



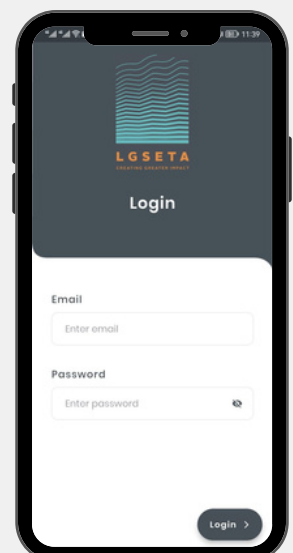
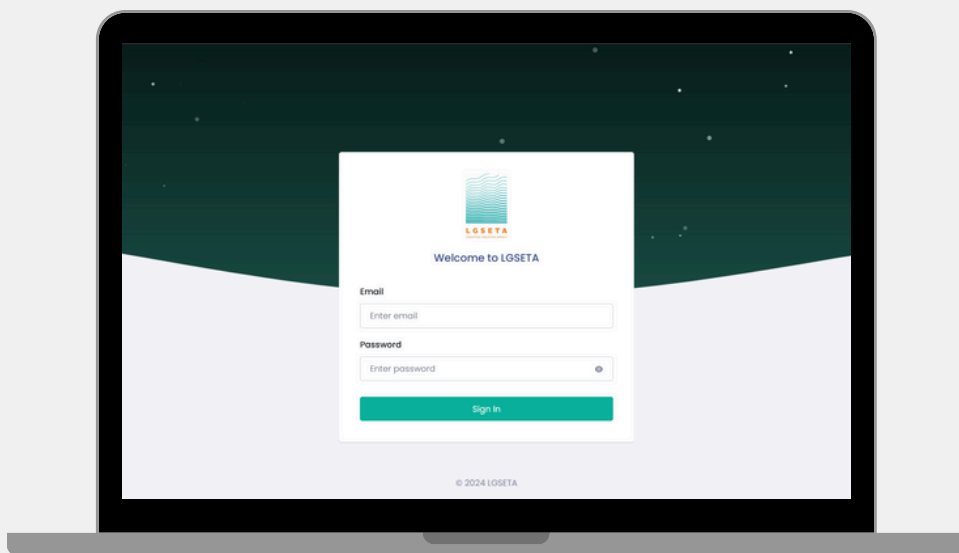
# LGSETA

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.

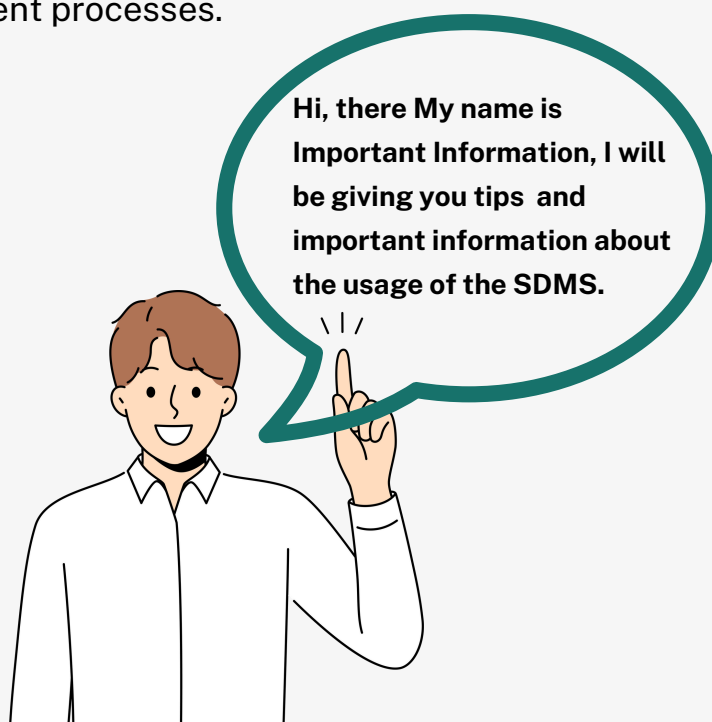
At the heart of this system are web and mobile-based applications designed for Lgseta staff, Contracted Parties, and Beneficiaries. These applications empower users to effortlessly manage attendance records and facilitate accurate stipend disbursement. The manual comprises step-by-step instructions on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

