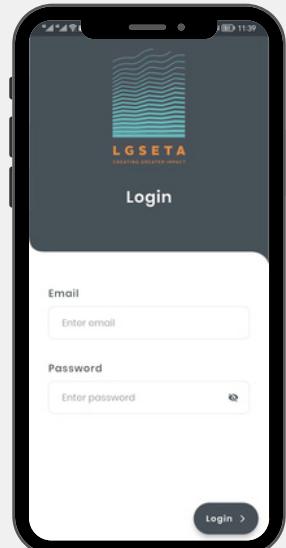
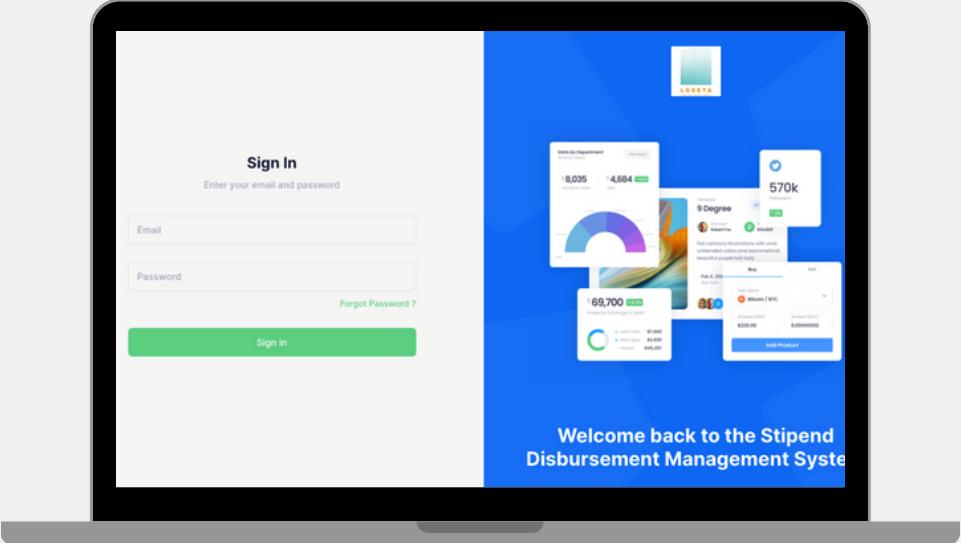




# USER MANUAL

2024

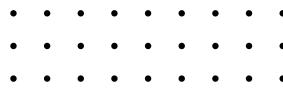
SCAN APP



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# OVERVIEW



Welcome to the Scan App 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.

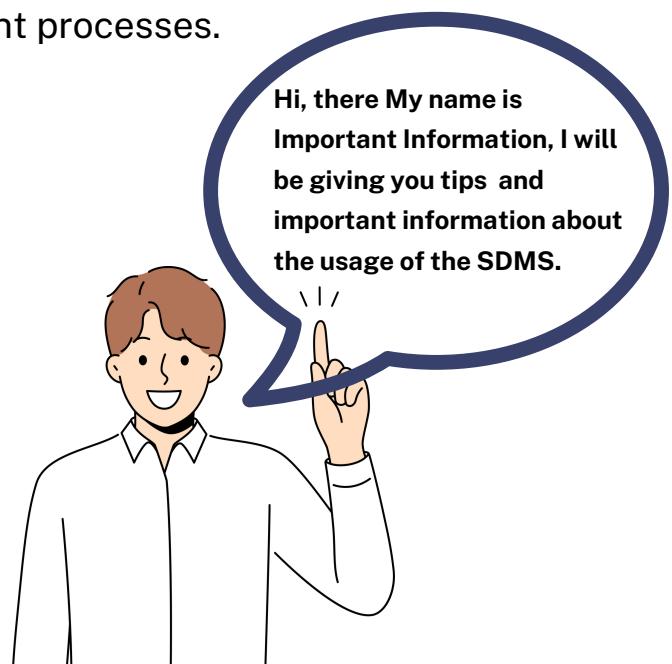
At the heart of this system are web and mobile-based applications designed for Lgseta staff, Contracted Parties, Hosts and Beneficiaries. These applications empower users to effortlessly manage attendance records and facilitate accurate stipend disbursement. The manual comprises step-by-step instructions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

