



LGSETA

CREATING GREATER IMPACT

USER MANUAL

2024

HOST

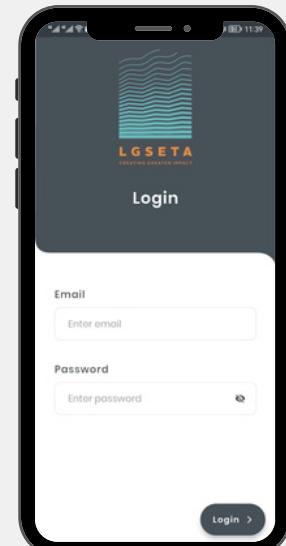
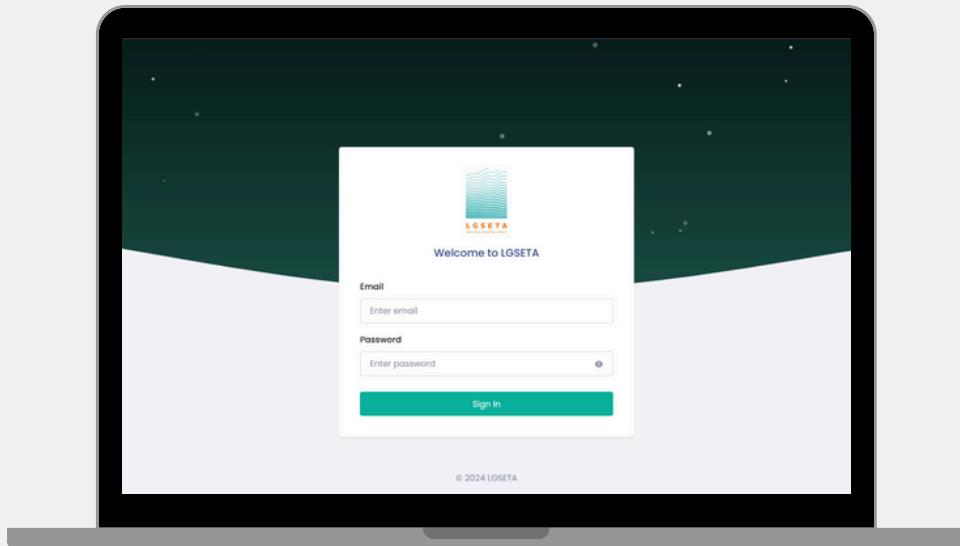




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OVERVIEW



Welcome to the Host Manual 2024, your go-to resource for navigating our innovative Stipend Disbursement Management System. This software was meticulously crafted to address the challenges posed by traditional manual attendance systems, offering a streamlined approach to capturing, storing, centralizing, and sorting attendance data.

At the heart of this system are web and mobile-based applications designed for Lgseta staff, Contracted Parties, and Beneficiaries. These applications empower users to effortlessly manage attendance records and facilitate accurate stipend disbursement. The manual comprises step-by-step instructions on crucial tasks, ensuring a smooth user experience.

Our commitment to simplicity and accuracy is evident throughout the manual. From adding a new user profile to uploading essential documents, generating reports, and managing stipend payments, each section provides clear guidance to help you navigate the system effectively.

Your feedback is invaluable to us, and we encourage you to reach out if you have any questions or encounter challenges. We appreciate your trust in our SDMS as we continue to enhance and optimize our services based on your experiences.

Thank you for choosing our solution to revolutionize your attendance management and stipend disbursement processes.

Best Regards,
Ascent Education Investment Fund



HOW TO ADD A NEW USER PROFILE

- Click on the “User Profiles” button on the side bar menu then click on the “Add User Profile” button on the top right hand corner.

The screenshot shows the 'VIEW USER PROFILES' page. On the left, there's a sidebar with various buttons: 'User Profiles' (highlighted with a red circle), 'Host Location', 'Add Attendance', 'Supporting Documents', 'View Payslip', 'Report', 'Master', and 'View Tickets'. At the top right, there's a user profile for 'Sanele Host' and a green button labeled '+ Add User Profile' (also highlighted with a red circle). The main area displays a table with one entry: Sanele Host, sanele@gmail.com, +27626548615, Oct 21, 2024, Active. There are also 'Search', 'Previous', and 'Next' buttons.

- Fill in the User’s details and click create.

This screenshot shows the 'New User' dialog box. It contains fields for First Name, Last Name, User Name, Contact No., Email Address, Password, Confirm Password, Role (with a dropdown for 'Select Role'), and Province. At the bottom right of the dialog is a green 'Create' button, which is circled in red. The background shows the 'VIEW USER PROFILES' page with the same user listed.