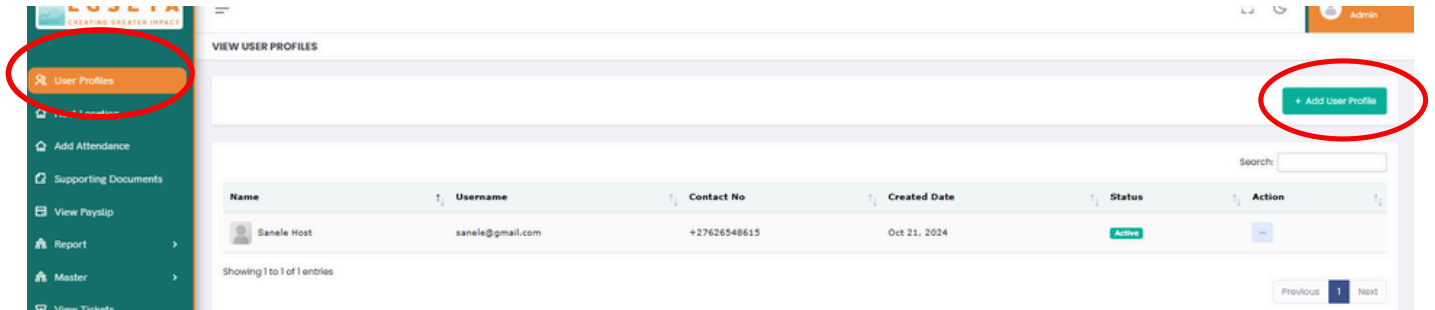
Thank you for choosing our solution to revolutionize your attendance management and stipend disbursement processes.