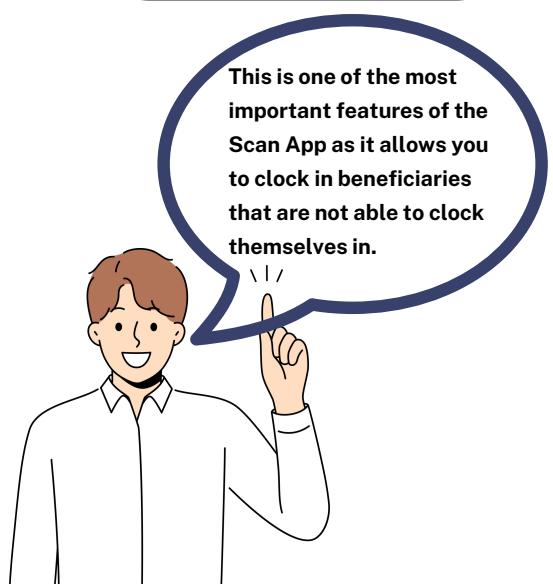
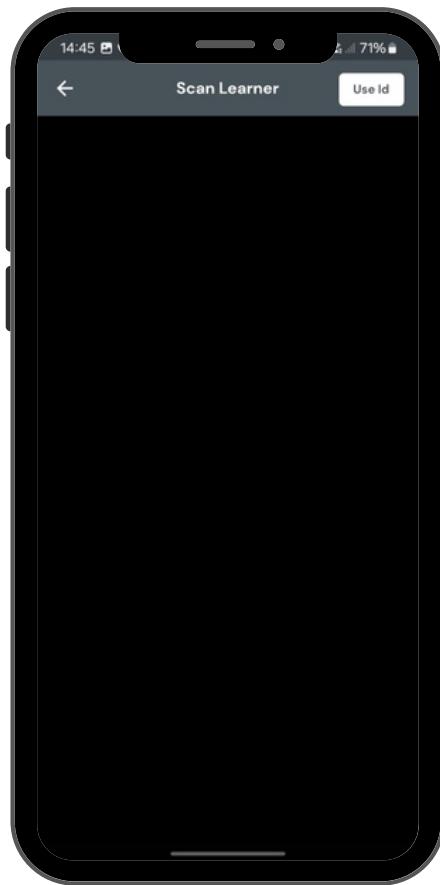
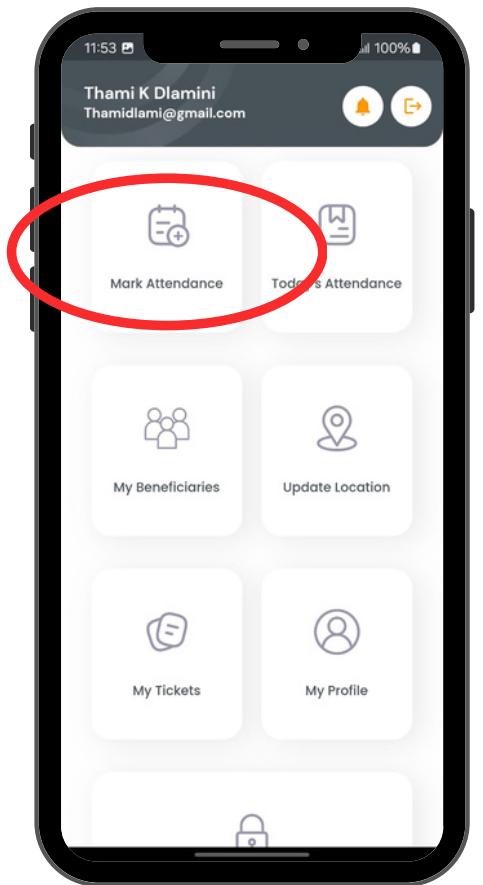
Best Regards,  
Ascent Education Investment Fund



# HOW TO MARK ATTENDNACE

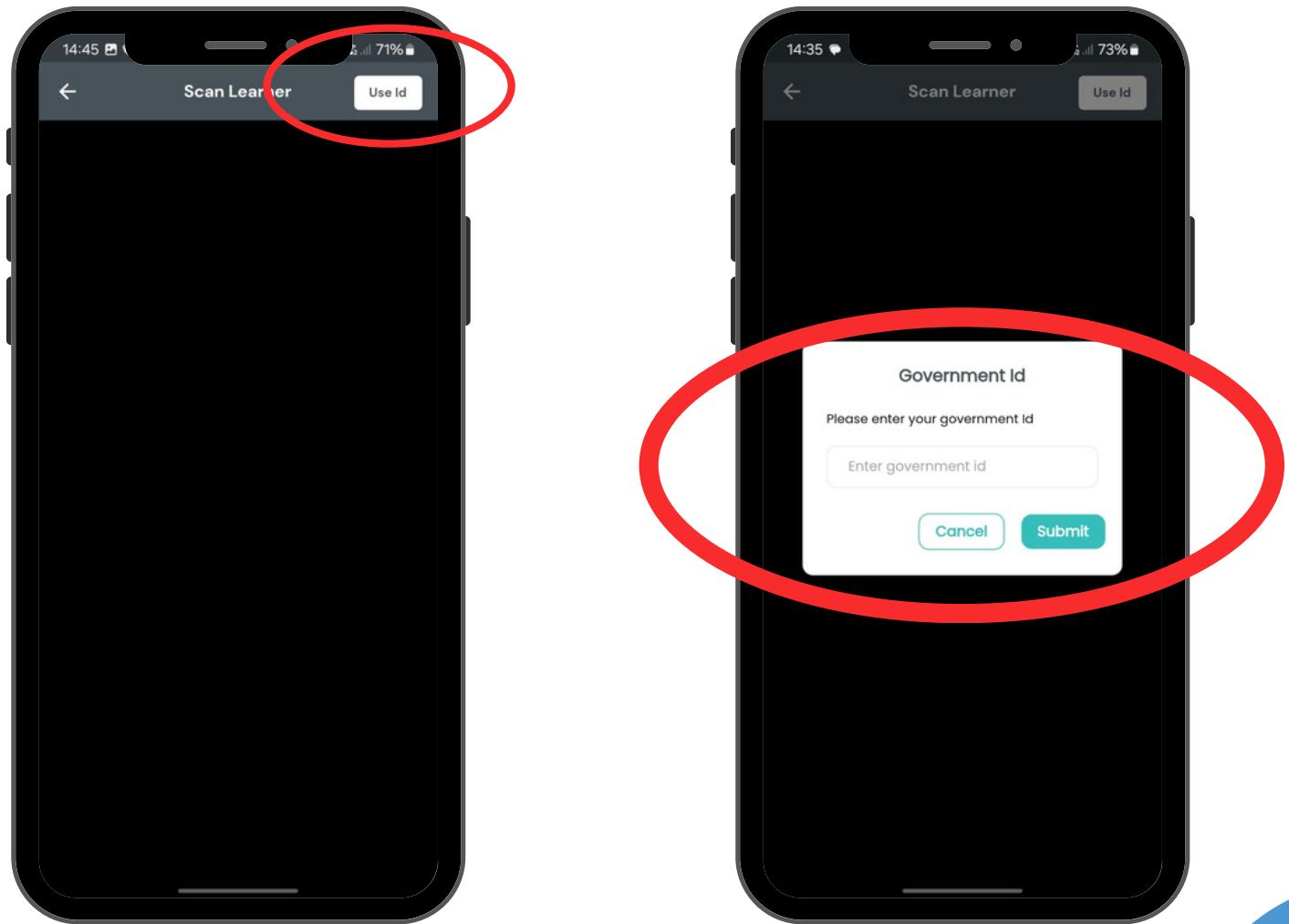
The "Mark Attendance" feature allows administrators to clock-in/out beneficiaries using their ID numbers and face recognition.

