Welcome back, Mr. E.T Kelvin! 👋

Full system access and comprehensive team management

[Admin Access] [Business Development & Supply Chain] [16 Management Modules] [Team Access enabled]

Tuesday, November 18, 2025

🏛 **Enhanced Access Level 4 – Team Management Enabled**

Management Access: pettycash, purchase requisitions, buyer procurement, supplier management, invoices, incident reports, it support, suggestions, slack-level communication, inventory management, fixed assets, supplier performance, data minutize, project management, action items.

You have administrative privileges for 16 modules while maintaining access to all employee services.

Team Access: You can view and approve requests from your team members across all modules.

⚠ **106 Pending Actions Required**

📄 2 purchase requisitions   🧾 5 invoices   ⊘ 1 incident report   ⚠ 71 items low stock

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My Tasks	KPI Achievement	My Milestones	Pending Approvals
✓ **10** Inactive	🏆 **0 %** Inactive	🚩 **0** Inactive	☉ **0**
View All Tasks >	View KPIs >	View Milestones >	Review Now >

Service Modules
All services available • enhanced management for your role • team access enabled

💲 Petty Cash Management [MANAGER]
Manage cash requests, approvals, and petty balances

Pending	Total
☉ 0	📊 0

- My Requests
- → New Request
- 🖶 Admin Management

4 more options ∨

🗂 Project Management [MANAGER]
Create and manage organizational projects, track progress, allocate resources, and monitor timelines.

Pending	In Progress
☉ 4	⊘ 0
Completed	Total
✓ 15	📊 25

- Admin Dashboard
- ⊕ A Project
- 📊 Project Analytics

more options ∨

🛒 Purchase Requisitions [MANAGER]
Request procurement through enhanced approval workflow with focus on business buyer support

Pending	Total
☉ 2	📊 0

- My Requisitions
- → New Requisition
- ⊕ Request Item

more options ∨

📋 Procurement Management [MANAGER]
Complete procurement workflow, sourcing, quotes, purchase orders, and delivery tracking

Pending	Total
☉ 15	📊 0

- Buyer Performance
- 📋 Procurement Reports
- 🛒 Buyer Management

🗓 Unified Supplier Management [MANAGER]
Complete supplier lifecycle, contracts, relationships, and performance tracking

Pending	Total
☉ 3	📊 28

- Admin Dashboard
- 📋 Supplier Database
- 📊 Analytics

📄 Invoice Management [MANAGER]
Upload, track, and approve invoice with ease

Pending	Total
☉ 5	📊 23

- My Invoices
- Admin Dashboard
- Team Invoices 🔴

more options ∨

⚠ Incident Reports [MANAGER]
Report workplace incidents managed by HR Coordinator

Pending	Total
☉ 1	📊 8

- My Reports
- → New Report
- Admin Dashboard

💻 IT Support [MANAGER]
Report IT and technical issues, track resolutions

Pending	Total
☉ 0	📊 0

- My Reports
- → Request Materials
- Report Issue

💡 Employee Suggestions [MANAGER]
Submit anonymous suggestions and feedback

Pending	Total
☉ 0	📊 0

- My Suggestions
- → New Suggestion
- Admin Dashboard