- Once done the message will pop up on the screen, indicating that user profile successful updated

The screenshot shows the 'VIEW USER PROFILES' page again. A red box highlights a green notification bar at the top with the text 'User profile successfully updated!!'. Below it is the user profile table with the same data as before. The 'User Profiles' button in the sidebar is also highlighted with a red circle.

HOW TO SET HOST LOCATION

- Click on the “Host Location” button on the side bar menu.

User Profiles
Host Location
Add Attendance
Supporting Documents
View Payslip
Report
Master
View Tickets

GEO LOCATION

Map Address *
Durban Central, Durban, 4000, South Africa

Map Latitude
-29.8567726

Map Longitude
31.0220552

Map Radius
50

Update Location

Sonale Host Admin

- Fill in the address of the branch on the “Map Address” bar on your left hand side.
Select the correct location and the rest of the bars below will be filled in automatically.

User Profiles
Host Location
Add Attendance
Supporting Documents
View Payslip
Report
Master
View Tickets

GEO LOCATION

Map Address *
Durban Central, Durban, 4000, South Africa

Map Latitude
-29.8567726

Map Longitude
31.0220552

Map Radius
50

Update Location

Sonale Host Admin

- Once the location details are filled click the button below that's labelled “Update Location”
- After updating,a confirmation message will appear

User Profiles
Host Location
Add Attendance
Supporting Documents
View Payslip
Report
Master
View Tickets

GEO LOCATION

Map Address *
Durban Central, Durban, 4000, South Africa

Map Latitude
-29.8567726

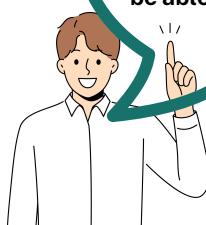
Map Longitude
31.0220552

Map Radius
50

Update Location

Sonale Host Admin

This option allows you to set location for your workplace for learners to be able to clock-in



HOW TO VIEW PAYSLIPS

- Click on the “View Payslip” option on the left sidebar menu.
- On the new window, select the "Programme", "Month" and "Year" of the payslips that you wish to view. Then click the “Search” button to review the payslips.

The screenshot shows the LG SETA dashboard. The left sidebar has a red box around the "View Payslip" option. The main search interface has three fields highlighted with red ovals: "Select Programme" (containing "January"), "Month" (containing "2023"), and a search button ("Q Search"). Below these fields is a search icon and a message "Sorry! No Result Found".

- To download payslips for everyone, click "Select All" and then "Download Selected."
- To view individual payslips, click on the three dots under "Action."

The screenshot shows the payslip download interface. The left sidebar has a red box around the "View Payslip" option. The main table lists two payslips. Each row has a checkbox labeled "FIN" (highlighted with a red box), a "Contract#" column, an "ID No" column, a "Name" column, a "Learning Programme" column, a "Payslip Month-Year" column, a "Host" column, a "Monthly Payment" column, and an "Action" column with a three-dot menu. A red arrow points from the "Download Selected" button at the bottom left to the "Action" column of the first row. The "Download Selected" button is highlighted with a red box.

	FIN	Contract#	ID No	Name	Learning Programme	Payslip Month-Year	Host	Monthly Payment	Action
<input type="checkbox"/>	FIN-4630	LGLPD-20247909	00210201313085	Bongive Happiness MFEKA	National Diploma: Human Resources Management and Practices	October 2024	Dludlu SM	R6500.00	
<input type="checkbox"/>	FIN-4630	LGLPD-20247909	9811145880086	Nokuthula Chamene	National Diploma: Human Resources Management and Practices	October 2024	Dludlu SM	R6500.00	

Follow these
steps to access
and view your
payslip



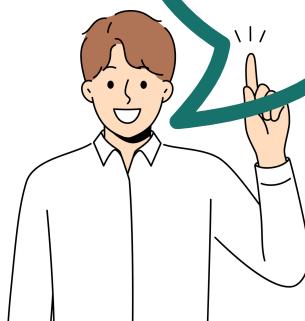
HOW TO VIEW TICKETS

- Click on the “View Tickets” feature on the left sidebar menu

The screenshot shows the LG SETA system's 'View Tickets' page. On the left, a sidebar lists various features: User Profiles, Host Location, Add Attendance, Supporting Documents, View Payslip, Report, and a Master section with 'View Tickets' (which is highlighted with a red circle). The main content area is titled 'VIEW TICKETS' and displays four summary boxes: Total Tickets (0), New Tickets (0), In Progress Tickets (0), Closed Tickets (0), and Cancelled Tickets (0). Below these are sections for 'Tickets' with search and filter options, and a table header for ID, Created By, Detail, Create Date, and Status. A message at the bottom of the table says 'No data available in table'. At the bottom right, there are 'Previous' and 'Next' buttons.