- On the app's main menu, select the "Mark Attendance" option.



## HOW TO MARK ATTENDNACE CONTINUED

- Click on the “Use ID” button on the top right corner
- Enter the beneficiary's ID number in the designated field.

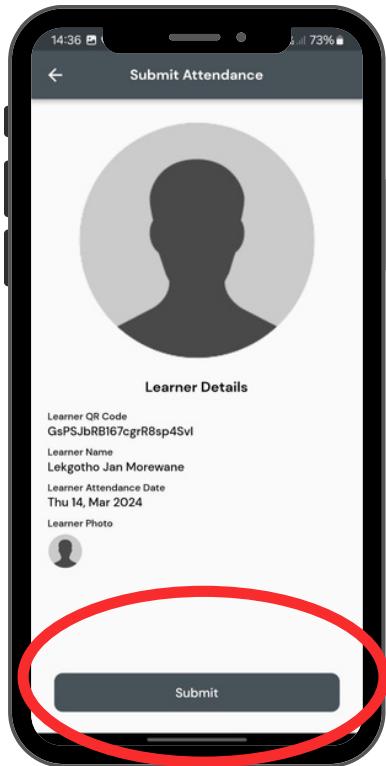


- Once you've entered the beneficiary ID, click on the "Submit" button. After that, the app will redirect you to the scan screen.

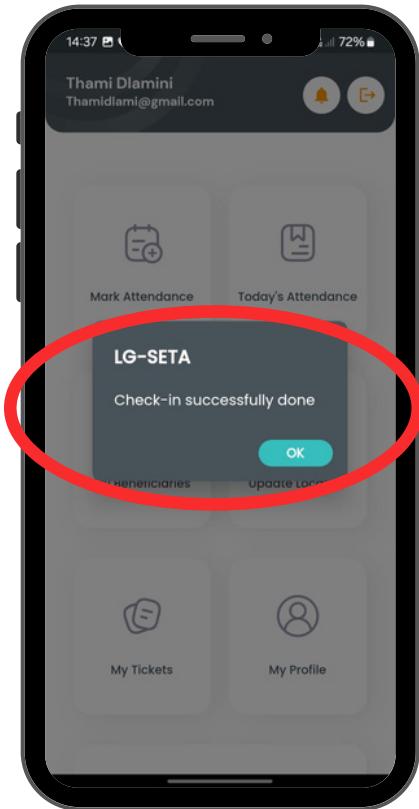
# HOW TO MARK ATTENDNACE

CONTINUED

- Click on the “Submit” button to successfully record the beneficiary's attendance.



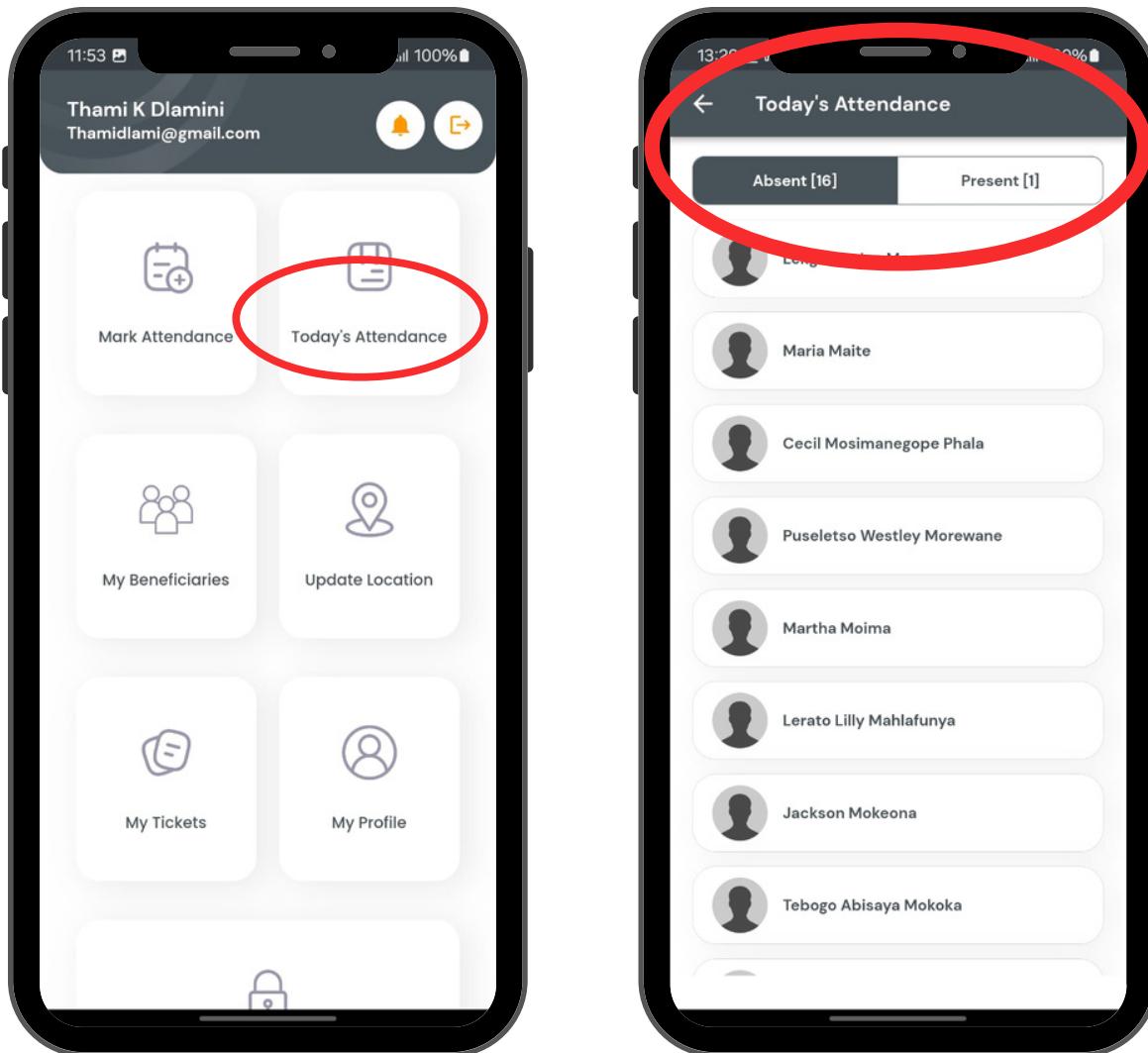
- This screen will now display a “Check-in successfully done” message, showing that you have clocked the beneficiary in.