Best Regards,  
Ascent Education Investment Fund

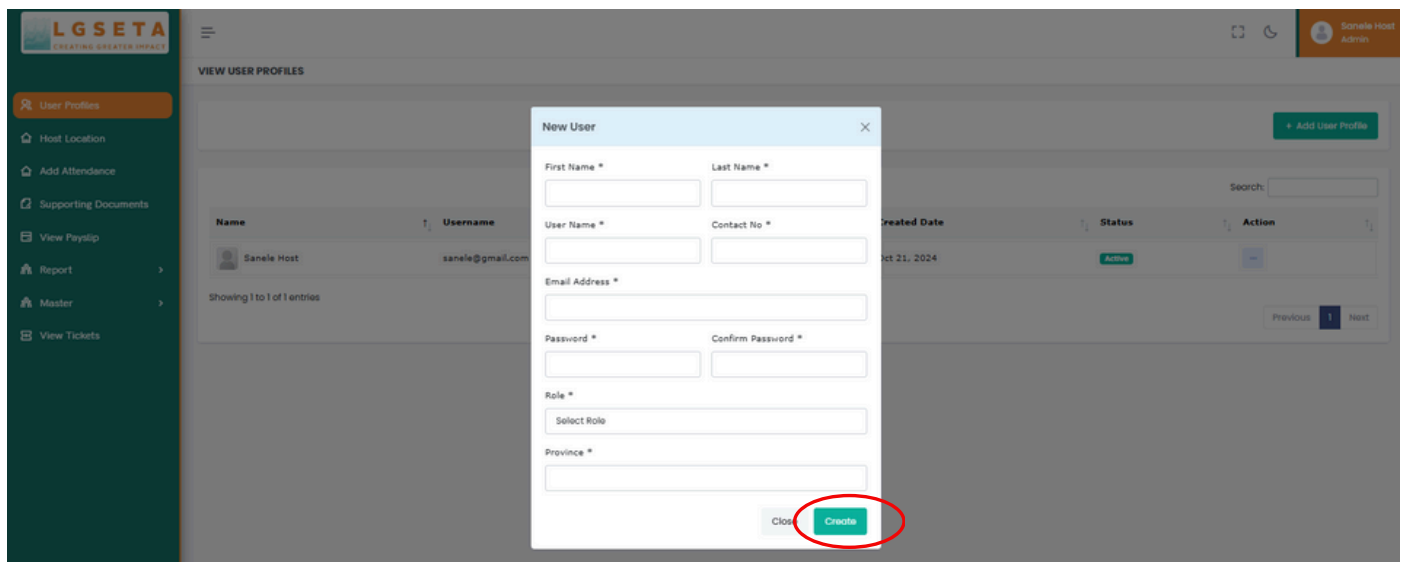


# HOW TO ADD A NEW USER PROFILE

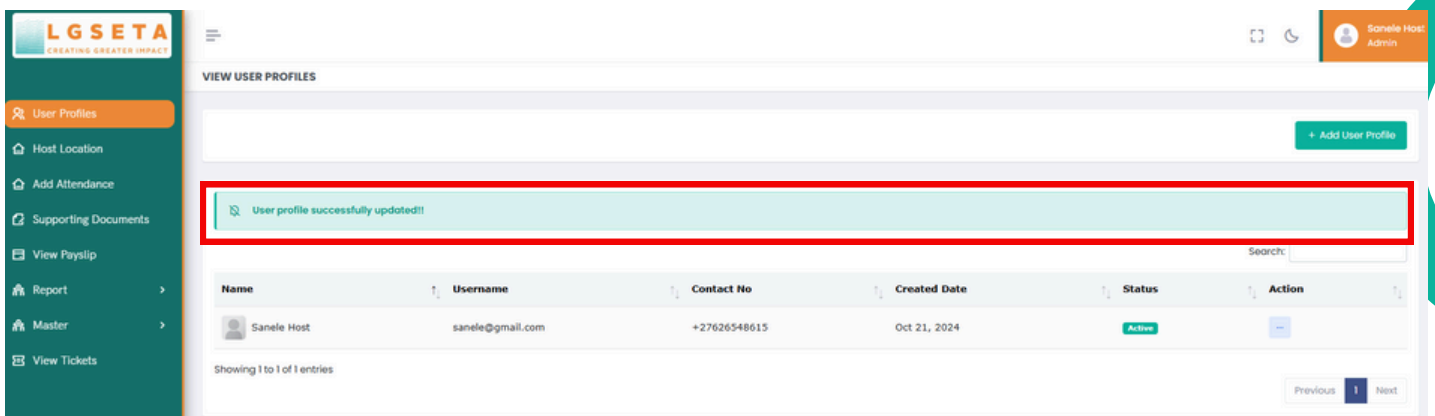
- Click on the “User Profiles” button on the side bar menu then click on the “Add User Profile” button on the top right hand corner.



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



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



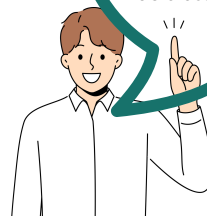
# HOW TO SET HOST LOCATION

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

- 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.

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

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 "Programe", “Month” and “Year” of the payslips that you wish to view. Then click the “Search” button to review the payslips.

The screenshot shows the LGSETA dashboard with the 'View Payslip' option highlighted in the left sidebar. The search filters at the top are:
 

- Programme: --Select Programme--
- Month: January
- Year: 2023
- Search button: Search

 The results area below the filters shows a magnifying glass icon and the text '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."

LGSETA

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Dashboard

View All Beneficiaries

Supporting Documents

View Payslip

How to Use

Add Attendance

Report

Stipend Payments

View Tickets

National Diploma: Human Resources Management and Practices - LGLPD-20247909

October

2024

Search

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

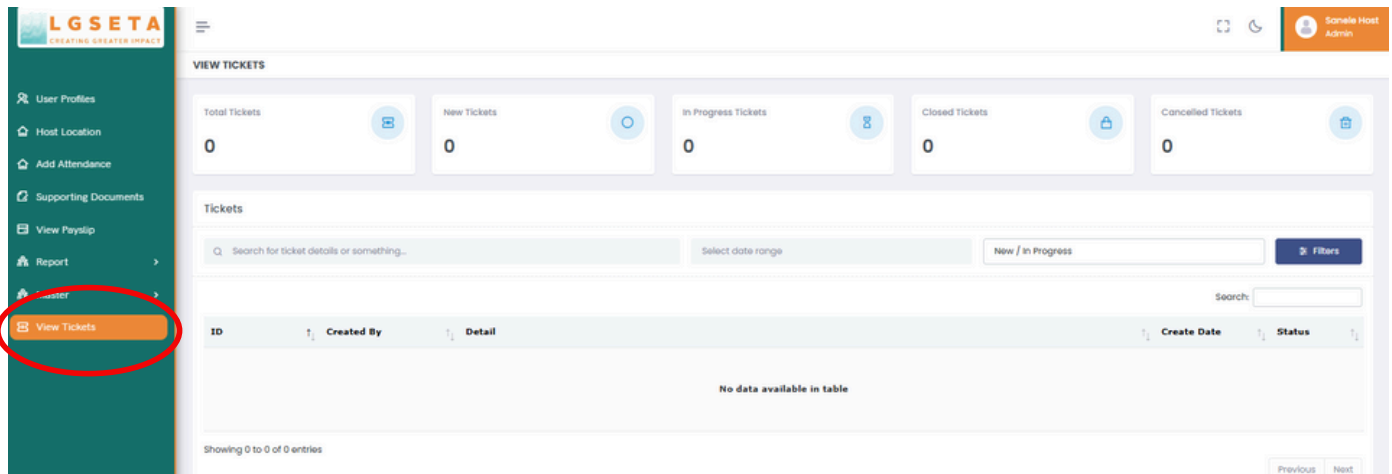
Download Selected

Follow these steps to access and view your payslip



# HOW TO VIEW TICKETS

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



- 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



# HOW TO ADD ATTENDANCE

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

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ADD ATTENDANCE

Add Attendance

Search by Beneficiary ID/Name/Email

Search

Start Date \* End Date \* Time-In \* Time-Out \*

Select All

Update Attendance (0)

Name	ID	Email
<input type="checkbox"/> Bongive Happiness MFEKA	00210201313085	bongivemfeka25@gmail.com
<input type="checkbox"/> Nokuthula Chamene	9811145880086	nokuthulachamane@gmail.com
<input type="checkbox"/> nobuhle mzome	002365897512	nobuhlemzobe@gmail.com

- 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."

