done that will be updated to in-progress and if done it will be completed

Leave Application

USER MANUAL

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Leave Application

Applicant Name	Duration
<input type="text" value="Lindokuhle Ncanana"/>	<input type="text"/>
Leave Type	Fromdate
<input type="text" value="Sick Leave"/>	<input type="text" value="yyyy/mm/dd"/>
ToDate	NoOfDays
<input type="text" value="yyyy/mm/dd"/>	<input type="text"/>
Comment	
<input type="text"/>	
<input type="button" value="CREATE"/>	<input type="button" value="BACK"/>

- This page above is used for leave application for internal employee in the company, The employee have to wait for the respond from the admin to either decline or approve

Meeting Schedule

Izingodla Engineering

Home Meeting Requests

LINDOKUHLNANANA13@GMAIL.COM

< > today

November 2020

month week day agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

+ SCHEDULE NEW MEETING

+ FEEDBACK

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- The Above Page is used for setting up meetings, If the meeting is schedule for that particular that it will change or have colour that is chosen by user on that date where meeting is supposed to be held That event happen when you click Button rewritten **SCHEDULE NEW MEETING**.
- The Button **Feedback** is used to get feedback from the user about the meeting.


Izingodla Engineering Home Meeting Requests LINDOKUHLENCANANA13@GMAIL.COM

Feedback from Scheduled Meetings [← Back](#)

Show 10 entries Search:

Email	Subject	StartDate	Reason	
lindokuhlencanana13@gmail.com			angizi	DELETE
lindokuhlencanana13@gmail.com			angizi	DELETE
lindokuhlencanana13@gmail.com			ingizi	DELETE
lindokuhlencanana13@gmail.com			ingizi	DELETE

Izingodla Engineering Home Meeting Requests LINDOKUHLENCANANA13@GMAIL.COM



Personal Information

Name & Surname
Lindokuhle Ncanana

Email
lindokuhlencanana13@gmail.com

Address
P.O box 101197 Meerensee

USER MANUAL For IDA STAFF USERS

- The page above shows the user profile by click profile on the side left navigation

Travelling Cost

Travell Costs

Item

Price

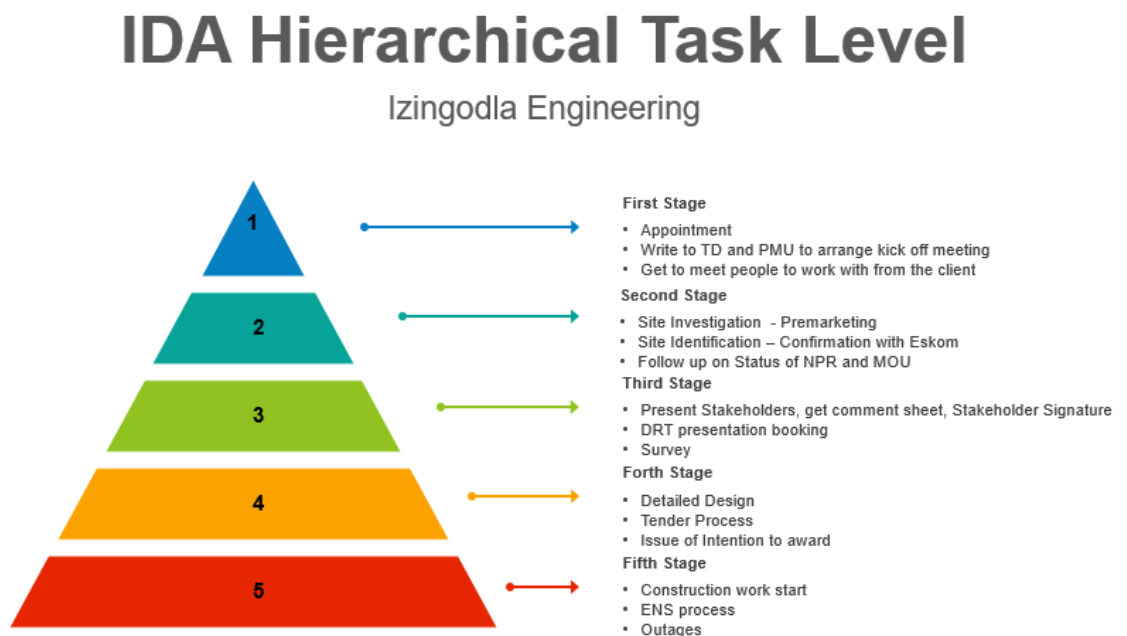
Upload you Slip

Choose File No file chosen

CREATE

BACK

- This above page is for user where is required to upload the slip of cost for all money used for that particular item.



This is Izingodla project task presented in pyramidic diagram.