



# *User Guide*



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## 1. Introduction

This documentation is a guide prepared for users (Cooperatives) of the Unified Cooperative Platform (UCP). It illustrates frequently used functionalities of the Platform.

The Unified Cooperative Platform (UCP) is a collaborative effort between the National Cooperative Financing Agency Limited (CFAN) and CWG PLC to provide a standardized cooperative technologically driven platform that would meet the operational needs of cooperative societies in Nigeria.

The innovation serves as a one stop shop for all technology needs of cooperative societies, it solves issues of accountability, productivity, monitoring and reporting needs of every cooperative society and connect them to the apex body for purpose of ascertaining their contributions to the overall growth of the economy so as to enable government and development partners understand the level of support they should extend to co-operative activities in Nigeria.

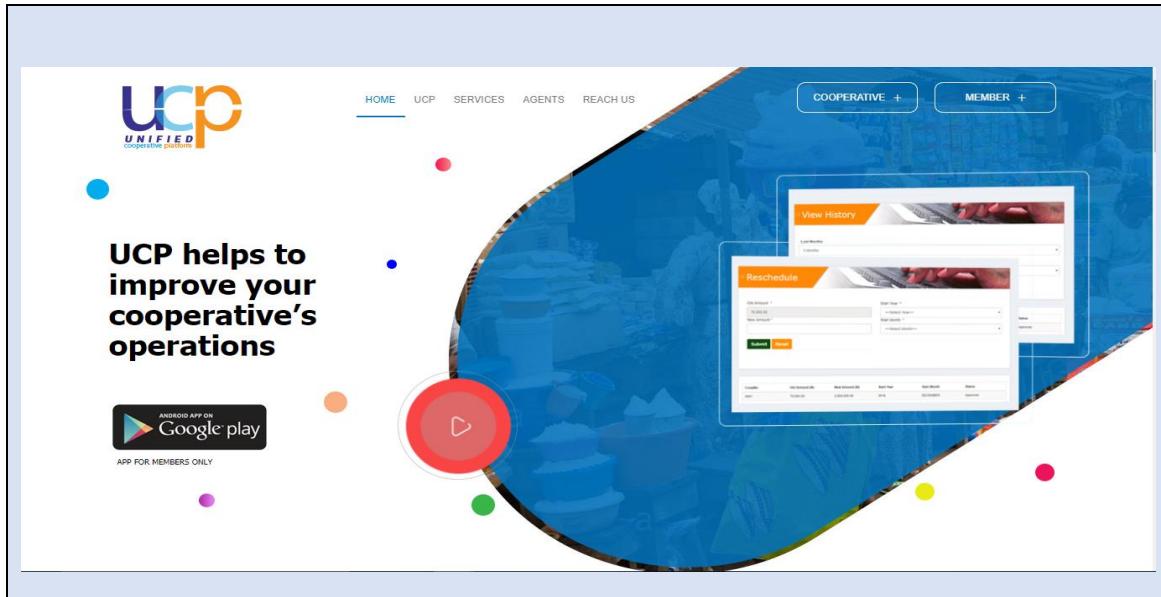
The solution offers a robust co-operative platform that supports financial services and collaboration between the various State Co-operative Financing Agencies and the apex body – National Co-operative Financing Agency of Nigeria (CFAN). It enjoys the expertise of CWG PLC, the largest IT services Company in Nigeria, which has years of experience in building a shared IT platform that solves the challenges of automation and integration faced by Micro Finance Institutions (MFI) like co-operatives.

## 2. Home Page

1. The UCP Home Page can be accessed using the below URL:

[www.ucp.coopplatform.com.ng](http://www.ucp.coopplatform.com.ng)

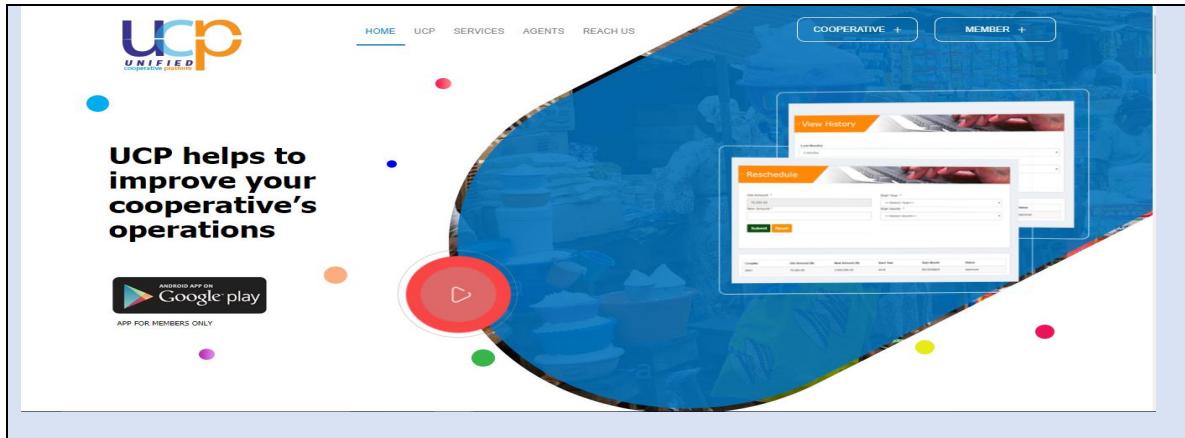
2. The Home page is displayed:



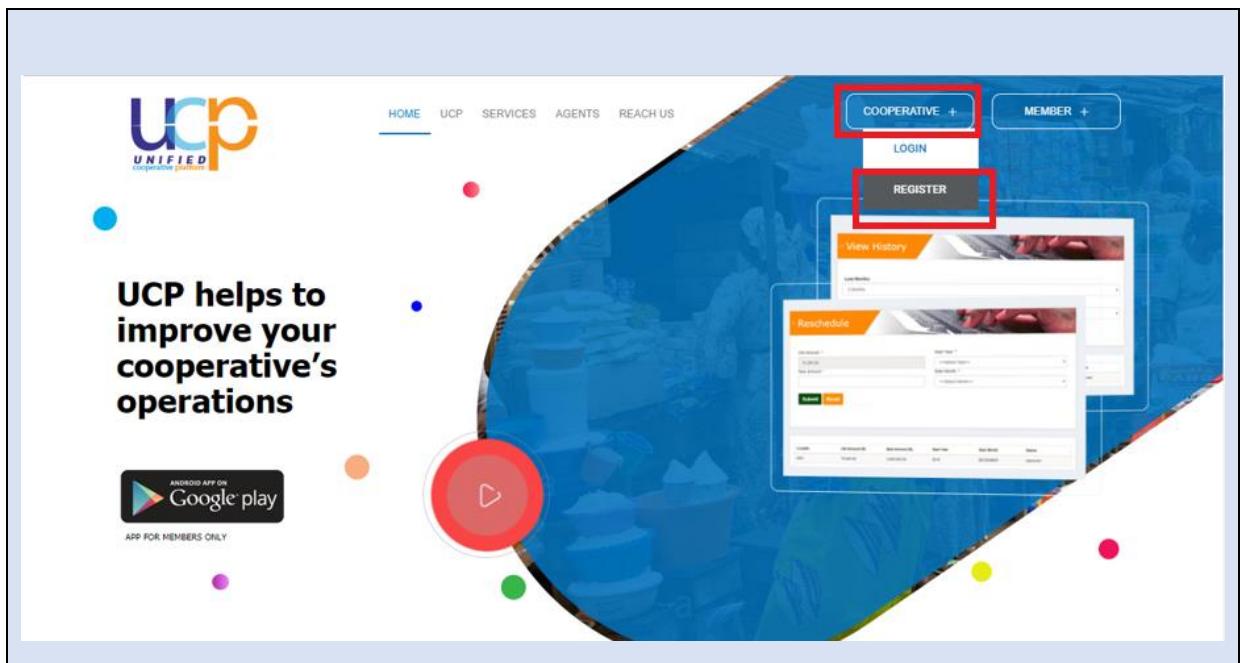
## 3. Registration

### 3.1. Cooperative Registration

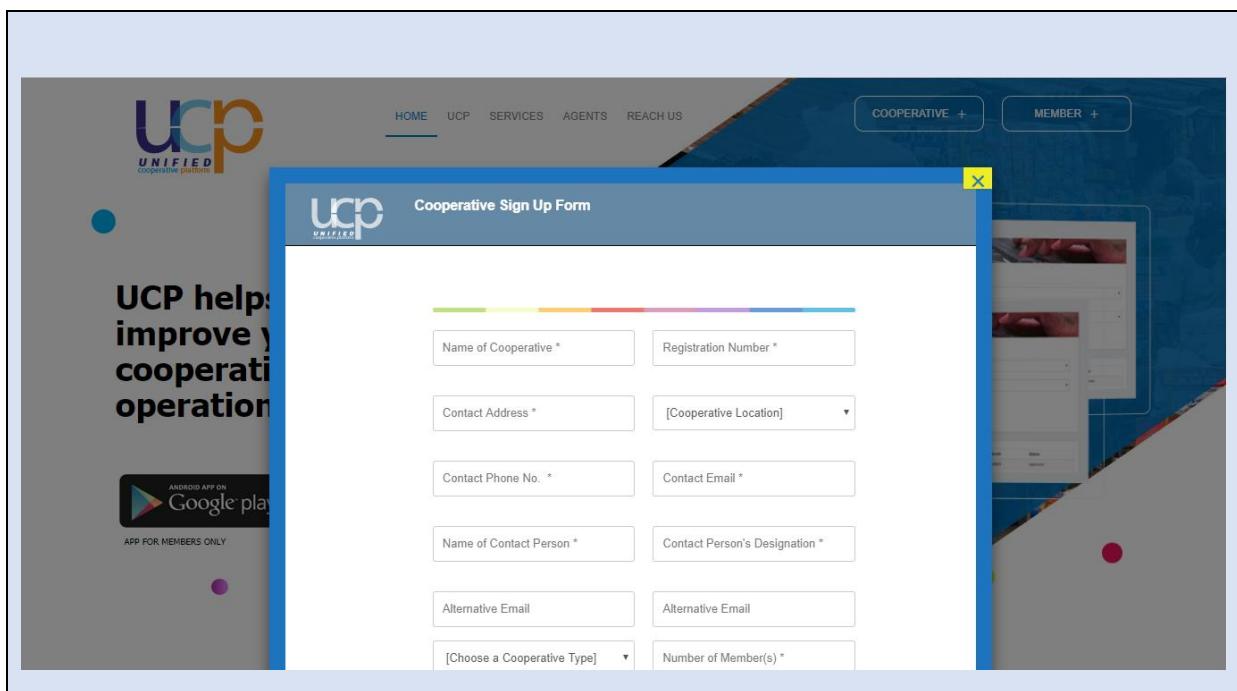
1. Access the UCP Home Page:



2. Click on the **Cooperative** button. Then Click on **Register** from the Dropdown:

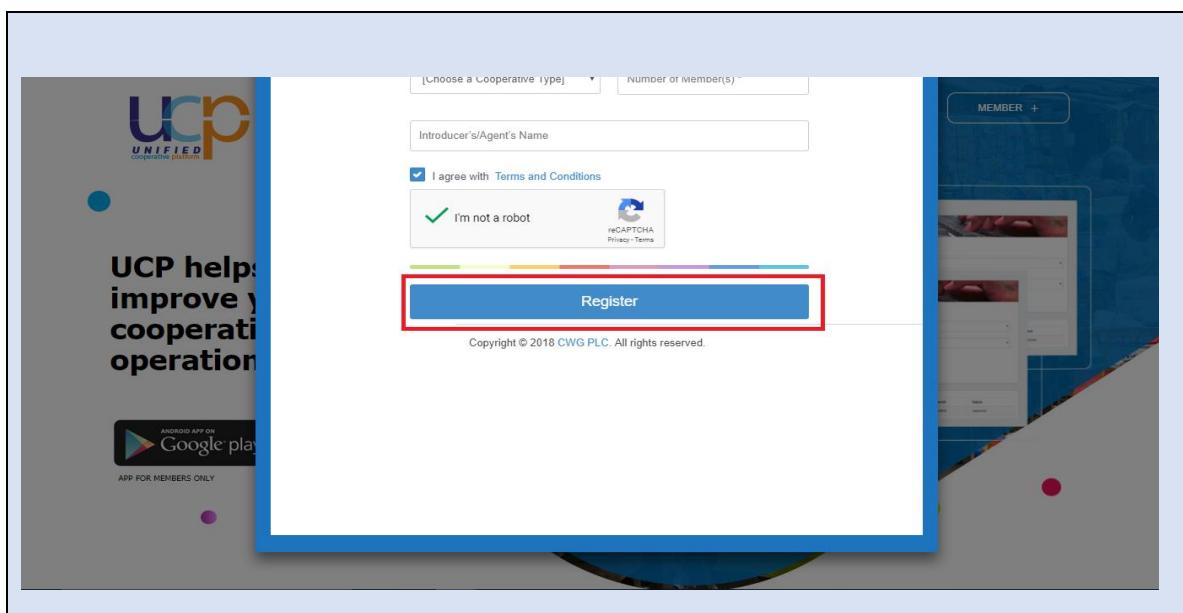


3. The Registration form is displayed. Provide the required registration information:



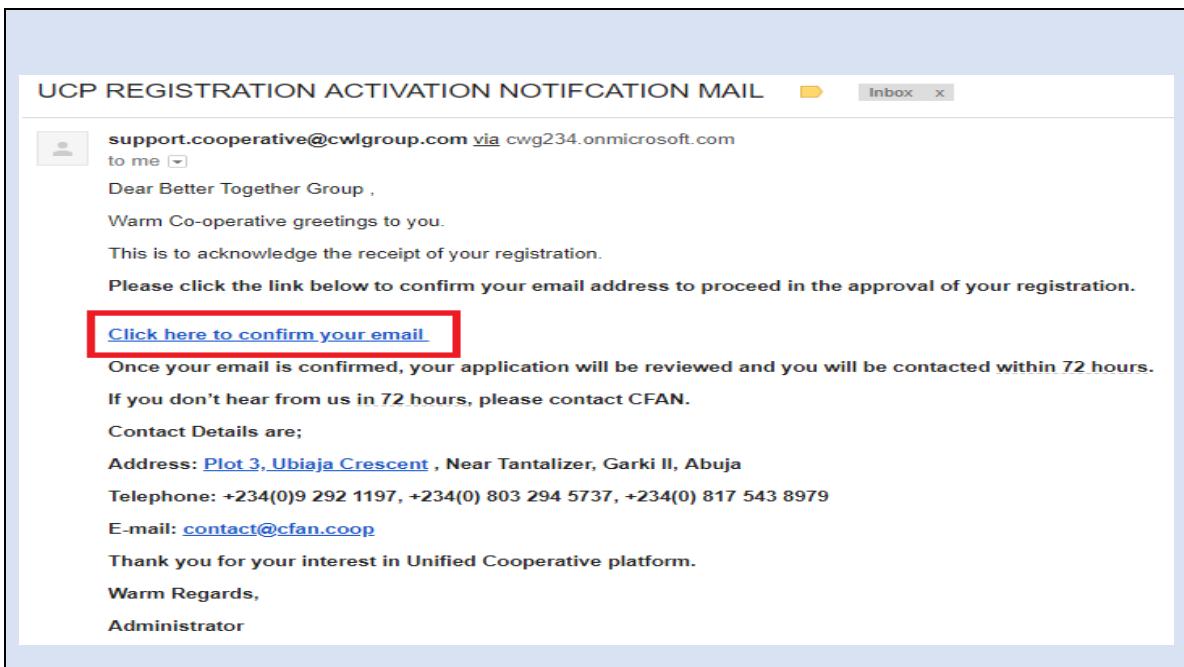
The screenshot shows the 'Cooperative Sign Up Form' on the UCP website. The form consists of several input fields: 'Name of Cooperative \*', 'Registration Number \*', 'Contact Address \*', 'Cooperative Location', 'Contact Phone No. \*', 'Contact Email \*', 'Name of Contact Person \*', 'Contact Person's Designation \*', 'Alternative Email', 'Alternative Email', a dropdown for 'Choose a Cooperative Type', and a dropdown for 'Number of Member(s) \*'. The background features the UCP logo and a banner stating 'UCP helps improve your cooperative operation'.

4. Check the Terms and Conditions and Recaptcha boxes. Then click on the **Register** button to register:



The screenshot shows the same registration form as above, but with the 'Register' button highlighted by a red border. Other visible elements include the 'Choose a Cooperative type' dropdown, 'NUMBER of MEMBER(s)', 'Introducer's/Agent's Name' field, a checked checkbox for 'I agree with Terms and Conditions', a reCAPTCHA verification box with a green checkmark and the text 'I'm not a robot', and the copyright notice 'Copyright © 2018 CWG PLC. All rights reserved.'

5. Click on the **Confirmation** Link sent to the email address provided:



UCP REGISTRATION ACTIVATION NOTIFICATION MAIL Inbox

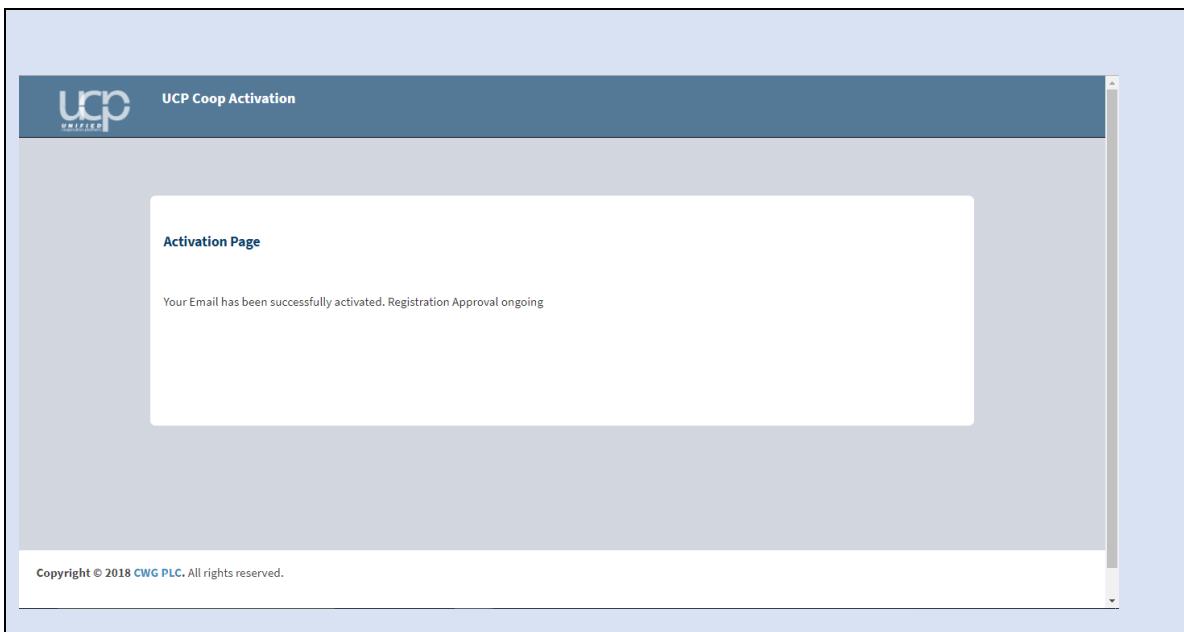
**support.cooperative@cwlgroup.com via cwg234.onmicrosoft.com**  
to me ▾

Dear Better Together Group ,  
Warm Co-operative greetings to you.  
This is to acknowledge the receipt of your registration.  
**Please click the link below to confirm your email address to proceed in the approval of your registration.**

[Click here to confirm your email.](#)

Once your email is confirmed, your application will be reviewed and you will be contacted within 72 hours.  
If you don't hear from us in 72 hours, please contact CFAN.  
Contact Details are;  
Address: [Plot 3, Ubiaja Crescent , Near Tantalizer, Garki II, Abuja](#)  
Telephone: +234(0)9 292 1197, +234(0) 803 294 5737, +234(0) 817 543 8979  
E-mail: [contact@cfan.coop](#)  
Thank you for your interest in Unified Cooperative platform.  
Warm Regards,  
Administrator

6. The Email address is confirmed:



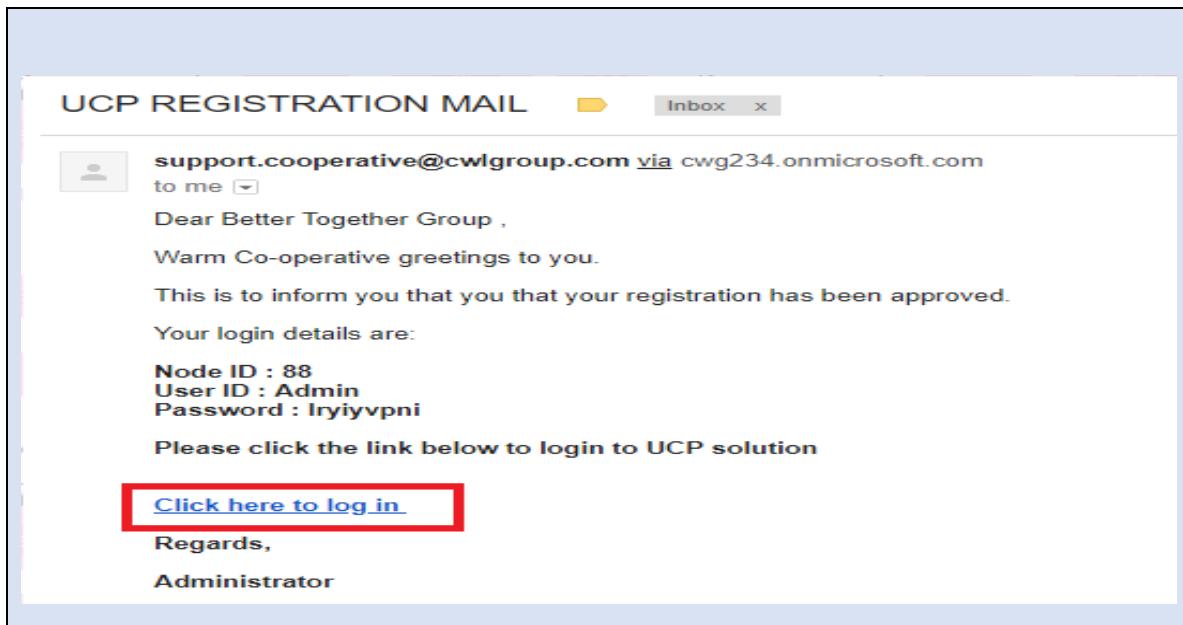
UCP Coop Activation

Activation Page

Your Email has been successfully activated. Registration Approval ongoing

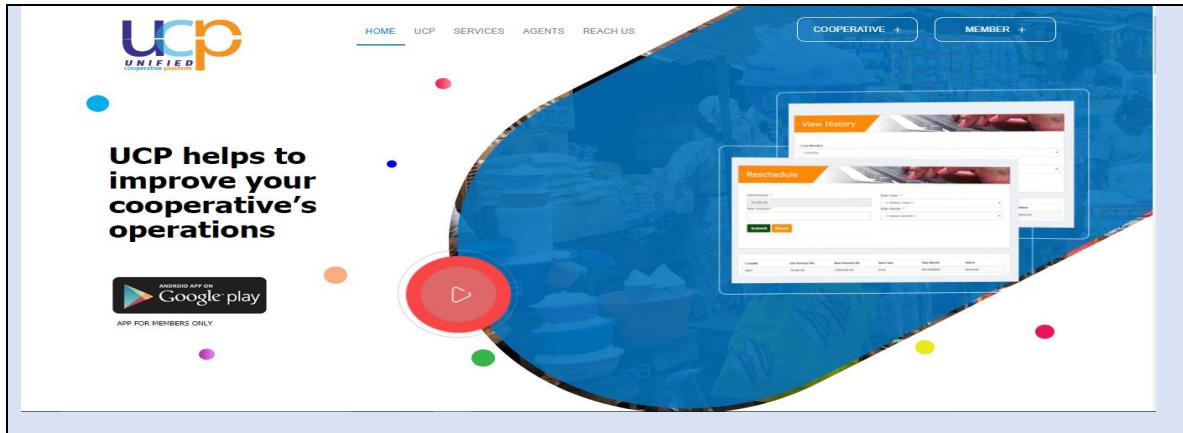
Copyright © 2018 CWG PLC. All rights reserved.

- On registration approval, a mail containing login credentials will be sent to the provided email address. Click on the **Login** link to login:

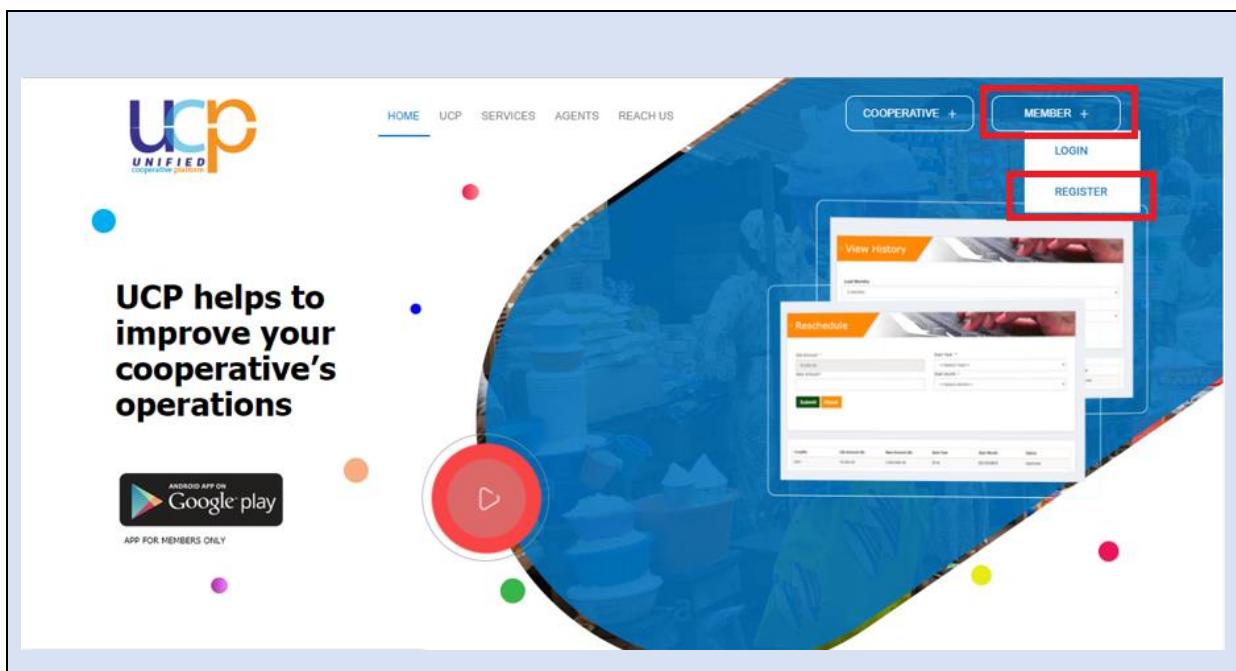


## 3.2. Member Registration

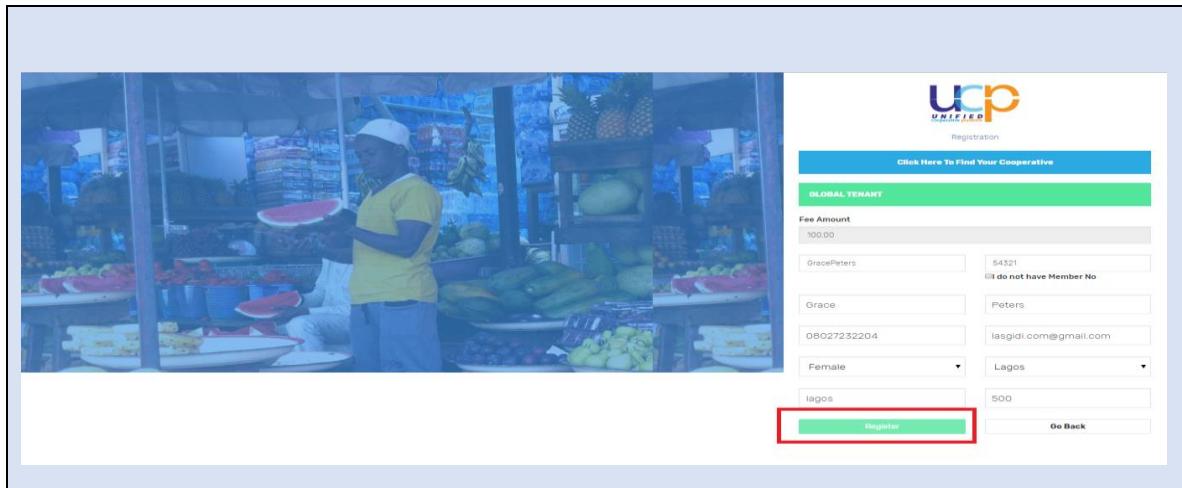
- Access the UCP Home Page:



2. Click on the **Member** button. Then Click on **Register** from the Dropdown:

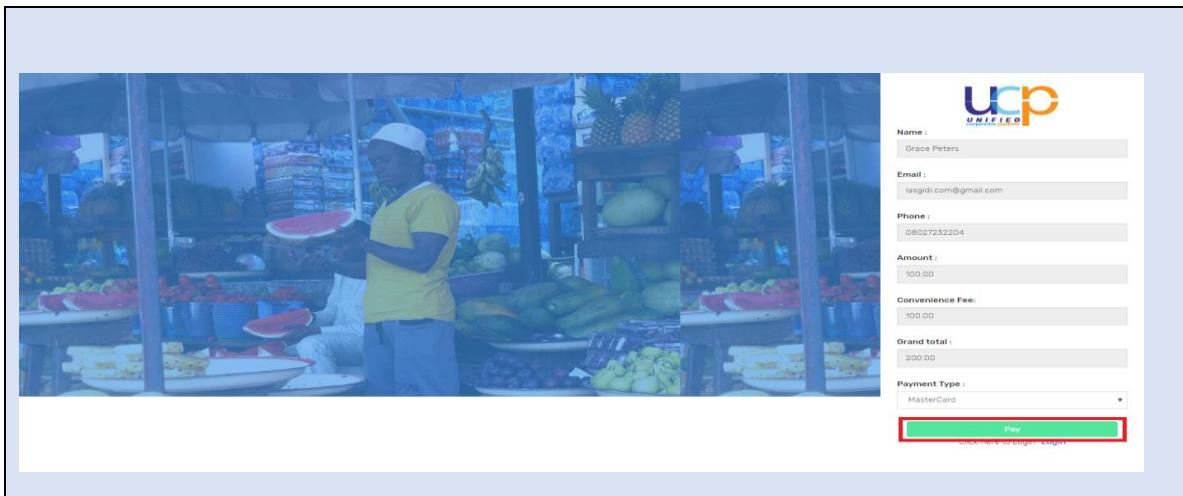


3. The Registration form is displayed. Provide the required registration information. Then click on the **Register** button to register:



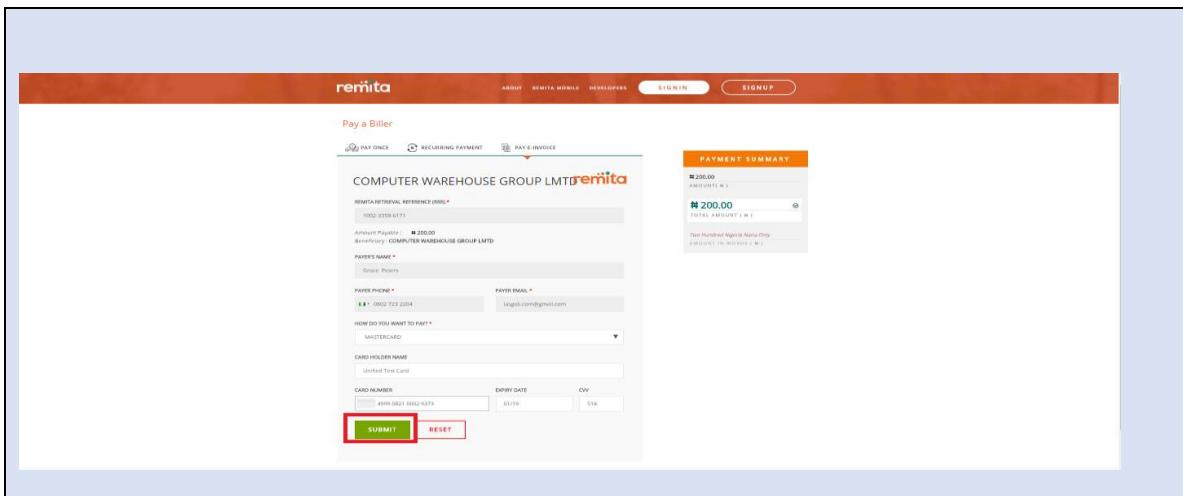
The image shows the UCP registration form. On the left, there is a photograph of a person working at a fruit stall. On the right, the registration form is displayed. The form includes fields for 'Click Here To Find Your Cooperative' (which is currently empty), 'GLOBAL TENANT' (with a green background), 'Fee Amount' (set to 100.00), and various personal details: First Name (GracePeters), Last Name (54321), Middle Name (do not have Member No), Address (Grace Peters), Phone Number (08027232204), Email (lasgidi.com@gmail.com), Gender (Female), State (Lagos), and City (Iagos). At the bottom of the form, there are two buttons: 'Register' (highlighted with a red box) and 'Go Back'.

4. Select Payment type. Then click on the **Pay** button to make payment:



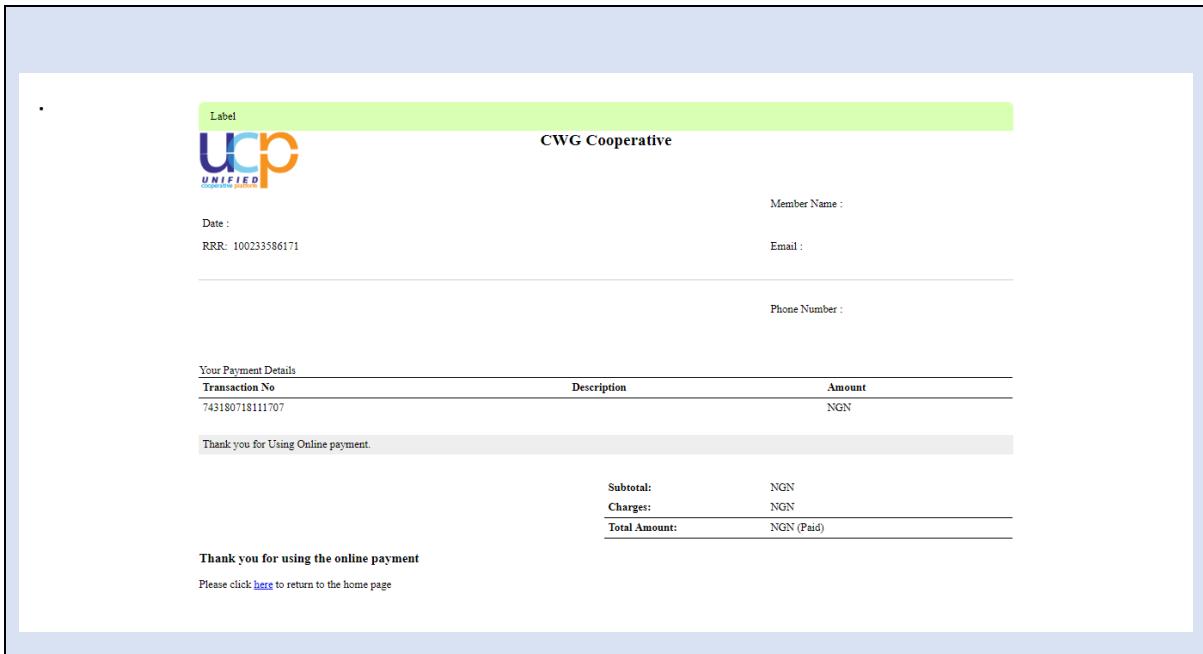
The screenshot shows a payment interface overlaid on a photograph of a fruit vendor at a market stall. The payment form includes fields for Name (Grace Peters), Email (lasgidi.com@gmail.com), Phone (08027232204), Amount (100.00), Convenience Fee (100.00), Grand total (200.00), and Payment Type (MasterCard selected). The 'Pay' button is highlighted with a red box.

5. Provide the required payment information and click on the **Submit** button:



The screenshot shows the remita payment interface. It displays payment details for Computer Warehouse Group Ltd, including a Remita Retrieval Reference (RTR) of 100231061171, amount of ₦200.00, and beneficiary COMPUTER WAREHOUSE GROUP LTD. The payment summary table shows a total amount of ₦200.00. The payment method is set to MasterCard. The 'SUBMIT' button is highlighted with a red box.