LG SETA  
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ADD ATTENDANCE

Add Attendance

Induction

Search by Beneficiary ID/Name/Email

Search

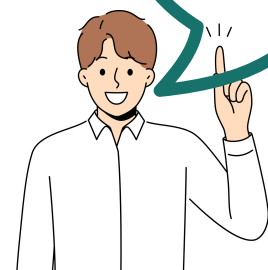
Start Date \* End Date \* Time-In \* Time-Out \*

Select All

Update Attendance (6)

Name	ID	Email
<input checked="" type="checkbox"/> Sanele Ngoza	9029039420492	sanelengoza2@gmail.com
<input checked="" type="checkbox"/> Mfana Mthethwa	902903997662	sanelengoza8@gmail.com
<input checked="" type="checkbox"/> bongiwe jeza	9029034497662	bongiwejeza@gmail.com
<input checked="" type="checkbox"/> Dueee Makunda	4389627873	2@gmail.com
<input checked="" type="checkbox"/> burns Pilusa	9034523992	yungwildkidd@gmail.com
<input checked="" type="checkbox"/> uyr Motshwari	3451243432	karabomotshwari1@gmail.com

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



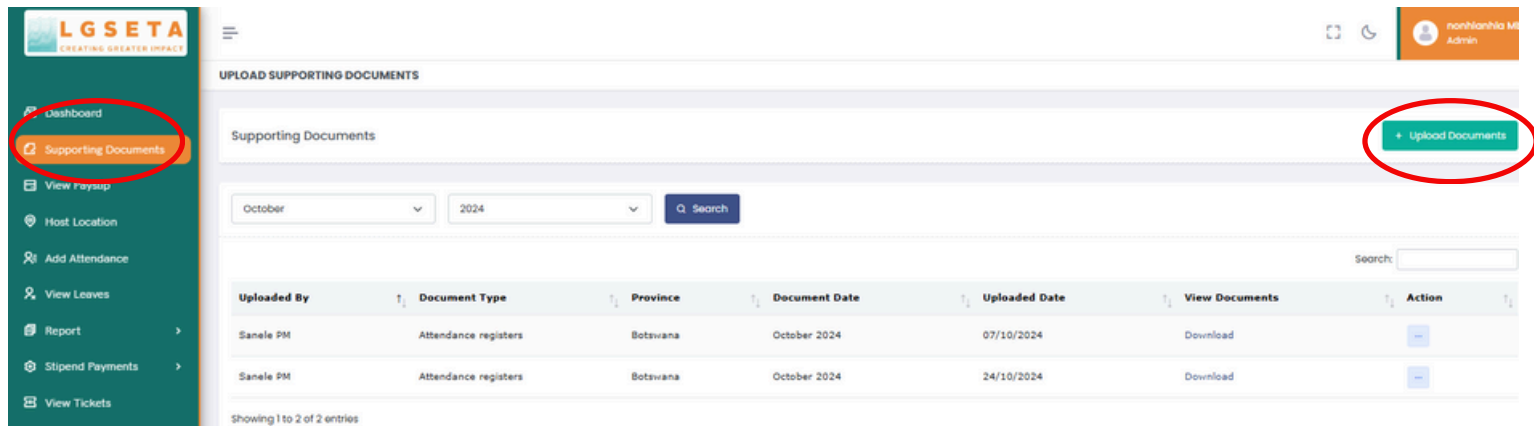


# HOW TO UPLOAD SUPPORTING DOCUMENTS

- Select 'Supporting Documents' from the sidebar menu.

**Note:** You can filter by month and year to view and download specific documents.

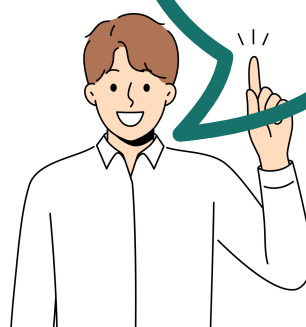
- To upload a document, click the 'Upload Documents' button located in the top-right corner



- 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 'Upload Document' form contains the following fields: Month (dropdown), Year (dropdown), Province (dropdown), Select Program (dropdown), Document Type (dropdown), and a file selection area with 'Choose File' and 'No file chosen' buttons. 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