# TODAY'S ATTENDANCE

To check today's attendance, administrators can follow these steps:

- Navigate to the main menu of the app.
- Select the "Today's Attendance" option.
- The app will then present a list of beneficiaries, showing their attendance status (present or absent) for the current day.

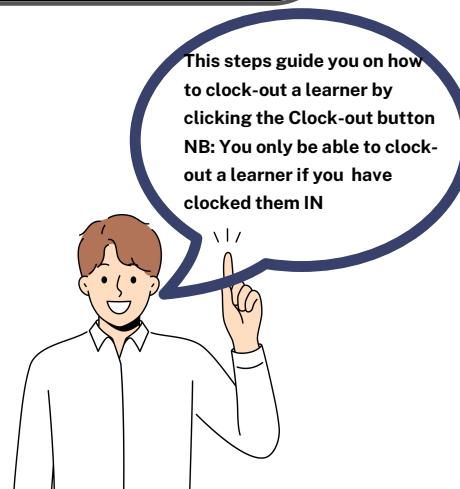
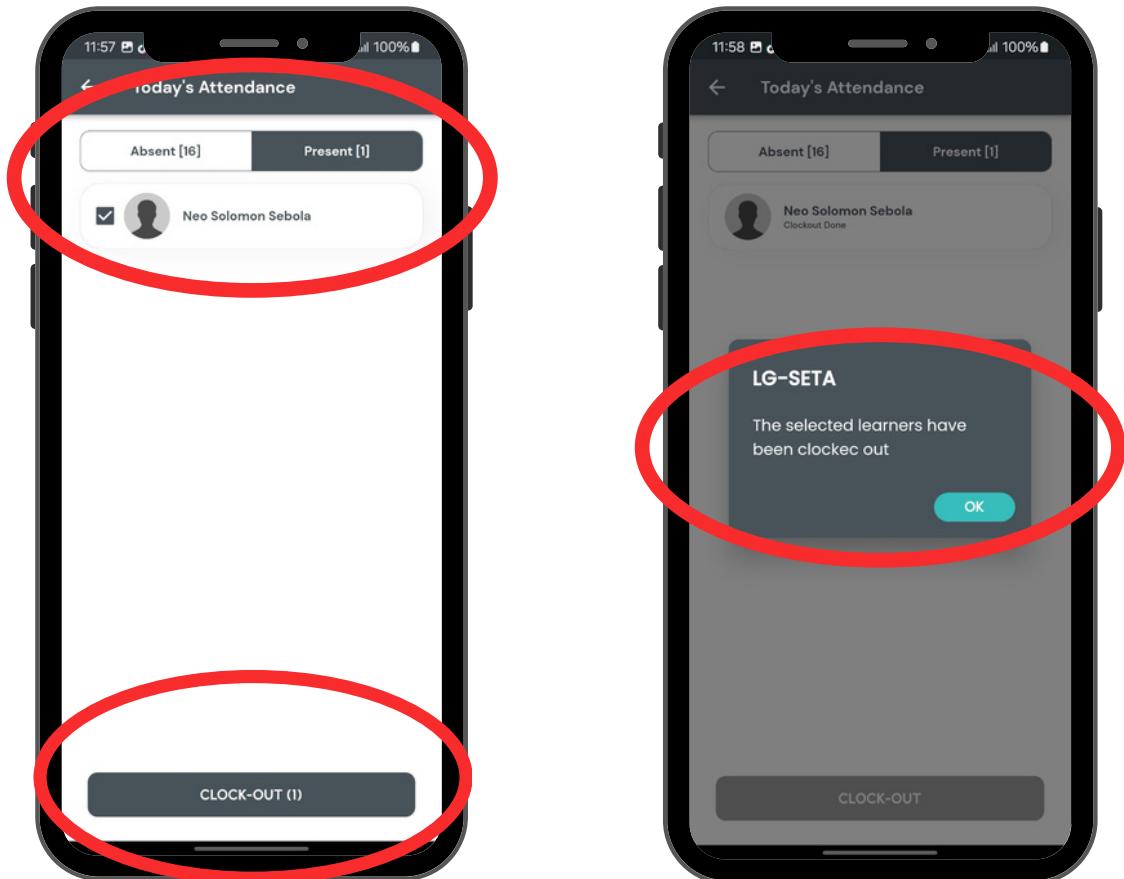


# TODAY'S ATTENDANCE

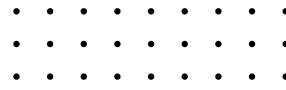
CONTINUED

To clock out a beneficiary, follow these steps:

- Select the beneficiary you wish to clock out.
- Press the "Clock Out" button.
- Note: You can only clock out a beneficiary if you have already clocked them in for the day.
- After clicking the "Clock Out" button, a pop-up message confirming the clock-out action will appear.