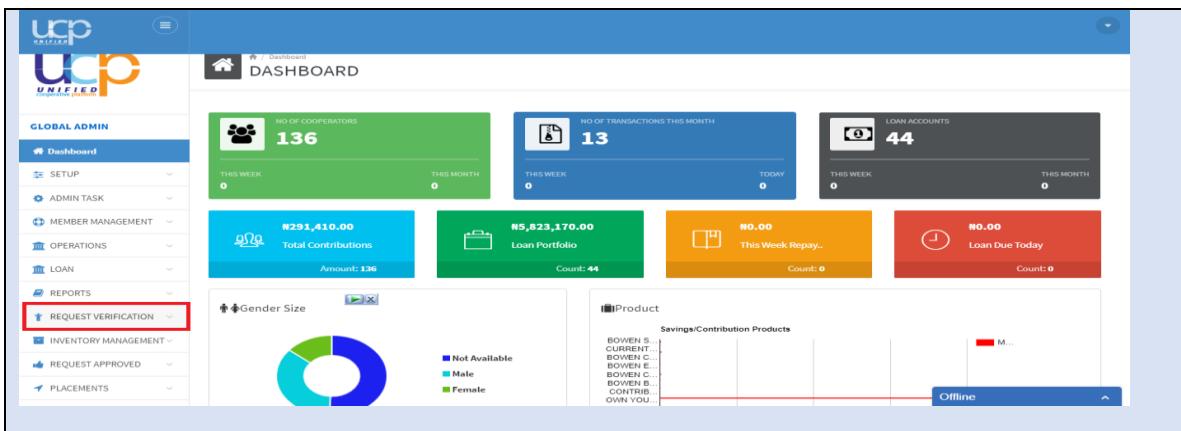
6. The Payment Receipt is displayed. On registration approval by the Cooperative, the Member's login details will be sent to the provided email address:



The screenshot shows a payment receipt from CWG Cooperative. At the top, it displays the CWG PLC logo and the text "Label". Below that is the UCP logo. The receipt includes fields for "Member Name:", "Email:", and "Phone Number:". Under "Your Payment Details", there is a table with columns "Transaction No", "Description", and "Amount". The transaction number is 743180718111707, the description is NGN, and the amount is NGN. Below this table is a message: "Thank you for Using Online payment." and "Please click [here](#) to return to the home page". At the bottom, there is a summary table with rows for Subtotal, Charges, and Total Amount, all listed as NGN.

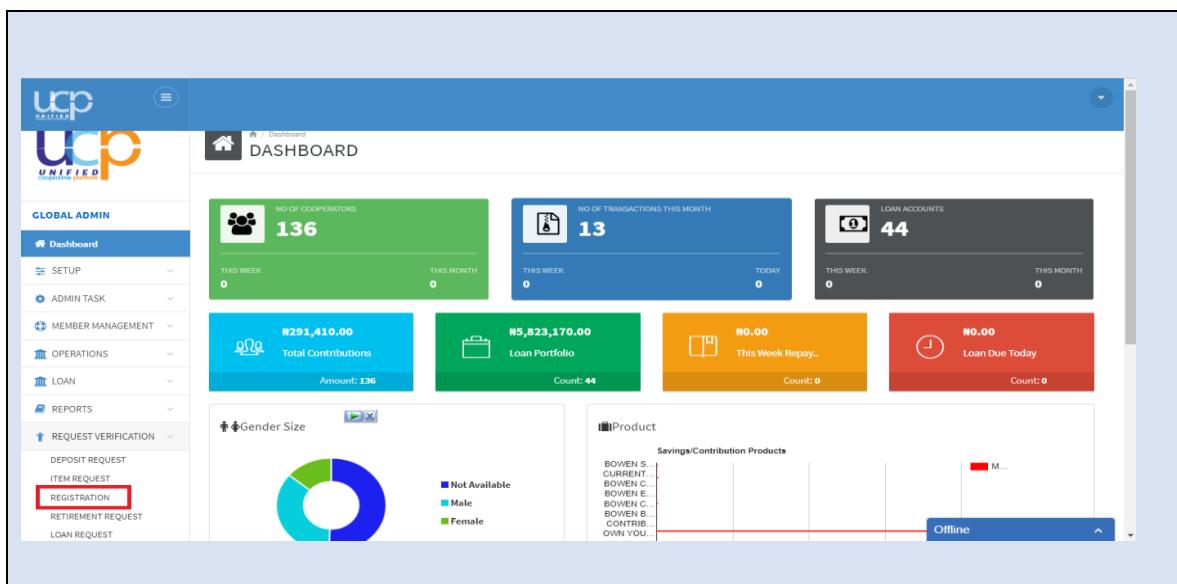
### 3.3. Approve/ Reject Member Registration

1. Login as a Cooperative. From the Cooperative's homepage, click on the Request Verification menu:

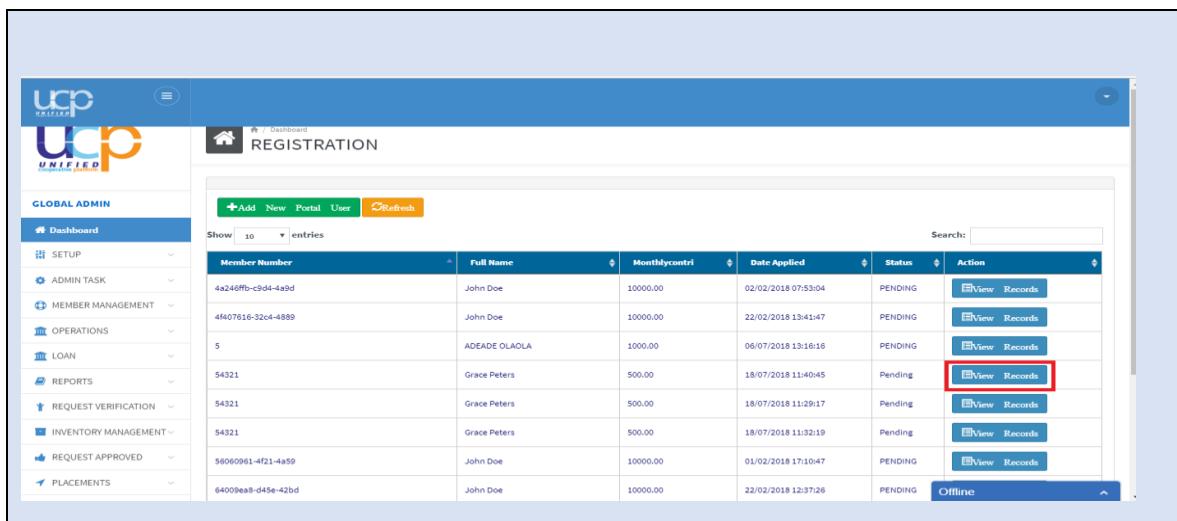


The screenshot shows the UCP Dashboard. On the left, there is a sidebar with various menu items under "GLOBAL ADMIN". The "REQUEST VERIFICATION" item is highlighted with a red box. The main dashboard area has several cards displaying statistics: "NO OF COOPERATORS 136", "NO OF TRANSACTIONS THIS MONTH 13", "LOAN ACCOUNTS 44", "N291,410.00 Total Contributions Amount: 136", "N5,823,170.00 Loan Portfolio Count: 44", "NO.00 This Week Repay.. Count: 0", and "NO.00 Loan Due Today Count: 0". Below these cards are two charts: "Gender Size" (a donut chart) and "Product" (a bar chart showing savings/contribution products).

2. Click on the **Registration** Sub Menu:

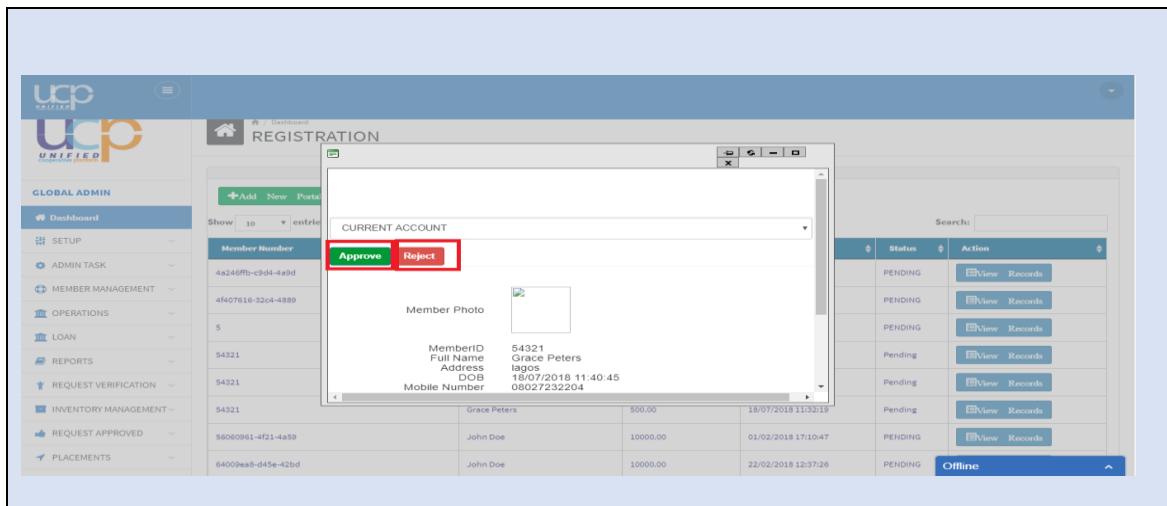


3. The list of Pending Registrations is displayed. Click on the **View Records** button for the particular registration to be approved/rejected:



Member Number	Full Name	Monthlycontri	Date Applied	Status	Action
4a246fb-c9d4-4a9d	John Doe	10000.00	02/02/2018 07:53:04	PENDING	<a href="#">View Records</a>
4f407616-32c4-4889	John Doe	10000.00	22/02/2018 13:41:47	PENDING	<a href="#">View Records</a>
5	ADEADE OLAOLA	1000.00	06/07/2018 13:16:16	PENDING	<a href="#">View Records</a>
54321	Grace Peters	500.00	18/07/2018 11:40:45	Pending	<a href="#">View Records</a>
54321	Grace Peters	500.00	18/07/2018 11:29:17	Pending	<a href="#">View Records</a>
54321	Grace Peters	500.00	18/07/2018 11:32:19	Pending	<a href="#">View Records</a>
58060961-4f21-4a59	John Doe	10000.00	01/02/2018 17:10:47	PENDING	<a href="#">View Records</a>
64009e8-d45e-42bd	John Doe	10000.00	22/02/2018 12:37:26	PENDING	<a href="#">View Records</a>

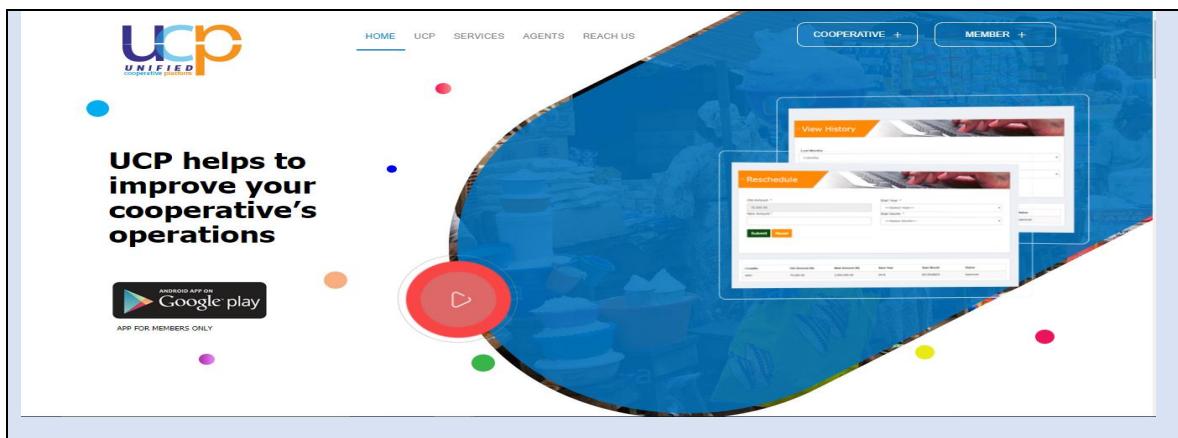
4. The registration details are displayed. Select a product and click on the **Approve/Reject** button to approve or reject the particular registration:



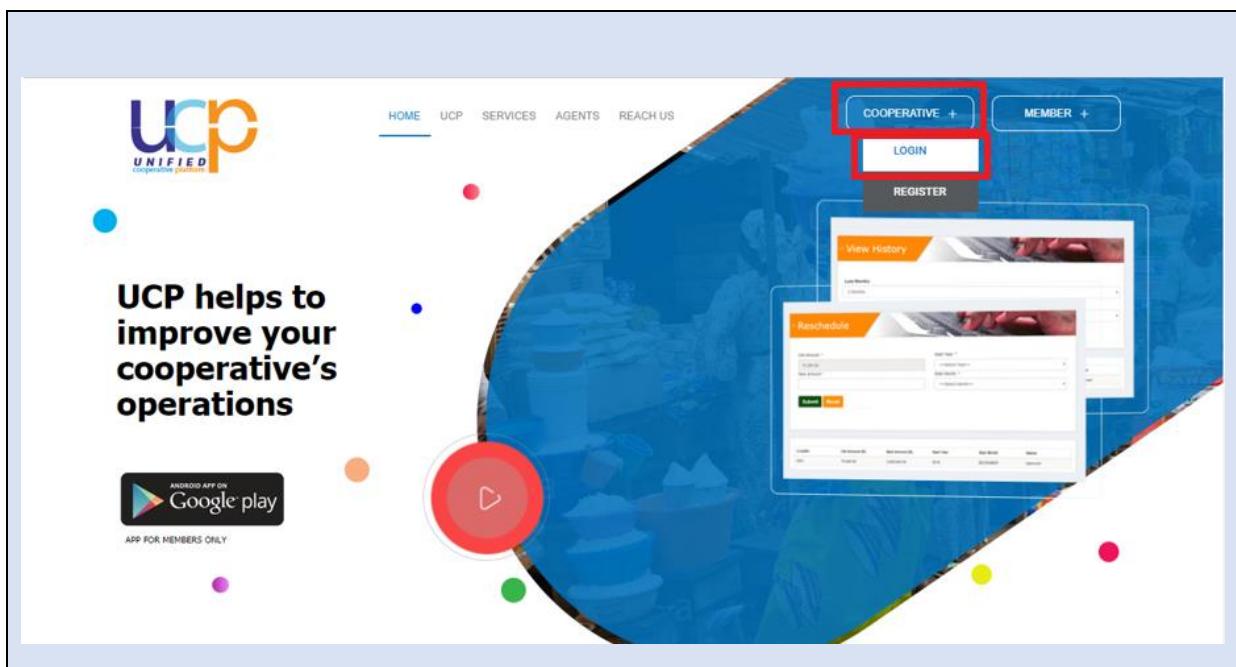
## 4. Login

### 4.1. Cooperative Login

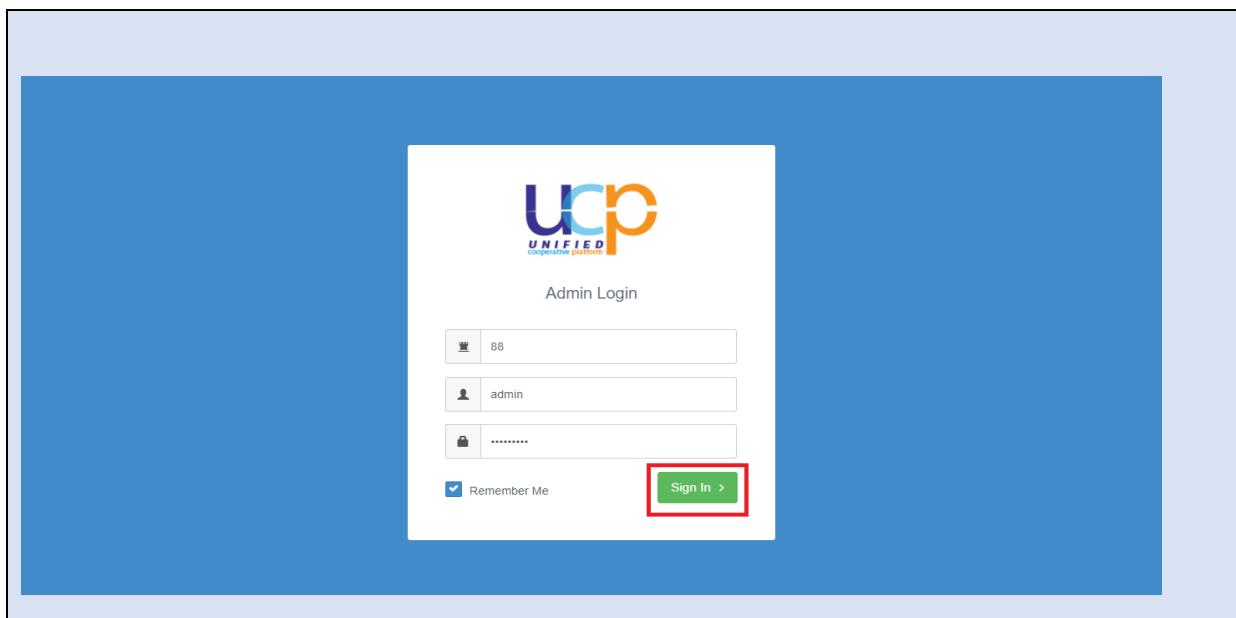
1. Access the UCP Home Page:



2. Click on the **Cooperative** button. Then Click on **Login** from the Dropdown:

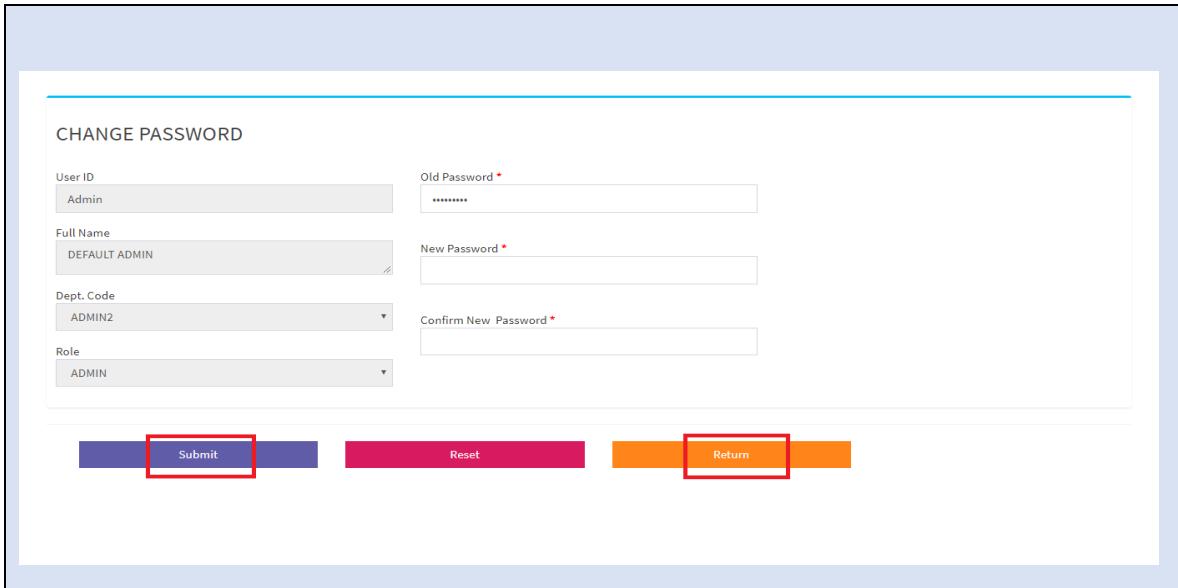


3. The Login page is displayed. Enter the Coop ID, User ID and Password and click on the **Sign In** button:



A screenshot of the UCP Admin Login page. The page has a blue header and a white content area. At the top of the content area is the UCP logo. Below the logo, the text "Admin Login" is displayed. There are three input fields: the first is a numeric field containing "88", the second is a user name field containing "admin", and the third is a password field containing ".....". Below these fields is a checkbox labeled "Remember Me" with a checked mark. To the right of the "Remember Me" checkbox is a green "Sign In >" button, which is highlighted with a red box.

4. On first login, the application will prompt for the password to be changed. Enter the old password and new password. Confirm the new password and click on the **Submit** button. Click on the **Return** button to return to the Login page:



CHANGE PASSWORD

User ID  
Admin

Old Password \*

Full Name  
DEFAULT ADMIN

New Password \*

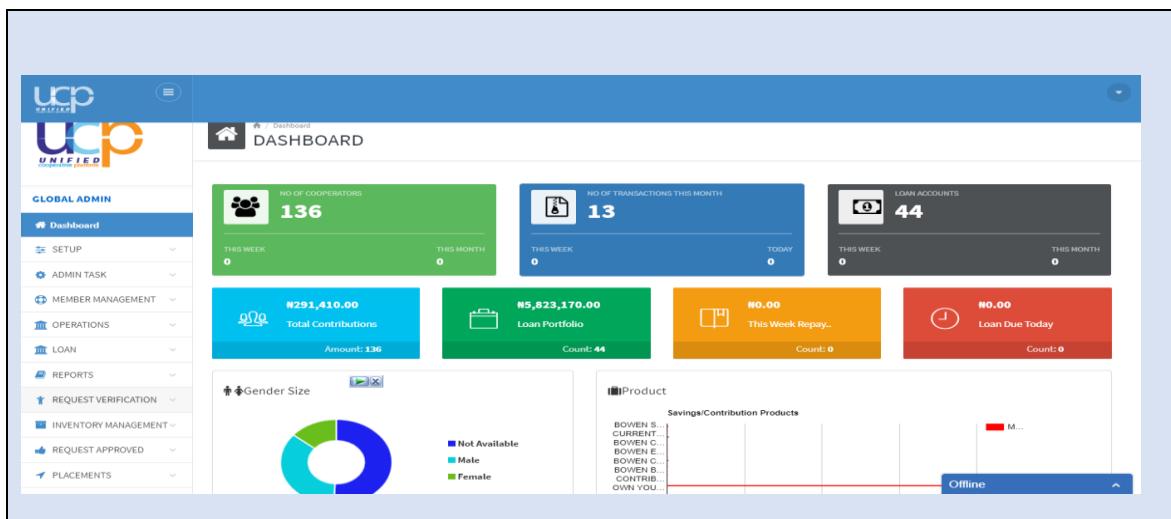
Dept. Code  
ADMIN2

Confirm New Password \*

Role  
ADMIN

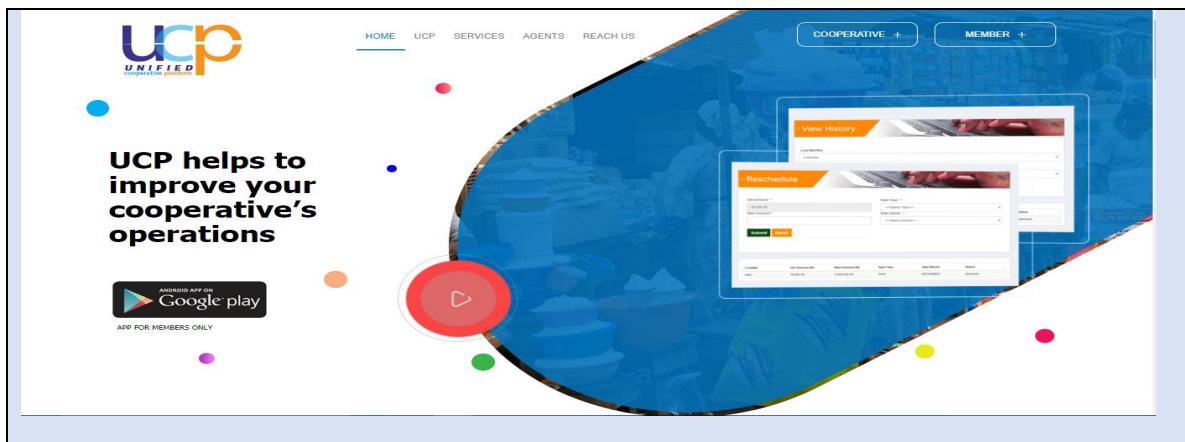
**Submit**    **Reset**    **Return**

5. On Successful login, the Dashboard is displayed:

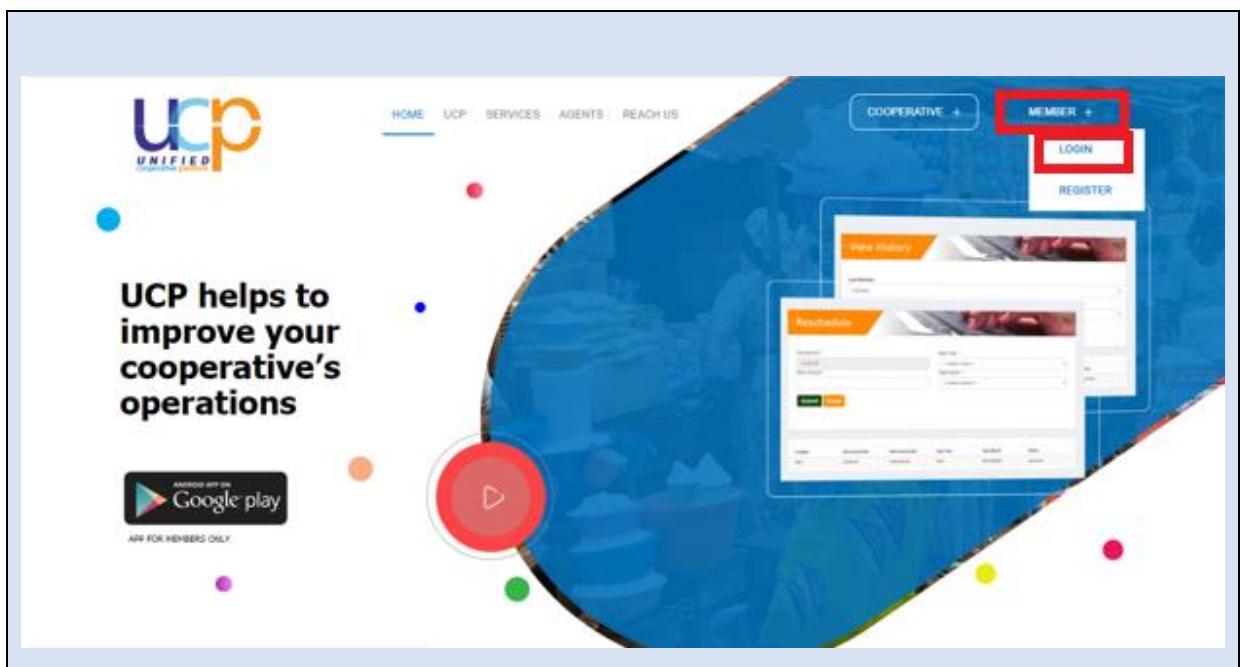


## 4.2. Member Login

1. Access the UCP Home Page:



2. Click on the **Member** button. Then Click on **Login** from the Dropdown:



3. The Login page is displayed. Enter the Username and Password and click on the **Log In** button:



**UCP**  
UNIFIED cooperative platform

[Click Here To Find Your Cooperative](#)

**GLOBAL TENANT**

GracePeters

.....

Remember me. [Forgot pwd?](#)

**Log In**

Don't have an account? [Sign up](#)

4. On first login, the application will prompt for the password to be changed. Enter your new password and confirm the new password. Click on the **Submit** button. Then click the login button to redisplay the Login page:



**CHANGE YOUR PASSWORD**

Coop No : Gracepeters

New Password : .....

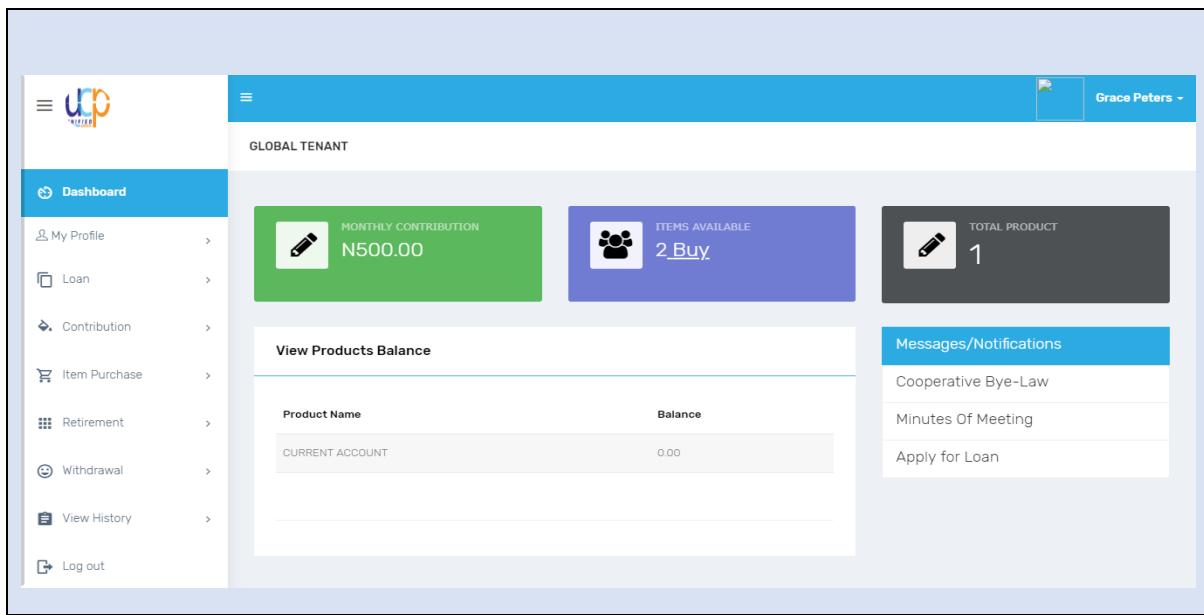
Confirm Password : .....

Show password

**Submit**

Click here to Log in

5. On Successful login, the Dashboard is displayed:

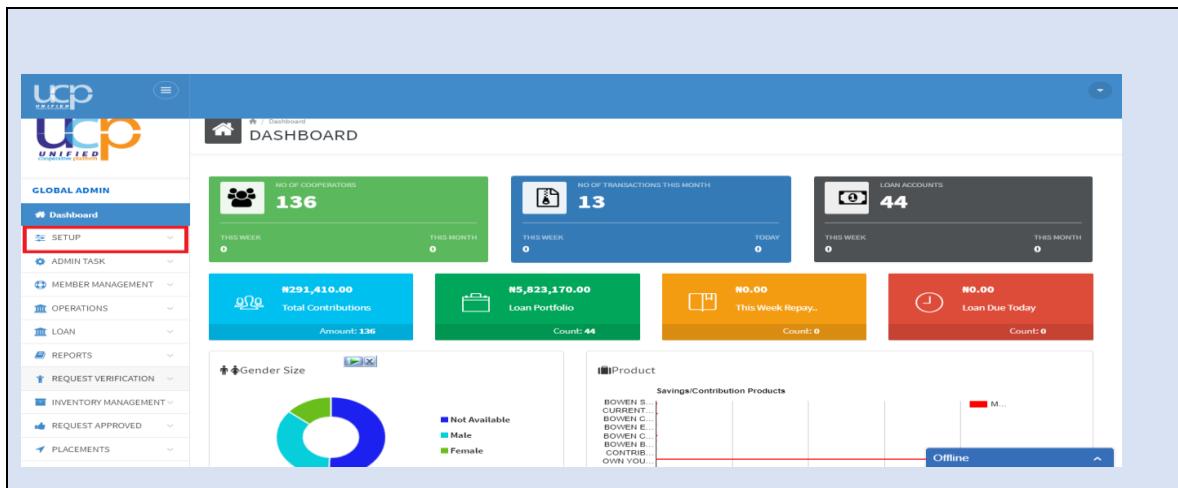


## 5. Setup

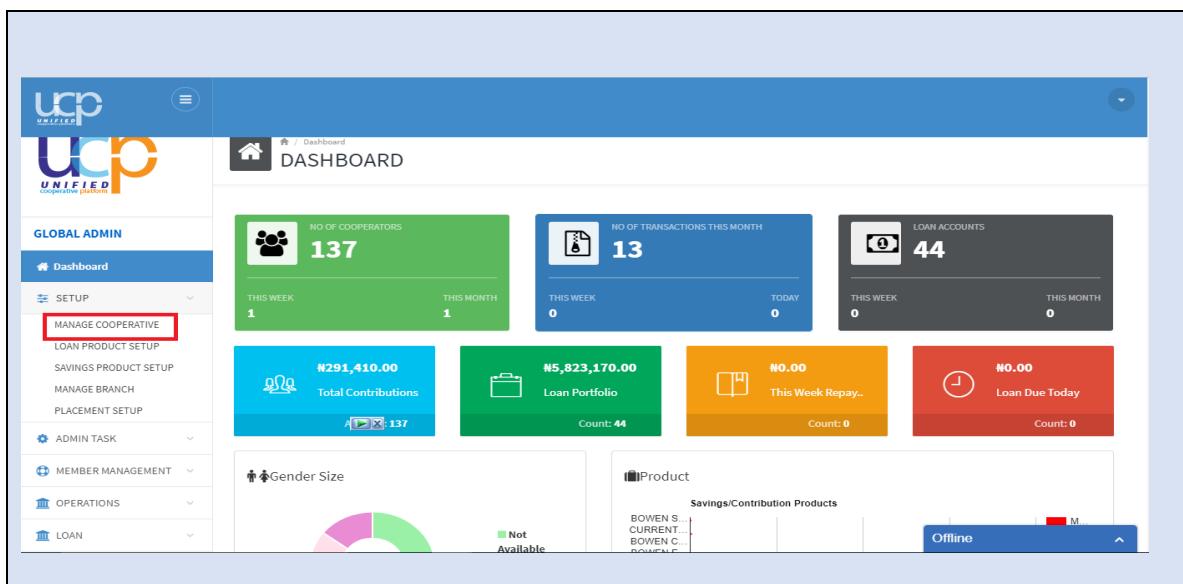
This is the menu where the Cooperative is setup for operations. The creation of products and management of the cooperative and its branches can be done here:

### 5.1. Manage Cooperative

1. Login as a Cooperative and click on the **Setup** Menu:

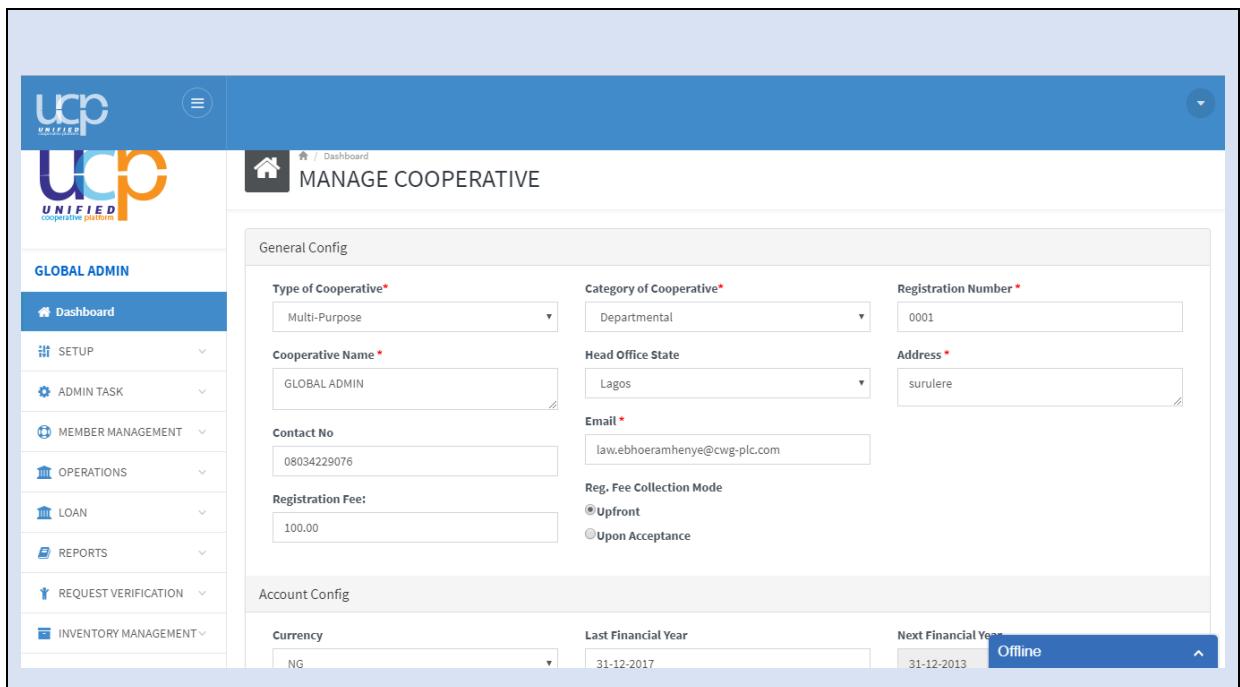


2. Click on the **Manage Cooperative** Sub menu:



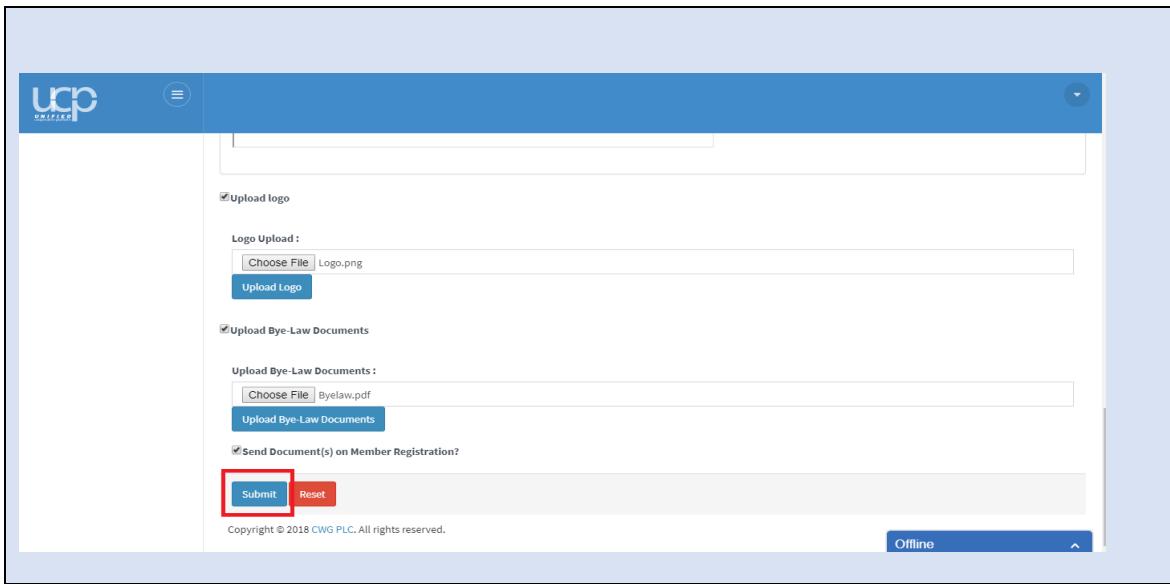
The screenshot shows the UCP (Unified cooperative platform) dashboard. On the left, there is a vertical sidebar under 'GLOBAL ADMIN' with the following options: Dashboard (selected), SETUP (with 'MANAGE COOPERATIVE' highlighted with a red box), ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, and LOAN. The main area is the 'DASHBOARD' which includes several cards: 'NO OF COOPERATORS' (137), 'NO OF TRANSACTIONS THIS MONTH' (13), 'LOAN ACCOUNTS' (44), 'Total Contributions' (N291,410.00), 'Loan Portfolio' (N5,823,170.00), 'This Week Repay.' (N0.00), and 'Loan Due Today' (N0.00). Below these cards are two charts: 'Gender Size' (Not Available) and 'Product' (Savings/Contribution Products).