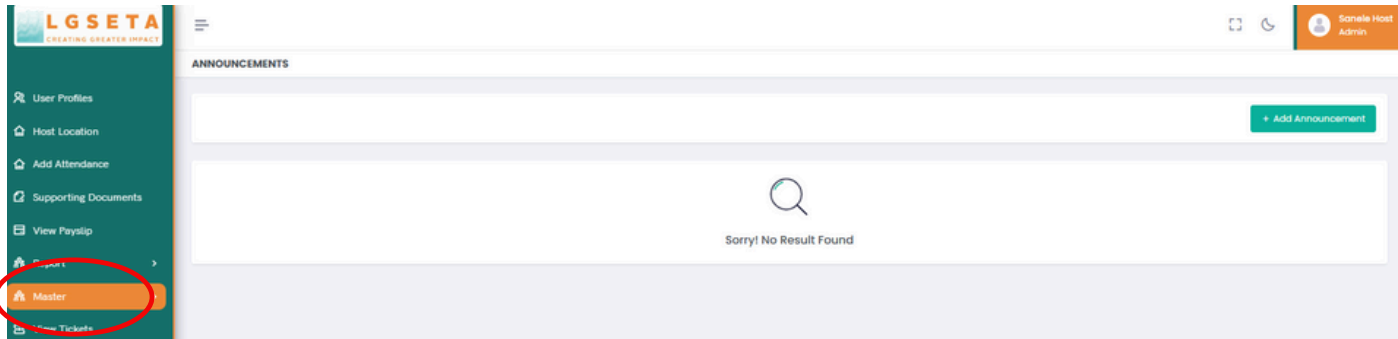
October2024Search

Search:

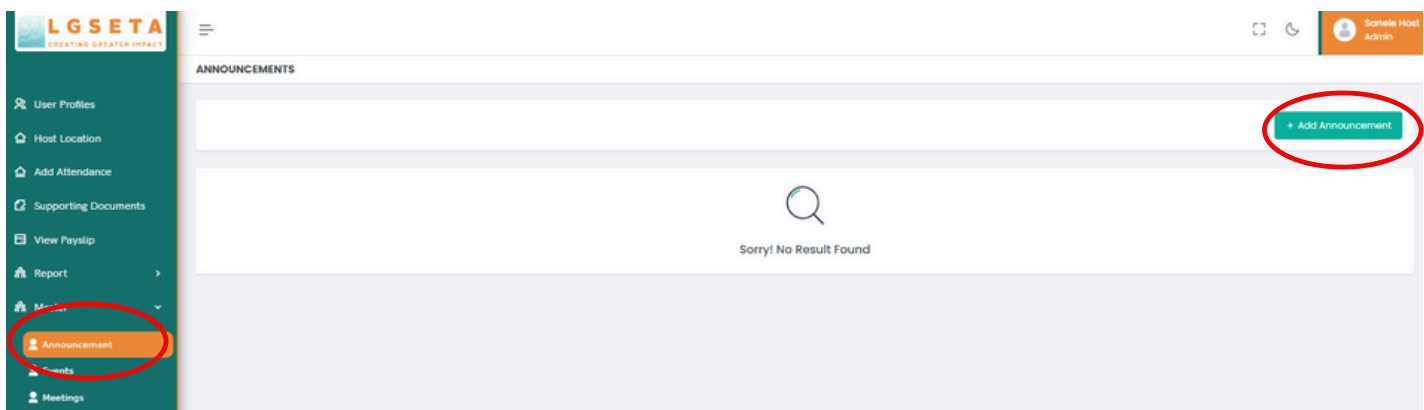
Uploaded By	Document Type	Province	Document Date	Uploaded Date	View Documents	Actions
Sanele PM	Attendance registers	Botswana	October 2024	07/10/2024	Download	<div>DownloadDelete</div>
Sanele PM	Attendance registers	Botswana	October 2024	24/10/2024	Download	<div>DownloadDelete</div>

