



Government of Makueni County Community Information Centres(CIC) System

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CIC User Journey Manual

“Wauni wa kwika nesa na ulungalu”

Welcome to the Makueni County Government Information Centre System User Manual. This manual is designed to provide comprehensive instructions for using the County Information Centre System (CIC'S), a powerful tool developed to streamline the management and administration of county training center's

Purpose of the System

The CIC'S is intended to facilitate efficient and effective management of training centers across Makueni County. The system allows for the seamless integration of various functions, including:

- Instructor Management:** Instructors can add and update their details and manage information related to their trainees.
- Trainee Management:** Instructors can add trainee details, update their progress, and monitor their certificate fee payments.
- Asset Management:** Instructors can add and update details of all assets within their centers, including their conditions.
- Executive Oversight:** Executives have access to a comprehensive view of all trainingcenterss, including the details of all instructors, trainees, and assets.

Key Features

1. User-specific Access:

- 1. Instructors:** Instructors can log in to view and manage their personal details, the details of their trainees, and the assets within their respective centres. They can also monitor the payment status of trainee certificate fees.
- 2. Executives:** Executives have privileged access to view and manage data across all training centers within the county. This includes detailed information about all instructors, trainees, and assets.

2. Data Management:

- 1. Trainee Records:** Maintain up-to-date records of trainees, including personal details, training progress, and payment status.
- 2. Asset Records:** Track and manage assets in each centre, including their condition and inventory status.

3. Reporting and Analysis:

1. Generate reports on trainee progress, fee payment status, and asset conditions to aid in decision-making and strategic planning.

Objectives

The primary objectives of this system are to:

- Enhance the efficiency of managing training centre operations.
- Ensure accurate and up-to-date records of instructors, trainees, and assets.
- Provide executives with a holistic view of county-wide training centre activities for better governance and decision-making.
- Streamline the process of monitoring trainee progress and fee payments.
- Improve the overall quality and transparency of training centre administration.

This user manual will guide you through the functionalities of the CICS, providing step-by-step instructions on how to effectively utilize the system to achieve these objectives. Whether you are an instructor managing your Centre or an executive overseeing county-wide operations, this manual will equip you with the necessary knowledge to navigate and make the most of the CICS.

Welcome to the future of efficient and effective training Centre management in Makueni County!



Government of Makueni County CIC System

Sign in

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☐ **Remember Me**

[I forgot my password](#)

Sign In

Email field where the user email is entered,
(should match the one used during creation)


Password field – the user password is
entered here.

Sign in Button – After entering the user
email and password click the button for you
to login


Login and Forgot Password Window


2. Adding a new Trainee in the system

Click the [Trainee](#) button in the left Navbar and navigate to the [Add New Trainee](#) button and click. A form will popup requiring you to enter the Trainee information. Enter the Information and click [Save](#) Button




Government of Makueni County Information Centres.






Dashboard


MANAGE



Trainees



Instructors




Assets


| Trainees | | | | | | | Add New Trainee |
|----------|--------------|--------|------------|--------------|------------|------------------------|---------------------------------|
| | Name | Gender | Phone | Balance | Centre | Manage | |
| 24 | Faith Kavata | Male | 0743251678 | Ksh. 1000.00 | Kalawa cic | Update | |
| 24 | Faith Kavata | Male | 0740770212 | Ksh. 900.00 | Mavindini | Update | |


3. Editing/Updating Trainee Details

Click the [Trainee](#) button in the left Navbar, identify the trainee you want to update details, then navigate to the [Update](#) button located on the last column(Manage) of trainees Table. A form will popup requiring you to enter the Trainee updated information. Enter the Information and click [Save](#) Button




Government of Makueni County Information Centres.






Dashboard


MANAGE



Trainees





Instructors



Assets


Trainees

Add New Trainee


| | Name | Gender | Phone | Balance | Centre | Manage |
|----|--------------|--------|------------|--------------|------------|--|
| 24 | Faith Kavata | Male | 0743251678 | Ksh. 1000.00 | Kalawa cic |  Update |
| 24 | Faith Kavata | Male | 0740770212 | Ksh. 900.00 | Mavindini |  Update |


4. Adding a new Instructor


Click the [Instructors](#) button in the left Navbar and navigate to the [Add New Instructor](#) button and click. A form will popup requiring you to enter the Instructor information. Enter the Information and click [Save](#) Button