3. The Manage Cooperative page is displayed. Provide the required details and files:



The screenshot shows the 'MANAGE COOPERATIVE' page. The left sidebar under 'GLOBAL ADMIN' has the 'Dashboard' option selected. The main content area is divided into two sections: 'General Config' and 'Account Config'. In the 'General Config' section, the following fields are filled: 'Type of Cooperative\*' (Multi-Purpose), 'Category of Cooperative\*' (Departmental), 'Registration Number\*' (0001), 'Cooperative Name\*' (GLOBAL ADMIN), 'Head Office State' (Lagos), 'Address\*' (surulere), 'Contact No' (08034229076), 'Email\*' (law.ebhoeramenye@cwg-plc.com), 'Registration Fee:' (100.00), and 'Reg. Fee Collection Mode' (radio button selected for 'Upfront'). In the 'Account Config' section, the 'Currency' is set to 'NG', 'Last Financial Year' is '31-12-2017', and 'Next Financial Year' is '31-12-2018' with the status 'Offline'.

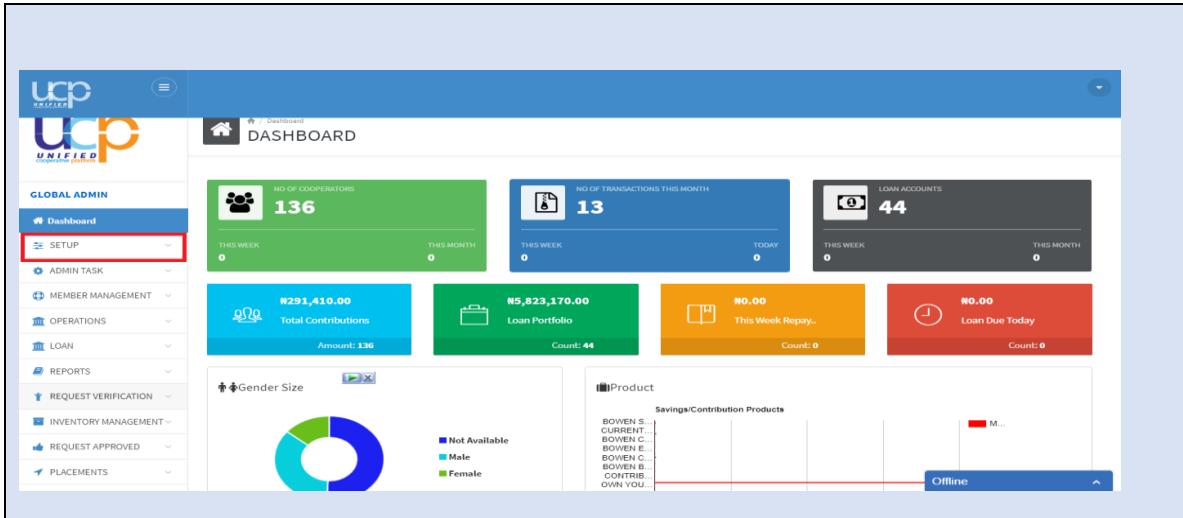
4. Click on the **Submit** button:



The screenshot shows the 'Setup' section of the UCP Unified Cooperative System. It includes fields for 'Logo Upload' (with a file chosen as 'Logo.png') and 'Upload Bye-Law Documents' (with a file chosen as 'Byelaw.pdf'). There is also a checkbox for 'Send Document(s) on Member Registration?'. At the bottom, there are 'Submit' and 'Reset' buttons, with 'Submit' being highlighted by a red box.

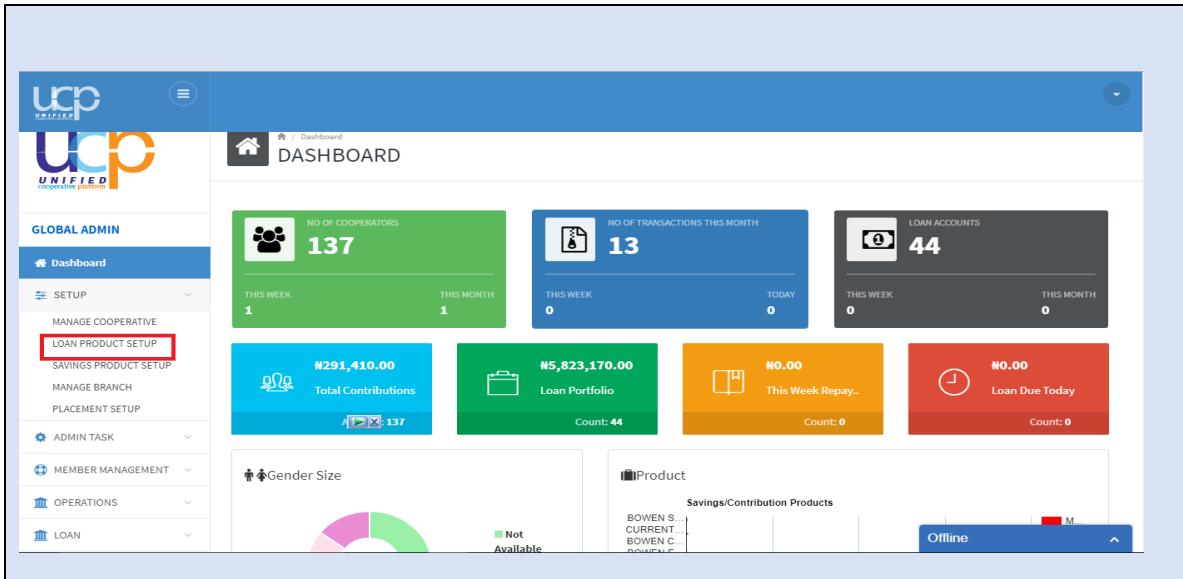
## 5.2. Loan Product Setup

1. Login as a Cooperative and click on the **Setup** Menu:



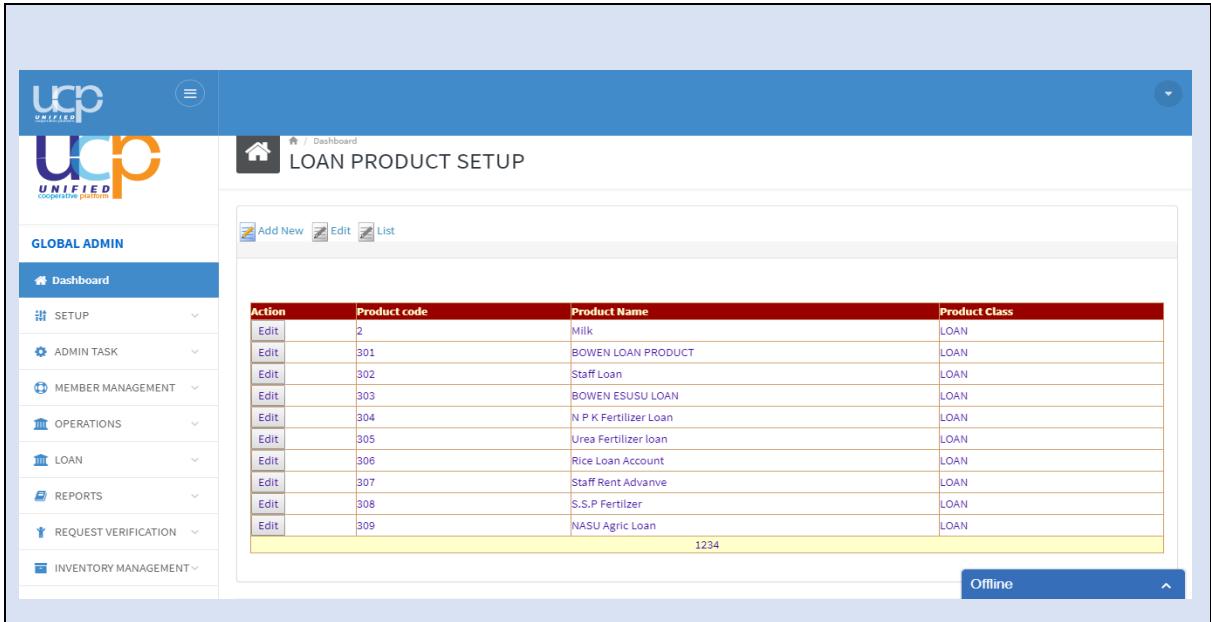
The screenshot shows the UCP Unified Cooperative System dashboard. The left sidebar has a 'GLOBAL ADMIN' menu with 'SETUP' selected, indicated by a red box. The dashboard itself displays several cards with statistics: 'NO OF COOPERATORS 136', 'NO OF TRANSACTIONS THIS MONTH 13', 'LOAN ACCOUNTS 44', 'Total Contributions N291,410.00', 'Loan Portfolio Amount: 136', 'This Week Repay.. NO.00', and 'Loan Due Today NO.00'. Below these are two charts: 'Gender Size' (Male: 70, Female: 66) and 'Product' (listing various savings/contribution products like BOWEN S CURRENT, BOWEN C, etc.). At the bottom right, there is an 'Offline' status indicator.

2. Click on the **Loan Product Setup** Sub menu:



The screenshot shows the UCP (Unified Cooperative Platform) dashboard. On the left, there is a vertical navigation menu under the 'GLOBAL ADMIN' section. The 'SETUP' option is expanded, and 'LOAN PRODUCT SETUP' is highlighted with a red box. Other options in the 'SETUP' menu include 'SAVINGS PRODUCT SETUP', 'MANAGE COOPERATIVE', 'MANAGE BRANCH', and 'PLACEMENT SETUP'. Below the 'SETUP' menu, there are sections for 'ADMIN TASK', 'MEMBER MANAGEMENT', 'OPERATIONS', and 'LOAN'. The main dashboard area displays various statistics: 'NO OF COOPERATORS' (137), 'NO OF TRANSACTIONS THIS MONTH' (13), 'LOAN ACCOUNTS' (44), 'Total Contributions' (N291,410.00), 'Loan Portfolio' (N5,823,170.00), 'This Week Repay.' (N0.00), and 'Loan Due Today' (N0.00). There are also charts for 'Gender Size' and 'Product' (Savings/Contribution Products).

3. The Loan Product Setup page is displayed listing the existing Loan Product(s):



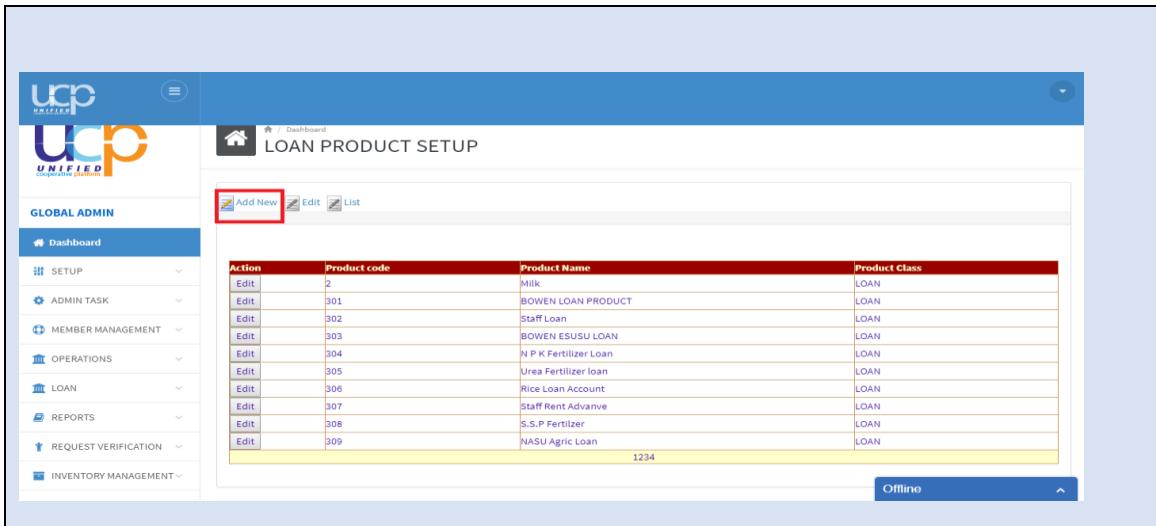
The screenshot shows the 'LOAN PRODUCT SETUP' page. The left sidebar has the same navigation menu as the dashboard. The main area features a table titled 'LOAN PRODUCT SETUP' with columns: Action, Product code, Product Name, and Product Class. The table lists 12 rows of data, each with an 'Edit' button. The data is as follows:

Action	Product code	Product Name	Product Class
Edit	2	Milk	LOAN
Edit	301	BOWEN LOAN PRODUCT	LOAN
Edit	302	Staff Loan	LOAN
Edit	303	BOWEN ESUSU LOAN	LOAN
Edit	304	N P K Fertilizer Loan	LOAN
Edit	305	Urea Fertilizer loan	LOAN
Edit	306	Rice Loan Account	LOAN
Edit	307	Staff Rent Advanve	LOAN
Edit	308	S.S.P Fertilizer	LOAN
Edit	309	NASU Agric Loan	LOAN
1234			

An 'Offline' button is located at the bottom right of the table.

## 5.2.1. Add New Loan Product

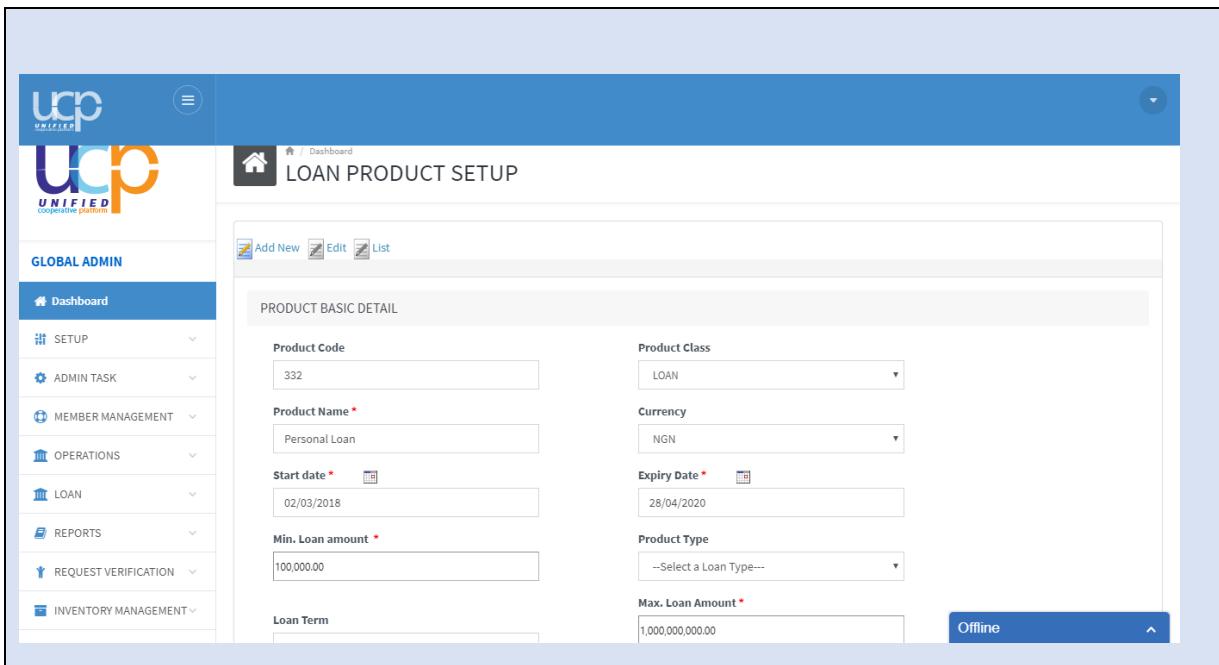
- From the Loan Product Setup page, click on the Add New button:



The screenshot shows the 'LOAN PRODUCT SETUP' page. On the left is a sidebar with 'GLOBAL ADMIN' and 'Dashboard' selected. Below that is a list of categories: SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, and INVENTORY MANAGEMENT. The main area has a header with 'Add New', 'Edit', and 'List' buttons. A table lists existing products with columns for Action, Product code, Product Name, and Product Class. The 'Add New' button is highlighted with a red box.

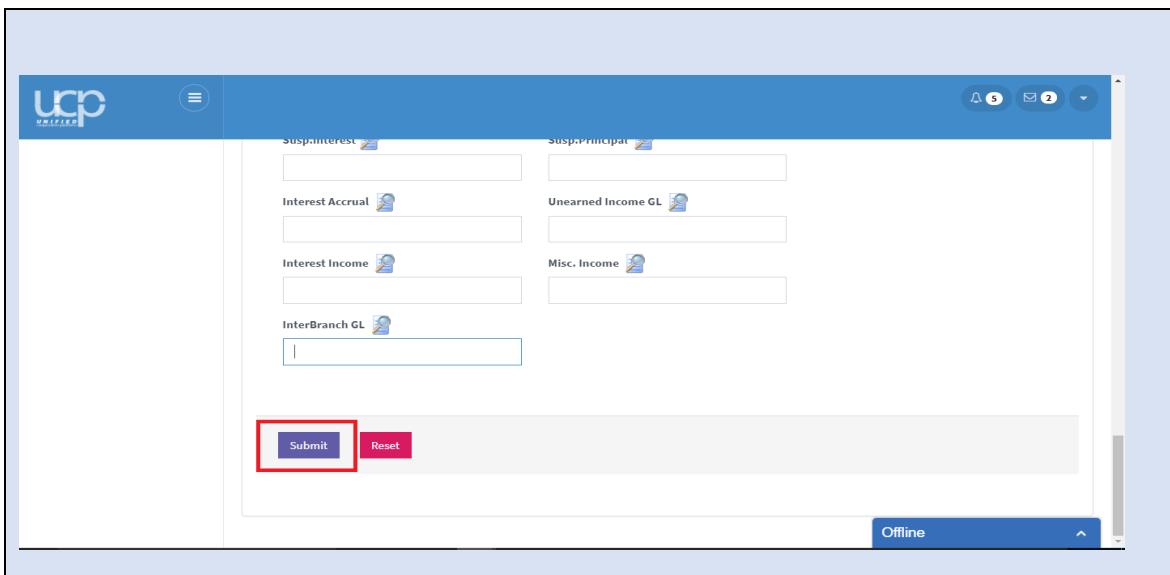
Action	Product code	Product Name	Product Class
Edit	2	Milk	LOAN
Edit	301	BOWEN LOAN PRODUCT	LOAN
Edit	302	Staff Loan	LOAN
Edit	303	BOWEN ESUSU LOAN	LOAN
Edit	304	N.P.K Fertilizer Loan	LOAN
Edit	305	Urea Fertilizer loan	LOAN
Edit	306	Rice Loan Account	LOAN
Edit	307	Staff Rent Advance	LOAN
Edit	308	S.S.P Fertilizer	LOAN
Edit	309	NASU Agric Loan	LOAN

- Provide the required information:



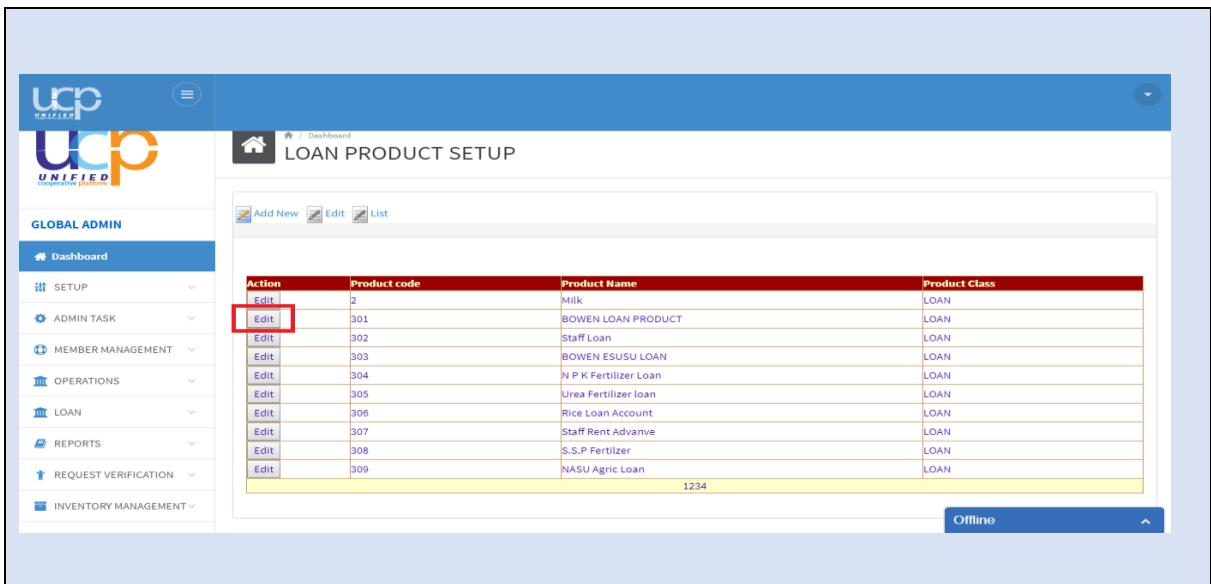
The screenshot shows the 'PRODUCT BASIC DETAIL' form. The sidebar on the left is identical to the previous screenshot. The main form has sections for Product Basic Detail, Product Type, and Product Advanced Detail. The 'Product Name' field is filled with 'Personal Loan'. Other fields include Product Code (332), Product Class (LOAN), Currency (NGN), Start date (02/03/2018), Expiry Date (28/04/2020), Min. Loan amount (100,000.00), Product Type (dropdown), Max. Loan Amount (1,000,000,000.00), and Loan Term (dropdown). The 'Add New' button is visible at the top left of the form area.

3. Click the **Submit** button:



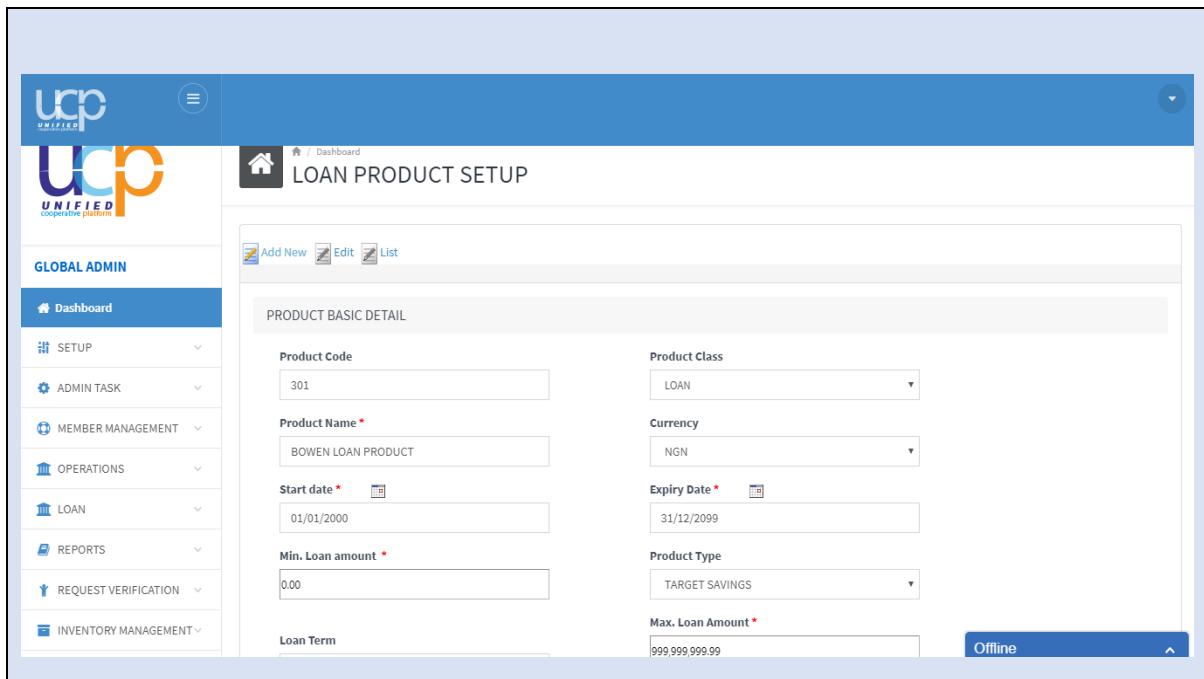
## 5.2.2. Edit Loan Product

1. From the List of Loan Products, click on the **Edit** button for the particular Loan Product to be edited:



Action	Product code	Product Name	Product Class
Edit	2	Milk	LOAN
Edit	301	BOWEN LOAN PRODUCT	LOAN
Edit	302	Staff Loan	LOAN
Edit	303	BOWEN ESUSU LOAN	LOAN
Edit	304	N P K Fertilizer Loan	LOAN
Edit	305	Urea Fertilizer loan	LOAN
Edit	306	Rice Loan Account	LOAN
Edit	307	Staff Rent Advance	LOAN
Edit	308	S.S.P Fertilizer	LOAN
Edit	309	NASU Agric Loan	LOAN

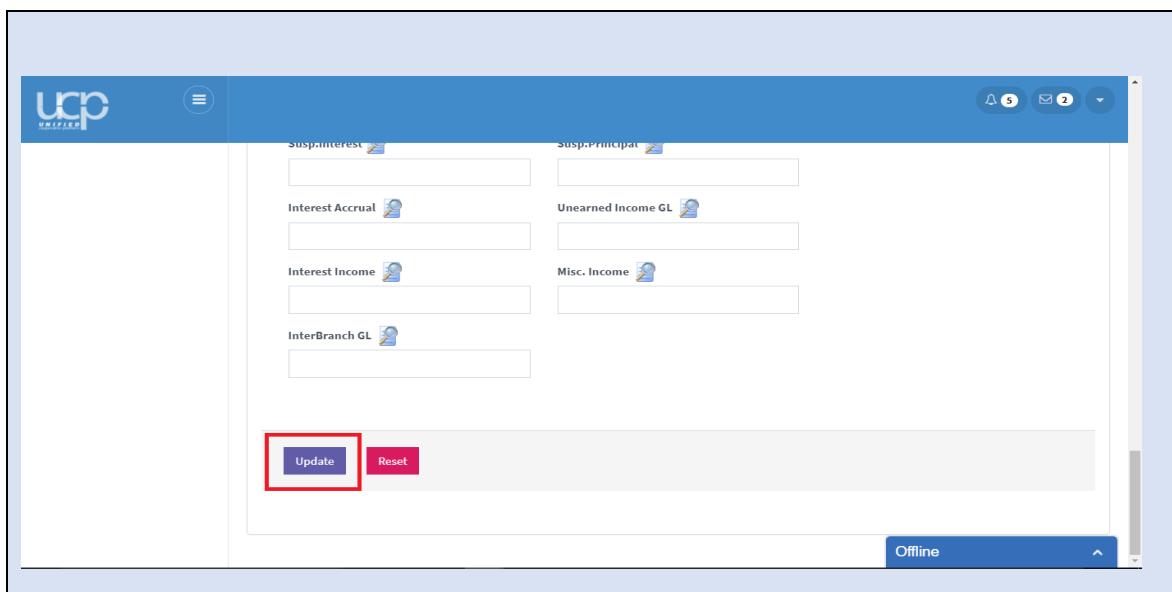
2. Edit the Loan Product details:



**PRODUCT BASIC DETAIL**

Product Code	Product Class
301	LOAN
Product Name *	Currency
BOWEN LOAN PRODUCT	NGN
Start date *	Expiry Date *
01/01/2000	31/12/2099
Min. Loan amount *	Product Type
0.00	TARGET SAVINGS
Loan Term	Max. Loan Amount *
	999,999,999.99

3. Click on the **Update** button:



Susp.interest

Susp.Principal

Interest Accrual

Unearned Income GL

Interest Income

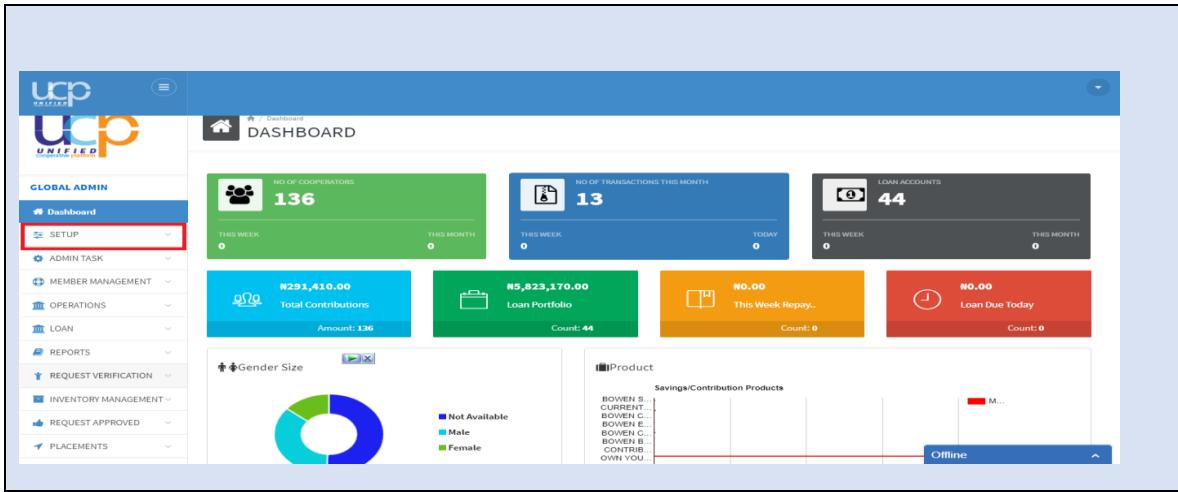
Misc. Income

InterBranch GL

**Update** **Reset**

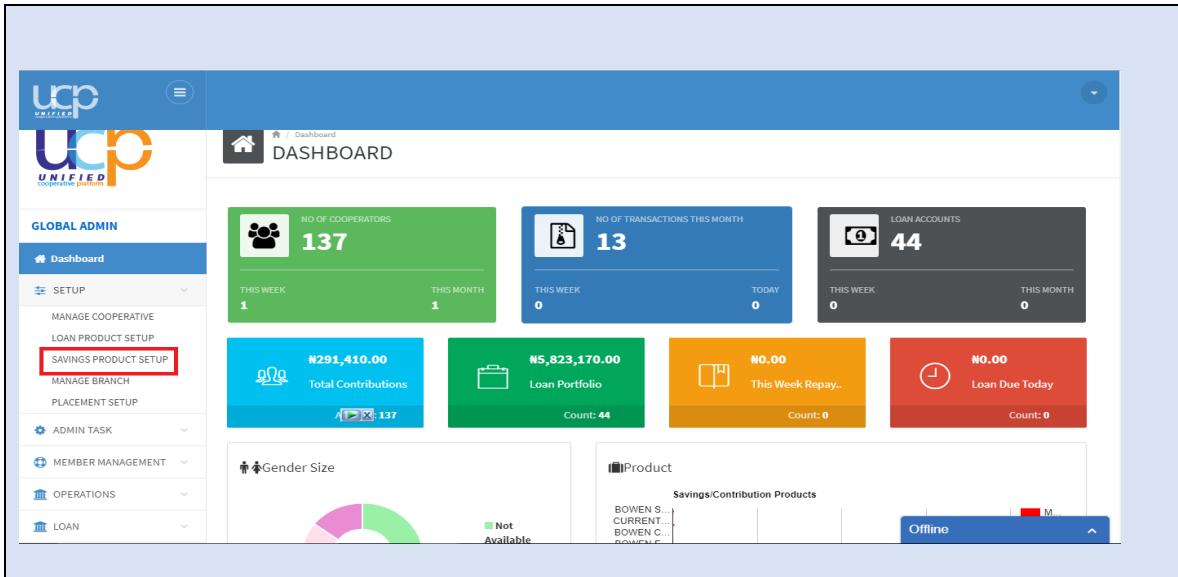
## 5.3. Savings Product Setup

1. Login as a Cooperative and click on the Setup Menu:



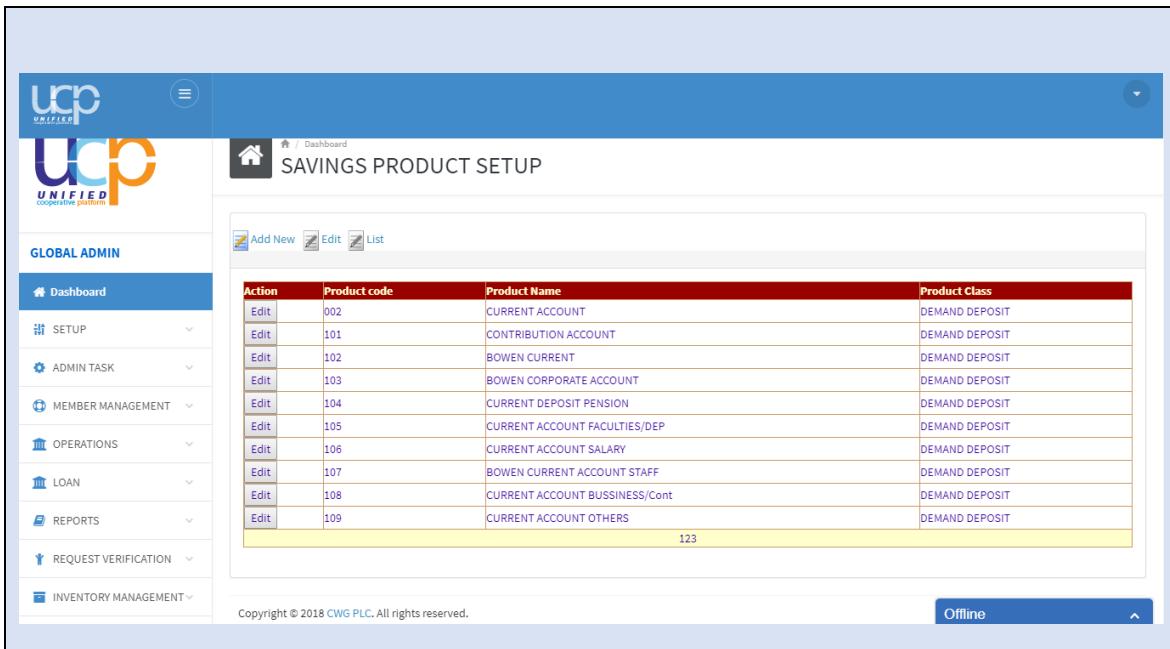
The screenshot shows the UCP Unified Cooperative Platform dashboard. On the left, the Global Admin sidebar has 'SETUP' highlighted with a red box. The main dashboard area displays various metrics: 'NO OF COOPERATORS' (136), 'NO OF TRANSACTIONS THIS MONTH' (13), 'LOAN ACCOUNTS' (44). Below these are four boxes: 'Total Contributions' (₦291,410.00), 'Loan Portfolio' (₦5,823,170.00), 'This Week Repay.' (₦0.00), and 'Loan Due Today' (₦0.00). A 'Gender Size' donut chart is also present. On the right, there's a 'Product' section titled 'Savings/Contribution Products' with a table showing current products and a note about offline status.