# HOW TO ADD ANNOUNCEMENTS, EVENTS AND MEETINGS

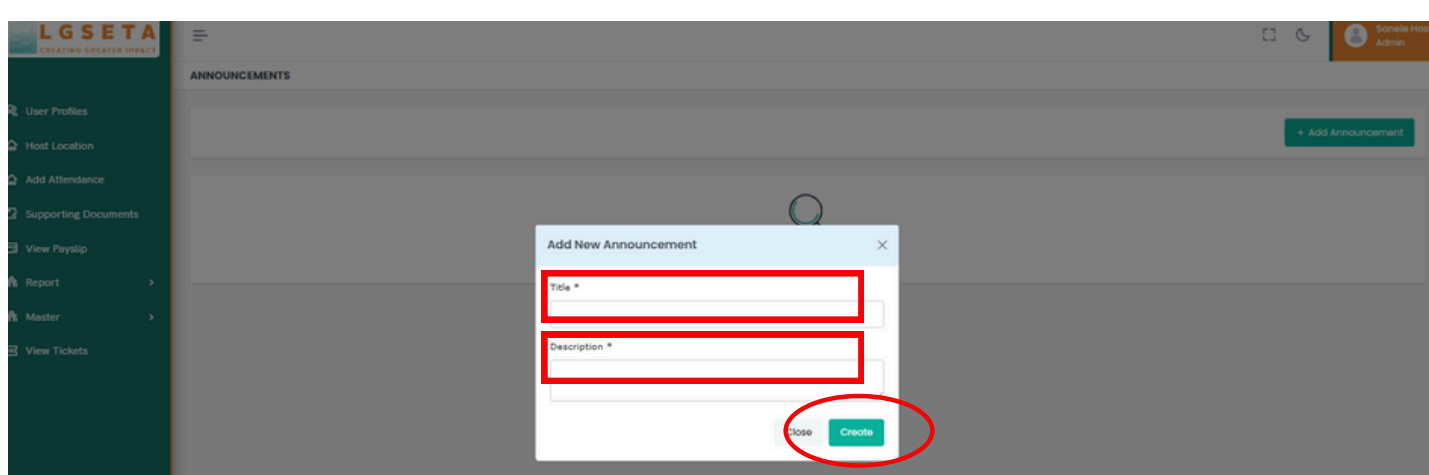
- Click on the “Master” feature then there will be a drop down where you can select “Announcements, Events and Meeting”.



- 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



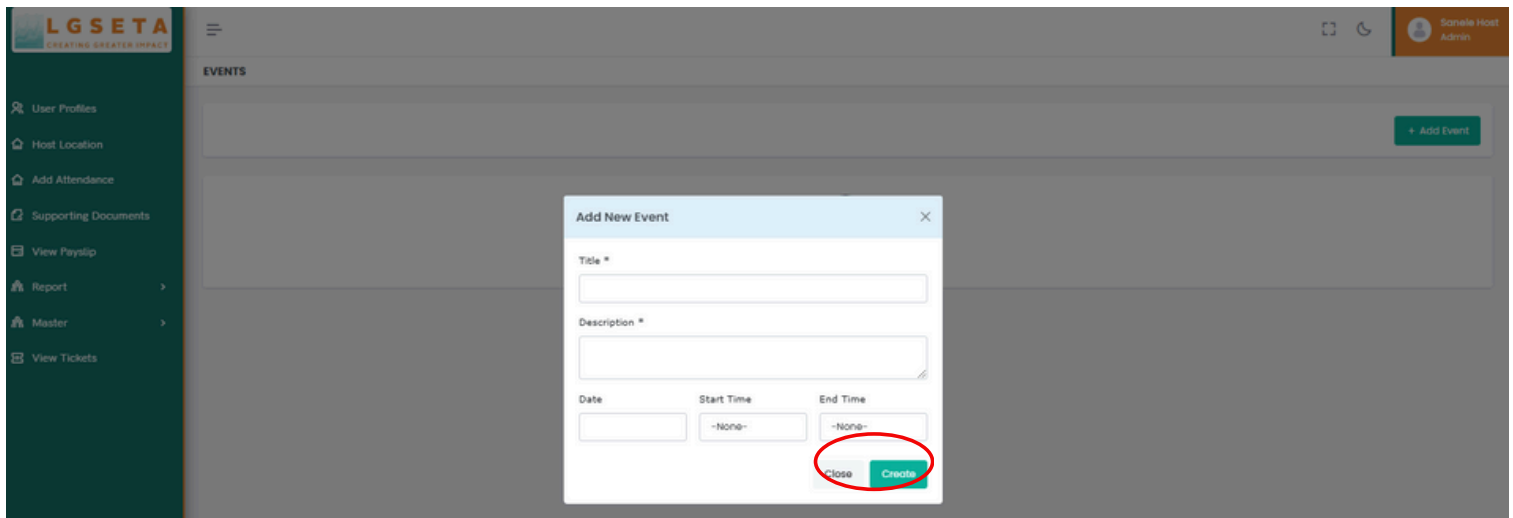
- After clicking the "Add" button, enter all the required information, such as "Title" and "Description," and then click "Create."