- On the new window you will see all the tickets that are being sent by beneficiaries on the screen
- If the user wants to send the recipient a message to let them know if they received the errors, click on "View Details."
- Once done typing the respond then click "reply" button

These steps guide you on how to view who approved/rejected payments, the comments and the status of the payment



HOW TO ADD ATTENDENCE

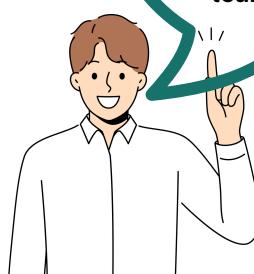
- Click on the “Add attendance” feature on the left sidebar menu

The screenshot shows the LG SETA system's 'Add Attendance' page. On the left sidebar, the 'Add Attendance' button is highlighted with a red circle. At the top right, there is a user profile for 'Sanele Hota Admin'. The main form has fields for 'Start Date *', 'End Date *', 'Time-In *', and 'Time-Out *'. Below these are tables for 'Name', 'ID', and 'Email' of beneficiaries. A 'Search by Beneficiary ID/Name/Email' input field and a 'Search' button are also present.

- If you want to add attendance for a beneficiary, you must search for a beneficiary on the new window using their “beneficiary ID”, “name”, and “email address” then click search button
- After clicking "Search," you can select the start date, end date, and time in and out.
- If you want to add attendance for everyone, click "Select All."

This screenshot shows the 'Add Attendance' page with multiple beneficiaries selected. The 'Start Date *', 'End Date *', 'Time-In *', and 'Time-Out *' fields are circled in red. The 'Update Attendance (8)' button at the bottom is also circled in red. The beneficiary list includes Sanele Ngoza, Mfana Mthethwa, bongiwe jeza, Dueee Makunda, burns Pilusa, and uyr Motshwari.

This steps guide on how to manually add attendance on the system to mark a learner present.



HOW TO UPLOAD SUPPORTING DOCUMENTS

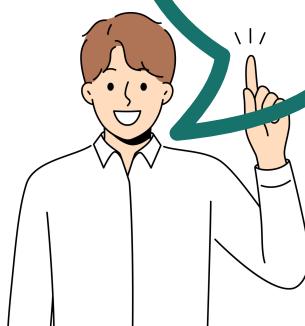
- Select 'Supporting Documents' from the sidebar menu.
- Note:** You can filter by month and year to view and download specific documents.
- To upload a document, click the 'Upload Documents' button located in the top-right corner

The screenshot shows the 'UPLOAD SUPPORTING DOCUMENTS' page. The sidebar on the left has a red circle around the 'Supporting Documents' option. The top right shows a user profile with a red circle around the 'Upload Documents' button. The main table lists two documents uploaded by Sanele PM, both labeled 'Attendance registers' from Botswana in October 2024.

- Select “Upload Document”,choose province and document type, and then upload the file
- Note: When uploading, you may specify the month, year, province, and learning program. Please double-check that you've selected the correct program. Once all options are selected and the file is attached, click "Upload" to complete the process.

The screenshot shows the 'Upload Document' modal window. It shows fields for Month (January), Year (2024), Province (Select Province), Program (Select Program), Document Type (Select Document Type), and a file upload section (Choose File). A red circle highlights the 'Upload' button at the bottom right.

These steps guide you on how to upload supporting documents on the system



HOW TO UPLOAD SUPPORTING DOCUMENTS

CONTINUED

- After clicking the “Upload” button a pop up message will display that you have successfully uploaded the documents.
- You will see the document you uploaded and you will have option to “Download” or “Delete” it.