2. Click on the **Savings Product Setup** Sub menu:



This screenshot is similar to the previous one, but the 'SAVINGS PRODUCT SETUP' option in the Global Admin sidebar is highlighted with a red box. The rest of the dashboard and its components remain the same.

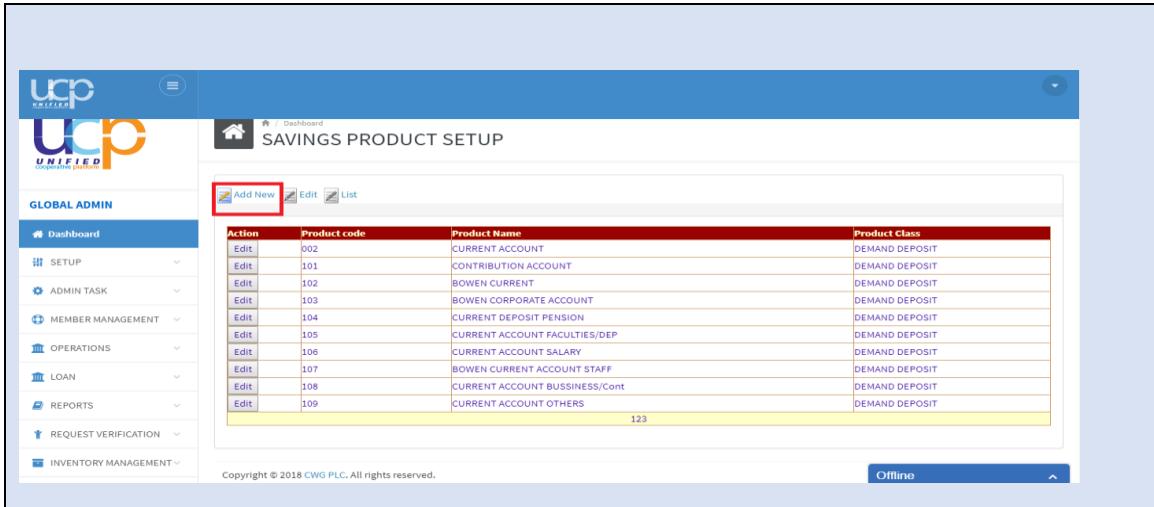
3. The Savings Product Setup page is displayed listing the existing savings products:



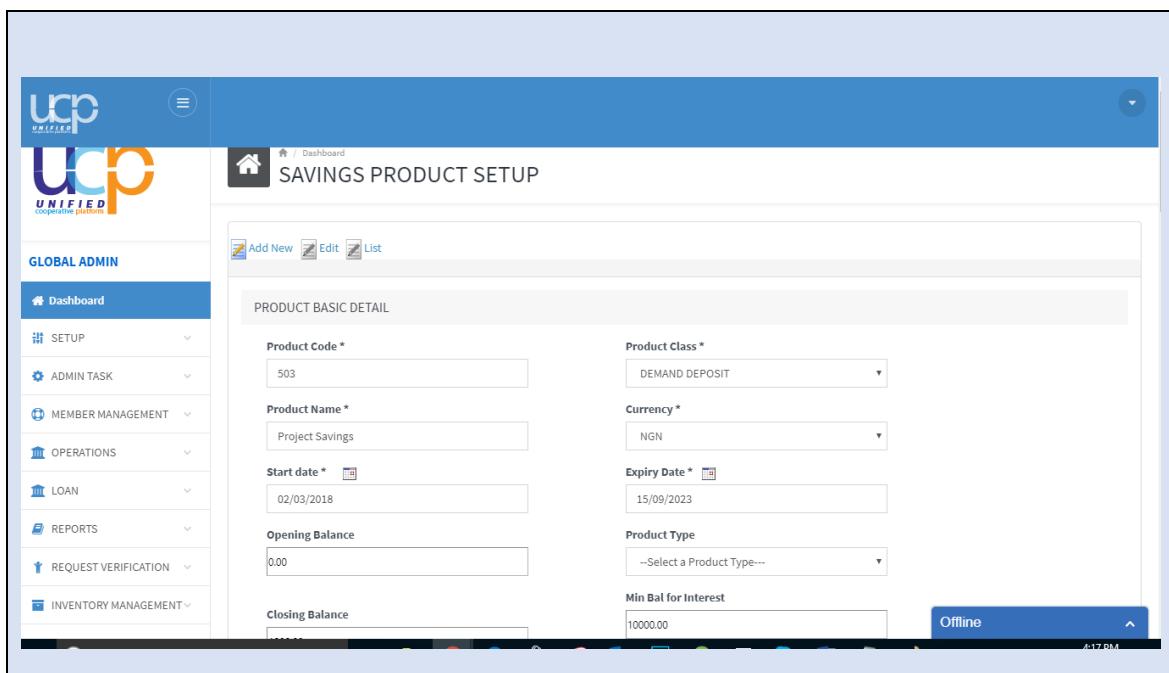
Action	Product code	Product Name	Product Class
Edit	002	CURRENT ACCOUNT	DEMAND DEPOSIT
Edit	101	CONTRIBUTION ACCOUNT	DEMAND DEPOSIT
Edit	102	BOWEN CURRENT	DEMAND DEPOSIT
Edit	103	BOWEN CORPORATE ACCOUNT	DEMAND DEPOSIT
Edit	104	CURRENT DEPOSIT PENSION	DEMAND DEPOSIT
Edit	105	CURRENT ACCOUNT FACULTIES/DEP	DEMAND DEPOSIT
Edit	106	CURRENT ACCOUNT SALARY	DEMAND DEPOSIT
Edit	107	BOWEN CURRENT ACCOUNT STAFF	DEMAND DEPOSIT
Edit	108	CURRENT ACCOUNT BUSSINESS/Cont	DEMAND DEPOSIT
Edit	109	CURRENT ACCOUNT OTHERS	DEMAND DEPOSIT

## 5.2.1. Add New Savings Product

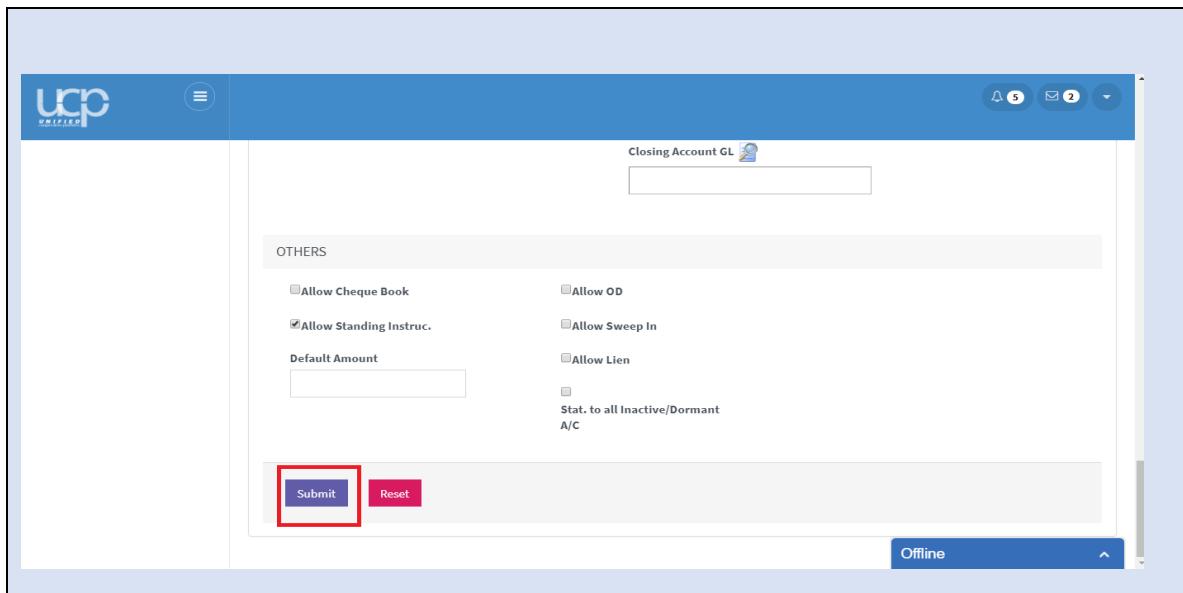
1. From the Savings Product Setup page, click on the **Add New** button:



2. Provide the required information:

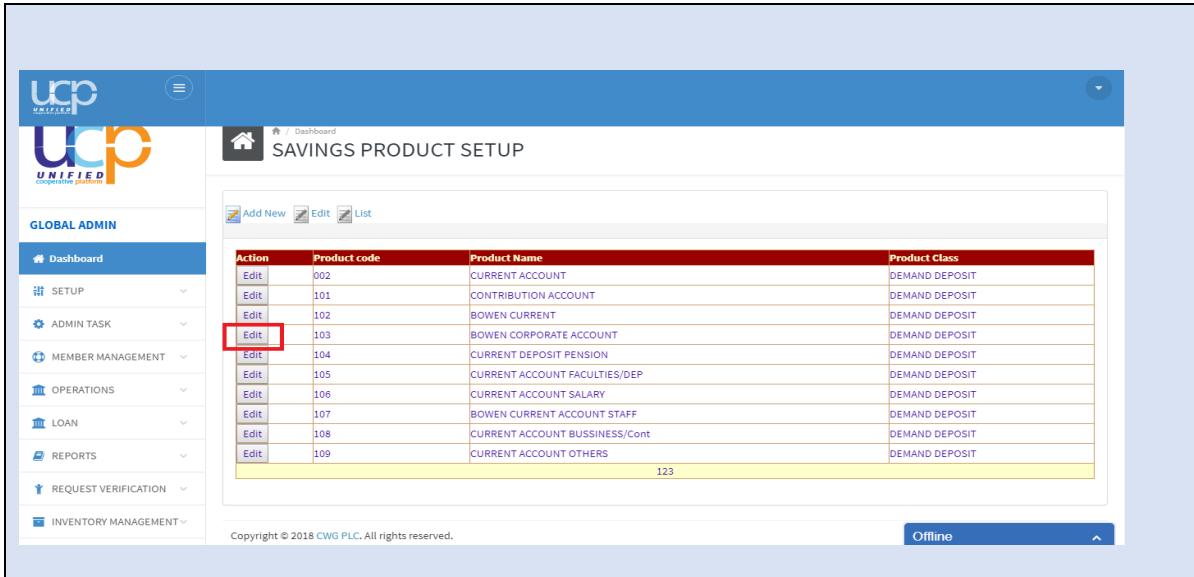


3. Click the **Submit** button:



## 5.2.2. Edit Savings Product

- From the List of Savings Products, click on the **Edit** button for the particular Savings Product to be edited:

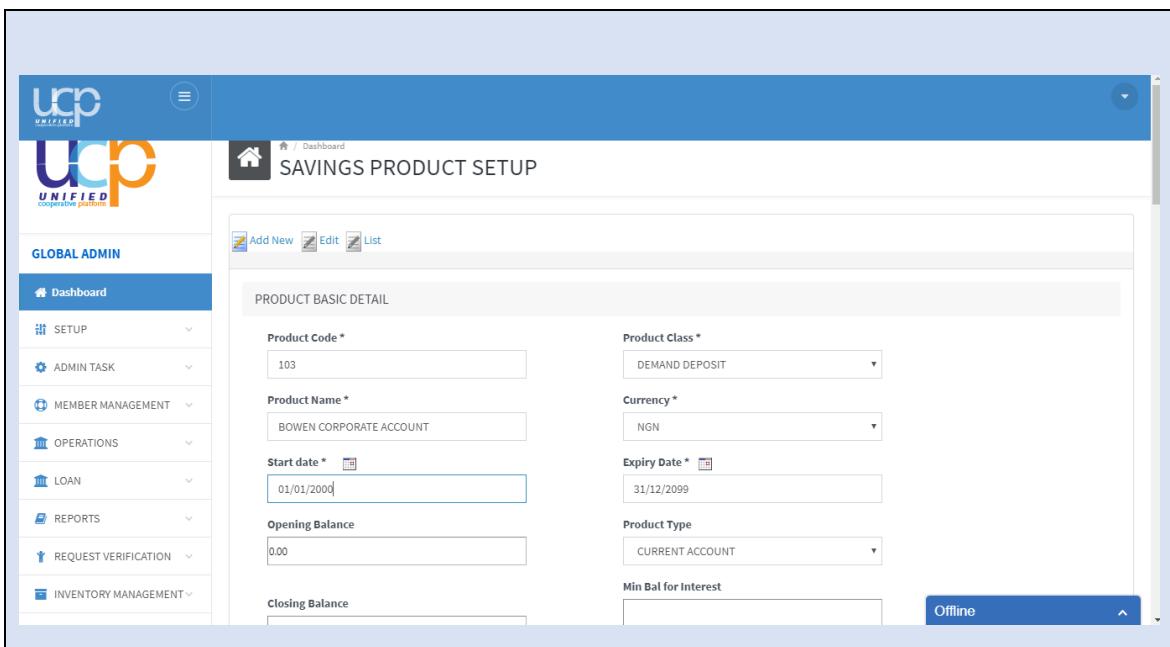


The screenshot shows the UCP Global Admin interface. On the left, there's a sidebar with various menu items under 'GLOBAL ADMIN'. The 'Dashboard' item is currently selected. On the right, the main content area is titled 'SAVINGS PRODUCT SETUP'. It features a table with columns: Action, Product code, Product Name, and Product Class. One row in the table is highlighted with a yellow background. The 'Action' column for this row contains an 'Edit' button, which is also highlighted with a red box. The table data is as follows:

Action	Product code	Product Name	Product Class
Edit	002	CURRENT ACCOUNT	DEMAND DEPOSIT
Edit	101	CONTRIBUTION ACCOUNT	DEMAND DEPOSIT
Edit	102	BOWEN CURRENT	DEMAND DEPOSIT
Edit	103	BOWEN CORPORATE ACCOUNT	DEMAND DEPOSIT
Edit	104	CURRENT DEPOSIT PENSION	DEMAND DEPOSIT
Edit	105	CURRENT ACCOUNT FACULTIES/DEP	DEMAND DEPOSIT
Edit	106	CURRENT ACCOUNT SALARY	DEMAND DEPOSIT
Edit	107	BOWEN CURRENT ACCOUNT STAFF	DEMAND DEPOSIT
Edit	108	CURRENT ACCOUNT BUSSINESS/Cont	DEMAND DEPOSIT
Edit	109	CURRENT ACCOUNT OTHERS	DEMAND DEPOSIT

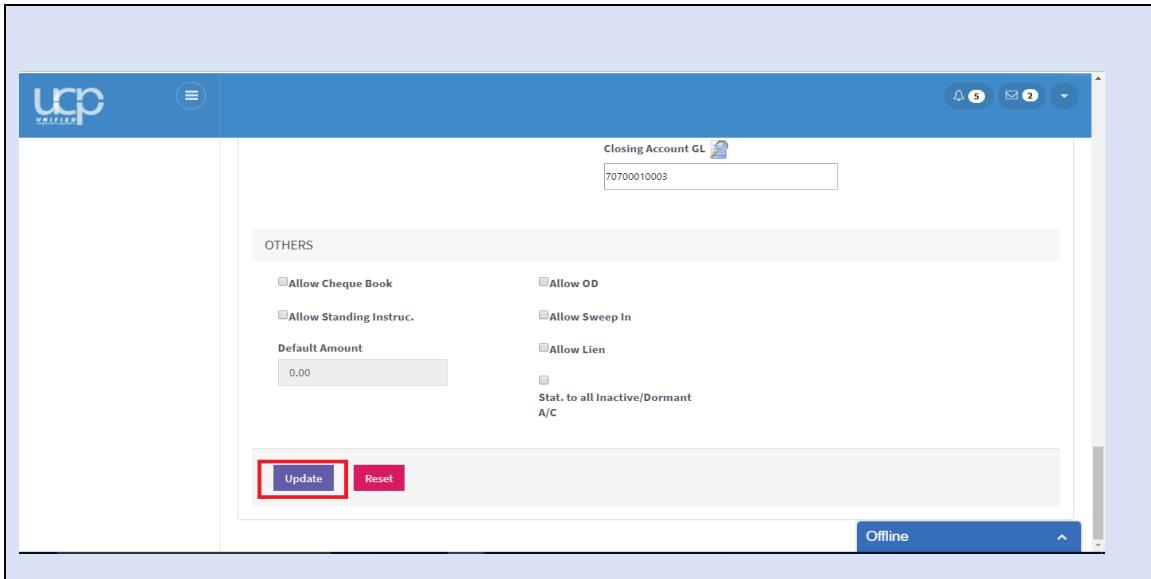
Copyright © 2018 CWG PLC. All rights reserved.

- Edit the Savings Product details:



The screenshot shows the 'PRODUCT BASIC DETAIL' form for editing a savings product. The 'Product Code \*' field is set to '103'. The 'Product Name \*' field is set to 'BOWEN CORPORATE ACCOUNT'. The 'Start date \*' field has '01/01/2000' entered. The 'Expiry Date \*' field has '31/12/2099' entered. The 'Product Type' dropdown is set to 'CURRENT ACCOUNT'. There are also fields for 'Opening Balance' (0.00), 'Closing Balance', and 'Min Bal for Interest'. At the bottom right of the form is a blue 'Offline' button.

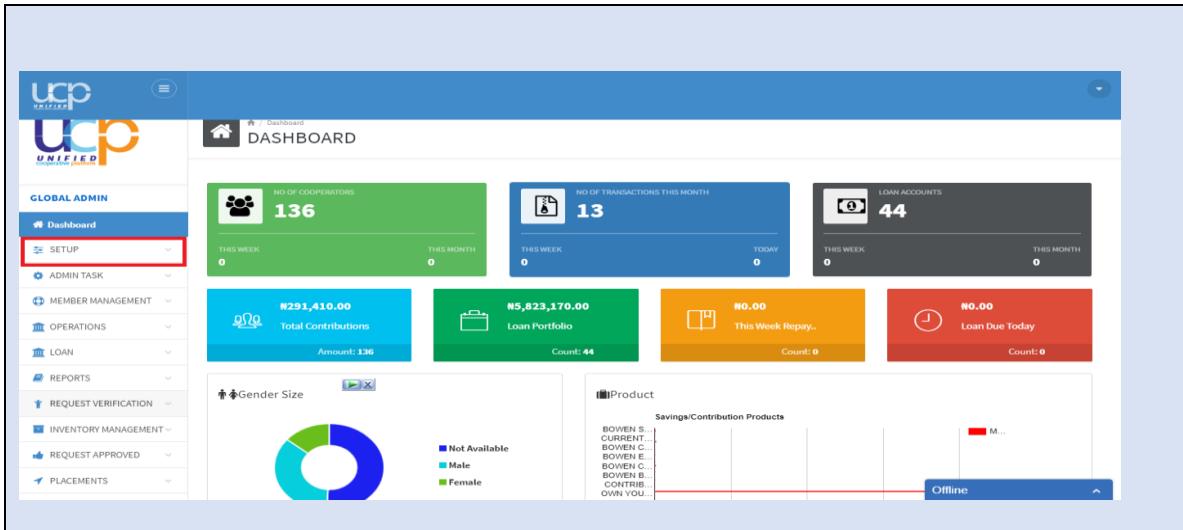
3. Click on the **Update** button:



The screenshot shows the 'OTHERS' configuration screen in the UCP software. It includes various checkboxes for banking features like Cheque Book, Standing Instructions, Sweep In, Lien, and Dormant accounts, along with a 'Default Amount' field set to 0.00. At the bottom are 'Update' and 'Reset' buttons, with 'Update' being the one highlighted by a red box.

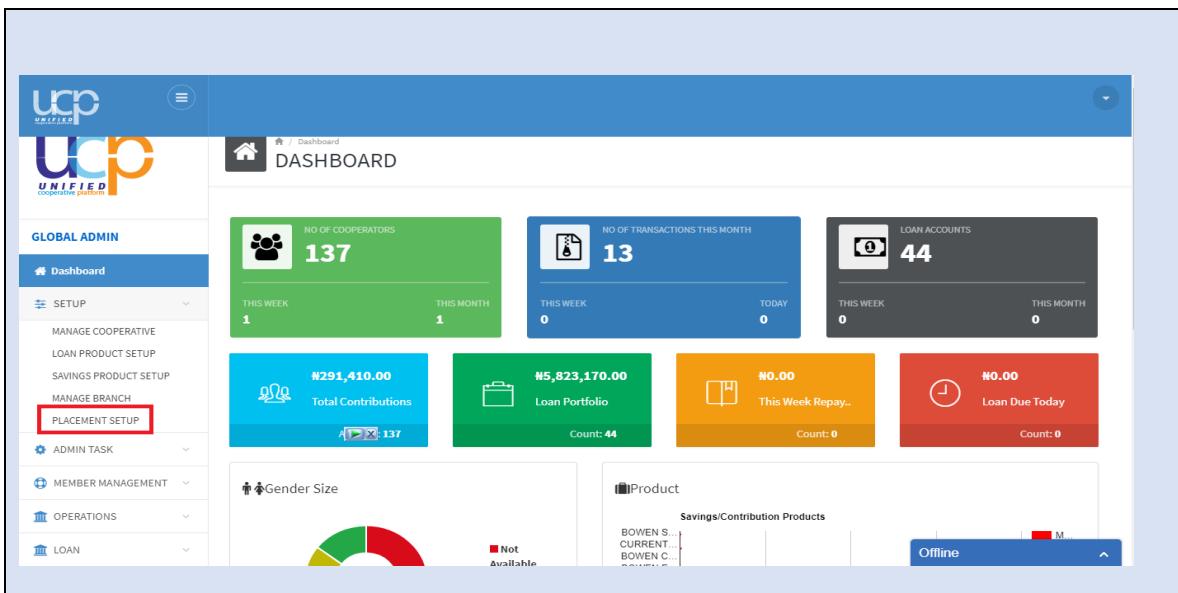
## 5.4. Placement Setup

1. Login as a Cooperative and click on the **Setup** Menu:



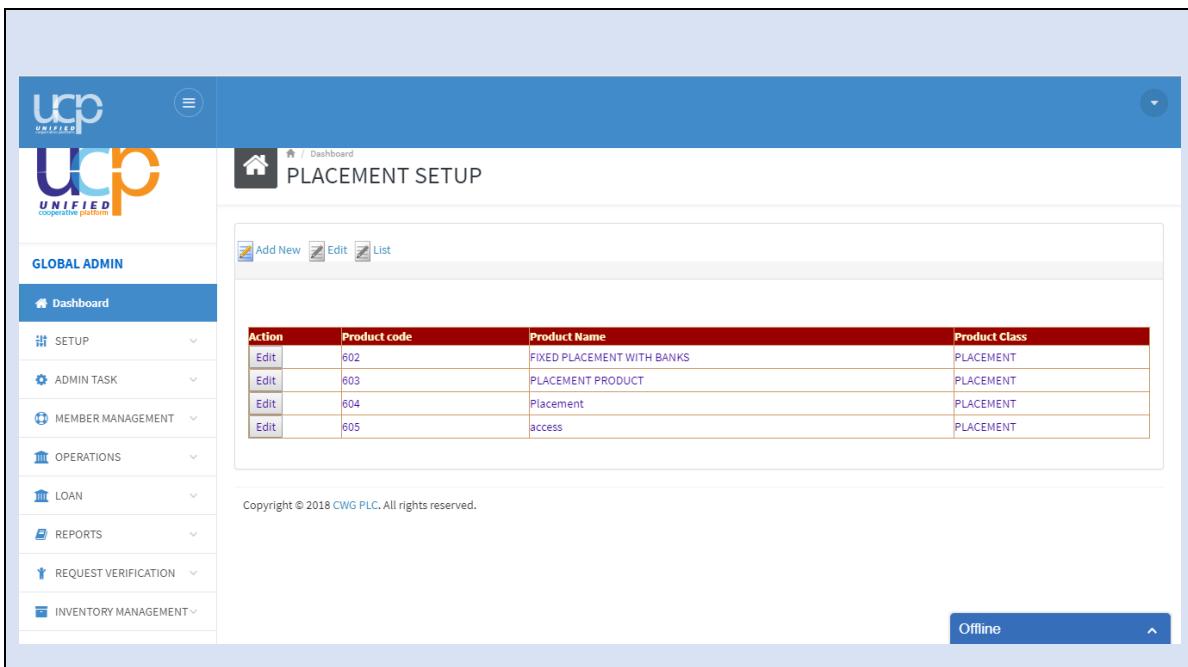
The screenshot shows the UCP software dashboard. On the left, a sidebar menu is open with 'SETUP' highlighted by a red box. The main dashboard area displays various statistics: 136 cooperators, 13 transactions this month, 44 loan accounts, total contributions of N291,410.00, and a loan portfolio of N5,823,170.00. Below these are charts for gender size (Male, Female, Not Available) and product savings/contributions. A status bar at the bottom indicates the system is 'Offline'.

2. Click on the **Placement Setup** Sub menu:



The screenshot shows the UCP (Unified Cooperative Platform) dashboard. On the left, the Global Admin sidebar is open, with the 'Dashboard' item selected. Below it, the 'SETUP' section is expanded, and the 'PLACEMENT SETUP' item is highlighted with a red box. The main dashboard area displays various metrics: 'NO OF COOPERATORS' (137), 'NO OF TRANSACTIONS THIS MONTH' (13), 'LOAN ACCOUNTS' (44), 'Total Contributions' (\$291,410.00), 'Loan Portfolio' (\$5,823,170.00), 'This Week Repay.' (0.00), and 'Loan Due Today' (0.00). There are also charts for 'Gender Size' and 'Product' (Savings/Contribution Products).

3. The Placement Setup page is displayed listing the existing Placement(s):



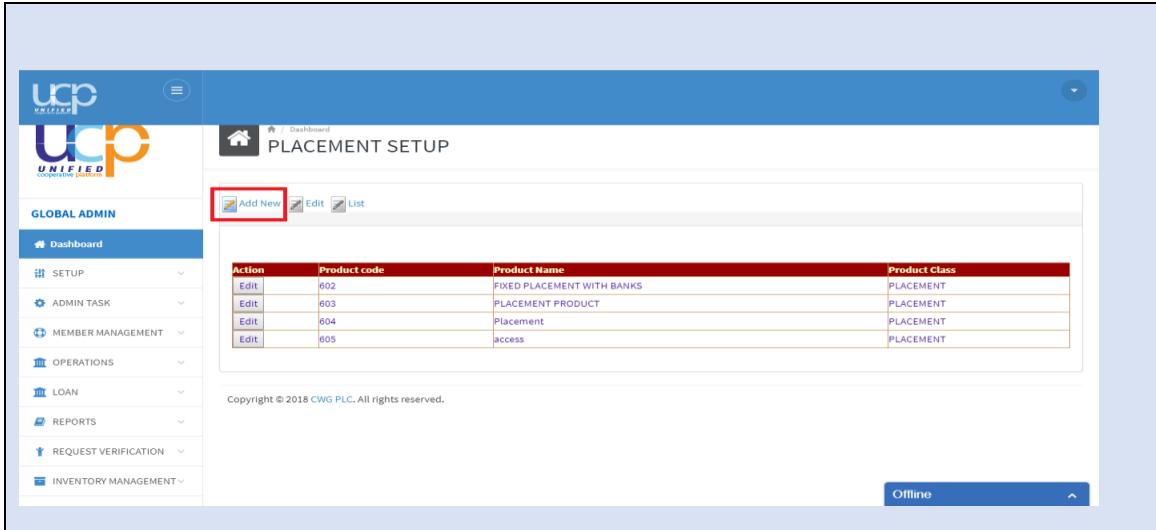
The screenshot shows the 'PLACEMENT SETUP' page. The Global Admin sidebar is visible on the left, with 'Dashboard' selected. The main content area shows a table of existing placements:

Action	Product code	Product Name	Product Class
Edit	602	FIXED PLACEMENT WITH BANKS	PLACEMENT
Edit	603	PLACEMENT PRODUCT	PLACEMENT
Edit	604	Placement	PLACEMENT
Edit	605	access	PLACEMENT

At the bottom of the page, there is a copyright notice: 'Copyright © 2018 CWG PLC. All rights reserved.' and a blue 'Offline' button.

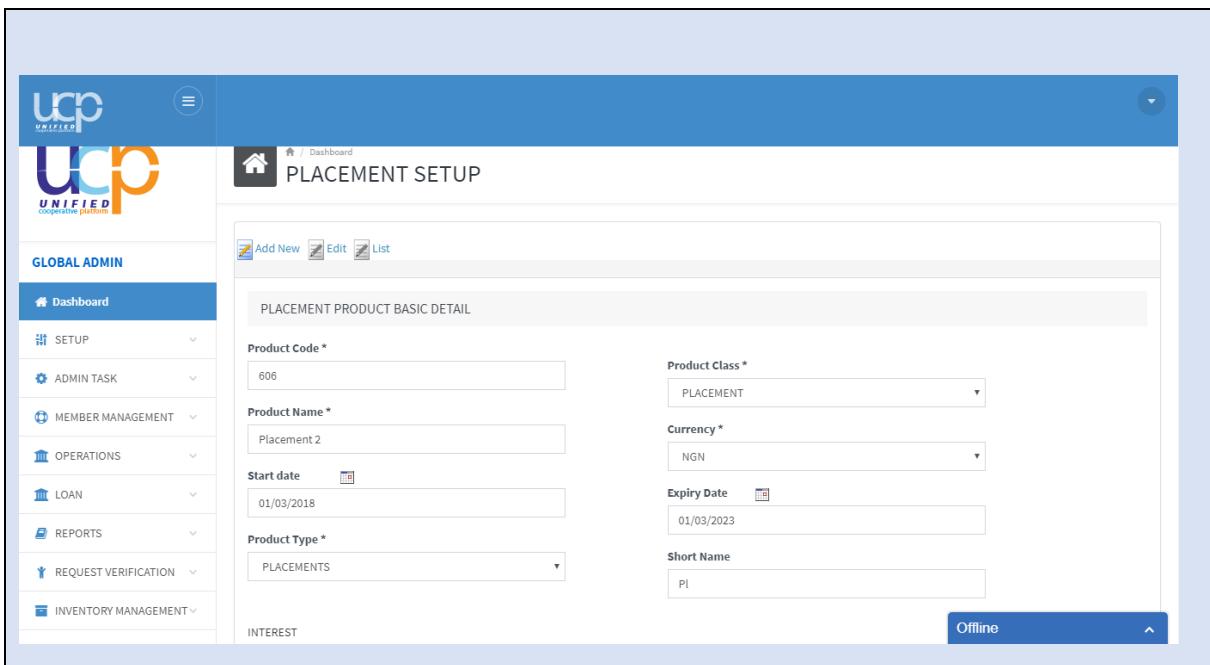
## 5.4.1. Add New Placement

- From the Placement Setup page, click on the **Add New** button:



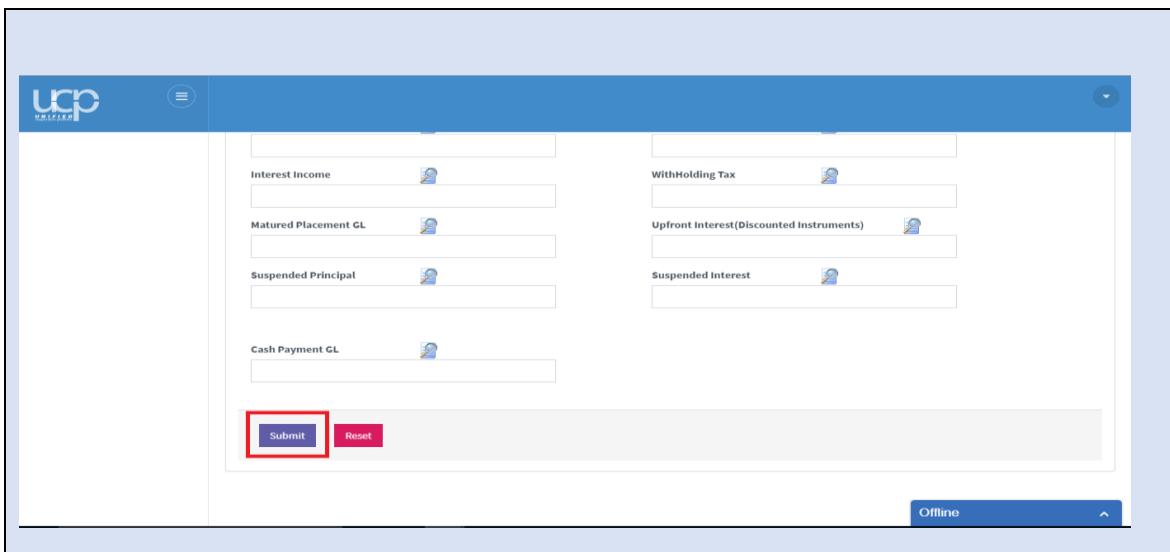
The screenshot shows the UCP (Unified Cooperative Platform) interface. On the left is a sidebar with 'GLOBAL ADMIN' and 'Dashboard' selected. The main content area is titled 'PLACEMENT SETUP'. At the top right of this area, there are three buttons: 'Add New' (highlighted with a red box), 'Edit', and 'List'. Below these buttons is a table with columns: Action, Product code, Product Name, and Product Class. The table contains five rows of data. At the bottom of the page, a copyright notice reads 'Copyright © 2018 CWG PLC. All rights reserved.' and an 'Offline' status bar is visible.

- Provide the required information:



The screenshot shows the 'PLACEMENT PRODUCT BASIC DETAIL' form. It includes fields for Product Code (606), Product Name (Placement 2), Start date (01/03/2018), Product Type (PLACEMENTS), Product Class (PLACEMENT), Currency (NGN), Expiry Date (01/03/2023), and Short Name (PI). The 'INTEREST' section is currently empty. An 'Offline' status bar is at the bottom right.

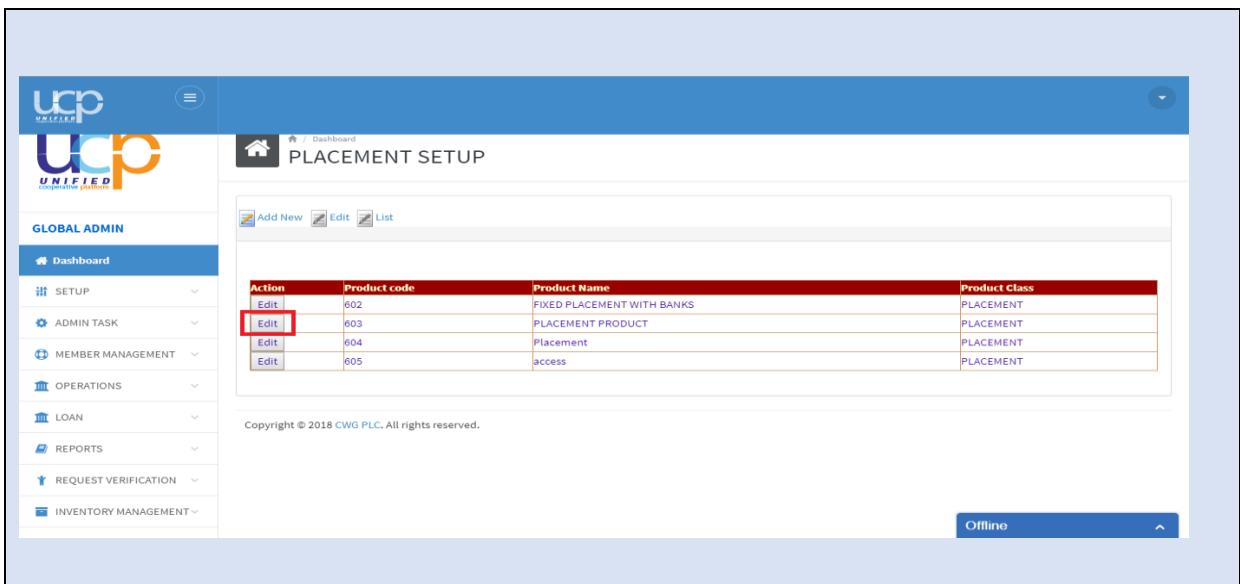
3. Click the **Submit** button:



The screenshot shows the 'INTEREST' section of the UCP software. It contains several input fields for financial data: Interest Income, Withholding Tax, Matured Placement GL, Upfront Interest (Discounted Instruments), Suspended Principal, Suspended Interest, and Cash Payment GL. At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Reset'. A status bar at the bottom right indicates 'Offline'.

