

Agileoffice user guide


Version 1.0

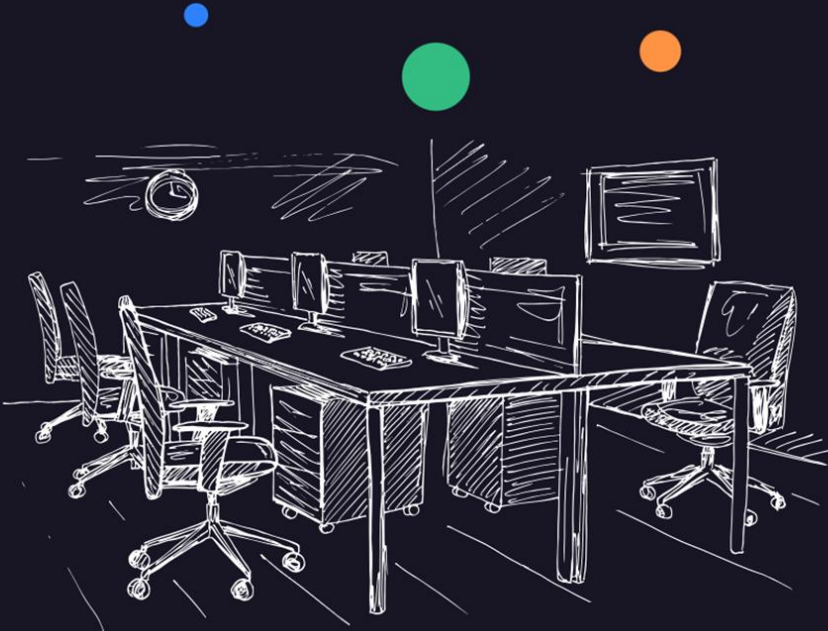
Private and confidential



Login to the portal







English ▾

invinciX

INVINCIX

Employee ID *

Password *

SIGN IN

Click here to change the language(English / Portuguese)

Enter Employee ID

Enter Password

Click Sign In

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[Raise a Query](#) [View Ticket Status](#) [Privacy Policy](#) [Terms & Conditions](#)

Dashboard

The screenshot displays the agileoffice INVINCIX user interface. At the top, the header includes the agileoffice logo, the system name 'INVINCIX', the date and time 'Wednesday 05 February 2025, 15:41:27', and user options for 'Language' and 'System'. The left sidebar contains navigation links: Dashboard, Check In, HR Services, Corporate Directory, and Go for Leave. The main content area features a 'Notifications' section with two items: 'System has rejected your Present Contact Update Request' and 'System has approved your Permanent Contact Update Request'. A modal dialog is open in the center, displaying the message: 'Please review your email and update if required. If you have already reviewed your mail ID, Please click on "Yes"'. The modal contains two buttons: 'Remind me later' and 'Yes'. Below the modal, there is a 'Clear' button. On the right side, there is a 'National Holidays' table with columns 'Date' and 'Description'. The table lists several holidays for 2025, including New Year Day, Heros Day, Womens Day, International Workers Day, and Mozambique Independence Day. At the bottom, there is a 'My App' section with a table showing application status, including 'document approval' and 'personal data update'. A text box overlay on the left states: 'If the user clicks the 'Yes' button, then he/she will not get this remainder message again.' Another text box overlay on the right states: 'After successfully logging in to the system, the users will be prompted to review and update their email address.'

agileoffice INVINCIX

Wednesday 05 February 2025, 15:41:27

Language System

Dashboard

Check In

HR Services

Corporate Directory

Go for Leave

Notifications 2

System has rejected your Present Contact Update Request

System has approved your Permanent Contact Update Request

Please review your email and update if required.

If you have already reviewed your mail ID, Please click on "Yes"

Remind me later Yes

Clear

National Holidays

Date	Description
01/01/2025	New Year Day
03/02/2025	Heros Day
07/04/2025	Womens Day
01/05/2025	International Workers Day
25/06/2025	Mozambique Independence Day

My App

SL#	Action
No data	

document approval

05/02/2025

User Document Approval Request

View Request

personal data update

05/02/2025

Social Fund

Attendance

CAP

e-Meeting

If the user clicks the 'Yes' button, then he/she will not get this remainder message again.

After successfully logging in to the system, the users will be prompted to review and update their email address.

Dashboard

Dashboard

Check In

HR Services

Corporate Directory

Go for Leave

Document Circulation

External Document

Reports

Social Fund

Attendance

CAP

e-Meeting

agileoffice

INVINCIX

Wednesday 05 February 2025 , 15 : 41 : 27

Change language

System

Notifications

System

has rejected your Present Contact Update Request

System

has approved your Permanent Contact Update Request

My Requests

document approval

05/02/2025

User Document Approval Request

View Request

personal data update

05/02/2025

My To-Do List

Agile Office Application Testing

Agile Office Application Testing

Clear

My Approvals


SL#	Full Name	Approval Type	Subject	Action
No data to display				














National Holidays

Date	Description
01/01/2025	New Year Day
03/02/2025	Heros Day
07/04/2025	Womens Day
01/05/2025	International Workers Day
25/06/2025	Mozambique Independence Day

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personal data update

30/01/2025

My Calendar and Meetings

Calendar

Organize Meeting

< > Today

February 2025

Day Week Month


Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

17:05 Agileoffice demo

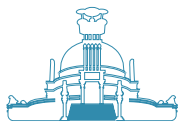
16:00 TEST Agile Meeting

Collapsed menu with icons

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