Dashboard

MANAGE

Trainees



Instructors

Assets

Centres


Instructor

Add New Instructor


| S/N | Personal Number | Full Name | Phone | Email | Centre | ID/Passport Number | Address | Manage |
|-----|-----------------|---------------|-----------|----------------|--------------|--------------------|---------|--|
| 1 | PF12345 | Maturu Joseph | 740880345 | test | Darajani cic | 38487535 | 40200- |  Update |
| 2 | PF12346 | Amos Mutuku | 740880345 | test@email.com | Ukia cic | 37487535 | 127- |  Update |


3. Editing/Updating Instructors Details


Click the [Instructors](#) button in the left Navbar, identify the Instructor you want to update details, then navigate to the [Update](#) button located on the last column(Manage) of Instructors Table. A form will popup requiring you to enter the Instructor's updated information. Enter the Information and click [Save](#) Button


Dashboard

MANAGE

Trainees



Instructors

Assets

Centres

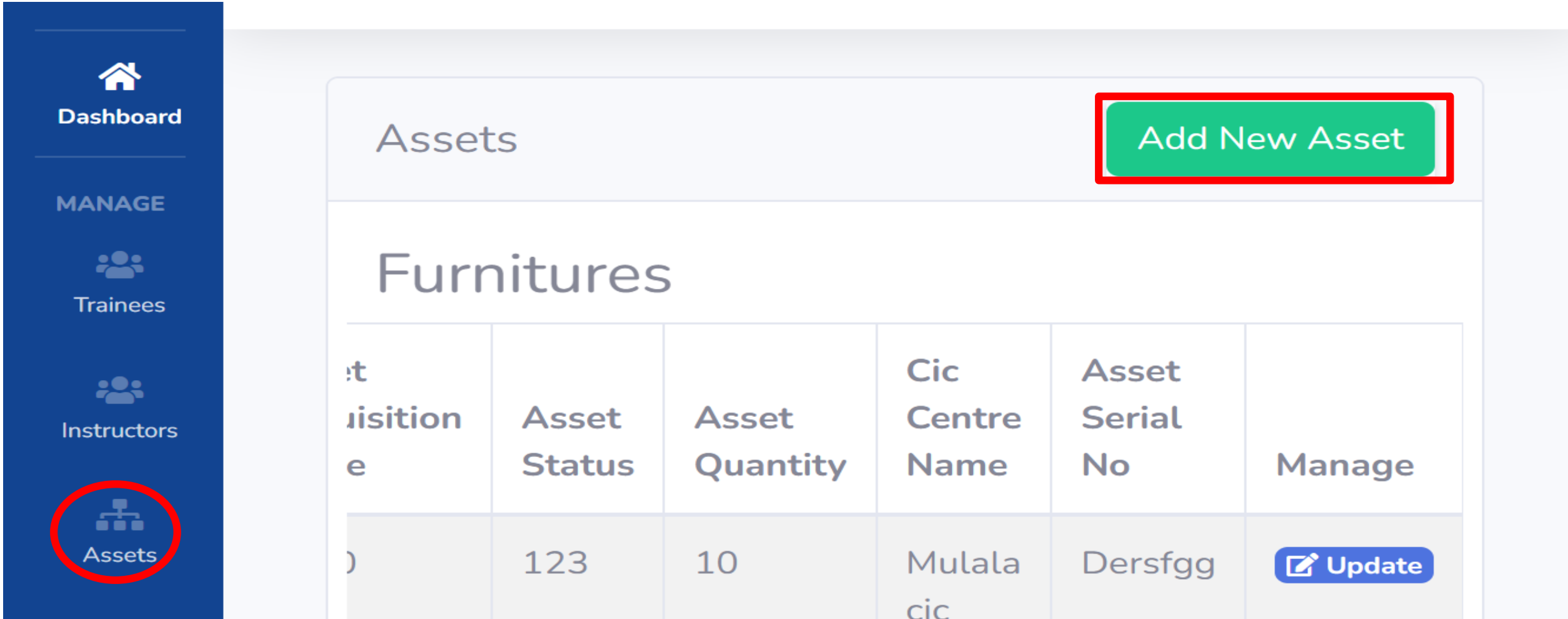
Instructor

Add New Instructor

| S/N | Personal Number | Full Name | Phone | Email | Centre | ID/Passport Number | Address | Manage |
|-----|-----------------|---------------|-----------|----------------|--------------|--------------------|---------|--|
| 1 | PF12345 | Maturu Joseph | 740880345 | test | Darajani cic | 38487535 | 40200- |  Update |
| 2 | PF12346 | Amos Mutuku | 740880345 | test@email.com | Ukia cic | 37487535 | 127- |  Update |

4. Adding a new Assets

Click the [Assets](#) button in the left Navbar and navigate to the [Add New Asset](#) button and click. A form will popup requiring you to enter the Asset Details. Enter the Information and click [Save](#) Button.