## 5.4.2. Edit Placement

1. From the List of Placements, click on the **Edit** button for the particular Placement to be edited:

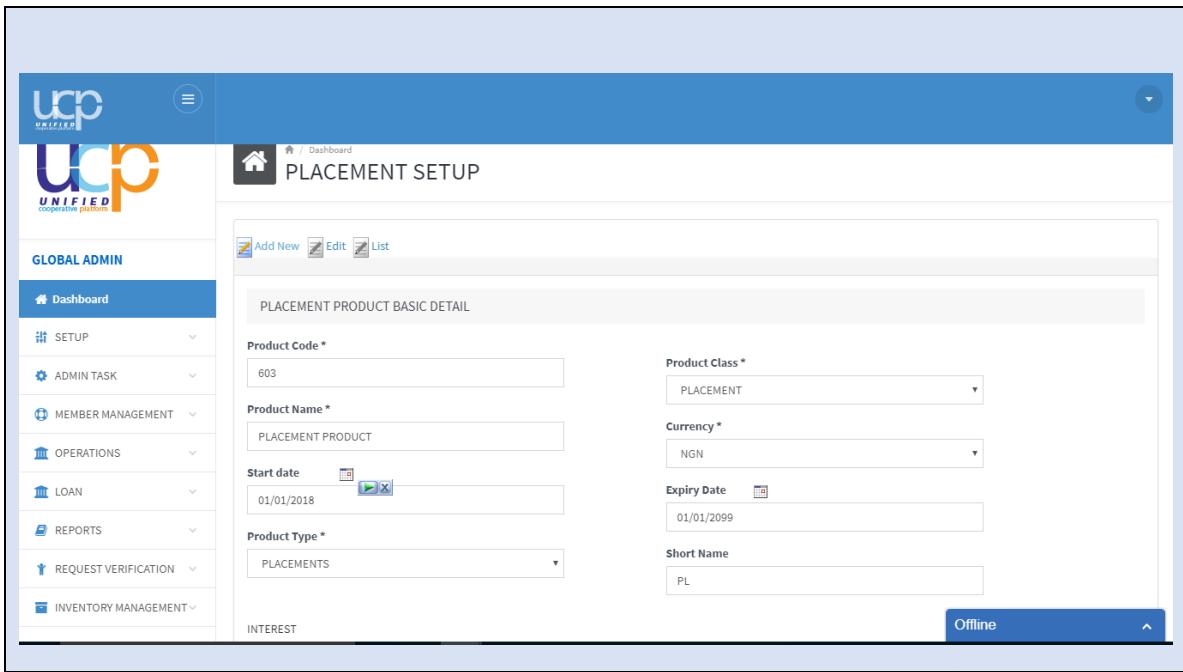


The screenshot shows the 'PLACEMENT SETUP' screen. On the left, a sidebar menu includes 'Dashboard', 'SETUP' (which is selected and highlighted in blue), 'ADMIN TASK', 'MEMBER MANAGEMENT', 'OPERATIONS', 'LOAN', 'REPORTS', 'REQUEST VERIFICATION', and 'INVENTORY MANAGEMENT'. The main area is titled 'PLACEMENT SETUP' and shows a table of products. The table has columns: Action, Product code, Product Name, and Product Class. The 'Action' column contains 'Edit' buttons for each row. The first row (Product code 602) has an 'Edit' button highlighted with a red box. The table data is as follows:

Action	Product code	Product Name	Product Class
Edit	602	FIXED PLACEMENT WITH BANKS	PLACEMENT
Edit	603	PLACEMENT PRODUCT	PLACEMENT
Edit	604	Placement	PLACEMENT
Edit	605	access	PLACEMENT

At the bottom, a copyright notice reads 'Copyright © 2018 CWG PLC. All rights reserved.' and the status bar indicates 'Offline'.

2. Edit the Placement details:

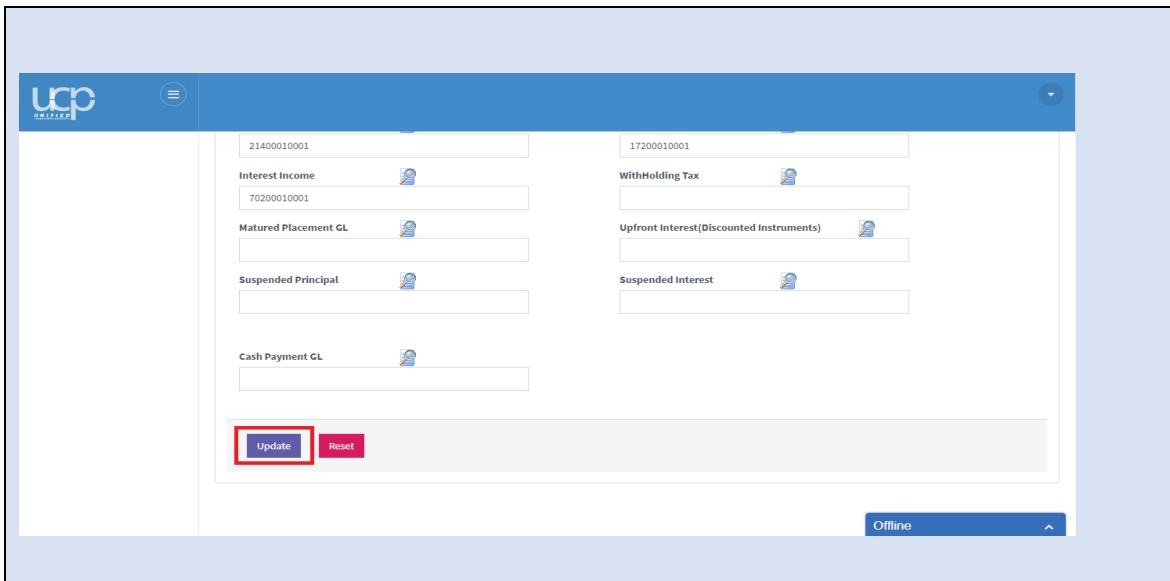


The screenshot shows the 'Placement Setup' page in the UCP system. The left sidebar has 'GLOBAL ADMIN' selected, and 'Dashboard' is the active item under it. The main area is titled 'PLACEMENT PRODUCT BASIC DETAIL'. It contains the following fields:

- Product Code \***: 603
- Product Name \***: PLACEMENT PRODUCT
- Start date**: 01/01/2018
- Product Type \***: PLACEMENTS
- Product Class \***: PLACEMENT
- Currency \***: NGN
- Expiry Date**: 01/01/2099
- Short Name**: PL

At the bottom right of the form is a blue button labeled 'Offline'.

3. Click on the **Update** button:



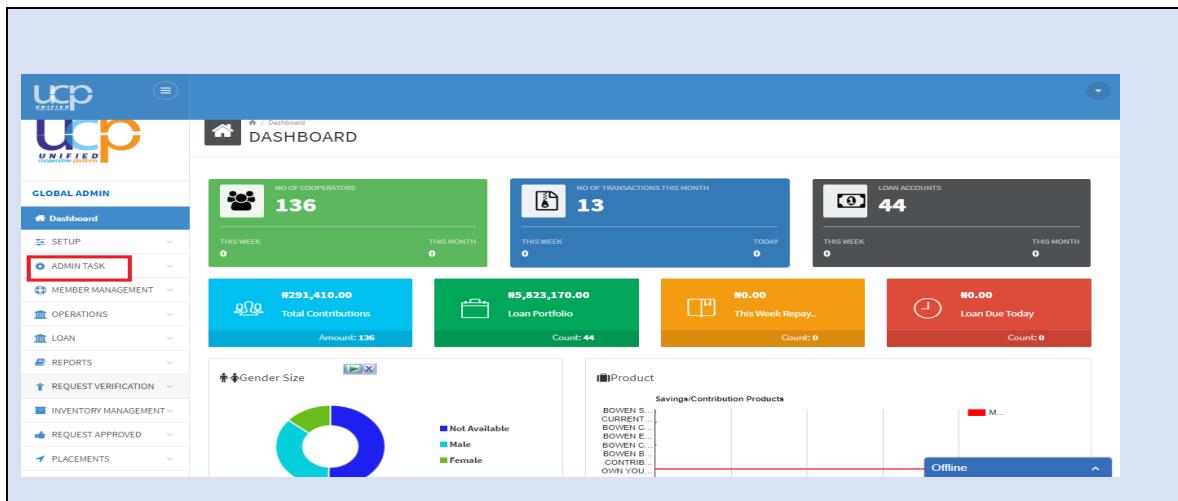
The screenshot shows the same 'Placement Setup' page, but now the 'Interest Income' field is highlighted with a red box. At the bottom of the form, there are two buttons: 'Update' and 'Reset'. The 'Update' button is also highlighted with a red box.

## 6. Admin Task

This is the menu where administrative tasks like User and role management are carried out.

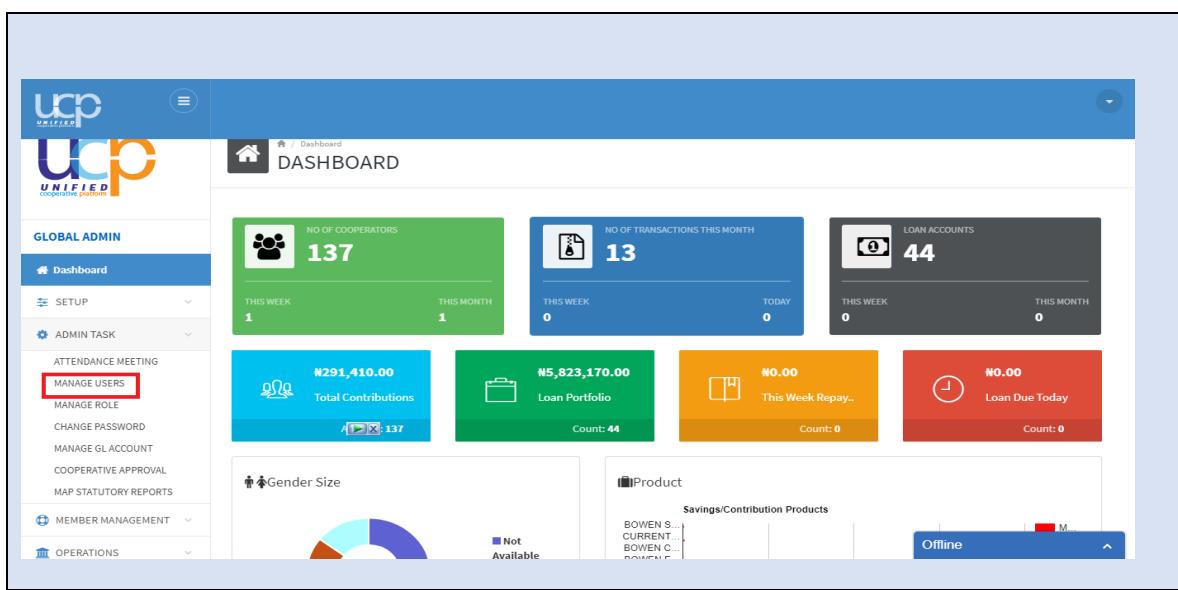
### 6.1. Manage Users

1. Login as a Cooperative and click on the **Admin Task** Menu:



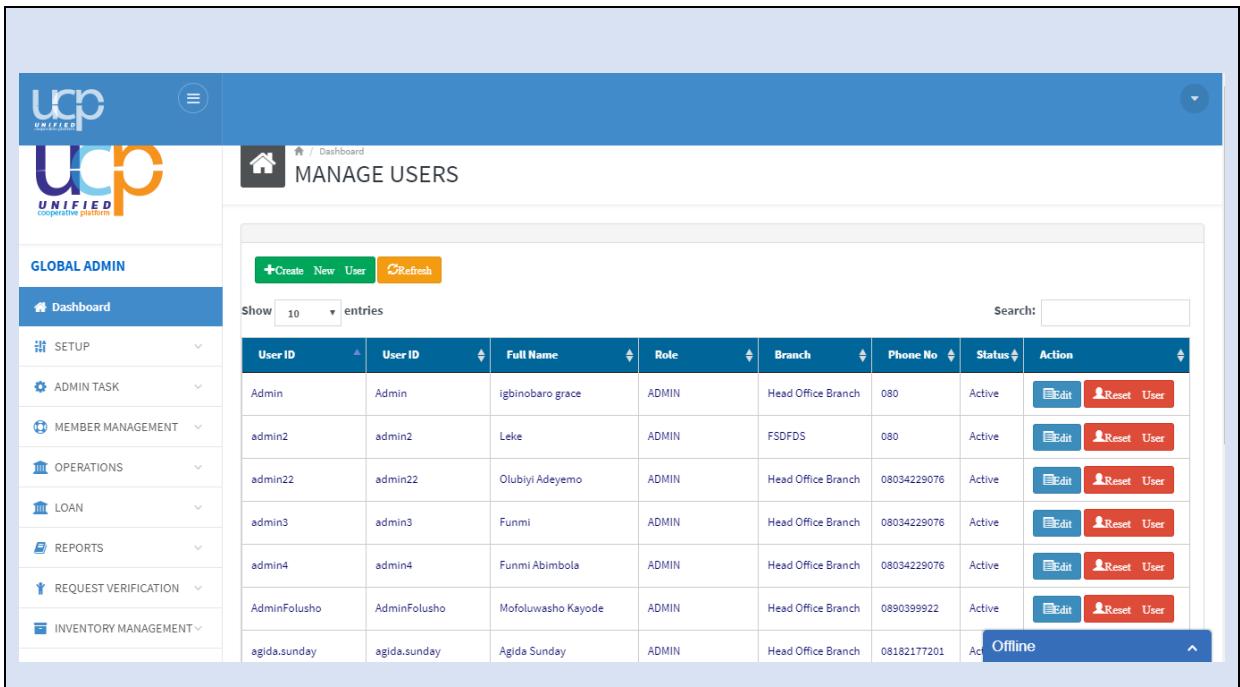
The screenshot shows the UCP (Unified Cooperative Platform) dashboard. On the left, there is a vertical navigation menu under the heading 'GLOBAL ADMIN' with several options: Dashboard, SETUP, ADMIN TASK (which is highlighted with a red box), MEMBER MANAGEMENT, OPERATIONS, REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, and PLACEMENTS. The main dashboard area displays various statistics: 'NO OF COOPERATORS' (136), 'NO OF TRANSACTIONS THIS MONTH' (13), 'LOAN ACCOUNTS' (44). Below these are four cards: 'Total Contributions' (₦291,410.00), 'Loan Portfolio' (₦5,823,170.00), 'This Week Repay.' (₦0.00), and 'Loan Due Today' (₦0.00). There are also two charts: 'Gender Size' (a donut chart showing Male, Female, and Not Available counts) and 'Product' (a list of savings/contribution products with an 'Offline' status indicator).

2. Click on the **Manage Users** Sub menu:



This screenshot is similar to the previous one, showing the UCP dashboard. However, the 'ADMIN TASK' menu has been expanded, and the 'MANAGE USERS' option is now highlighted with a red box. The rest of the interface remains the same, displaying the same statistics and charts as the first screenshot.

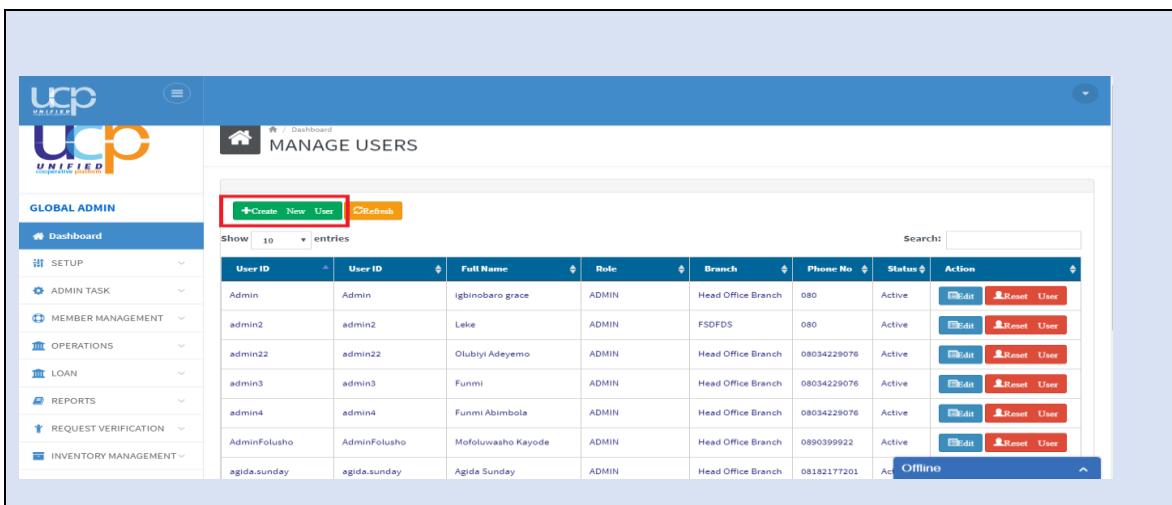
3. The Manage Users page is displayed listing the created users:



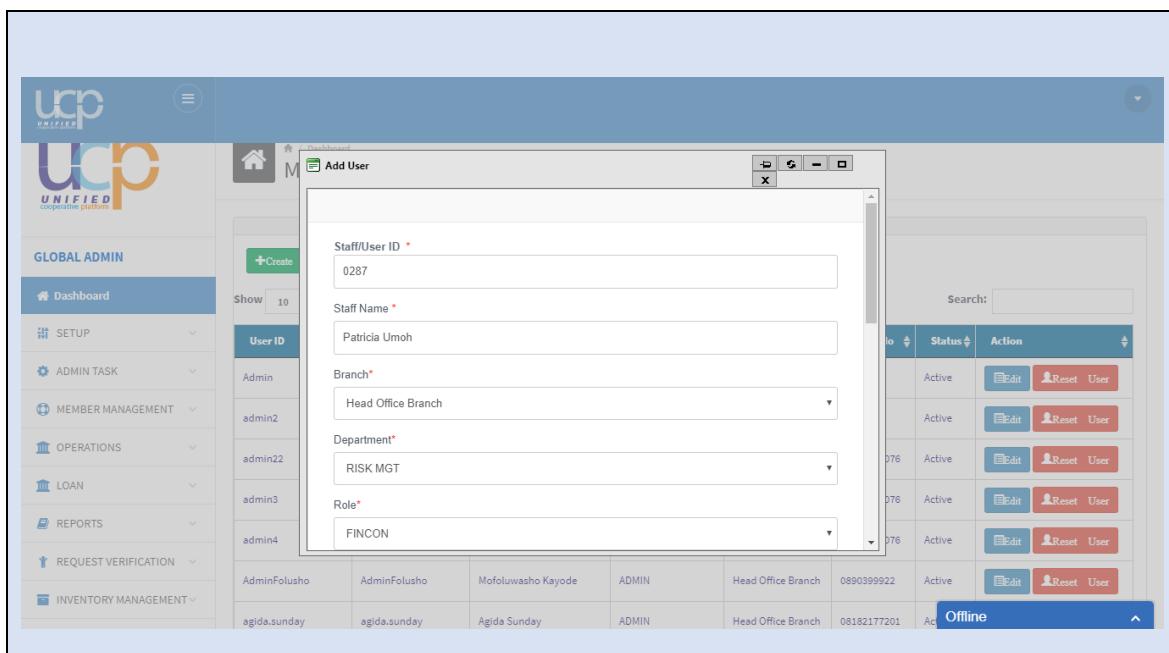
User ID	Full Name	Role	Branch	Phone No	Status	Action
Admin	Igbinobaro Grace	ADMIN	Head Office Branch	080	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
admin2	Leke	ADMIN	FSDFDS	080	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
admin22	Olubiyi Adeyemo	ADMIN	Head Office Branch	08034229076	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
admin3	Funmi	ADMIN	Head Office Branch	08034229076	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
admin4	Funmi Abimbola	ADMIN	Head Office Branch	08034229076	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
AdminFolusho	Mofoluwaso Kayode	ADMIN	Head Office Branch	0890399922	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
agida.sunday	Agida Sunday	ADMIN	Head Office Branch	08182177201	Ac Offline	

### 6.1.1. Add New User

1. From the Manage Users page, click on the **Create New User** button:



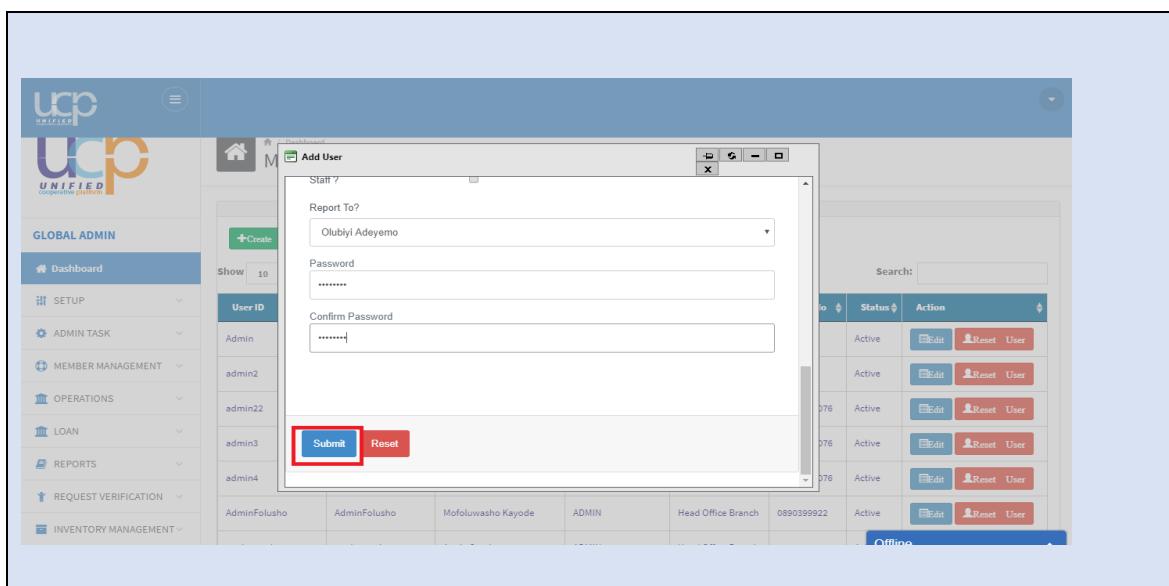
2. Provide the User's details:



The screenshot shows the 'Add User' dialog box over a list of users. The user details are as follows:

Staff/User ID	Staff Name	Branch	Department	Role
0287	Patricia Umoh	Head Office Branch	RISK MGT	FINCON

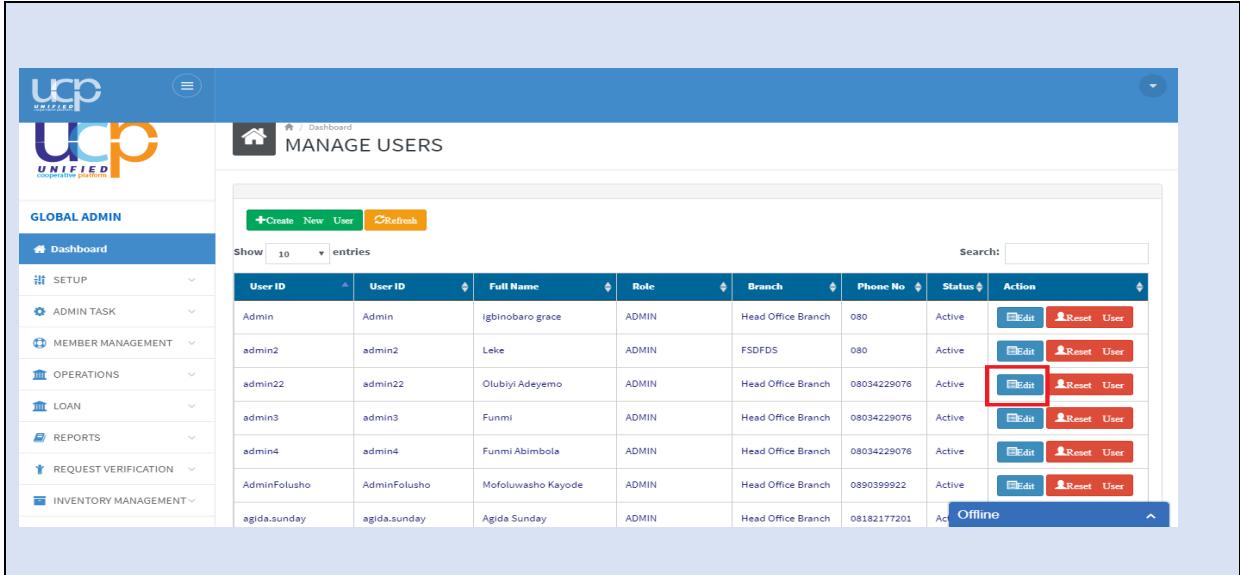
3. Click on the **Submit** button:



The screenshot shows the 'Add User' dialog box with the 'Report To' section filled. The 'Submit' button is highlighted with a red box.

## 6.1.2. Edit User

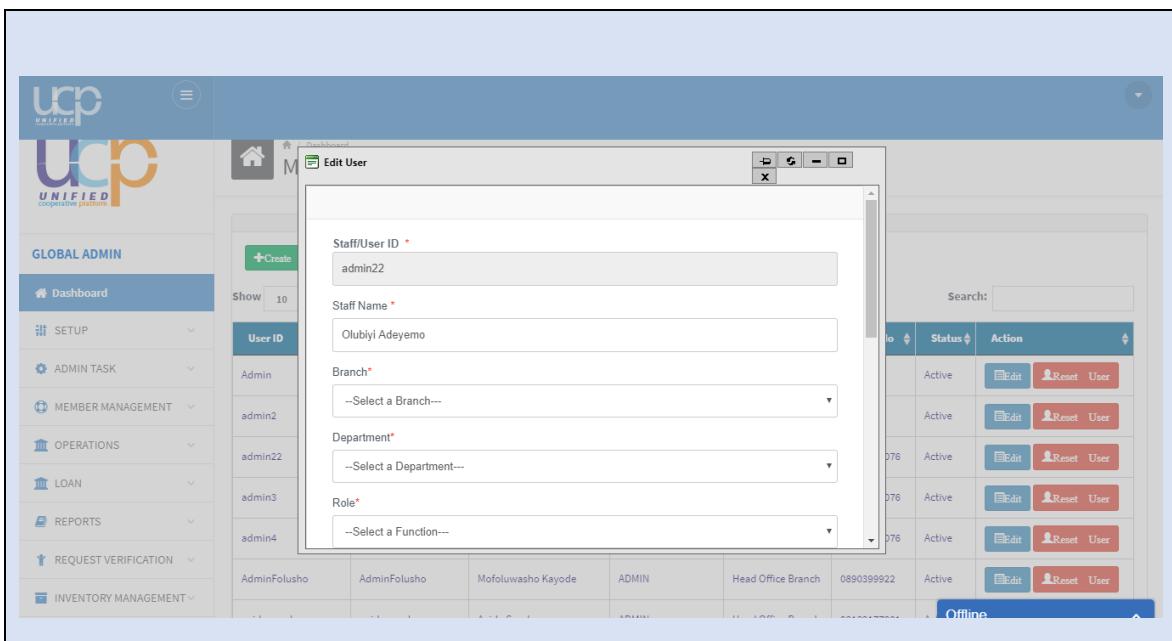
- From the Manage Users page, click on the **Edit** button for the particular user to be edited:



The screenshot shows the 'MANAGE USERS' page. The left sidebar has 'GLOBAL ADMIN' selected, with 'Dashboard' highlighted. The main area shows a table of users with columns: User ID, User ID, Full Name, Role, Branch, Phone No, Status, and Action. A user named 'admin22' is selected, and the 'Edit' button in the Action column is highlighted with a red box.

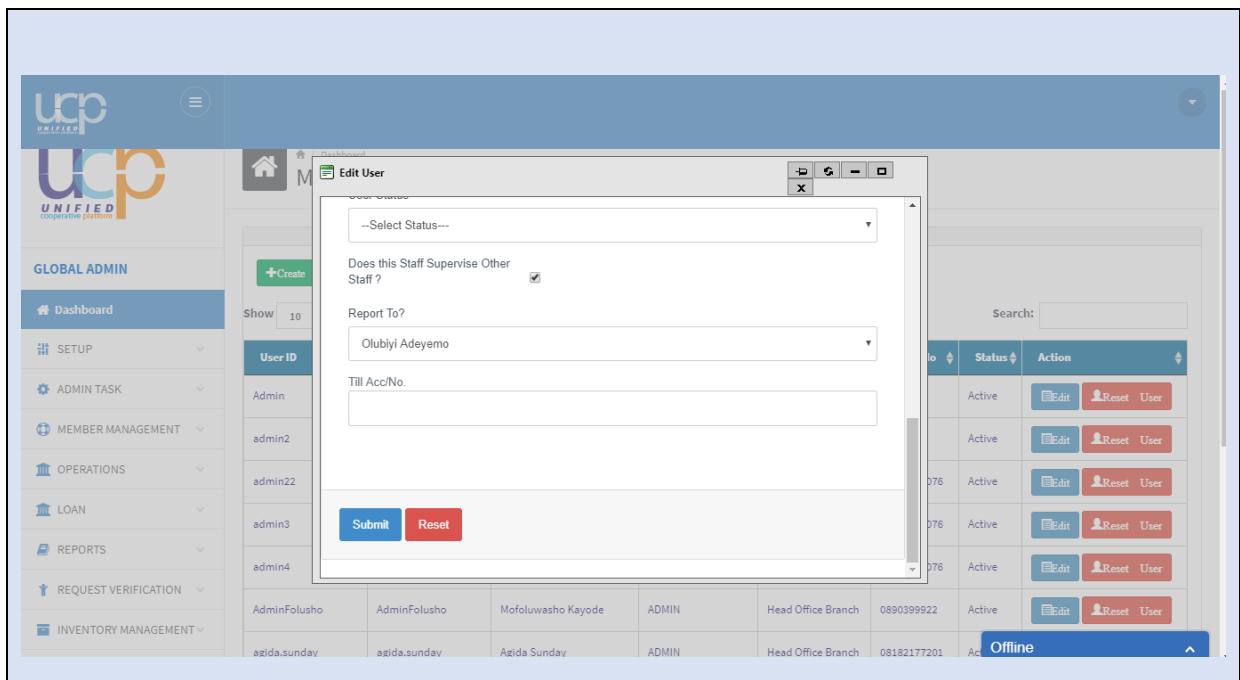
User ID	User ID	Full Name	Role	Branch	Phone No	Status	Action
Admin	Admin	Igbinobaro grace	ADMIN	Head Office Branch	080	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
admin2	admin2	Leke	ADMIN	FSDFDS	080	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
admin22	admin22	Olubiyi Adeyemo	ADMIN	Head Office Branch	08034229076	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
admin3	admin3	Funmi	ADMIN	Head Office Branch	08034229076	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
admin4	admin4	Funmi Abimbola	ADMIN	Head Office Branch	08034229076	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
AdminFolusho	AdminFolusho	Mofoluwoho Kayode	ADMIN	Head Office Branch	0890399922	Active	<a href="#">Edit</a> <a href="#">Reset User</a>
agida.sunday	agida.sunday	Agida Sunday	ADMIN	Head Office Branch	08182177201	Active	<a href="#">Edit</a> <a href="#">Reset User</a>

- Edit the user details:



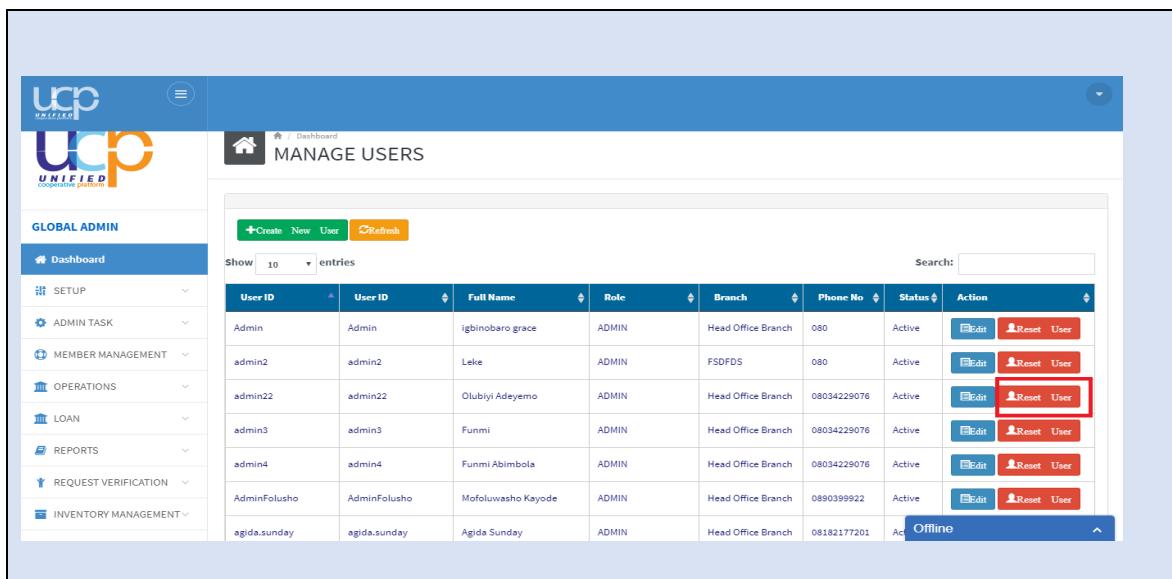
The screenshot shows the 'Edit User' dialog box. The 'Staff/User ID' field is filled with 'admin22'. The 'Staff Name' field is filled with 'Olubiyi Adeyemo'. The 'Branch' field has a dropdown menu with the placeholder 'Select a Branch...'. The 'Department' field has a dropdown menu with the placeholder 'Select a Department...'. The 'Role' field has a dropdown menu with the placeholder 'Select a Function...'. In the background, the 'Manage Users' table is visible, showing the same data as the previous screenshot.