Supporting Documents

+ Upload Documents

Document uploaded successfully

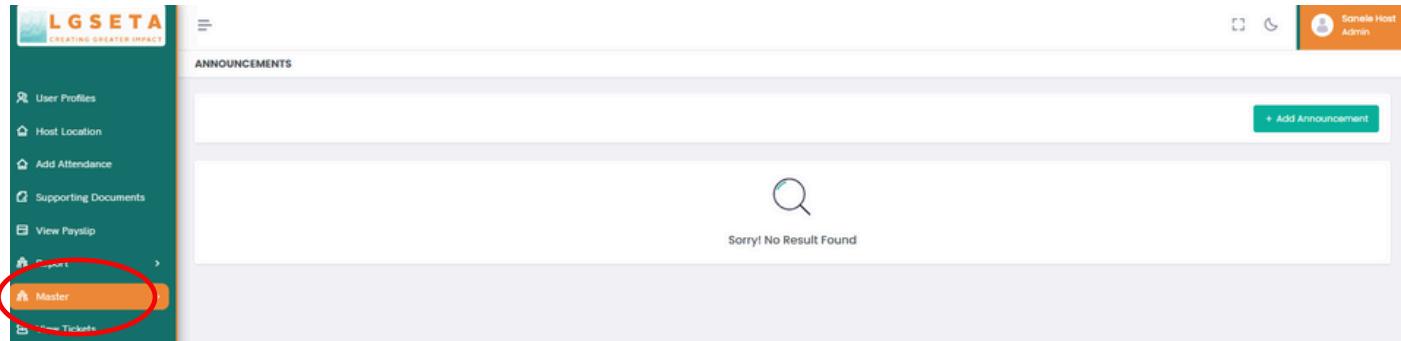
October 2024 Search

Search:

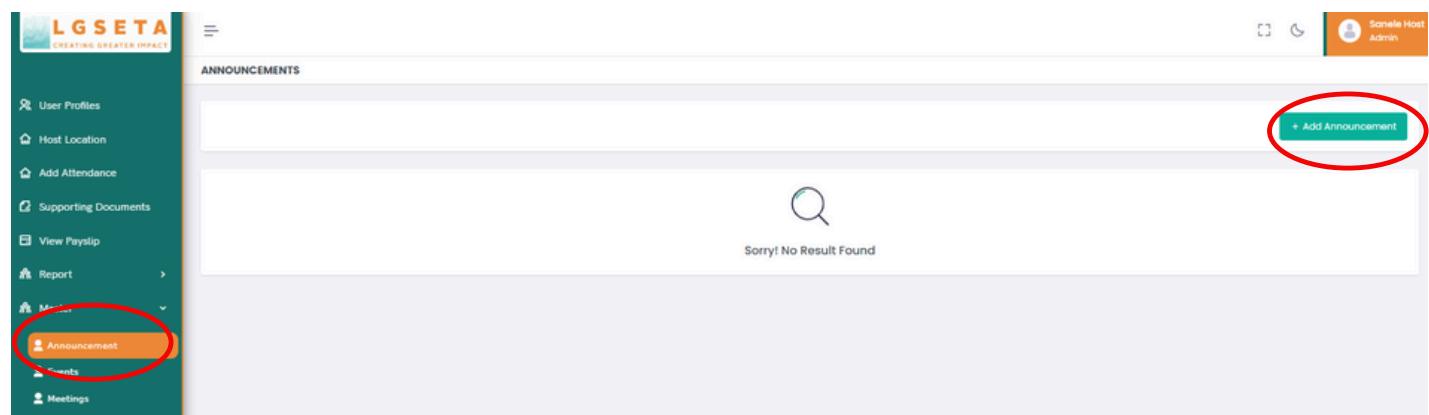
Uploaded By	Document Type	Province	Document Date	Uploaded Date	View Documents	Action
Sanele PM	Attendance registers	Botswana	October 2024	07/10/2024	Download	
Sanele PM	Attendance registers	Botswana	October 2024	24/10/2024	Download	