The screenshot displays a web application interface for managing assets. On the left is a dark blue sidebar with navigation options: Dashboard (home icon), MANAGE (header), Trainees (people icon), Instructors (people icon), and Assets (hierarchy icon, circled in red). The main content area has a light blue header with the title 'Assets' and a green 'Add New Asset' button (outlined in red). Below the header, the section is titled 'Furnitures'. A table lists asset details with columns: Asset Position, Asset Status, Asset Quantity, Cic Centre Name, Asset Serial No, and Manage. One row is visible with the following data: Asset Position (partially visible as 't'), Asset Status (123), Asset Quantity (10), Cic Centre Name (Mulala cic), Asset Serial No (Dersfgg), and a Manage button with an 'Update' option.

| Asset Position | Asset Status | Asset Quantity | Cic Centre Name | Asset Serial No | Manage |
|----------------|--------------|----------------|-----------------|-----------------|------------------------|
| t | 123 | 10 | Mulala cic | Dersfgg | Update |


3. Editing/Updating Asset Details

Click the [Instructors](#) button in the left Navbar, identify the Instructor you want to update details for, then navigate to the [Update](#) button located on the last column(Manage) of Instructors Table. A form will popup requiring you to enter the Instructor's updated information. Enter the Information and click [Save](#) Button


Dashboard

MANAGE


Trainees



Instructors


Assets

Assets


Add New Asset

Furnitures


| Asset Disposition | Asset Status | Asset Quantity | Asset Centre Name | Asset Serial No | Manage |
|----------------------|-----------------|-------------------|-------------------------|--|--------|
| 123 | 10 | Mulala cic | Dersfgg |  Update | |


4. Adding a new Centre


Click the [Centres](#) button in the left Navbar and navigate to the [Add New Centre](#) button and click. A form will popup requiring you to enter the Centre Details. Enter the Information and click [Save](#) Button.



Dashboard

MANAGE


Trainees


Instructors


Assets


Centres

MORE

Centres


Add New Centre


| # | Centre Code | Centre Name | Trainees | Gender Distribution | | Trainers |
|---|-------------|--------------|----------|---------------------|--------|----------|
| | | | | Male | Female | |
| 1 | CIC-002 | Matiliku cic | 0 | 0 | 0 | 0 |
| 2 | CIC-007 | Wote cic | 0 | 0 | 0 | 0 |

Finances and its Reports


Here you can record and track fee payments for all trainees, and generate detailed reports in .pdf format.


- ❖ Clicking the "Transactions" tab in the navigation bar opens the "View Transactions" window by default, displaying a table with the current month's transactions. A filter button is available to sort transactions based on specified dates.
- ❖ To generate a report, click the "Generate Report" button, which will download the file to your computer.


 **GoMC CIC**


 **Dashboard**

MANAGE


 Trainees


 Instructors

 Assets

 Centres

MORE

 **Transactions**

 Revenue Collection


Government of Makueni County Information Centres.

Alexandar Musembi



Record Transaction

 View Transactions

 Generate Report

Jun 2024 Transactions History

Filter ▼

| S/N | Trainee ID | Trainee Name | Amount Paid | Mode | Receipt | Date Paid |
|-----|------------|---------------|-------------|-------|---------|------------|
| 1 | 25 | Faith Kavata | 100.00 | MPESA | STI4500 | 2024-06-19 |
| 2 | 27 | Joseph Ndungu | 750.00 | MPESA | STR456 | 2024-06-05 |
| 3 | 27 | Joseph Ndungu | 250.00 | MPESA | STR458 | 2024-06-05 |

7. Recording a trainee Finance Transactions

To add new trainee transactions, click the **Record Transactions** button at the top right of the Transactions Tab, it will open a form requiring you to enter the Trainee Transaction details. Enter the Trainee Registration Number, (It should Pull the trainee Name if the trainee is registered) and the other required details. Click Save Button after ensuring all details are correct.

Record Transaction

View Transactions

Generate Report

Make a Payment

| | |
|----------------------------|---|
| Registration Number | Trainee Name |
| <input type="text"/> | <input type="text"/> |
| Amount | Mode: (eg MPESA) |
| <input type="text"/> | <input type="text"/> |
| Receipt No/ Transaction ID | Date |
| <input type="text"/> | <input type="text" value="mm/dd/yyyy"/> |
| Description | |
| <input type="text"/> | |

Save

II. Reports