3. Click on the **Submit** button:

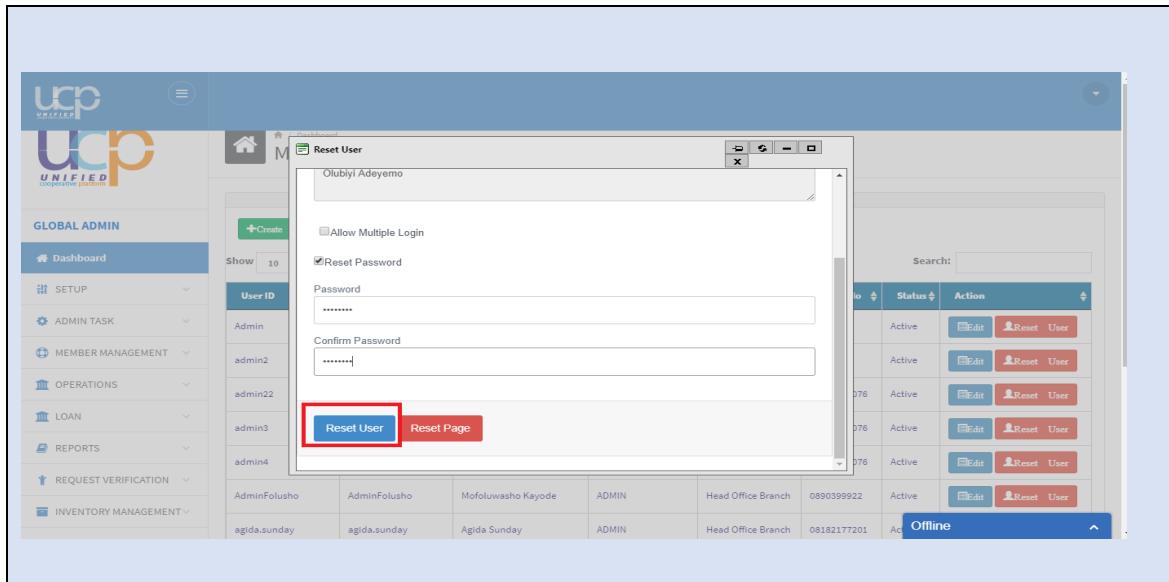


### 6.1.3. Reset User

1. From the Manage Users page, click on the **Reset User** button for the particular user to be reset:

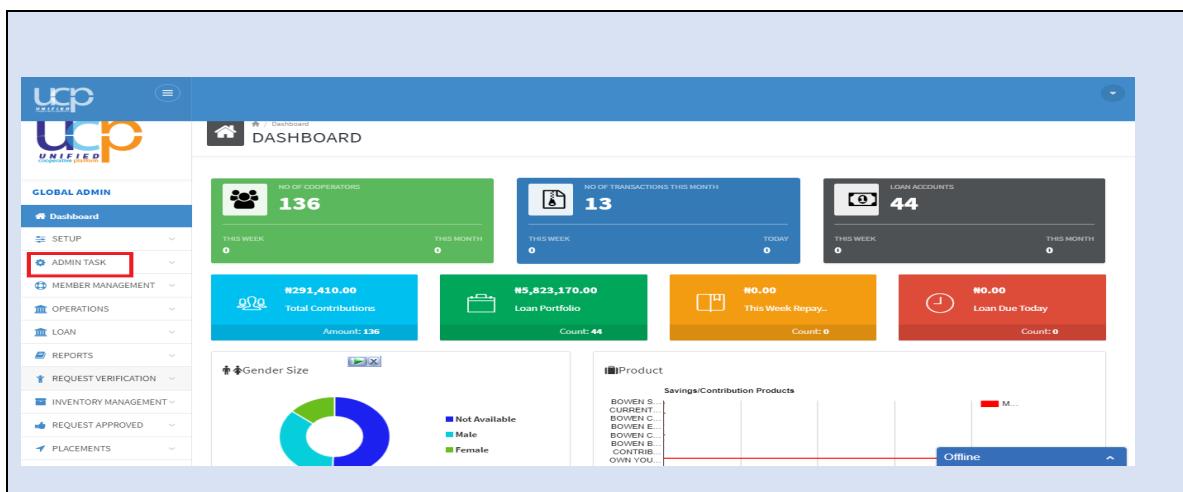


2. Check the applicable checkboxes to allow multiple login or/and reset password (if required) and click the **Reset User** button:

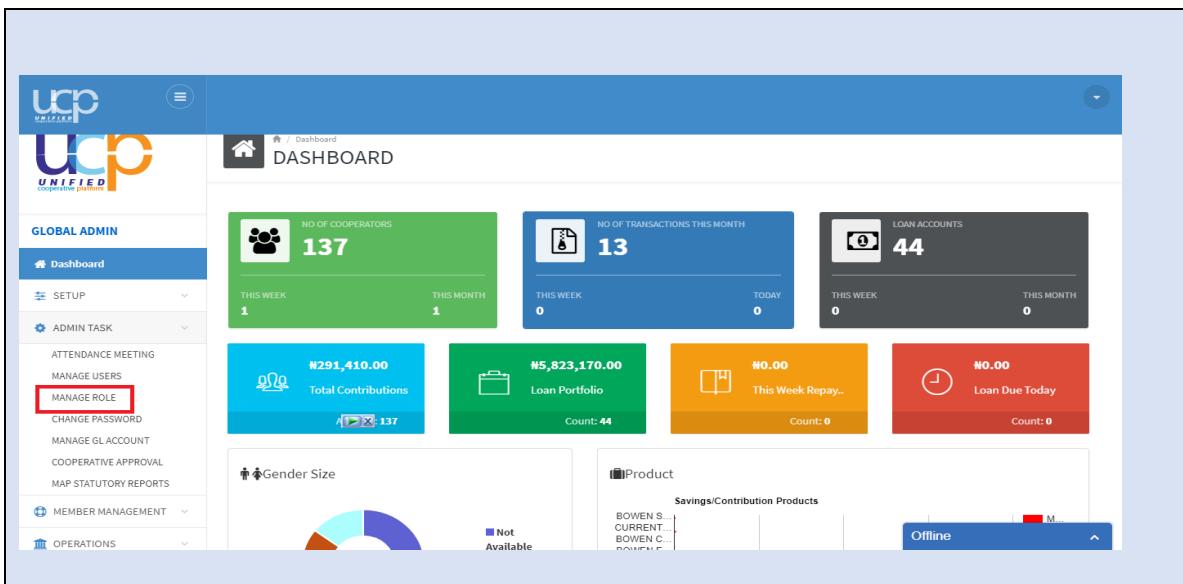


## 6.2. Manage Role

1. Login as a Cooperative and click on the **Admin Task** Menu:

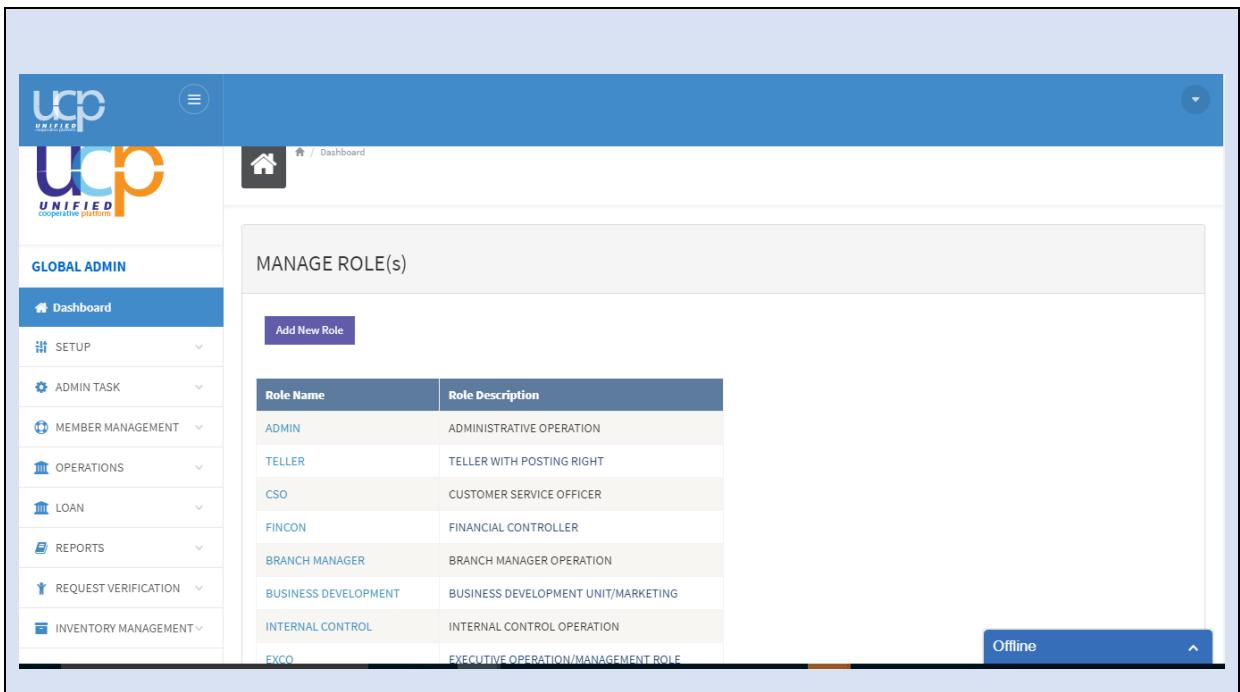


2. Click on the **Manage Role** Sub menu:



The screenshot shows the UCP Unified Cooperative Platform dashboard. On the left, the Global Admin sidebar has 'MANAGE ROLE' highlighted with a red box. The main dashboard area displays various metrics: No. of Cooperators (137), No. of Transactions This Month (13), and Loan Accounts (44). Below these are sections for Total Contributions (₦291,410.00), Loan Portfolio (₦5,823,170.00), This Week Repay. (₦0.00), and Loan Due Today (₦0.00). There are also charts for Gender Size (Not Available) and Product.

3. The Manage Role(s) page is displayed listing the existing roles and their description:

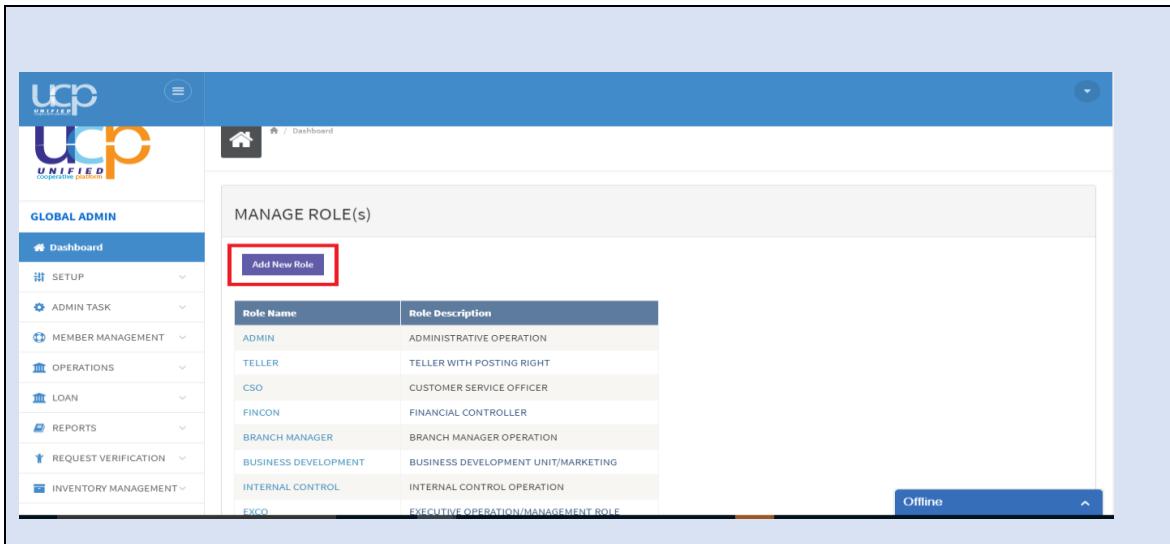


The screenshot shows the 'MANAGE ROLE(s)' page. The sidebar lists various administrative tasks. The main content area shows a table of existing roles with their descriptions. The table has two columns: 'Role Name' and 'Role Description'. The roles listed are: ADMIN (ADMINISTRATIVE OPERATION), TELLER (TELLER WITH POSTING RIGHT), CSO (CUSTOMER SERVICE OFFICER), FINCON (FINANCIAL CONTROLLER), BRANCH MANAGER (BRANCH MANAGER OPERATION), BUSINESS DEVELOPMENT (BUSINESS DEVELOPMENT UNIT/MARKETING), INTERNAL CONTROL (INTERNAL CONTROL OPERATION), and EXCO (EXECUTIVE OPERATION/MANAGEMENT ROLE). A blue 'Offline' status bar is visible at the bottom right.

Role Name	Role Description
ADMIN	ADMINISTRATIVE OPERATION
TELLER	TELLER WITH POSTING RIGHT
CSO	CUSTOMER SERVICE OFFICER
FINCON	FINANCIAL CONTROLLER
BRANCH MANAGER	BRANCH MANAGER OPERATION
BUSINESS DEVELOPMENT	BUSINESS DEVELOPMENT UNIT/MARKETING
INTERNAL CONTROL	INTERNAL CONTROL OPERATION
EXCO	EXECUTIVE OPERATION/MANAGEMENT ROLE

## 6.2.1. Add New Role

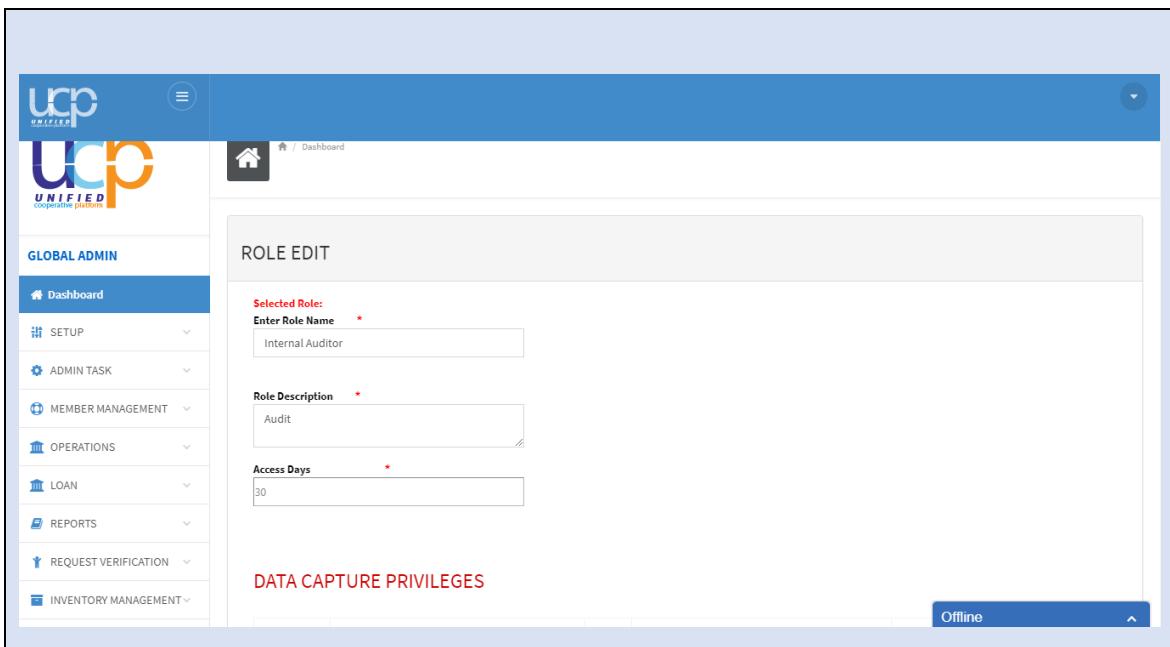
- From the Manage Role(s) page, click on the **Add New Role** button:



The screenshot shows the 'Manage Role(s)' page. On the left is a sidebar with 'GLOBAL ADMIN' and 'Dashboard' selected. The main area displays a table of existing roles with columns for 'Role Name' and 'Role Description'. A red box highlights the 'Add New Role' button at the top right of the table area.

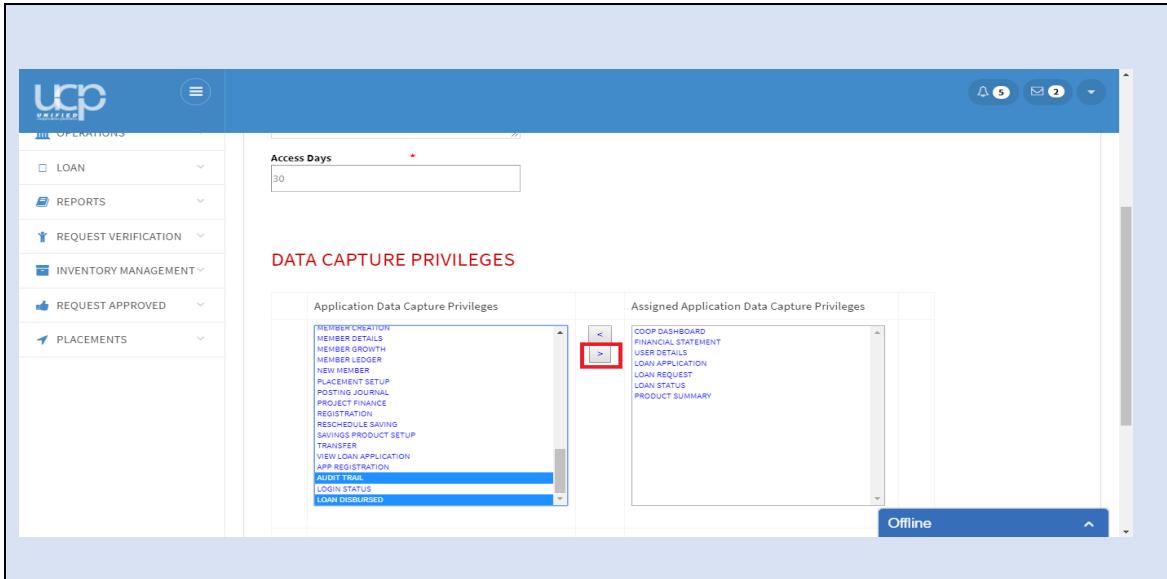
Role Name	Role Description
ADMIN	ADMINISTRATIVE OPERATION
TELLER	TELLER WITH POSTING RIGHT
CSO	CUSTOMER SERVICE OFFICER
FINCON	FINANCIAL CONTROLLER
BRANCH MANAGER	BRANCH MANAGER OPERATION
BUSINESS DEVELOPMENT	BUSINESS DEVELOPMENT UNIT/MARKETING
INTERNAL CONTROL	INTERNAL CONTROL OPERATION
EXCO	EXECUTIVE OPERATION/MANAGEMENT ROLE

- Provide the Role's details:

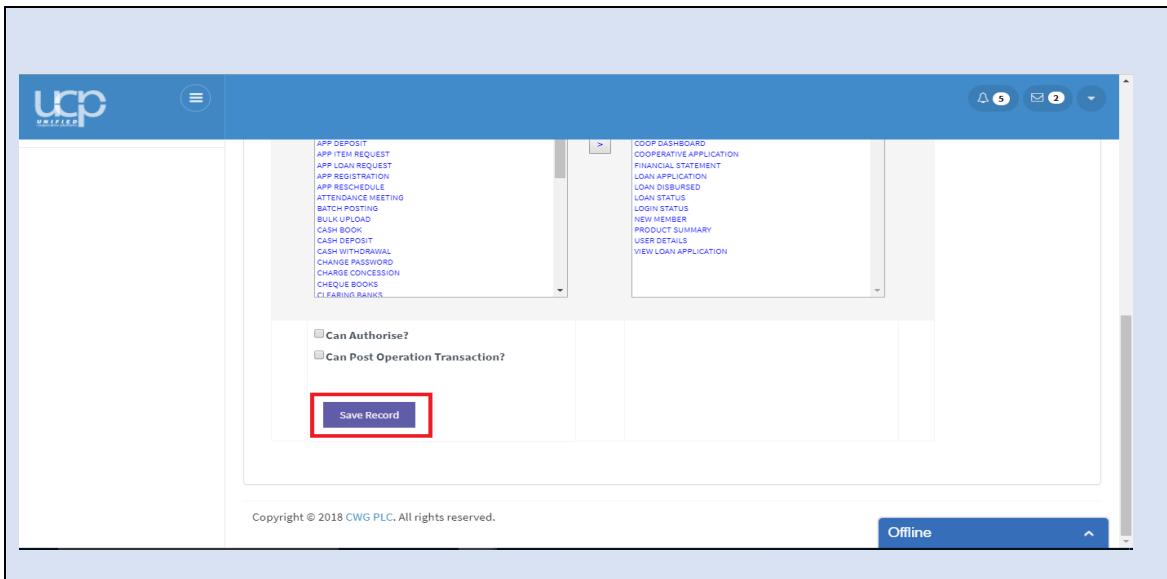


The screenshot shows the 'ROLE EDIT' page. The sidebar shows 'GLOBAL ADMIN' and 'Dashboard' selected. The main area has 'Selected Role:' set to 'Internal Auditor'. The 'Role Description' field contains 'Audit'. The 'Access Days' field contains '30'. Below this is a section titled 'DATA CAPTURE PRIVILEGES'.

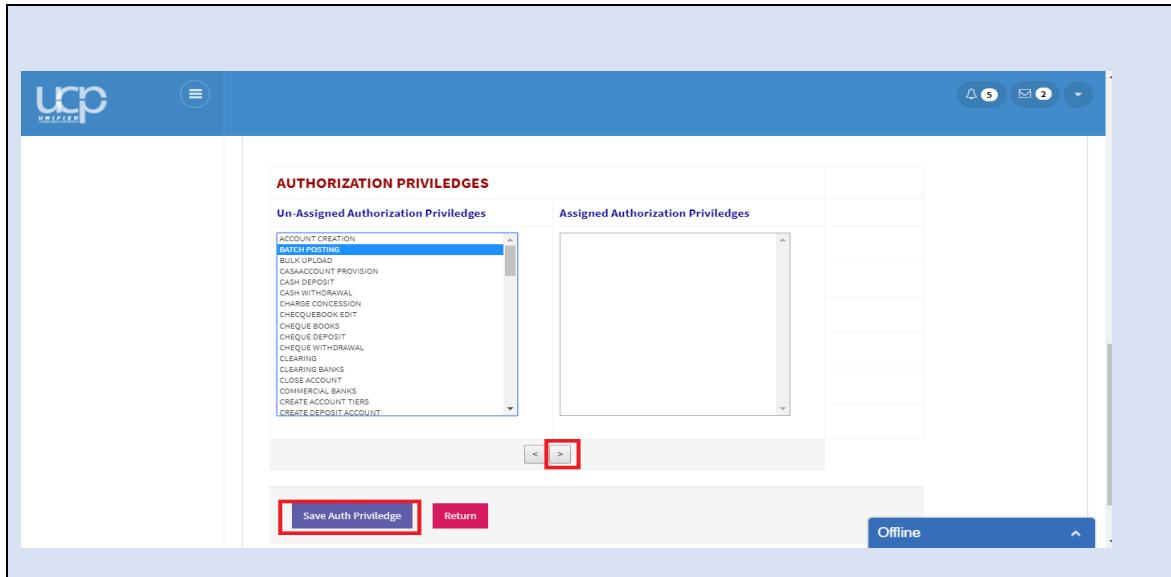
3. Select the Data Capture Privilege(s) for the role and click the **Right Arrow** button  to assign to the role. The **Left Arrow** button  can also be used to unassign selected Data Capture Privilege(s):



4. Select checkboxes (if applicable) and click on the **Save Record** button:

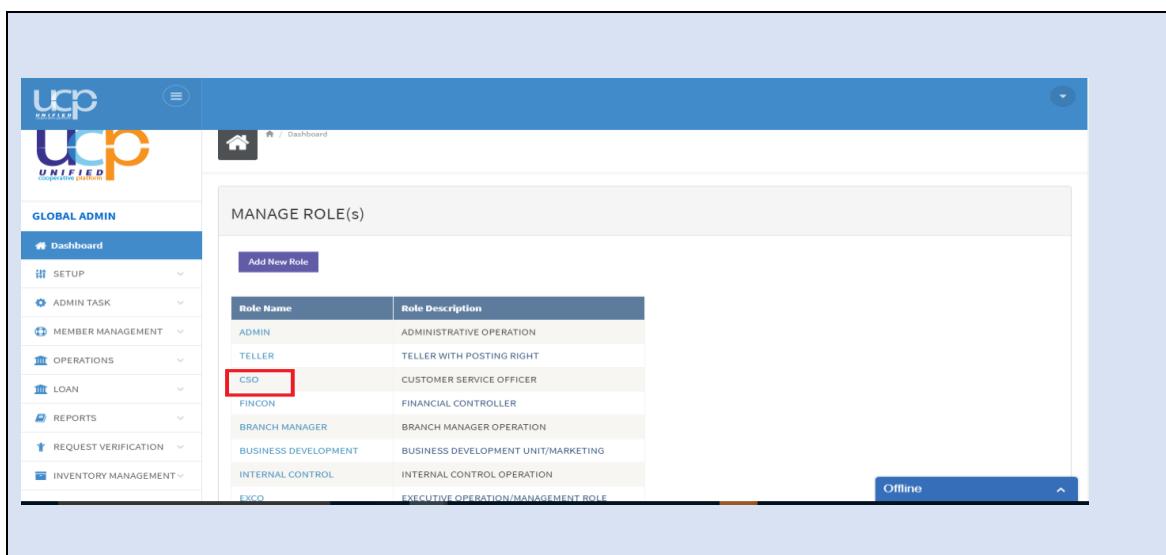


5. If the **Can Authorise** checkbox was selected, select the Authorisation Privilege(s) for the role and click the **Right Arrow** button  to assign to the role. The **Left Arrow** button  can also be used to unassign selected Authorisation Privilege(s). Click the **Save Auth Priviledge** button to save:

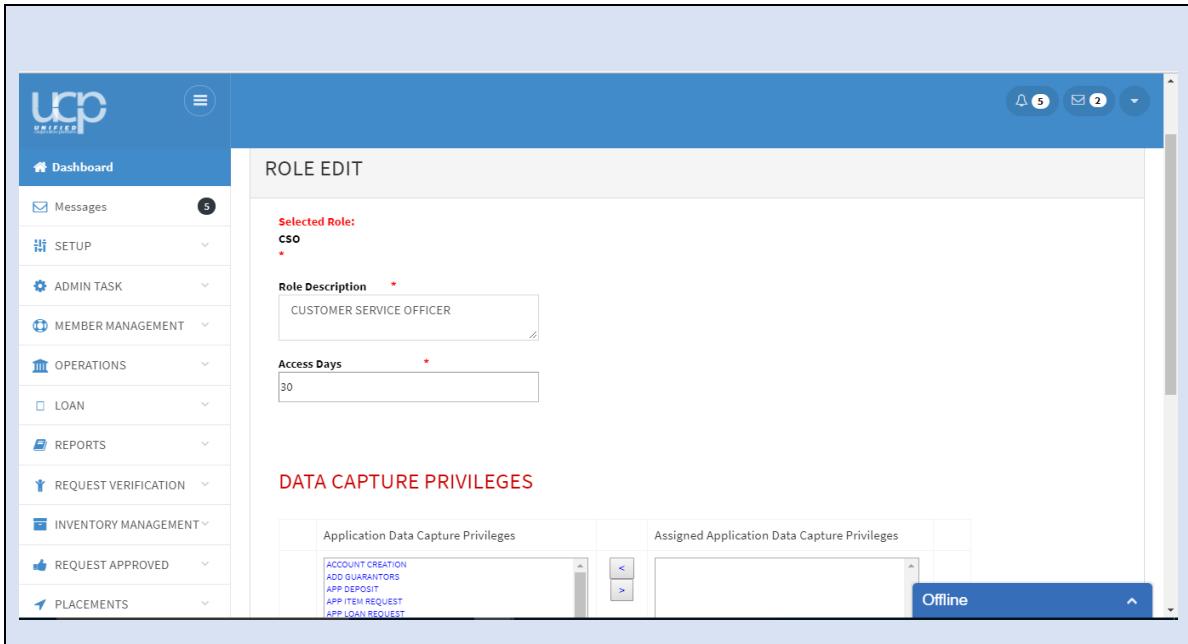


## 6.2.2. Edit Role

1. From the Manage Role(s) page, click on the particular user role to be edited:

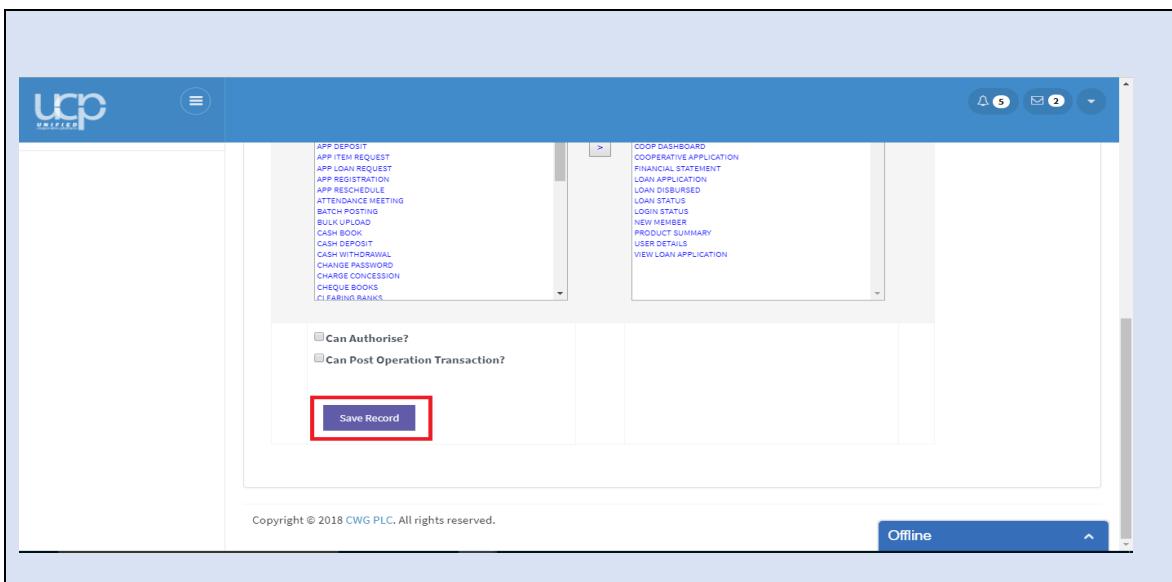


2. Edit the role as required:



The screenshot shows the 'ROLE EDIT' page. On the left is a sidebar with various menu items like Dashboard, SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, and PLACEMENTS. The main area has a title 'ROLE EDIT' and a section for 'Selected Role' which is 'CSO'. Below it are fields for 'Role Description' (set to 'CUSTOMER SERVICE OFFICER') and 'Access Days' (set to '30'). A large section titled 'DATA CAPTURE PRIVILEGES' contains two tables: 'Application Data Capture Privileges' (listing items like ACCOUNT CREATION, CO GUARANTORS, APP DEPOSIT, APP ITEM REQUEST, APP LOAN REQUEST) and 'Assigned Application Data Capture Privileges' (empty). A blue button at the bottom right of this section says 'Offline'.

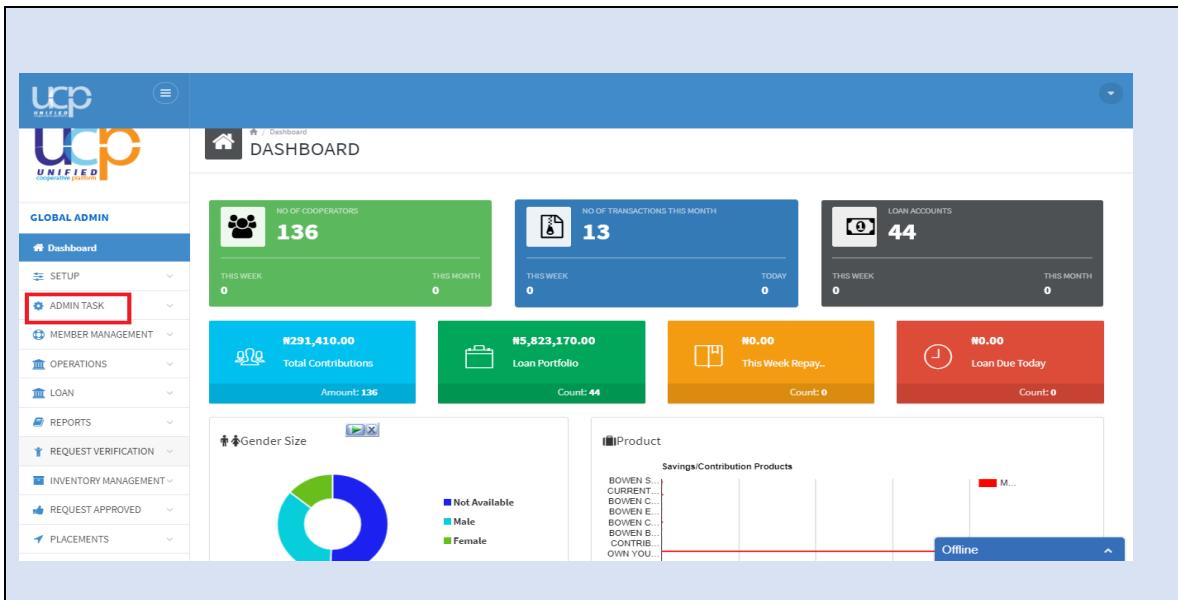
3. Click on the **Save Record** button:



This screenshot shows the same 'ROLE EDIT' page after some changes. The 'Assigned Application Data Capture Privileges' table now contains several items from the 'Application Data Capture Privileges' table. At the bottom of the page, there are two checkboxes: 'Can Authorise?' and 'Can Post Operation Transaction?'. A red box highlights the 'Save Record' button, which is located at the bottom center of the page. The footer includes the copyright notice 'Copyright © 2018 CWG PLC. All rights reserved.' and an 'Offline' status indicator.

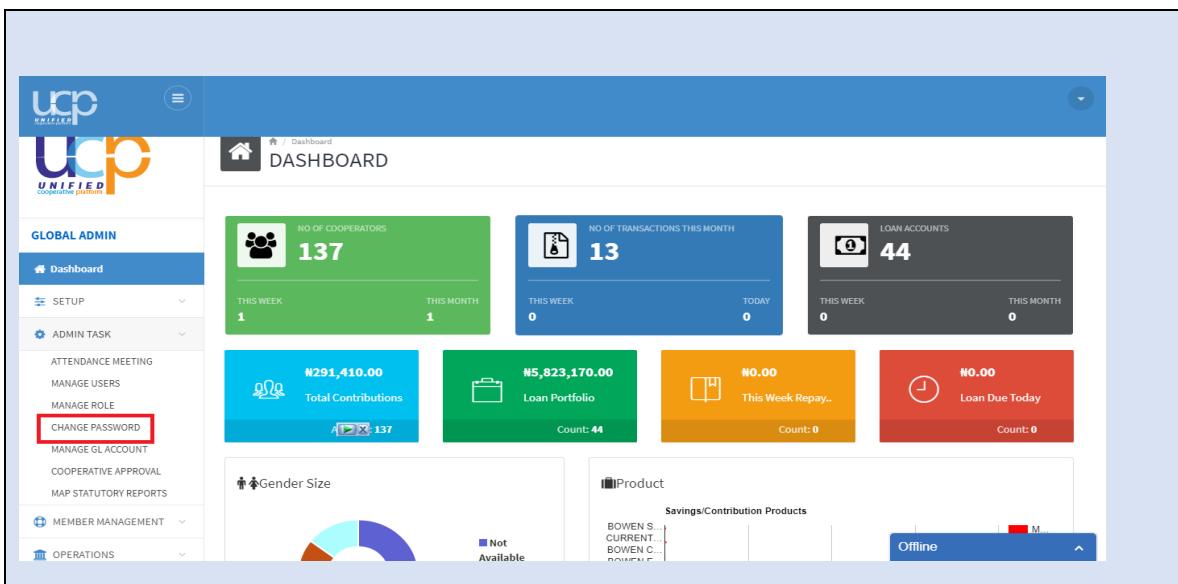
## 6.3. Change Password

1. Login as a Cooperative and click on the **Admin Task** Menu:



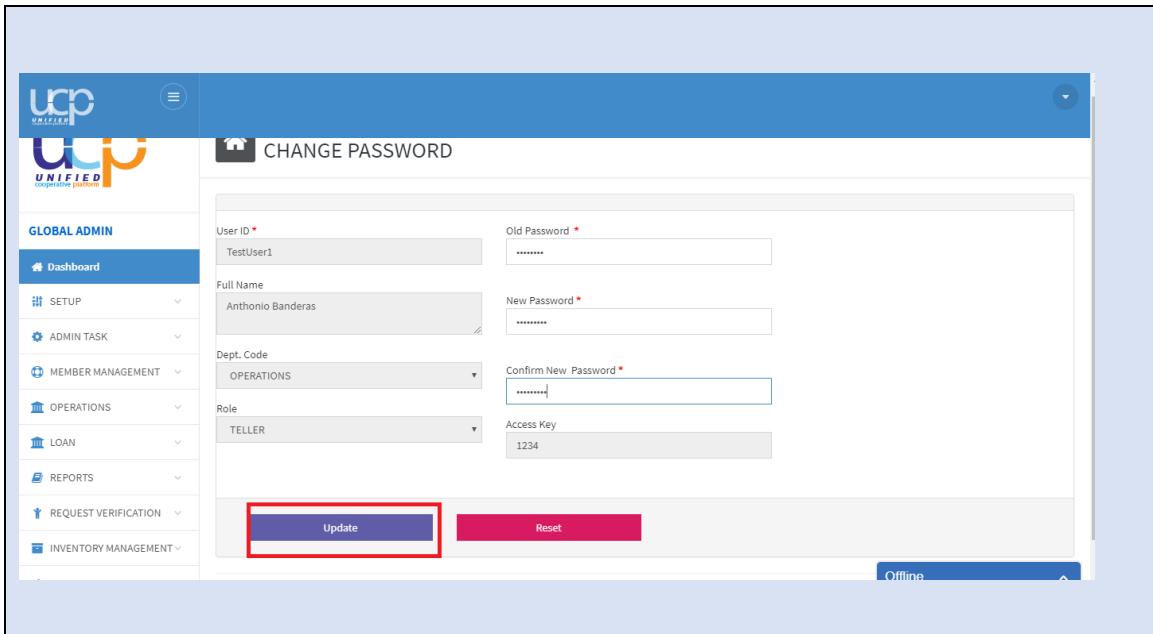
The screenshot shows the UCP Unified Cooperative Platform dashboard. On the left, there is a vertical navigation menu under 'GLOBAL ADMIN' with several options: Dashboard, SETUP, ADMIN TASK (which is highlighted with a red box), MEMBER MANAGEMENT, OPERATIONS, REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, and PLACEMENTS. The main dashboard area displays various statistics: 'NO OF COOPERATORS' (136), 'NO OF TRANSACTIONS THIS MONTH' (13), 'LOAN ACCOUNTS' (44). Below these are four boxes: 'Total Contributions' (₦291,410.00, Amount: 136), 'Loan Portfolio' (₦5,823,170.00, Count: 44), 'This Week Repay.' (₦0.00, Count: 0), and 'Loan Due Today' (₦0.00, Count: 0). There are also two charts: 'Gender Size' (a donut chart with segments for Not Available, Male, and Female) and 'Product' (a bar chart showing savings/contribution products with one entry labeled 'BOWEN S...'). A status bar at the bottom right indicates 'Offline'.

4. Click on the **Change Password** Sub menu:



This screenshot is similar to the previous one, showing the same dashboard layout. However, the 'CHANGE PASSWORD' option in the 'ADMIN TASK' section of the navigation menu is now highlighted with a red box. The rest of the interface remains the same, displaying the same statistics and charts as the first screenshot.

6. The Change Password page is displayed. Enter the old password and new password. Confirm the new password and click on the **Update** button:



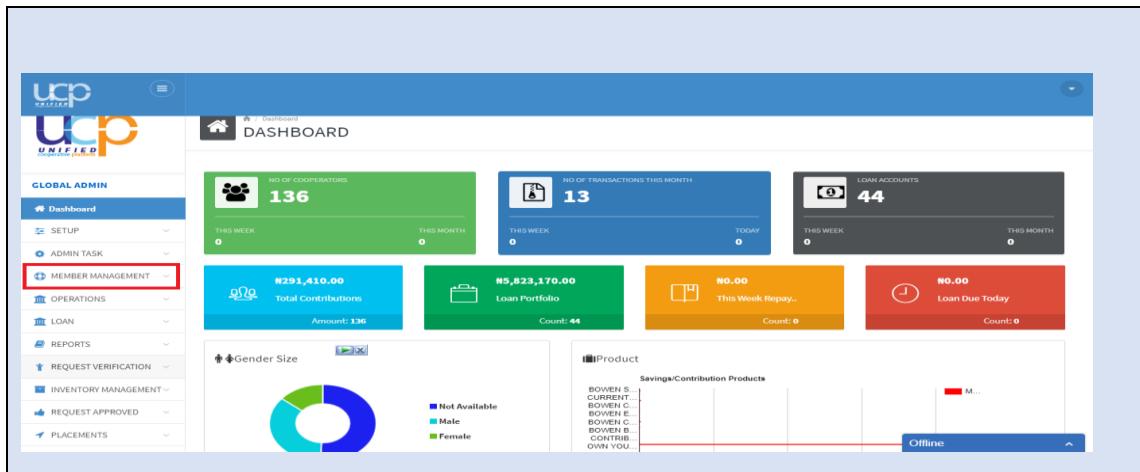
The screenshot shows the 'CHANGE PASSWORD' form. It includes fields for User ID (TestUser1), Old Password, Full Name (Antonio Banderas), New Password, Confirm New Password, Dept. Code (OPERATIONS), Role (TELLER), and Access Key (1234). The 'Update' button at the bottom left is highlighted with a red box.