HOW TO ADD ANNOUNCEMENTS, EVENTS AND MEETINGS

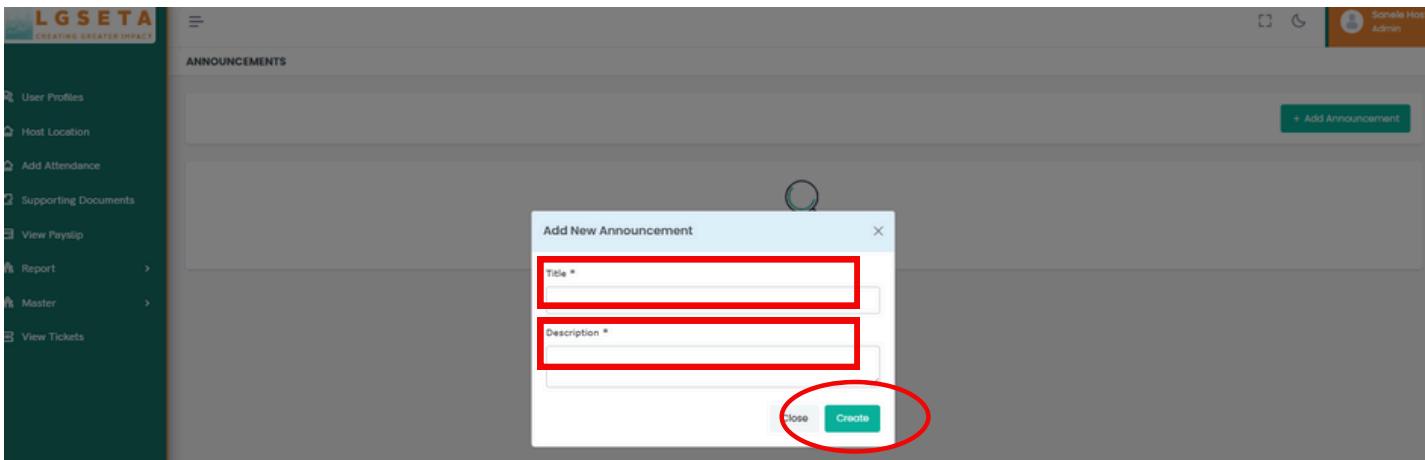
- Click on the “Master” feature then there will be a drop down where you can select “Announcements, Events and Meeting”.



- Click on the “Master” feature then there will be a drop down where you can select “Announcements, Events and Meeting”.
- If you select “announcement” then you will have to click add button on the on the top right hand corner



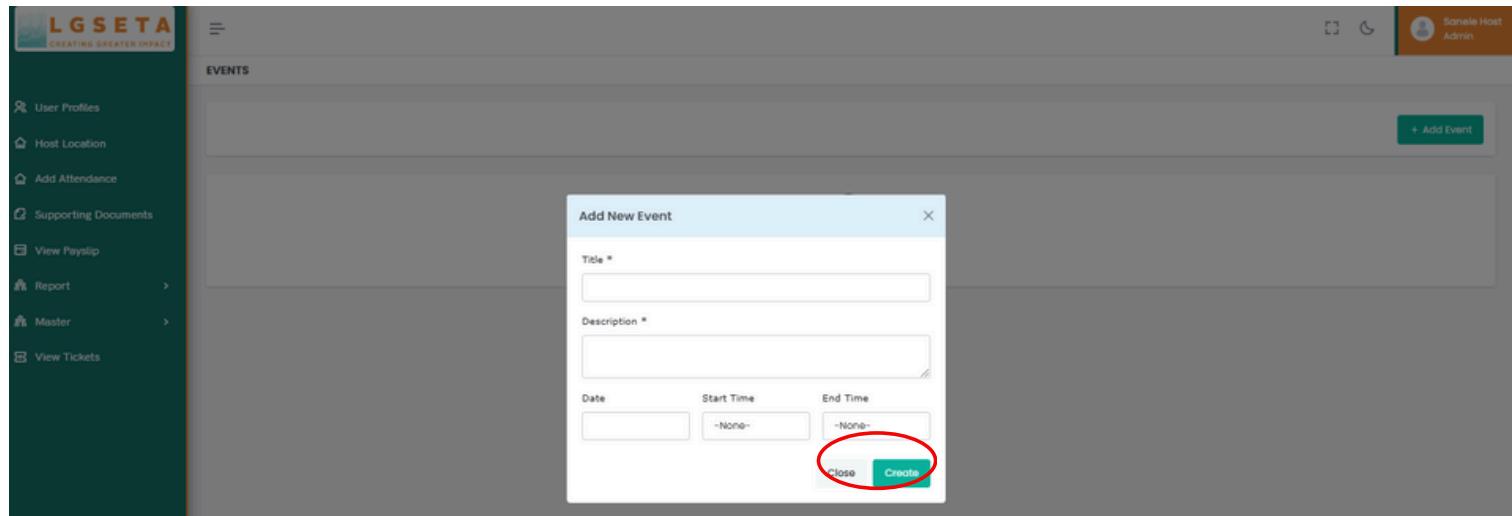
- After clicking the "Add" button, enter all the required information, such as "Title" and "Description," and then click "Create."