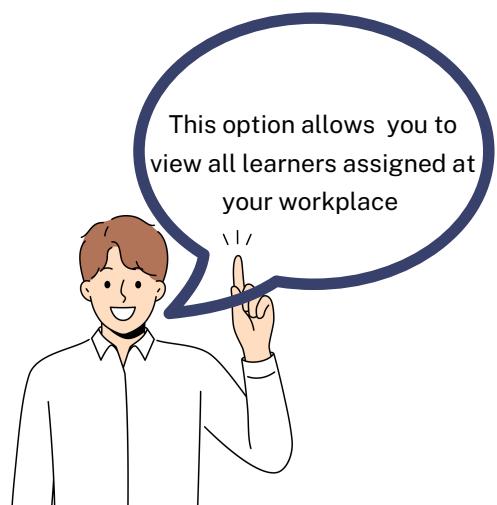
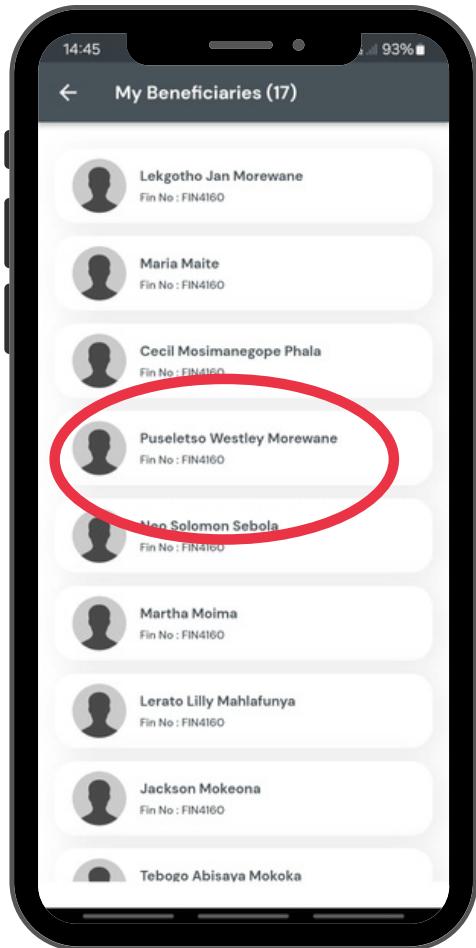
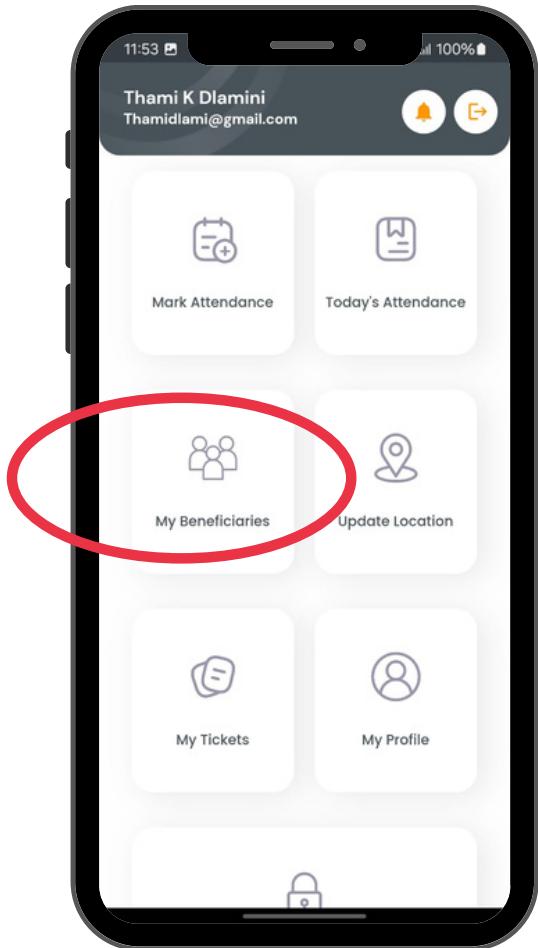


# MY BENEFICIARIES



To view the list of registered beneficiaries, administrators can follow these steps:

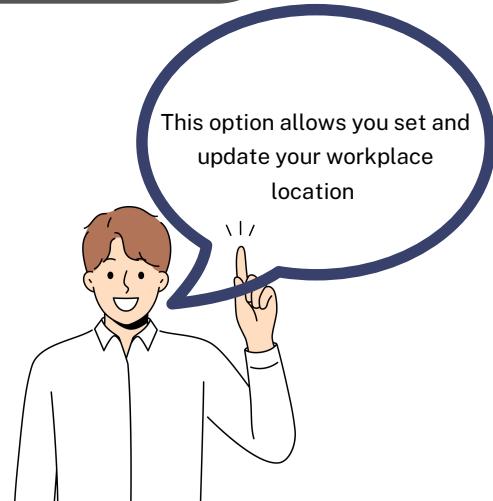
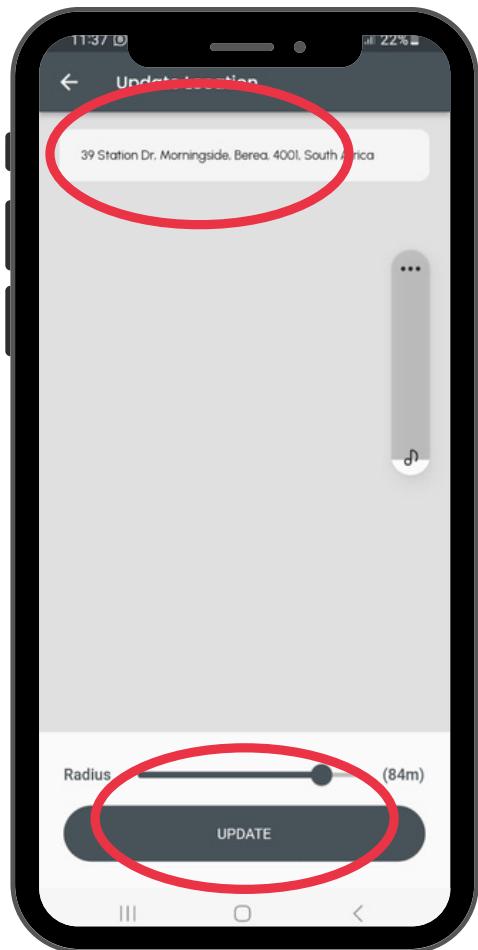
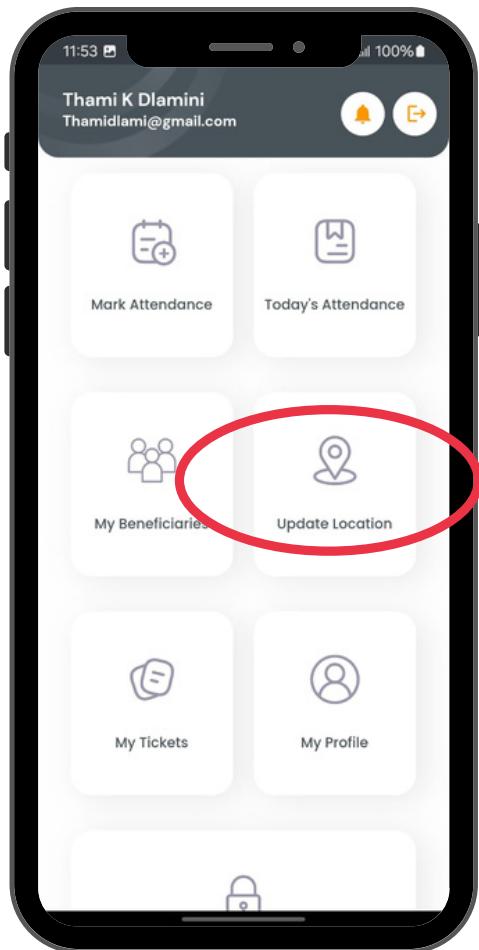
- Navigate to the main menu of the app.
- Select the "My Beneficiaries" option.
- The app will then display a list of all registered beneficiaries, including their relevant details such as name and FIN number.