## 7. Member Management

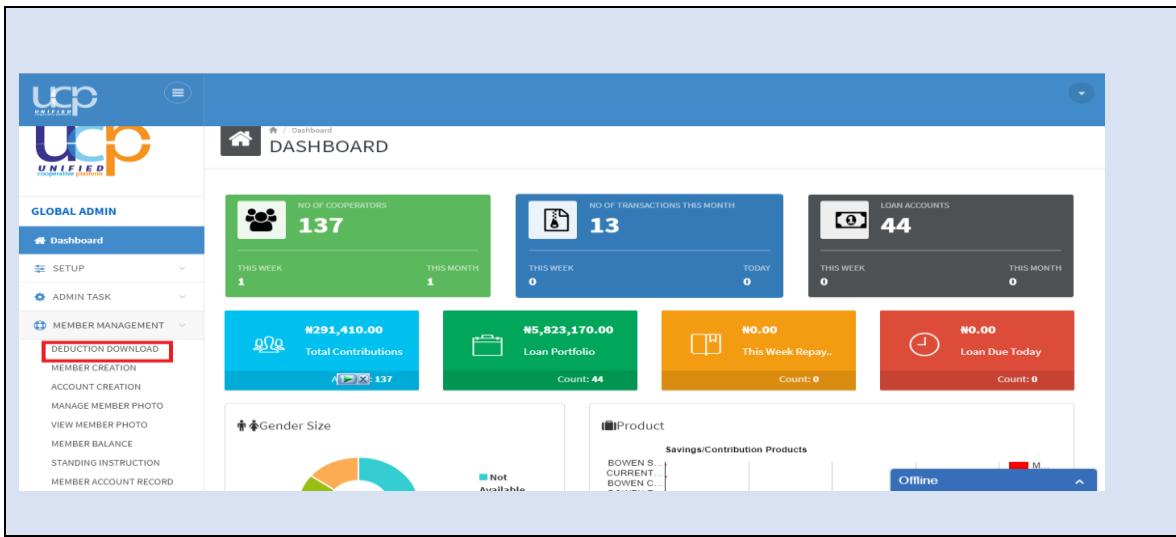
Members are managed under this menu. Functions like Deduction download and Member creation are carried out.

### 7.1. Deduction Download

1. Login as a Cooperative and click on the **Member Management** Menu:



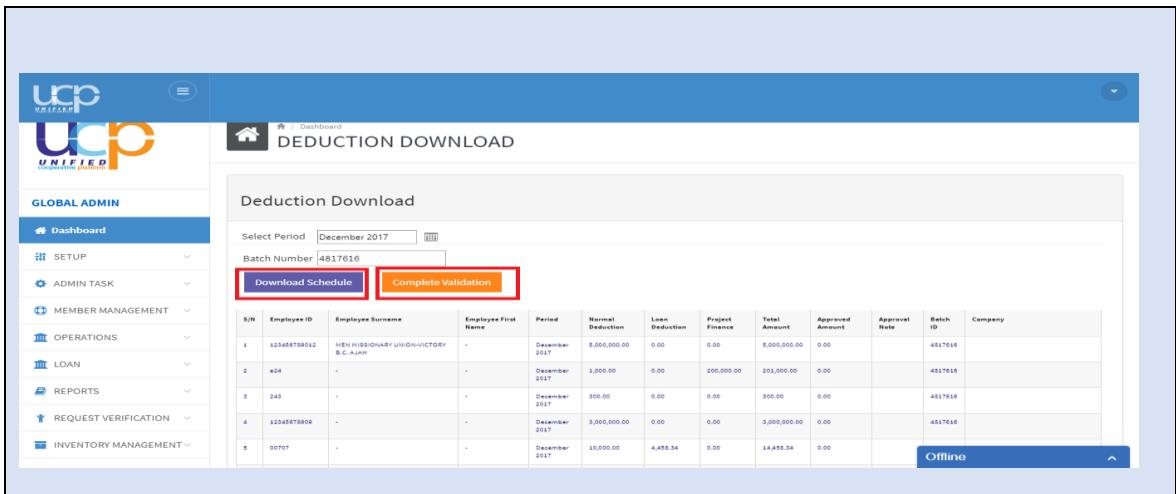
2. Click on the **Deduction Download** Sub menu:



The screenshot shows the UCP Unified platform dashboard. On the left, the Global Admin menu is open, with 'DEDUCTION DOWNLOAD' highlighted by a red box. Other menu items include SETUP, ADMIN TASK, MEMBER MANAGEMENT (with MEMBER CREATION, ACCOUNT CREATION, MANAGE MEMBER PHOTO, VIEW MEMBER PHOTO, MEMBER BALANCE, STANDING INSTRUCTION, MEMBER ACCOUNT RECORD), and REPORTS.

The main dashboard area displays various metrics: NO OF COOPERATORS (137), NO OF TRANSACTIONS THIS MONTH (13), LOAN ACCOUNTS (44), Total Contributions (₦291,410.00), Loan Portfolio (₦5,823,170.00), This Week Repay. (₦0.00), and Loan Due Today (₦0.00). There are also charts for Gender Size and Product.

3. The Deduction download page is displayed. Select Period. The Deduction Schedule is displayed. Click the **Download Schedule** button to download the schedule and click the **Complete Validation** button to complete validation:



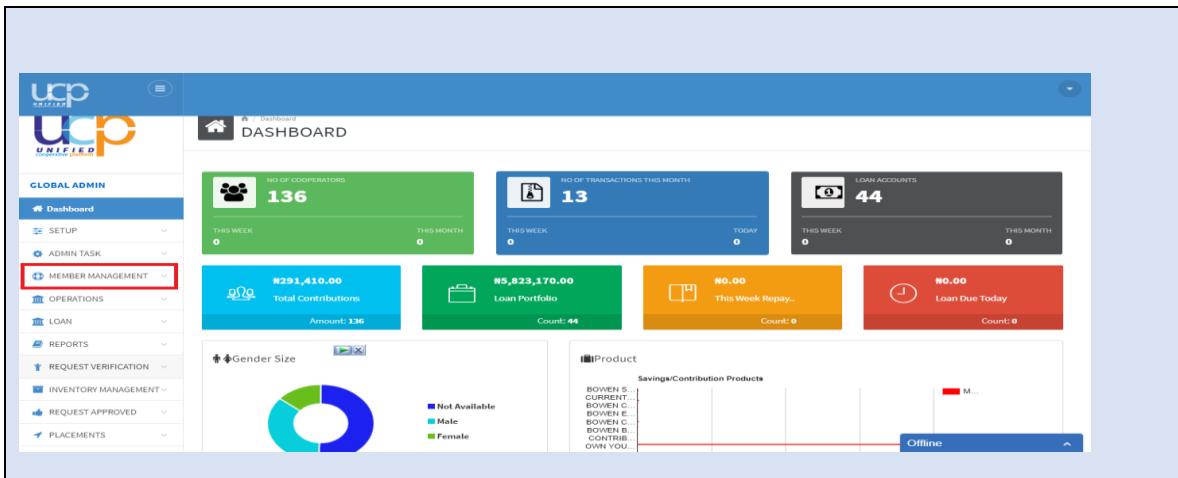
The screenshot shows the 'Deduction Download' page. The Global Admin menu is visible on the left. The main area has two buttons highlighted with red boxes: 'Download Schedule' and 'Complete Validation'. Above these buttons, there are fields for 'Select Period' (December 2017) and 'Batch Number' (4817616).

S/N	Employee ID	Employee Surname	Employee First Name	Period	Normal Reduction	Loan Deduction	Project Finance	Total Amount	Approved Amount	Approval Note	Batch ID	Company
1	123456789012	MENISSONARY UNION-VICTORY	B.C. ARIAH	December 2017	5,000,000.00	0.00	5,000,000.00	0.00	0.00		4817616	
2	#24	-	-	December 2017	1,000.00	0.00	200,000.00	201,000.00	0.00		4817616	
3	243	-	-	December 2017	300.00	0.00	300.00	300.00	0.00		4817616	
4	123456789009	-	-	December 2017	3,000,000.00	0.00	0.00	3,000,000.00	0.00		4817616	
5	00707	-	-	December 2017	10,000.00	4,405.54	0.00	14,405.54	0.00			

A blue 'Offline' button is located at the bottom right of the table.

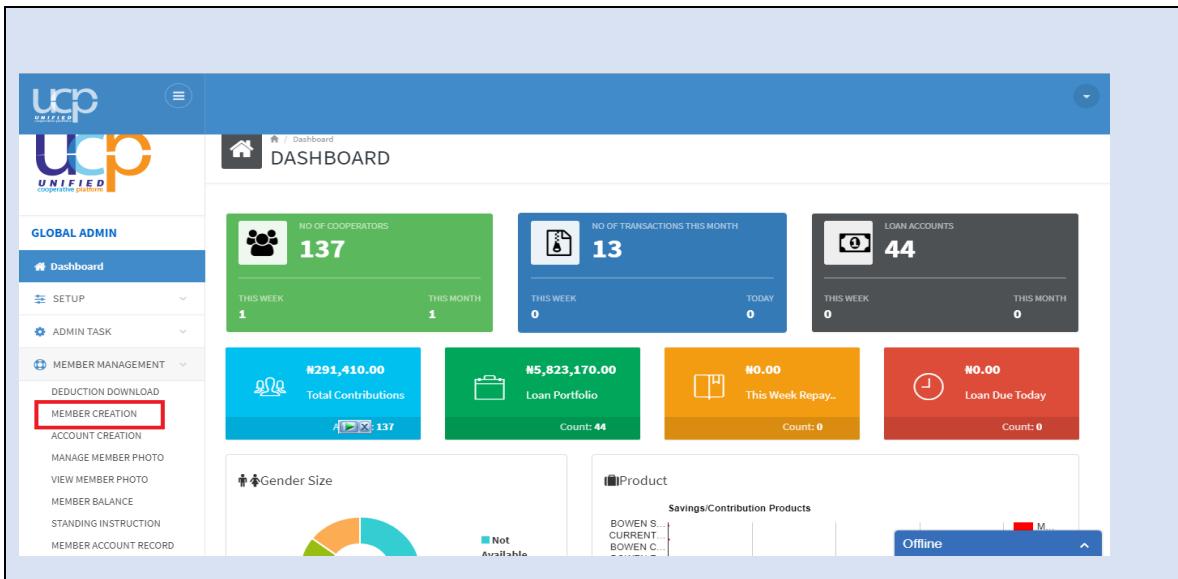
## 7.2. Member Creation

1. Login and click on the **Member Management** Menu:



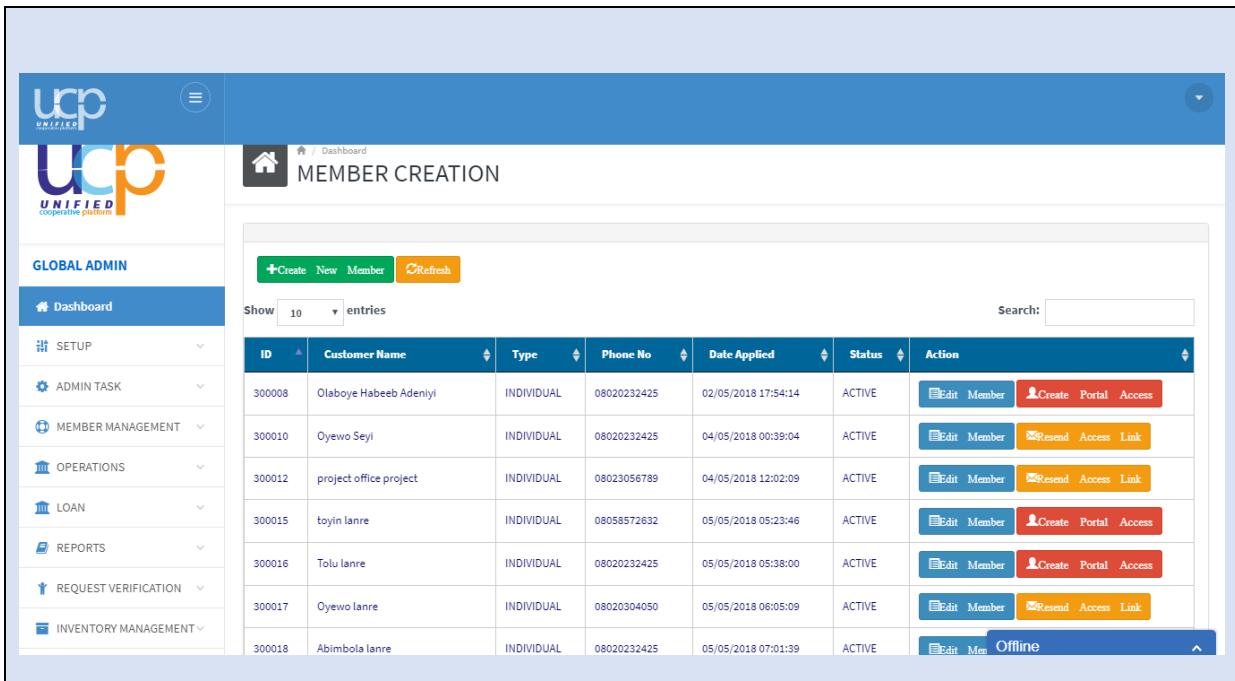
The screenshot shows the UCP Unified Cooperative Software dashboard. On the left, there is a vertical navigation menu under 'GLOBAL ADMIN' with several options: Dashboard (selected), SETUP, ADMIN TASK, MEMBER MANAGEMENT (with a dropdown arrow), OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, and PLACEMENTS. The 'MEMBER MANAGEMENT' option is highlighted with a red box. The main dashboard area displays various statistics: 'NO OF COOPERATORS' (136), 'NO OF TRANSACTIONS THIS MONTH' (13), 'LOAN ACCOUNTS' (44), 'Total Contributions' (₦291,410.00), 'Loan Portfolio' (₦5,823,170.00), 'This Week Repay.' (₦0.00), and 'Loan Due Today' (₦0.00). Below these are two donut charts: 'Gender Size' and 'Product'. A sidebar on the right lists 'Savings/Contribution Products' including BOWEN S., CURRENT..., BOWEN C., BOWEN E., BOWEN C., BOWEN B., CONTRIB..., OWN YOU..., and Offline.

2. Click on the **Member Creation** Sub menu:



This screenshot is similar to the previous one, showing the same dashboard layout. However, the 'MEMBER MANAGEMENT' menu item has a dropdown arrow, and the 'MEMBER CREATION' option within it is highlighted with a red box. The rest of the interface and data visualization are identical to the first screenshot.

3. The Member Creation page is displayed listing the existing members:

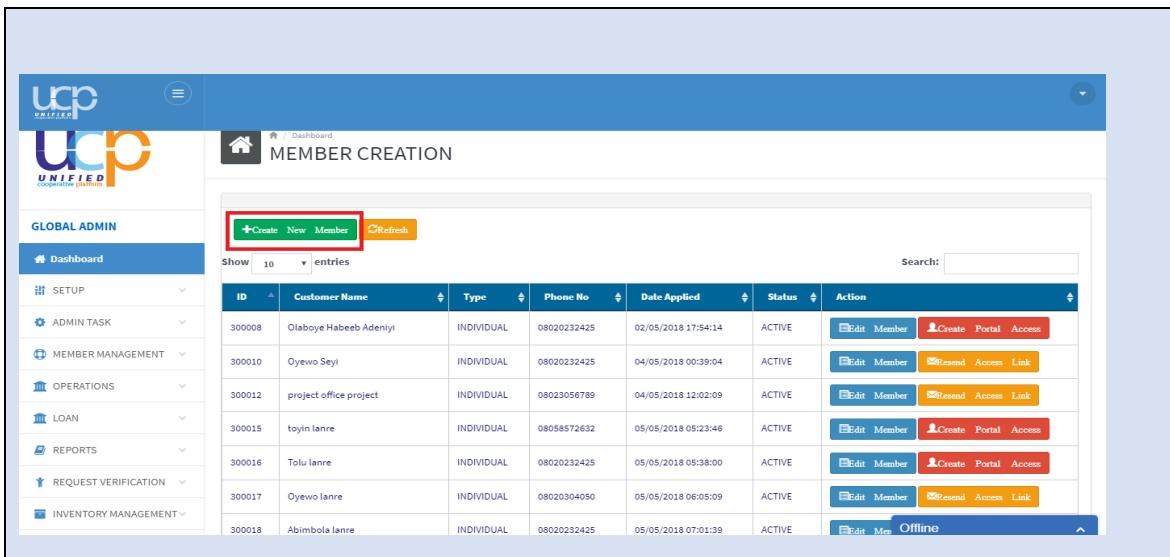


The screenshot shows the Member Creation page of the UCP Unified Cooperative Platform. The page has a blue header with the CWG PLC logo and the title 'MEMBER CREATION'. On the left, there is a sidebar with 'GLOBAL ADMIN' and 'Dashboard' selected. Below that is a list of administrative tasks: SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, and INVENTORY MANAGEMENT. The main content area displays a table of existing members with columns: ID, Customer Name, Type, Phone No, Date Applied, Status, and Action. The table contains 10 entries, each with a row of buttons for Edit Member, Create Portal Access, and Resend Access Link. The last entry in the table is 'Abimbola lanre'.

ID	Customer Name	Type	Phone No	Date Applied	Status	Action
300008	Olaboye Habeeb Adeniyi	INDIVIDUAL	08020232425	02/05/2018 17:54:14	ACTIVE	<button>Edit Member</button> <button>Create Portal Access</button>
300010	Oyewo Seyi	INDIVIDUAL	08020232425	04/05/2018 00:39:04	ACTIVE	<button>Edit Member</button> <button>Resend Access Link</button>
300012	project office project	INDIVIDUAL	08023056789	04/05/2018 12:02:09	ACTIVE	<button>Edit Member</button> <button>Resend Access Link</button>
300015	toyin lanre	INDIVIDUAL	08058572632	05/05/2018 05:23:46	ACTIVE	<button>Edit Member</button> <button>Create Portal Access</button>
300016	Tolu lanre	INDIVIDUAL	08020232425	05/05/2018 05:38:00	ACTIVE	<button>Edit Member</button> <button>Create Portal Access</button>
300017	Oyewo lanre	INDIVIDUAL	08020304050	05/05/2018 06:05:09	ACTIVE	<button>Edit Member</button> <button>Resend Access Link</button>
300018	Abimbola lanre	INDIVIDUAL	08020232425	05/05/2018 07:01:39	ACTIVE	<button>Edit Member</button> <button>Offline</button>

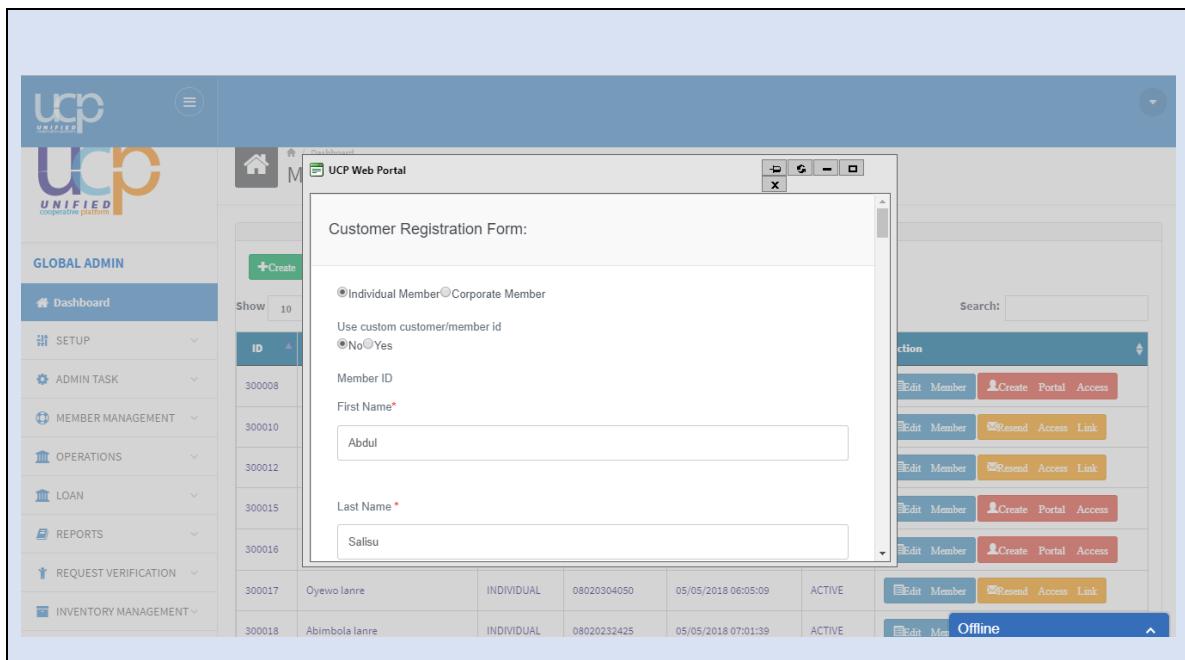
## 7.2.1. Create New Member

1. From the Member Creation page, click on the **Create New Member** button:



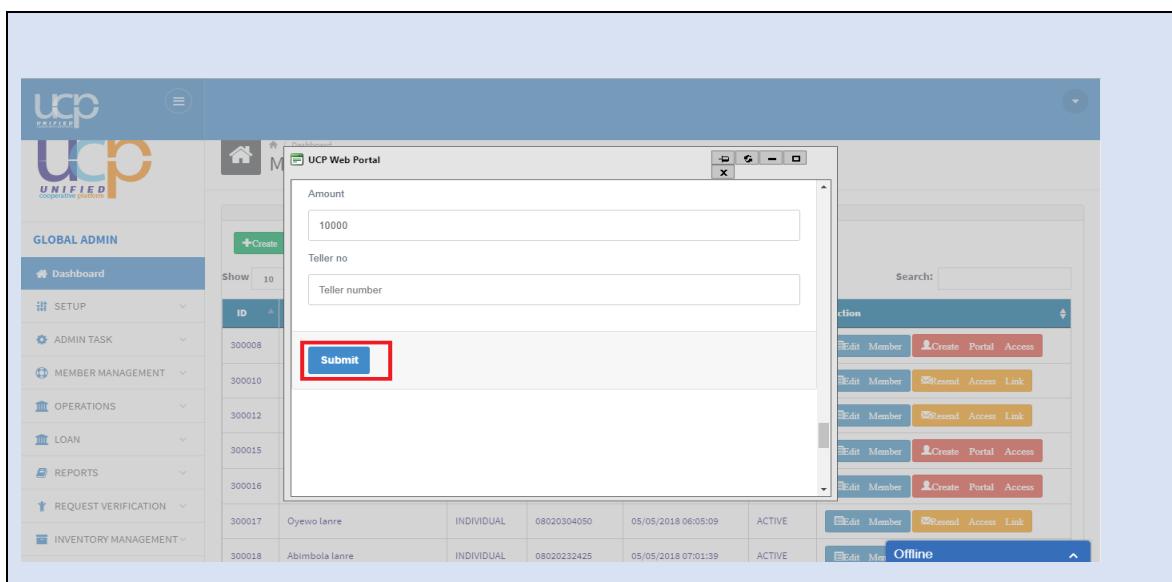
This screenshot is identical to the one above, showing the Member Creation page. However, the 'Create New Member' button in the top-left corner of the table header is highlighted with a red box to indicate it is the target for the first step in the process.

2. Provide the required information:



The screenshot shows the UCP Web Portal's Customer Registration Form. The form has two radio button options: Individual Member (selected) and Corporate Member. It also has a checkbox for using a custom member ID. The member ID field contains "300008". Below this, there are fields for First Name ("Abdul") and Last Name ("Salisu"). To the right, a table lists member details: Oyewola Ilae (Member ID 300017), INDIVIDUAL, 08020304050, 05/05/2018 06:05:09, ACTIVE. At the bottom right of the form, there are buttons for Edit Member, Create Portal Access, Resend Access Link, and another Create Portal Access button.

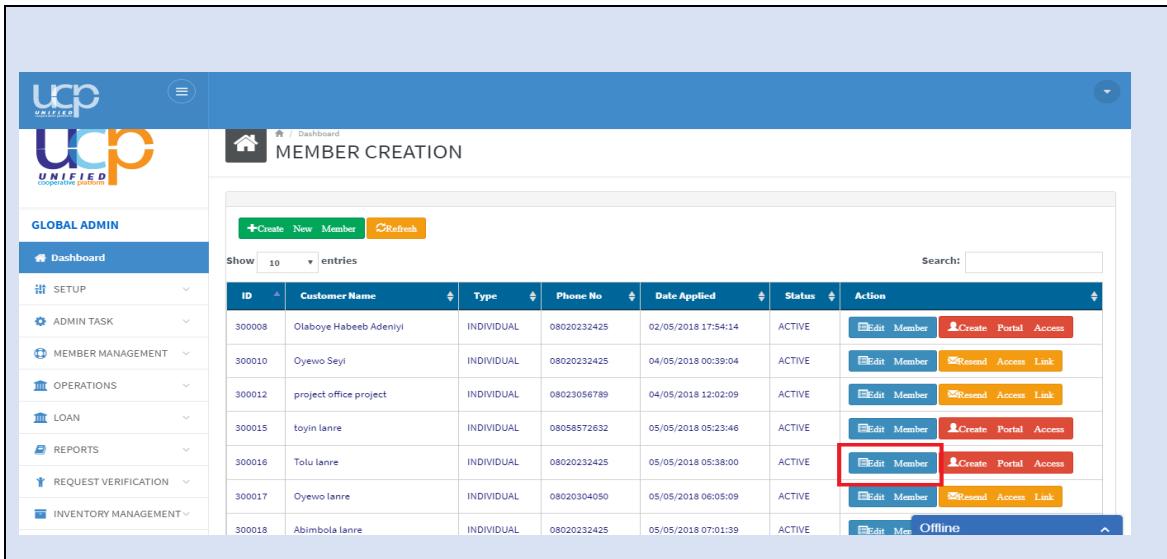
3. Click on the **Submit** button:



The screenshot shows the UCP Web Portal's Transaction Form. It has fields for Amount (10000) and Teller no (empty). A large red box highlights the "Submit" button at the bottom of the form. The background shows a list of members with their details: Oyewola Ilae (Member ID 300017), INDIVIDUAL, 08020304050, 05/05/2018 06:05:09, ACTIVE; and Abimbola Ilae (Member ID 300018), INDIVIDUAL, 08020232425, 05/05/2018 07:01:39, ACTIVE. At the bottom right, there are buttons for Edit Member, Create Portal Access, Resend Access Link, and another Create Portal Access button.

## 7.2.2. Edit Registration

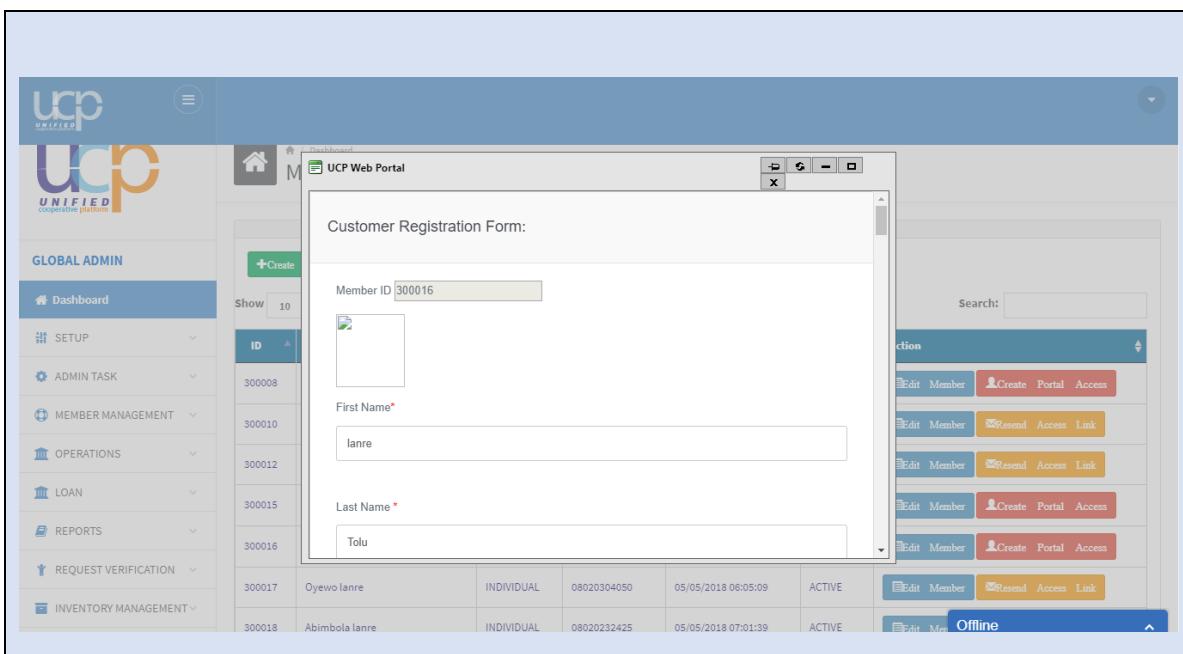
- From the Member Creation page, click on the **Edit Registration** button for the particular member registration to be edited:



The screenshot shows the UCP Web Portal's Member Creation interface. On the left is a sidebar with 'GLOBAL ADMIN' navigation. The main area displays a table of member records. Member ID 300016, which corresponds to 'Tolu lanre', has its 'Edit Member' button highlighted with a red box.

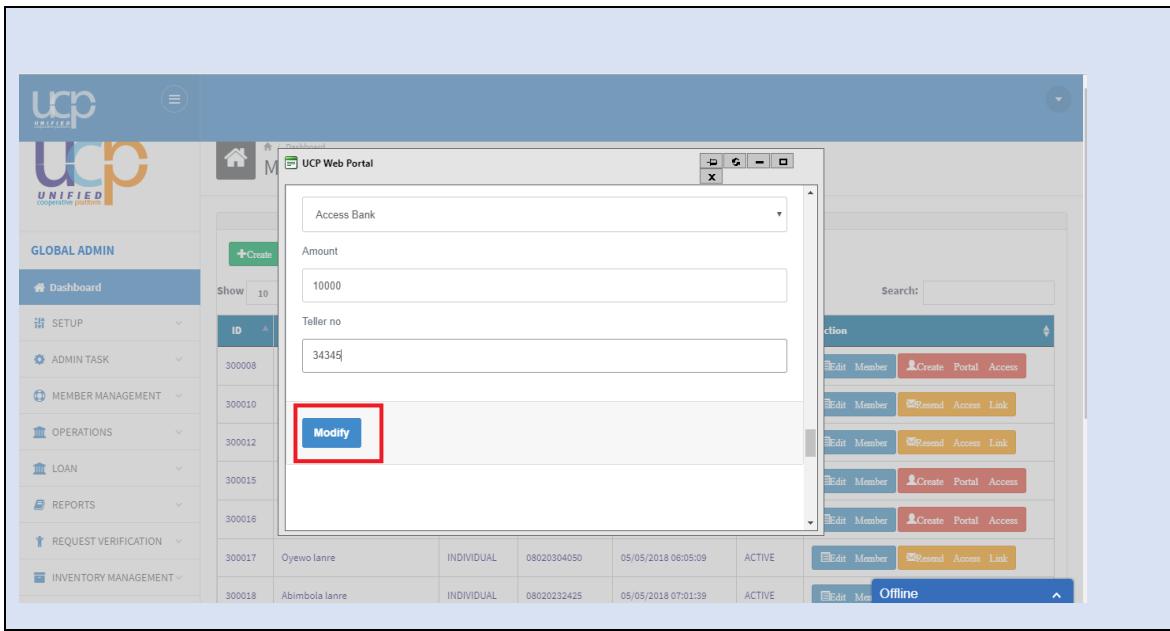
ID	Customer Name	Type	Phone No	Date Applied	Status	Action
300008	Olaboye Habeeb Adeniyi	INDIVIDUAL	08020232425	02/05/2018 17:54:14	ACTIVE	<a href="#">Edit Member</a> <a href="#">Create Portal Access</a>
300010	Oyewo Seyi	INDIVIDUAL	08020232425	04/05/2018 00:39:04	ACTIVE	<a href="#">Edit Member</a> <a href="#">Resend Access Link</a>
300012	project office project	INDIVIDUAL	08023056789	04/05/2018 12:02:09	ACTIVE	<a href="#">Edit Member</a> <a href="#">Resend Access Link</a>
300015	toyin lanre	INDIVIDUAL	08058572632	05/05/2018 05:23:46	ACTIVE	<a href="#">Edit Member</a> <a href="#">Create Portal Access</a>
300016	Tolu lanre	INDIVIDUAL	08020232425	05/05/2018 05:38:00	ACTIVE	<a href="#">Edit Member</a> <a href="#">Create Portal Access</a>
300017	Oyewo lanre	INDIVIDUAL	08020304050	05/05/2018 06:05:09	ACTIVE	<a href="#">Edit Member</a> <a href="#">Resend Access Link</a>
300018	Abimbola lanre	INDIVIDUAL	08020232425	05/05/2018 07:01:39	ACTIVE	<a href="#">Edit Member</a> <a href="#">Offline</a>

- Edit the registration as required:



The screenshot shows the Customer Registration Form overlaid on the Member Creation page. The 'Member ID' field is populated with '300016'. The 'First Name\*' field contains 'Tolu'.

3. Click on the **Submit** button:



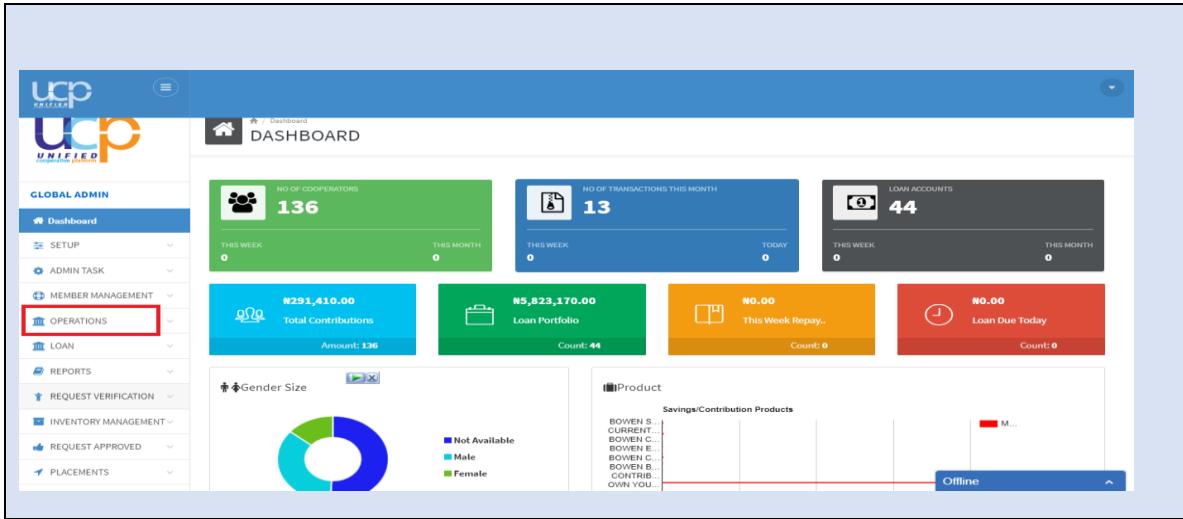
The screenshot shows the UCP Web Portal interface. On the left, there's a sidebar with 'GLOBAL ADMIN' and various menu items like 'Dashboard', 'SETUP', 'ADMIN TASK', etc. The main area has a modal window titled 'Access Bank'. It contains fields for 'Amount' (set to 10000) and 'Teller no' (set to 34345). At the bottom of this modal is a blue 'Modify' button, which is highlighted with a red box. To the right of the modal, there's a search bar and a list of member transactions. The transactions table includes columns for ID, Member Name, Type, Date, Time, Status, and Action buttons. One transaction for 'Oyewo lanre' is selected.

## 8. Operations

Operation functions are carried out under this menu.