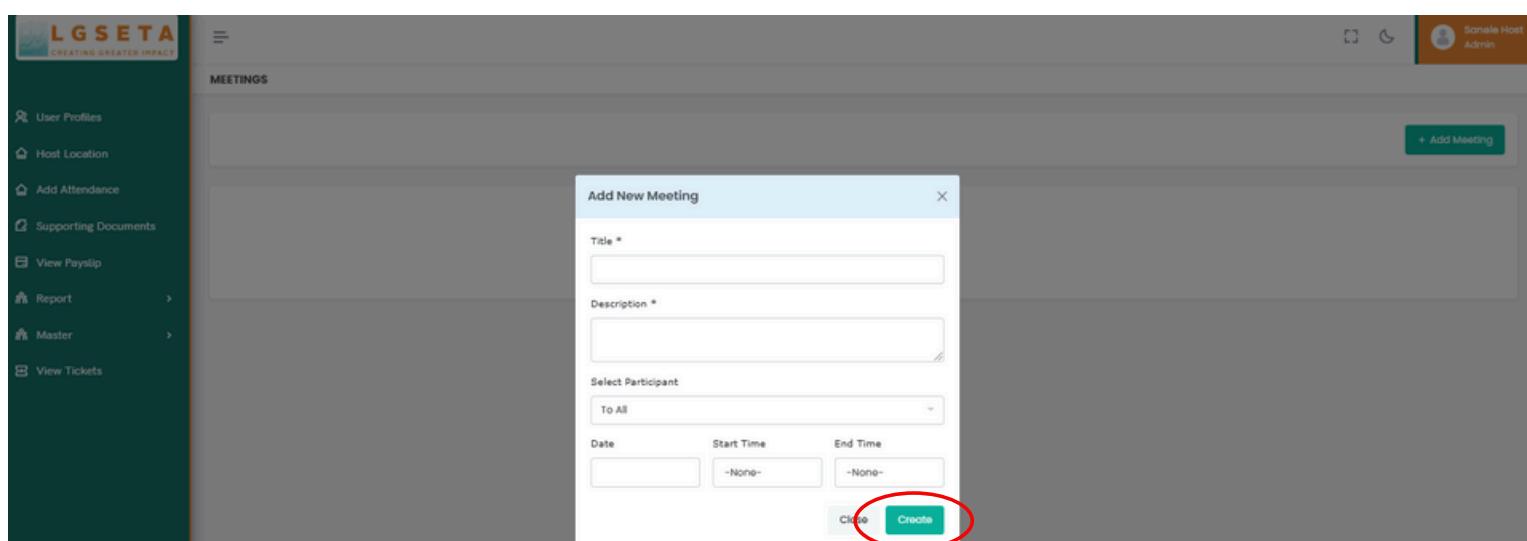
HOW TO ADD ANNOUNCEMENTS, EVENTS AND MEETINGS

CONTINUED

- If it's an "Event," enter the title, distribution, and time in and out, then click the "Create" button.



- If it's a "Meeting," enter the title, distribution, time in and out, and select the attendees, then click "Create."



HOW TO GENERATE REPORTS

- Click the "Reports" button in the left sidebar menu.
- Select the report you want to view, such as Attendance Report, Monthly Attendance, Attendance by Beneficiary, or Attendance by Learning Programme.
- If "Attendance Report" is selected: Choose the month and year of the report that you wish to view.

The screenshot shows the LGSETA system interface. On the left, there's a sidebar with various options like User Profiles, Host Location, Add Attendance, Supporting Documents, View Payslip, Report (which is selected and highlighted in green), and others. The main content area is titled 'ATTENDANCE BY HOSTS' and shows a table header for 'Attendance By Hosts'. Below the header, there are buttons for Copy, CSV, Excel, and Print, with 'Copy' highlighted with a red box. There are also dropdowns for Month (January) and Year (2023), and a 'Search' button which is circled in red. The table itself is empty, showing 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries'.

- To generate the report, select "Search" from the menu on the right. You can then export the report by choosing one of the available options: Copy, CSV, Excel, or Print. This process is consistent across all reports in the system..

This screenshot is nearly identical to the one above, showing the 'Attendance By Hosts' report page. The sidebar, table header, and overall layout are the same. The 'Copy' button in the toolbar is specifically highlighted with a red box, while the other buttons (CSV, Excel, Print) and the search area are not. The table below is still empty with the message 'No data available in table'.

HOW TO GENERATE REPORTS

CONTINUED

- Click on the "Reports" button in the sidebar menu, then select the report you want to view. You can choose either the "Monthly Report"
- Start by clicking the "Monthly Report" button. Then, filter your report by host, along with the specific month and year. Click "Search" to view all attendance records for that month

OCTOBER-2024 ATTENDANCE REPORT BY MONTH

October-2024 Attendance Report By Month

Test Host | October | 2024 | Q Search

Name 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

Sanele Myelase P P P P W W P P P P W W P P P P W W P A A A W W A

Showing 1 to 1 of 1 entries

- To view a report, click on the "Beneficiary Attendance Report" button. Then, select the beneficiary, month, and year you wish to view, and click "Search" to display the report.