# UPDATE LOCATION

To update the host location for beneficiaries to clock in at their workplace, administrators can follow these steps:

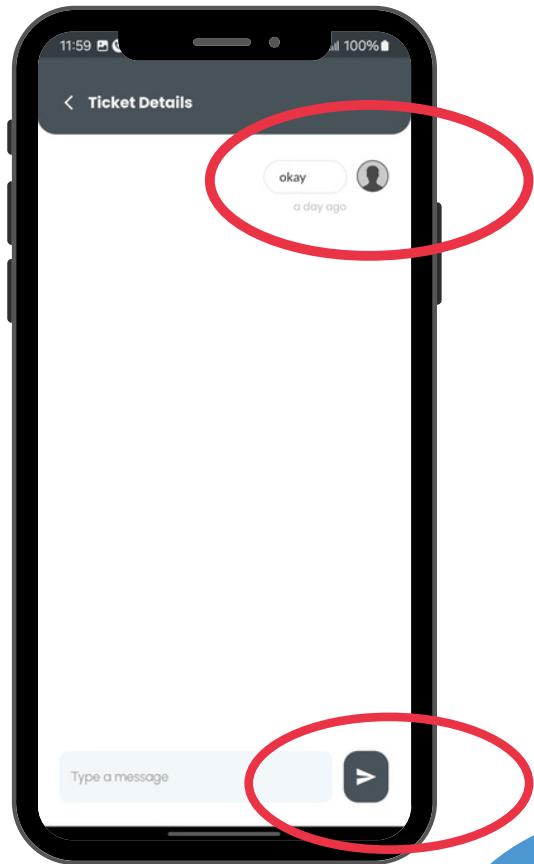
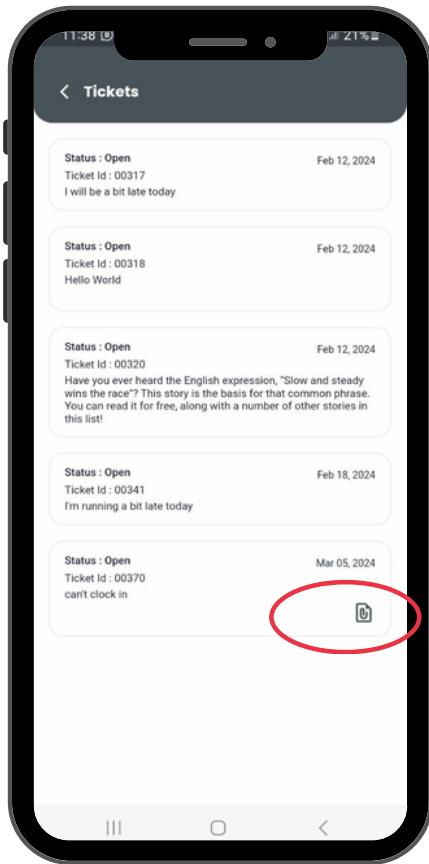
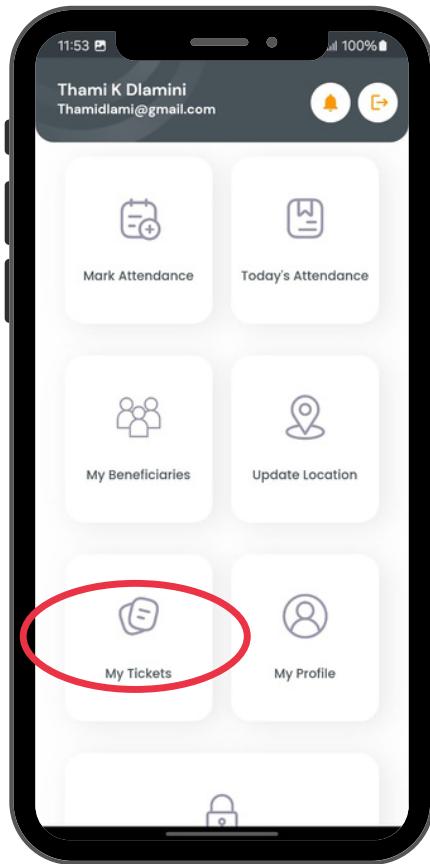
- Go to the main menu of the app.
- Select the "Update Location" option.
- Search for the location you wish to update.
- Set the desired radius for the location.
- Click the "Update" button to save the changes.