# HOW TO ADD ANNOUNCEMENTS, EVENTS AND MEETINGS

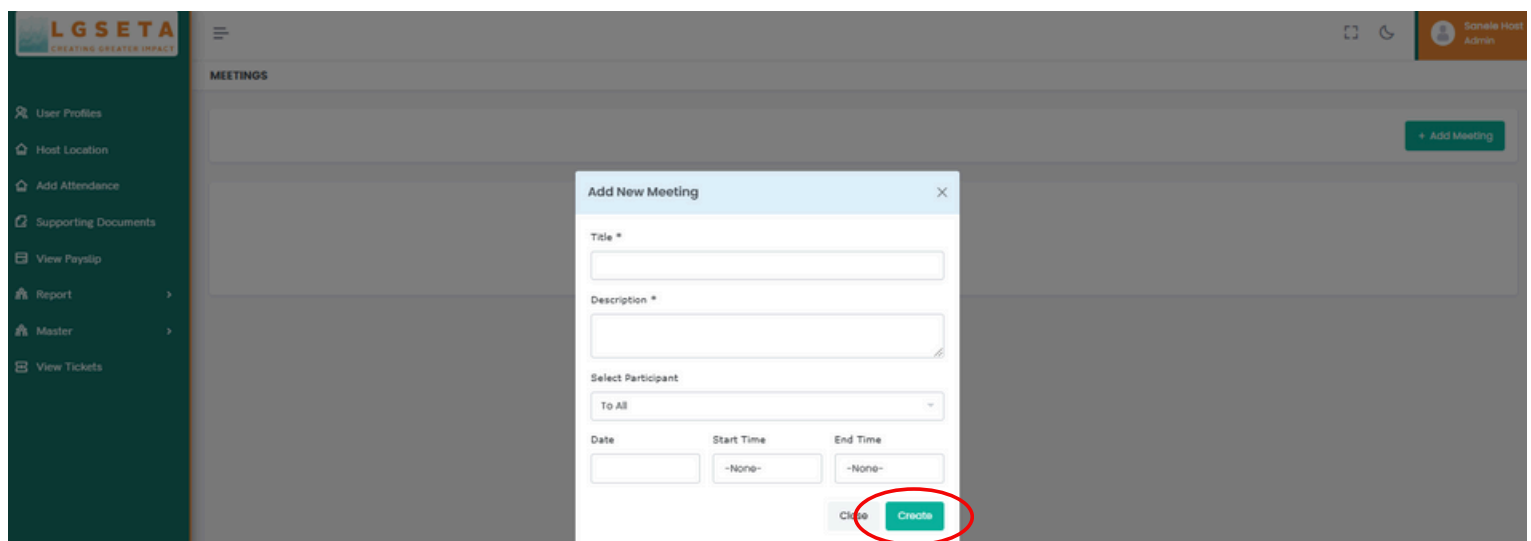
CONTINUED

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



The screenshot shows the LGSETA EVENTS page. A modal titled "Add New Event" is open, featuring the following fields: "Title \*" (text input), "Description \*" (text area), "Date" (text input), "Start Time" (dropdown menu showing "-None-"), and "End Time" (dropdown menu showing "-None-"). At the bottom right of the modal, there are two buttons: "Close" and "Create". The "Create" button is highlighted with a red circle. The background shows a sidebar with navigation options like "User Profiles", "Host Location", "Add Attendance", "Supporting Documents", "View Payslip", "Report", "Master", and "View Tickets".

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



The screenshot shows the LGSETA MEETINGS page. A modal titled "Add New Meeting" is open, featuring the following fields: "Title \*" (text input), "Description \*" (text area), "Select Participant" (dropdown menu showing "To All"), "Date" (text input), "Start Time" (dropdown menu showing "-None-"), and "End Time" (dropdown menu showing "-None-"). At the bottom right of the modal, there are two buttons: "Close" and "Create". The "Create" button is highlighted with a red circle. The background shows a sidebar with navigation options like "User Profiles", "Host Location", "Add Attendance", "Supporting Documents", "View Payslip", "Report", "Master", and "View Tickets".

# 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 displays the 'Attendance By Hosts' report page. On the left, the sidebar menu shows 'Report' and 'Attendance Report' selected. The main content area features a header with the title 'Attendance By Hosts'. Below the header, there are two dropdown menus for selecting the month ('January') and year ('2023'), both highlighted with a red box. To the right of these dropdowns is a 'Search' button, also highlighted with a red circle. Below the filters, there are four buttons for exporting the report: 'Copy', 'CSV', 'Excel', and 'Print'. The table below these buttons is empty, displaying the message 'No data available in table'. The table headers include columns for FIN#, Contract#, Programme Category, Service Provider, Municipality/Entity, Start Date, End Date, Contact#, Postal Address, Threshold per Grants Policy, Contract Value, Training Value, Stipend Value, Beneficiary (ID No), Beneficiary First Name, Beneficiary Last Name, Contact Number, and Email Address.