LG SETA CREATING GREATER IMPACT

ATTENDANCE -

Attendance -

Select Beneficiary

--Select Month--

Q Search

OCTOBER-2024 ATTENDANCE - BONGIWE HAPPINESS MFEKA

October-2024 Attendance - Bongiwe Happiness MFEKA

Bongiwe Happiness MFEKA | October | 2024 | Q Search

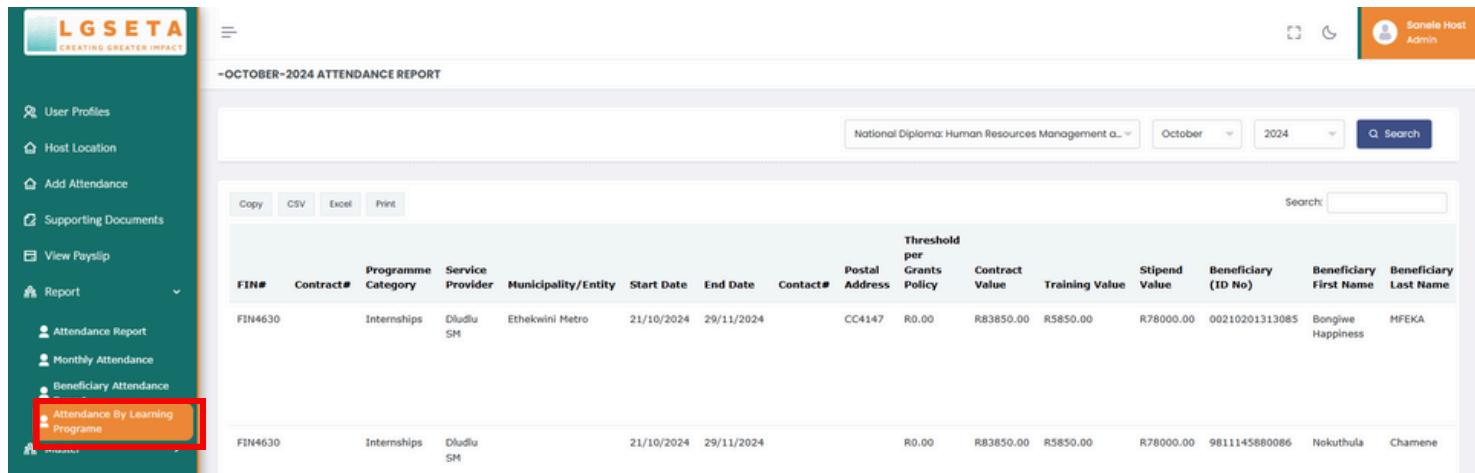
Date Time-In Time-Out Attendance Status

1/10/2024	08:00	16:00	Present
2/10/2024	08:00	16:00	Present
3/10/2024	08:00	16:00	Present
4/10/2024	08:00	16:00	Present
5/10/2024	08:00	16:00	Present
6/10/2024	08:00	16:00	Present
7/10/2024	08:00	16:00	Present

HOW TO GENERATE REPORTS

CONTINUED

- To view the report, click on the "Attendance Report by Learning Programme" button. Then, choose the learning programme, month, and year you want to view.
- Select "Search" from the menu on the right. You can then export the report by choosing one of the available options: Copy, CSV, Excel, or Print. This process is consistent across all reports in the system..



The screenshot shows the LG SETA system interface. On the left, there's a sidebar with various navigation links: User Profiles, Host Location, Add Attendance, Supporting Documents, View Payslip, Report (with sub-links: Attendance Report, Monthly Attendance, Beneficiary Attendance, and Attendance By Learning Programme), and a link to www.ascentserv.co.za. The main content area is titled 'OCTOBER-2024 ATTENDANCE REPORT'. It includes a search bar with dropdowns for 'National Diploma: Human Resources Management a...' (selected), 'October' (selected), '2024' (selected), and a 'Search' button. Below the search bar are buttons for 'Copy', 'CSV', 'Excel', and 'Print'. A table displays attendance data for two entries:

FIN#	Contract#	Programme Category	Service Provider	Municipality/Entity	Start Date	End Date	Contact#	Postal Address	Threshold per Grants Policy			Stipend Value	Beneficiary (ID No)	Beneficiary First Name	Beneficiary Last Name
									Contract Value	Training Value	Value				
FIN4630		Internships	Dludlu SM	Ethekwini Metro	21/10/2024	29/11/2024		CC4147	R0.00	R83850.00	R5850.00	R78000.00	00210201313085	Bongiwe Happiness	MFEKA
FIN4630		Internships	Dludlu SM		21/10/2024	29/11/2024			R0.00	R83850.00	R5850.00	R78000.00	9811145880086	Nokuthula	Chamene

CONCLUSION

In conclusion, the Host Manual serves as your comprehensive guide to efficiently navigate and utilize the features of our Stipend Disbursement Management System. By following the outlined steps, you can seamlessly update your user profile, upload necessary documents, generate reports, and manage stipend payments with ease.