# MY TICKETS

To respond to incoming tickets:

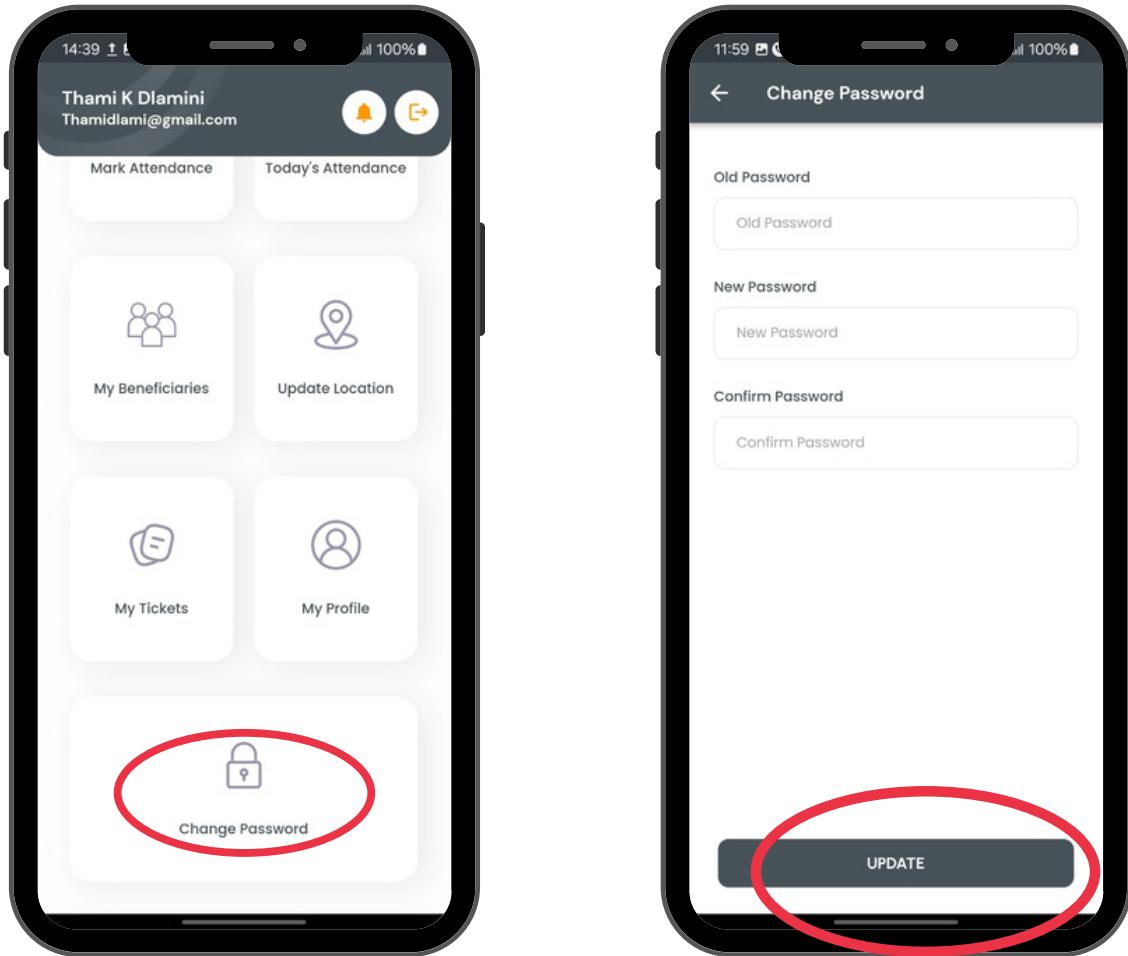
- Simply click on the ticket to open the message.
- You can also click on the attachment icon to view any attachments associated with the ticket.
- At the bottom of the screen, there's a chat box where you can reply to the queries of the tickets.



# CHANGE PASSWORD

To change your password, follow these steps:

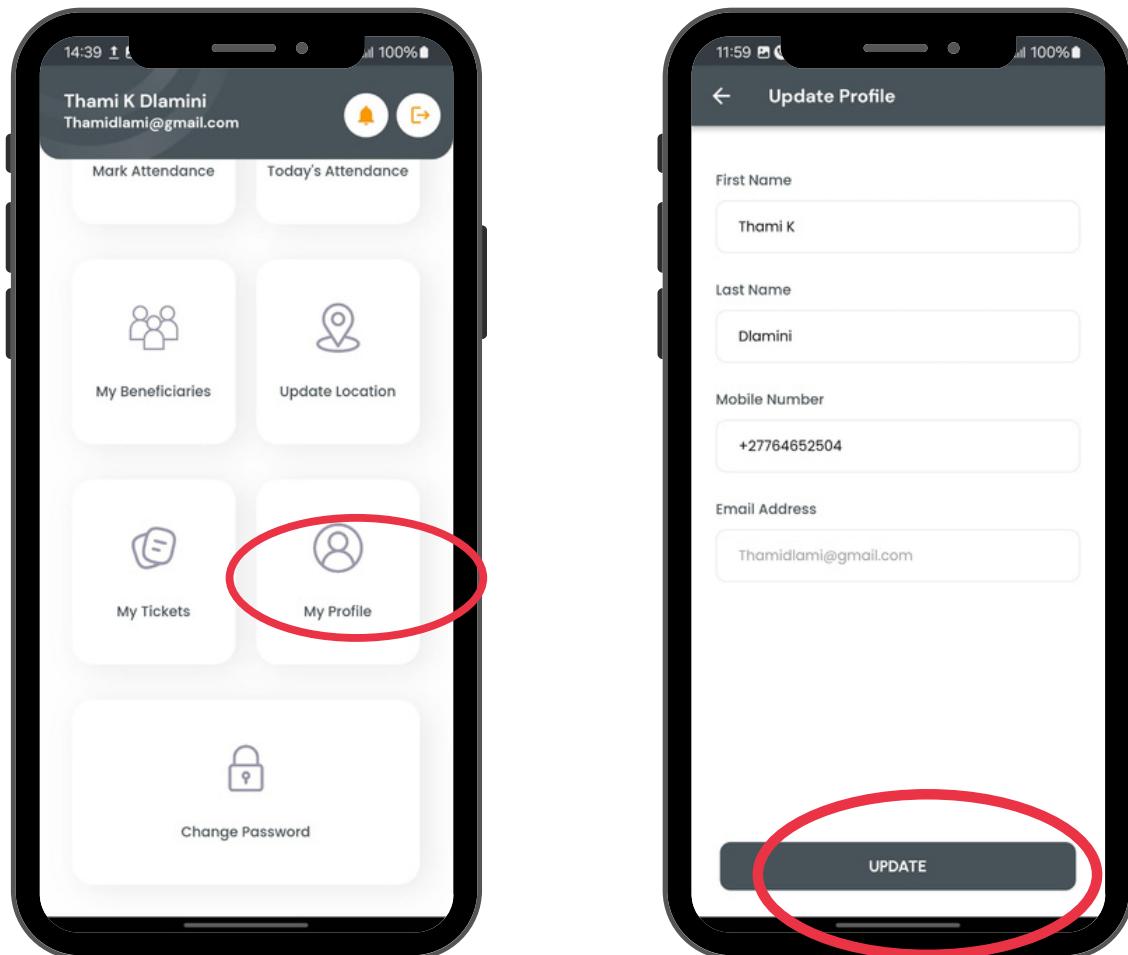
- From the main menu of the application, select the "Change Password" option.
- Once you're on the new screen, you'll find options to reset your password.
- After making your desired changes, click on the "Update" button to confirm the changes.