- 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 identical to the one above, showing the 'Attendance By Hosts' report page. It highlights the same elements: the sidebar menu with 'Report' and 'Attendance Report' selected, the filter dropdowns for 'January' and '2023', the 'Search' button, the export buttons ('Copy', 'CSV', 'Excel', 'Print'), and the empty table 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 | Search

Copy CSV Excel Print

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 Mvelase | P | P | P | P | W | W | P | P | P | P | P | W | W | P | P | P | P | P | W | W | P | A | 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.

ATTENDANCE -

Attendance -

Select Beneficiary | Select Month | | Search

Select Beneficiary

Bongiwe Happiness MFEKA

Nokuthula Chamene

nobuhle mzome

OCTOBER-2024 ATTENDANCE - BONGIWE HAPPINESS MFEKA

October-2024 Attendance - Bongiwe Happiness MFEKA

Bongiwe Happiness MFEKA | October | 2024 | Search

Copy CSV Excel Print

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

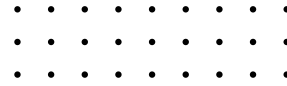
# HOW TO GENERATE REPORTS CONTINUED

- 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 displays the LG SETA system interface for generating an attendance report. The sidebar menu on the left shows the navigation path: **Report** > **Attendance Report by Learning Programme** (highlighted with a red box). The main content area is titled "-OCTOBER-2024 ATTENDANCE REPORT". It features a search bar with filters for "National Diploma: Human Resources Management a...", "October", and "2024". Below the search bar, there are export options: Copy, CSV, Excel, and Print. A table of attendance records is displayed, with columns for FIN#, Contract#, Programme Category, Service Provider, Municipality/Entity, Start Date, End Date, Contact#, Postal Address, Threshold per Grants Policy, Contract Value, Training Value, Stipend Value, Beneficiary (ID No), Beneficiary First Name, and Beneficiary Last Name. The table contains two rows of data for Internships at Dladla SM, Ethekwini Metro, for the period 21/10/2024 to 29/11/2024.

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



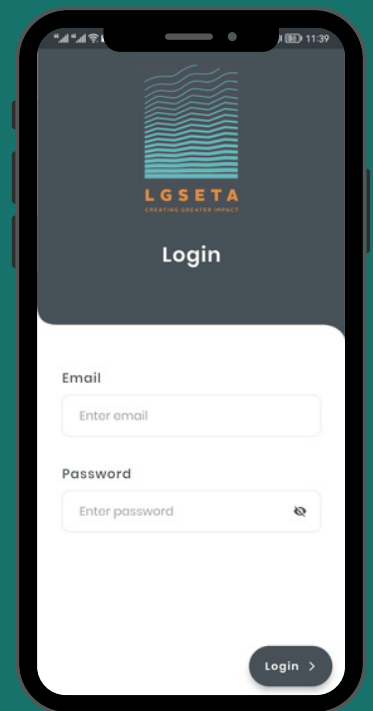
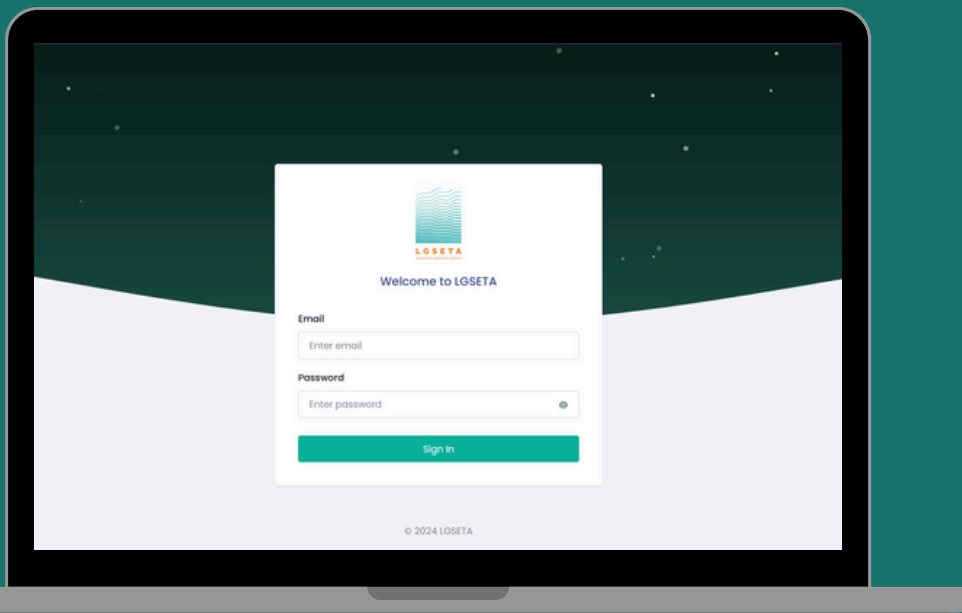
support@ascentza.co.za



071 250 6765



061 687 5453



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