We designed this software with the aim of streamlining attendance data collection, ensuring accuracy in stipend disbursement, and ultimately overcoming challenges associated with manual systems. The web and mobile-based applications cater to the specific needs of Lgseta staff, Contracted Parties, and Beneficiaries, providing a user-friendly interface for all.

Remember, your feedback is valuable to us. Should you have any questions, encounter challenges, or seek additional support, please don't hesitate to contact us through the provided channels. We appreciate your commitment to utilizing this system effectively and look forward to continuously improving our services based on your experiences.

Thank you for choosing our SDMS to simplify your attendance management and stipend disbursement processes.

Best Regards,
Ascent Education Investment Fund

QUESTIONS? CONTACT US.



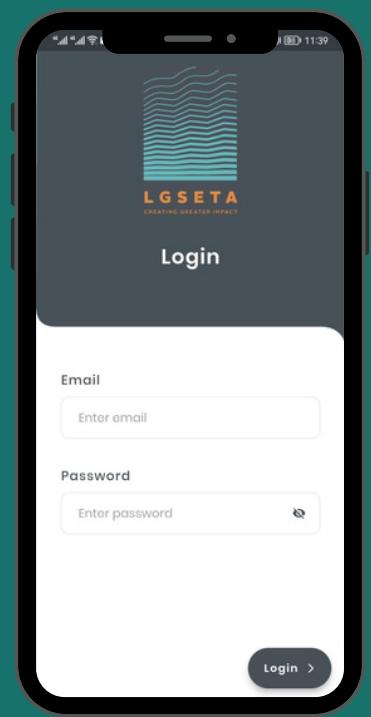
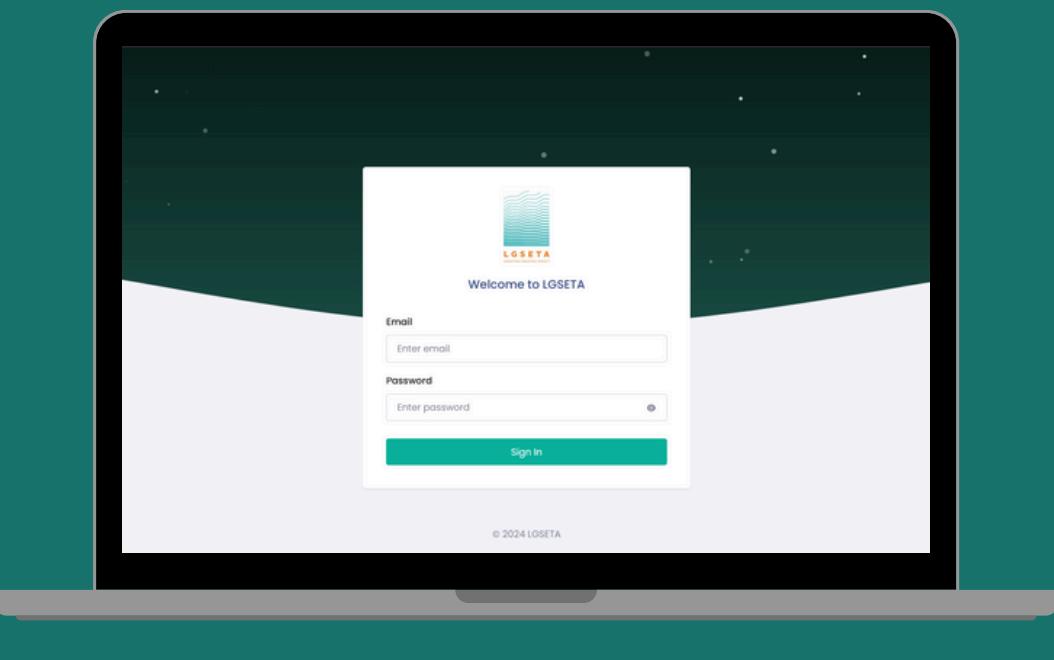
support@ascentza.co.za



071 250 6765



061 687 5453



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