# UPDATE PROFILE

To update your profile, follow these steps:

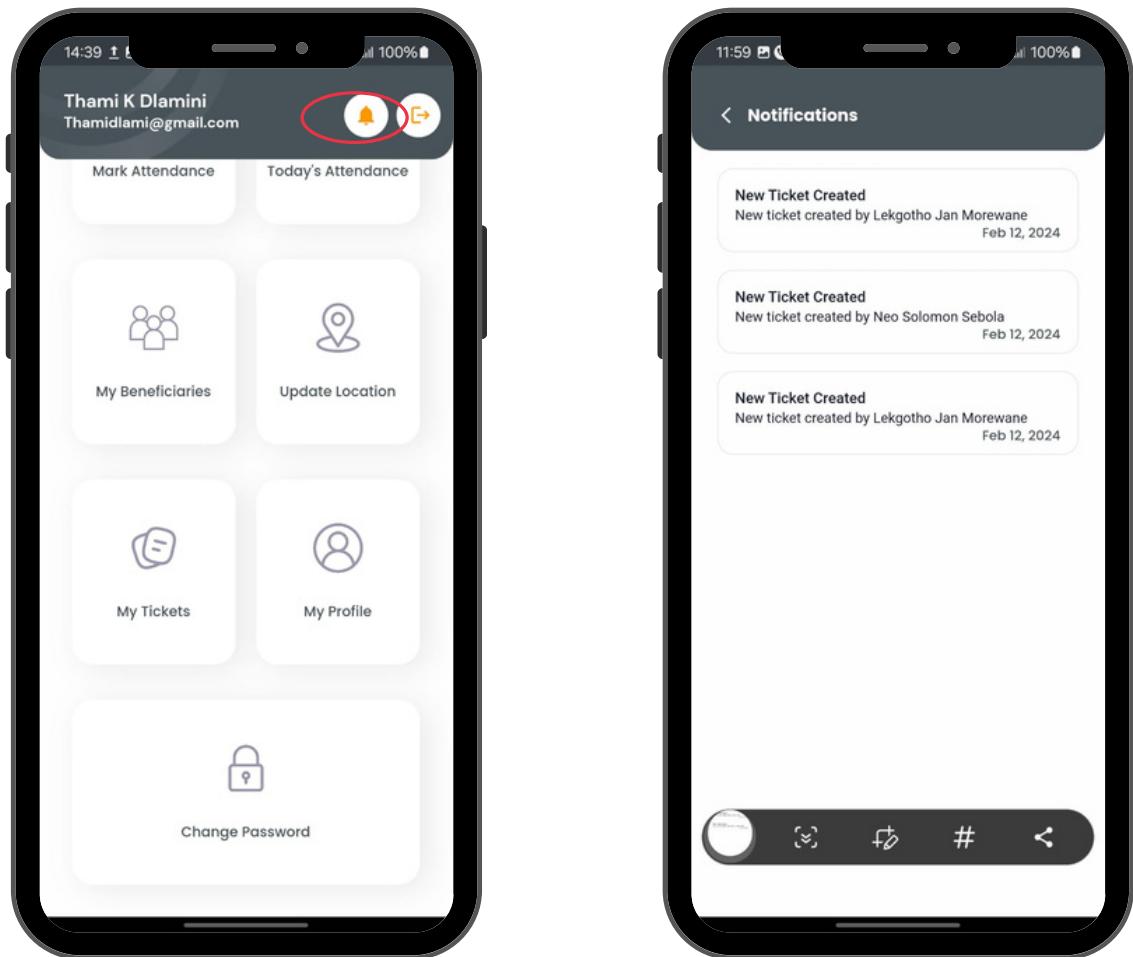
- Navigate to the main menu of the app.
- Select the "Update Profile" option.
- On the new screen, you'll find options to modify your profile details.
- Make the necessary updates to your profile.
- Once you've made the changes, click on the "Update" button to save them.



# NOTIFICATIONS

To view notifications:

- At the top right corner of the app's main menu, locate the "Notification" icon.
- Click on this icon to access your notifications.
- Once you're on the new screen, you'll be able to view all your notifications.



# CONCLUSION

In conclusion, the Scan App Manual serves as your comprehensive guide to efficiently navigate and utilize the features of our Stipend Disbursement Management System Mobile Scan App. By following the outlined steps, you can seamlessly mark attendance by scanning beneficiaries, check for today's attendance, view all beneficiaries, update your host location, create ticket queries, reply to ticket queries, change your password, and update your user profile details.

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, Hosts 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](mailto:support@ascentza.co.za)



071 250 6765



061 687 5453