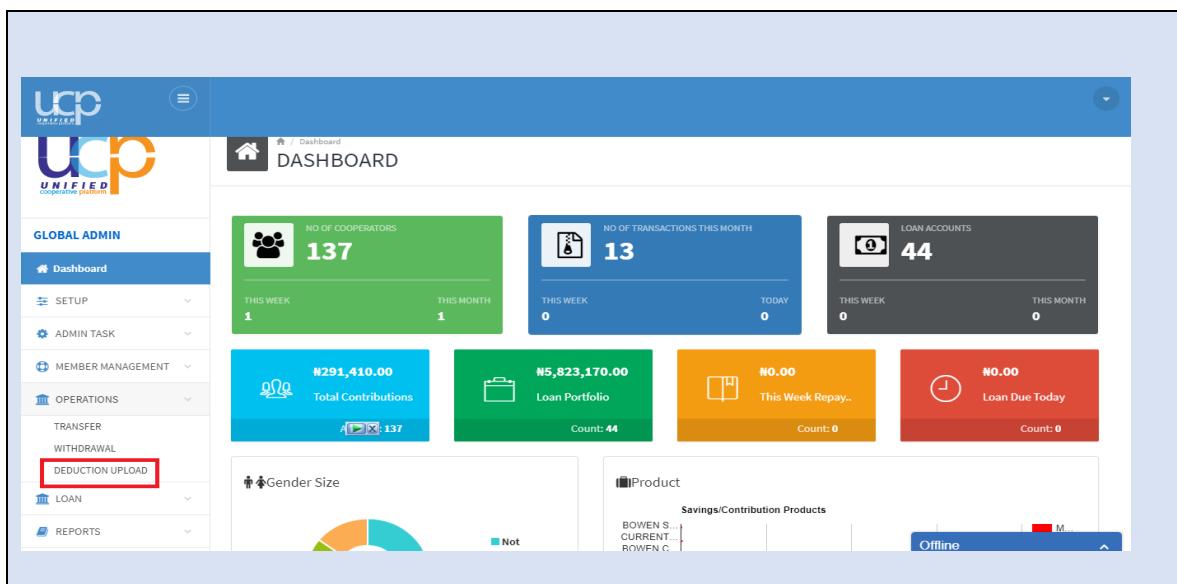
### 8.1. Deduction Upload

1. Login as a Cooperative and click on the **Operations** Menu:



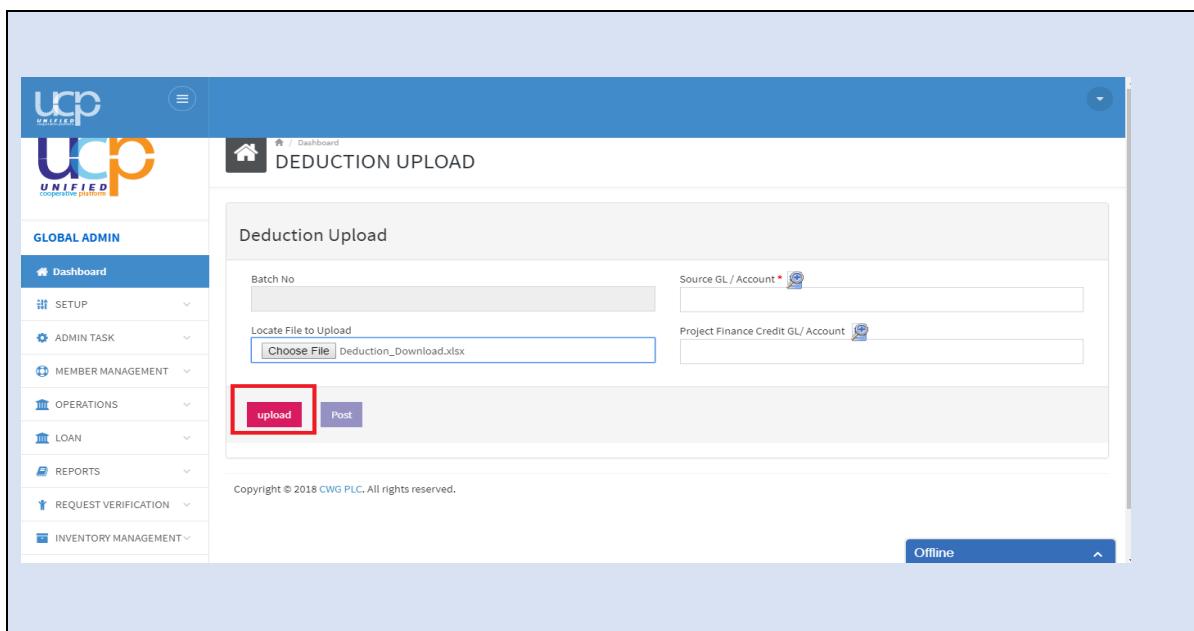
The screenshot shows the UCP Web Portal Dashboard. The left sidebar has 'GLOBAL ADMIN' and several menu items. The 'OPERATIONS' item is highlighted with a red box. The main dashboard area displays various statistics: 'NO OF COOPERATORS: 136', 'NO OF TRANSACTIONS THIS MONTH: 13', 'LOAN ACCOUNTS: 44', 'N291,410.00 Total Contributions', 'N5,823,170.00 Loan Portfolio', 'N0.00 This Week Repay.', and 'N0.00 Loan Due Today'. Below these are two charts: 'Gender Size' (a pie chart showing male and female counts) and 'Product' (a grid of savings/contribution products with some rows cut off). A status bar at the bottom indicates 'Offline'.

2. Click on the **Deduction Upload** Sub menu:



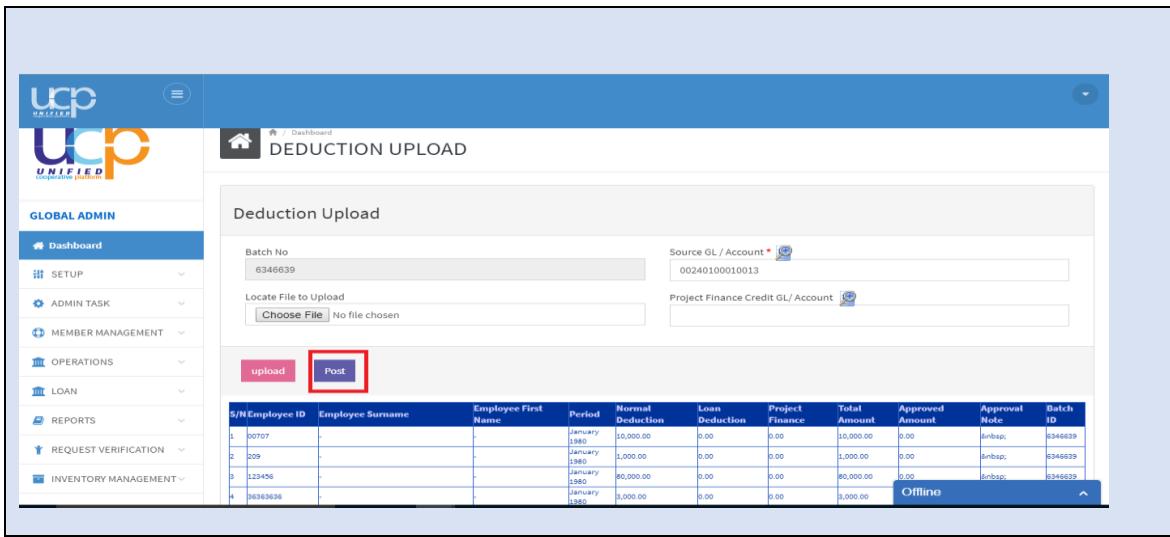
The screenshot shows the UCP (Unified Cooperative Platform) dashboard. On the left, the 'GLOBAL ADMIN' sidebar has several menu items: Dashboard (selected), SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, TRANSFER, WITHDRAWAL, LOAN, and REPORTS. The 'DEDUCTION UPLOAD' item under WITHDRAWAL is highlighted with a red box. The main dashboard area displays various statistics: NO OF COOPERATORS (137), NO OF TRANSACTIONS THIS MONTH (13), LOAN ACCOUNTS (44), Total Contributions (₦291,410.00), Loan Portfolio (₦5,823,170.00), This Week Repay.. (₦0.00), and Loan Due Today (₦0.00). Below these are charts for Gender Size and Product.

3. The Deduction upload page is displayed. Provide the required GLs and upload file. Click on the **Upload** button:



The screenshot shows the 'DEDUCTION UPLOAD' page. The left sidebar is identical to the dashboard, with 'DEDUCTION UPLOAD' selected. The main form is titled 'Deduction Upload' and contains fields for 'Batch No', 'Source GL / Account' (with a dropdown arrow icon), 'Locate File to Upload' (with a 'Choose File' button and the path 'Deduction\_Download.xlsx'), and 'Project Finance Credit GL / Account' (with a dropdown arrow icon). At the bottom of the form are two buttons: 'upload' (highlighted with a red box) and 'Post'. A copyright notice at the bottom left reads 'Copyright © 2018 CWG PLC. All rights reserved.' and an 'Offline' status indicator is at the bottom right.

4. The Deduction Schedule is uploaded and displayed. Click on the **Post** button to post:



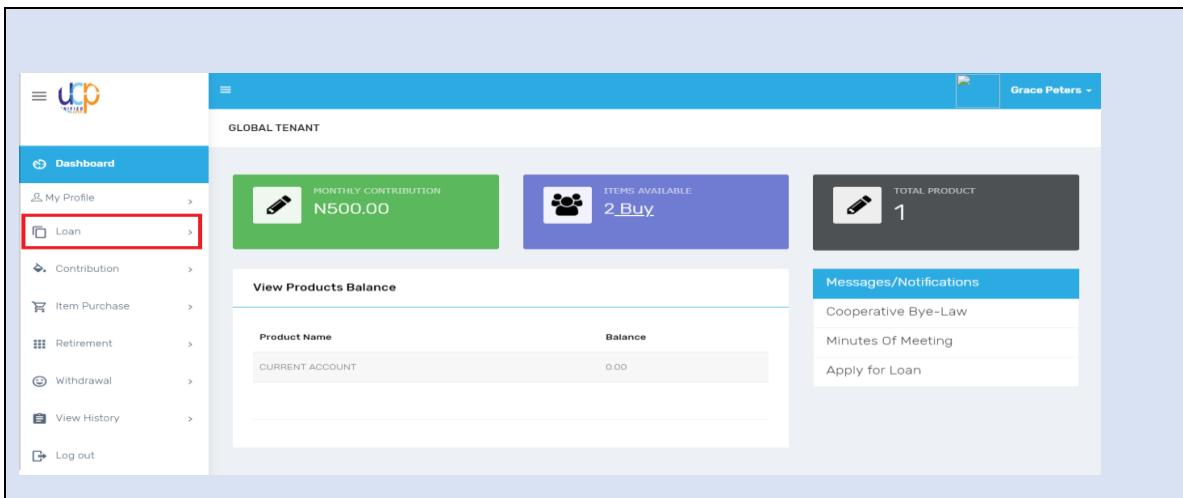
The screenshot shows the 'Deduction Upload' section of the UCP Global Admin interface. It includes fields for 'Batch No' (6346639), 'Source GL / Account' (00240100010013), 'Locate File to Upload' (Choose File | No file chosen), and 'Project Finance Credit GL/ Account'. Below these are two buttons: 'upload' and 'Post' (which is highlighted with a red box). A table displays deduction details for four employees (S/N, Employee ID, Employee Surname, Employee First Name, Period, Normal Deduction, Loan Deduction, Project Finance, Total Amount, Approved Amount, Approval Note, Batch ID). The last row shows an 'Offline' status.

## 9. Loan

### 9.1. Self Service

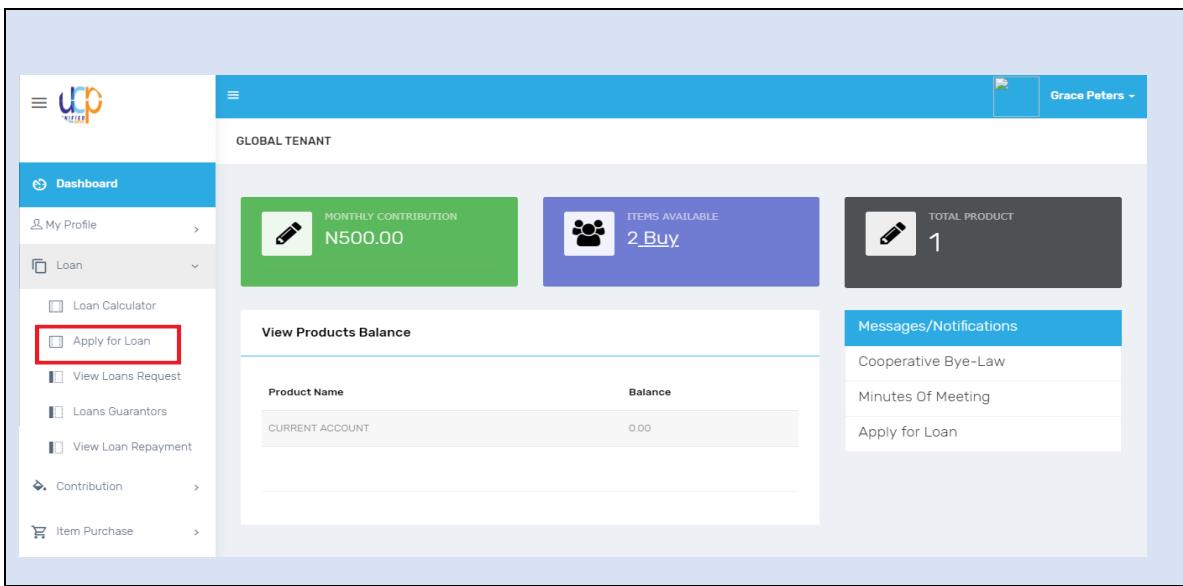
#### 9.1.1. Loan Application

1. Login as a Member and click on the **Loan** Menu:



The screenshot shows the member dashboard with a sidebar containing links: 'My Profile', 'Loan' (highlighted with a red box), 'Contribution', 'Item Purchase', 'Retirement', 'Withdrawal', 'View History', and 'Log out'. The main area displays 'MONTHLY CONTRIBUTION N500.00', 'ITEMS AVAILABLE 2\_Buy', and 'TOTAL PRODUCT 1'. It also shows a 'View Products Balance' table with one entry: 'CURRENT ACCOUNT' with a balance of '0.00'. On the right, there's a 'Messages/Notifications' section with items: 'Cooperative Bye-Law', 'Minutes Of Meeting', and 'Apply for Loan'.

2. Click on the **Apply for Loan** Sub menu:

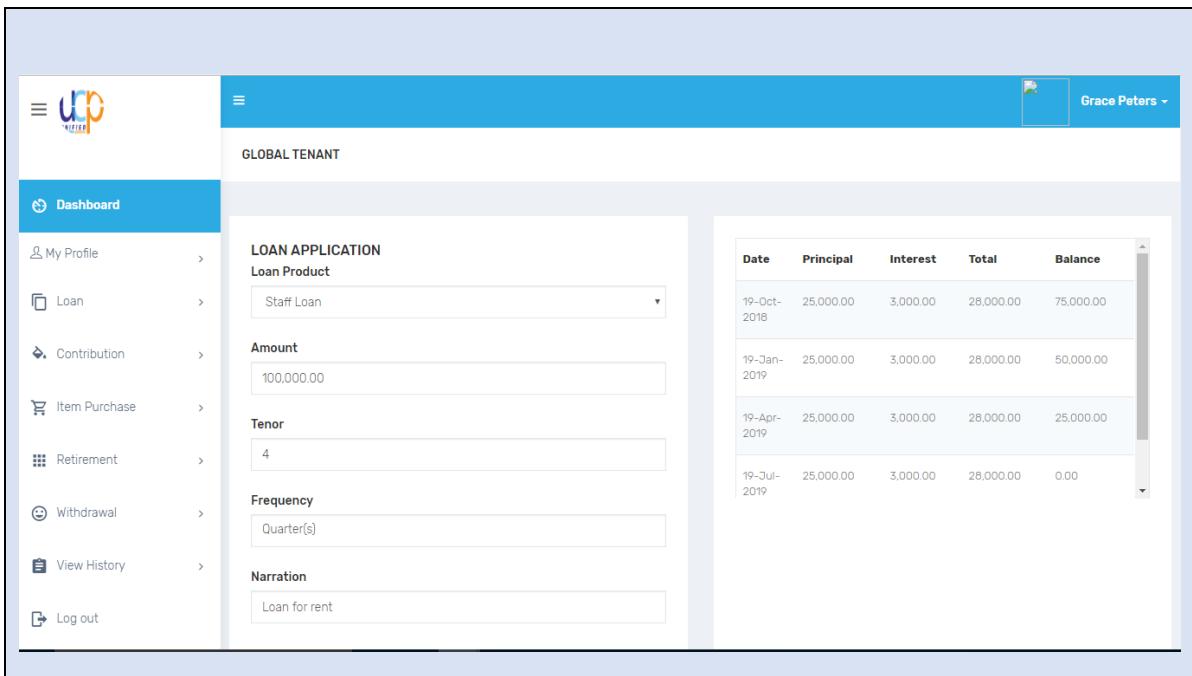


The screenshot shows the UCP (University of Colombo System) dashboard for a user named Grace Peters. The left sidebar has a 'Loan' section with several options: 'My Profile', 'Loan', 'Loan Calculator', 'Apply for Loan' (which is highlighted with a red box), 'View Loans Request', 'Loans Guarantors', 'View Loan Repayment', 'Contribution', and 'Item Purchase'. The main content area has three cards: 'MONTHLY CONTRIBUTION N500.00' (green), 'ITEMS AVAILABLE 2 Buy' (purple), and 'TOTAL PRODUCT 1' (grey). Below these is a 'View Products Balance' section with a table:

Product Name	Balance
CURRENT ACCOUNT	0.00

To the right is a 'Messages/Notifications' sidebar with items: Cooperative Bye-Law, Minutes Of Meeting, and Apply for Loan.

3. The Loan Application page is displayed. Provide the required information:



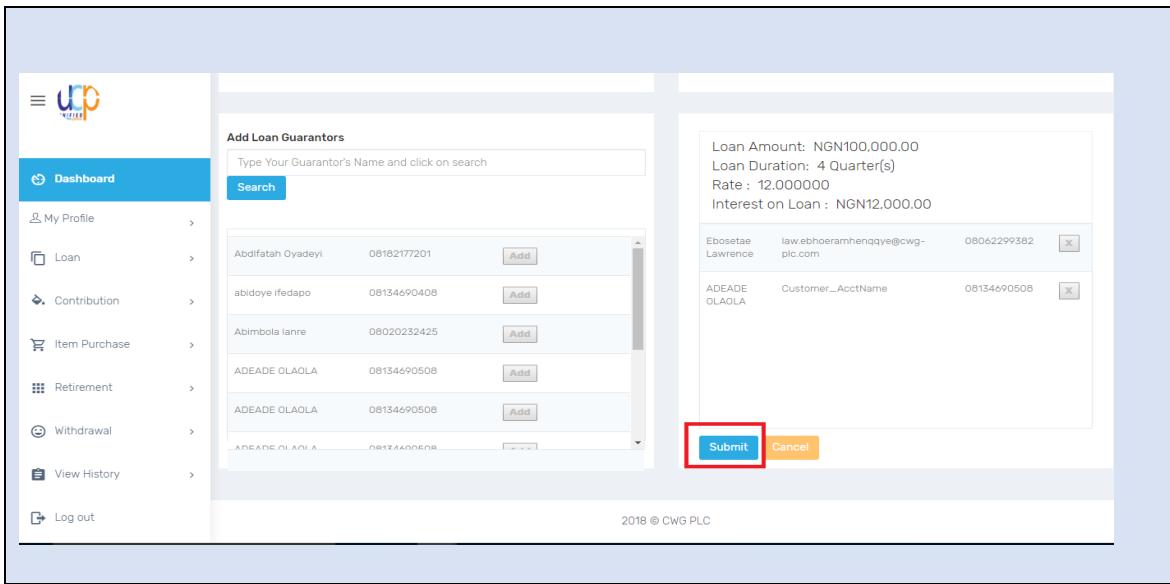
The screenshot shows the 'LOAN APPLICATION' form on the UCP dashboard. The form fields include:

- Loan Product:** Staff Loan
- Amount:** 100,000.00
- Tenor:** 4
- Frequency:** Quarter(s)
- Narration:** Loan for rent

To the right of the form is a table showing a history of loan transactions:

Date	Principal	Interest	Total	Balance
19-Oct-2018	25,000.00	3,000.00	28,000.00	75,000.00
19-Jan-2019	25,000.00	3,000.00	28,000.00	50,000.00
19-Apr-2019	25,000.00	3,000.00	28,000.00	25,000.00
19-Jul-2019	25,000.00	3,000.00	28,000.00	0.00

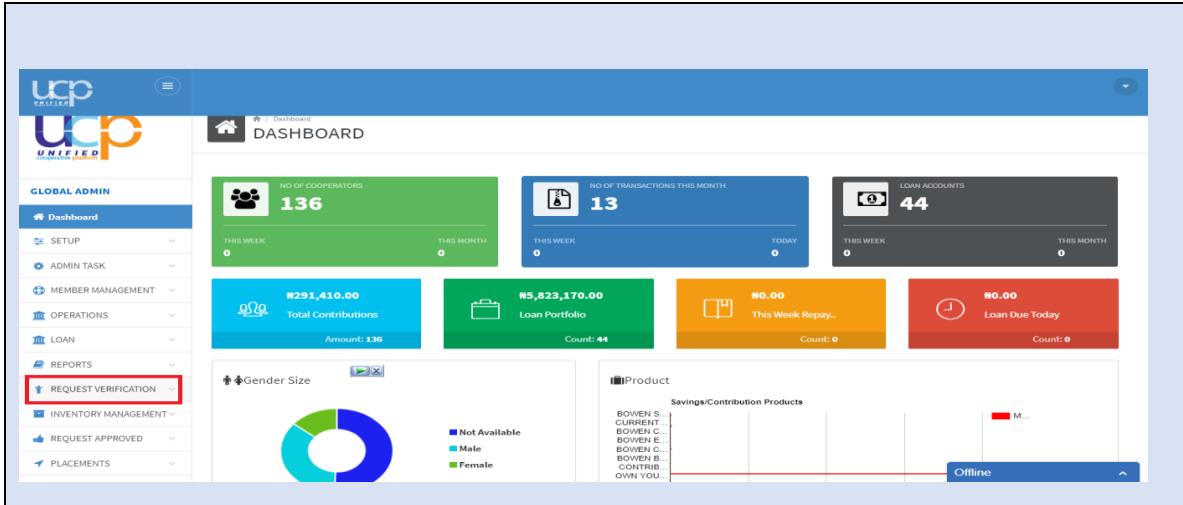
4. Click on the **Submit** button:



The screenshot shows the 'Add Loan Guarantors' section of the application. On the left, there's a sidebar with navigation links like 'Dashboard', 'My Profile', 'Loan', 'Contribution', etc. The main area has a search bar and a table listing several names and their phone numbers. At the bottom right of the main area, there are two buttons: a blue 'Submit' button and an orange 'Cancel' button. The 'Submit' button is highlighted with a red box.

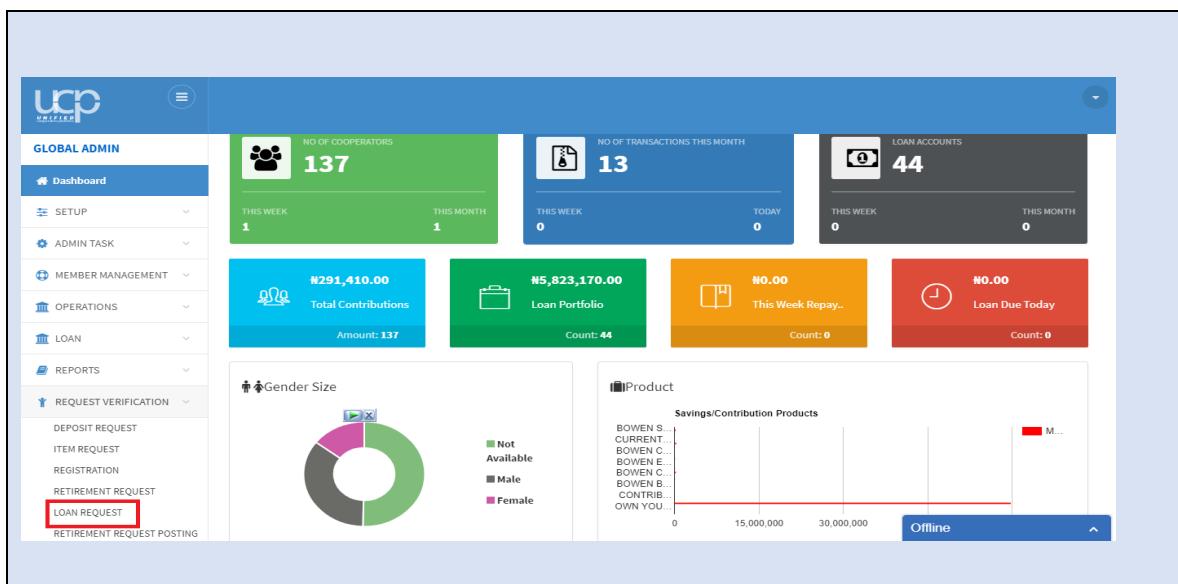
### 9.1.2. Approve/Reject Loan Application

1. Login as a Cooperative and click on the **Request Verification** Menu:



The screenshot shows the UCP Dashboard. On the left, there's a sidebar with 'GLOBAL ADMIN' and several menu items, one of which, 'REQUEST VERIFICATION', is highlighted with a red box. The main dashboard area displays various metrics: 'NO OF COOPERATORS: 136', 'NO OF TRANSACTIONS THIS MONTH: 13', 'LOAN ACCOUNTS: 44', 'Total Contributions: N291,410.00', 'Loan Portfolio: N5,823,170.00', 'This Week Repay.: NO.00', and 'Loan Due Today: NO.00'. Below these metrics are two charts: 'Gender Size' (a donut chart) and 'Product' (a bar chart showing savings/contribution products). The 'Product' chart has a red horizontal bar at the bottom labeled 'Offline'.

2. Click on the **Loan** Sub menu:

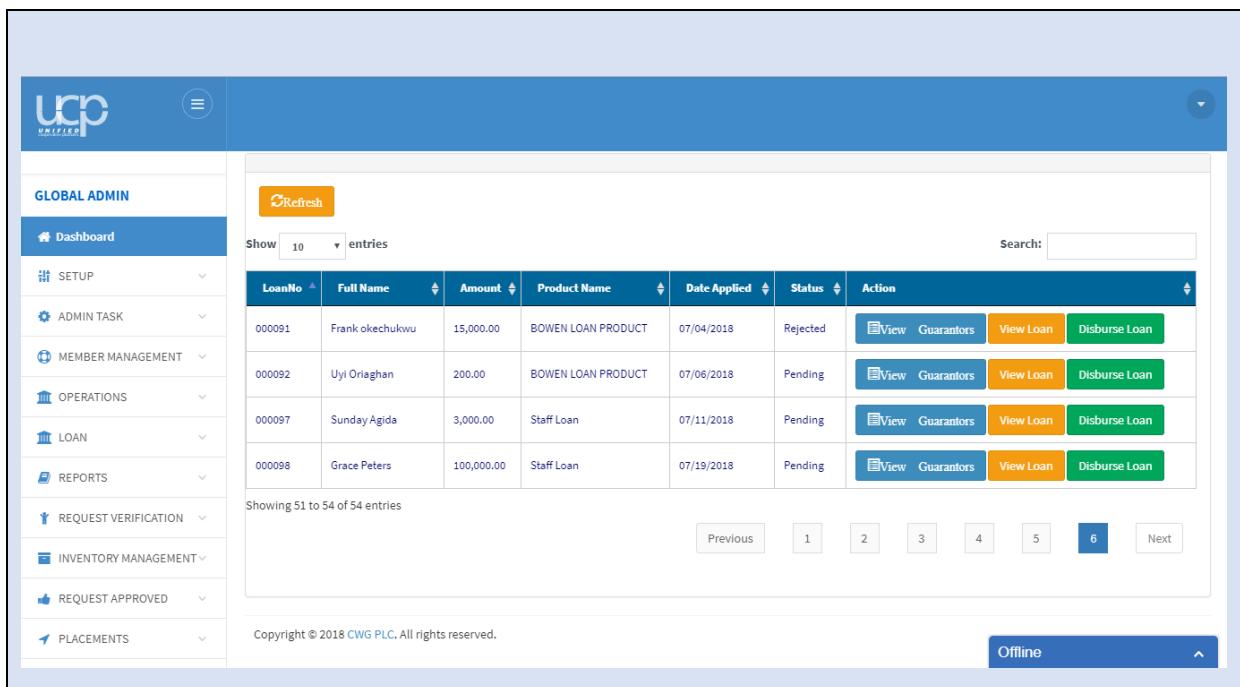


The dashboard displays the following key statistics:

- NO OF COOPERATORS:** 137 (This Week: 1, This Month: 1)
- NO OF TRANSACTIONS THIS MONTH:** 13 (This Week: 0, Today: 0)
- LOAN ACCOUNTS:** 44 (This Week: 0, This Month: 0)
- Total Contributions:** ₦291,410.00 (Amount: 137)
- Loan Portfolio:** ₦5,823,170.00 (Count: 44)
- This Week Repay.:** ₦0.00 (Count: 0)
- Loan Due Today:** ₦0.00 (Count: 0)

Below the dashboard are two charts: "Gender Size" (a donut chart showing proportions for Not Available, Male, and Female) and "Product" (a bar chart showing Savings/Contribution Products with a red bar for Male).

3. The Loan Request page is displayed listing the Loan Requests:



The page lists 54 entries of loan requests:

LoanNo	Full Name	Amount	Product Name	Date Applied	Status	Action
000091	Frank okechukwu	15,000.00	BOWEN LOAN PRODUCT	07/04/2018	Rejected	<a href="#">View</a> <a href="#">Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000092	Uyi Oriaghan	200.00	BOWEN LOAN PRODUCT	07/06/2018	Pending	<a href="#">View</a> <a href="#">Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000097	Sunday Agida	3,000.00	Staff Loan	07/11/2018	Pending	<a href="#">View</a> <a href="#">Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000098	Grace Peters	100,000.00	Staff Loan	07/19/2018	Pending	<a href="#">View</a> <a href="#">Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>

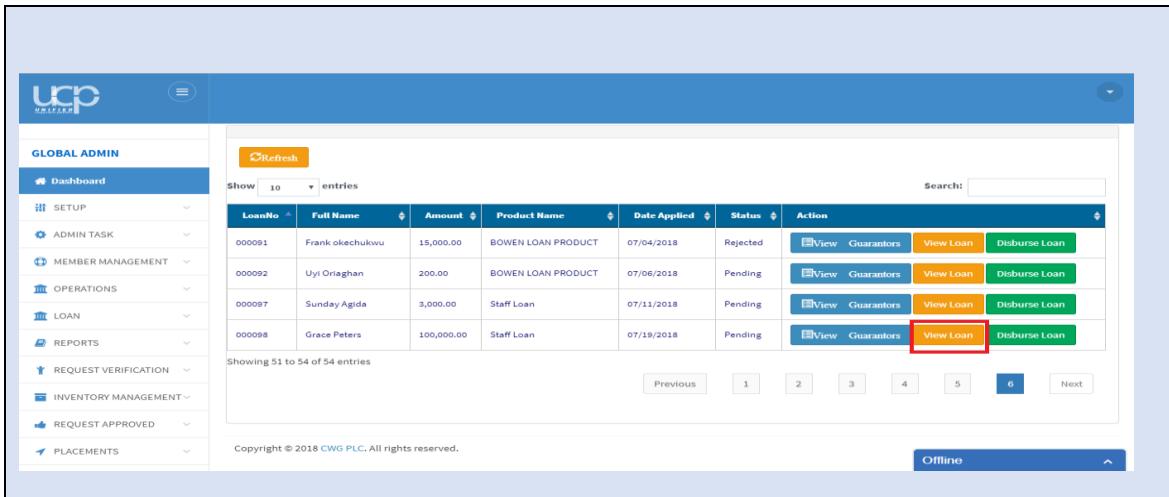
Showing 51 to 54 of 54 entries

Search:

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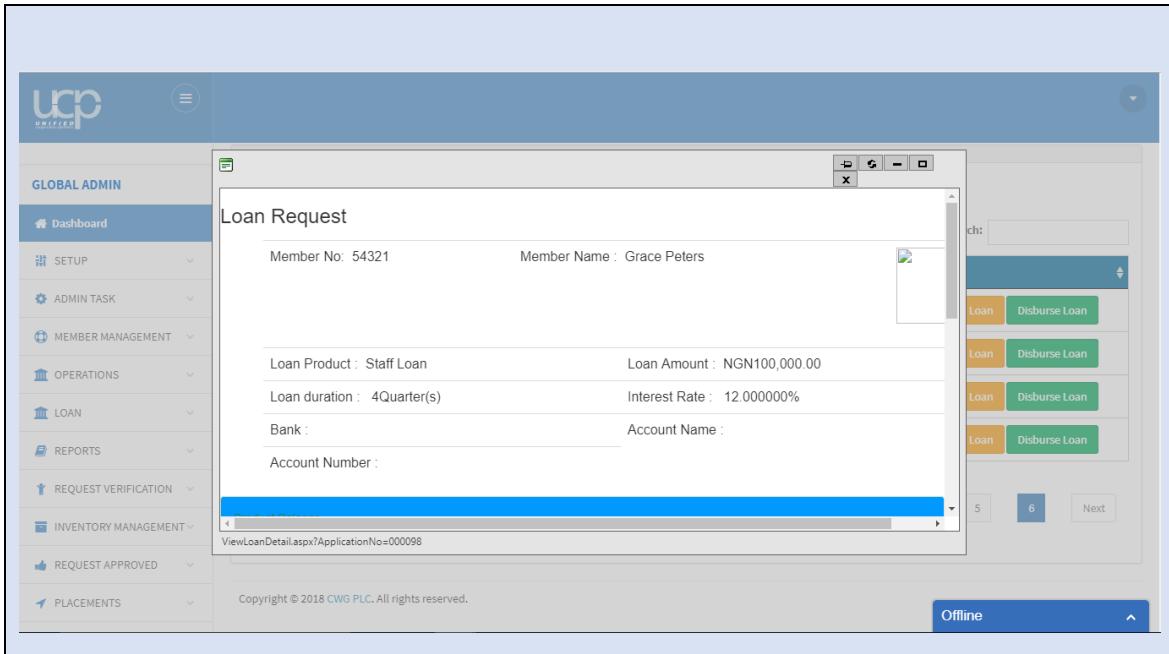
Offline

4. Click on the **View Loan** button for a particular Loan request. The **View Guarantors** button can also be clicked to view the guarantors:



LoanNo	Full Name	Amount	Product Name	Date Applied	Status	Action
000091	Frank okechukwu	15,000.00	BOWEN LOAN PRODUCT	07/04/2018	Rejected	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000092	Uyi Oraighan	200.00	BOWEN LOAN PRODUCT	07/06/2018	Pending	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000097	Sunday Agida	3,000.00	Staff Loan	07/11/2018	Pending	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000098	Grace Peters	100,000.00	Staff Loan	07/19/2018	Pending	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>

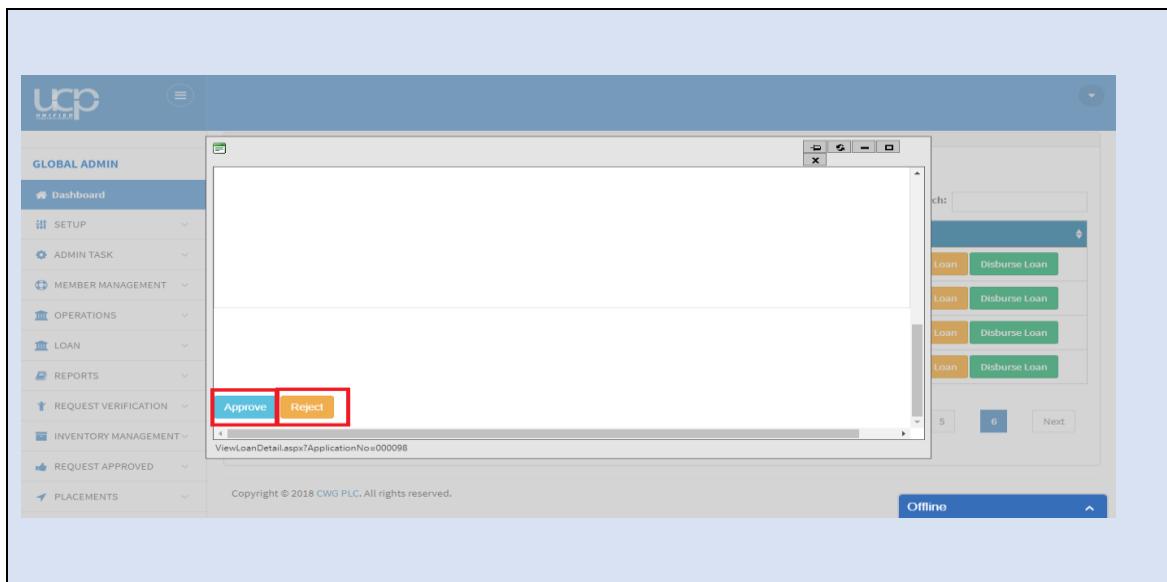
5. The Loan request details are displayed:



Loan Request

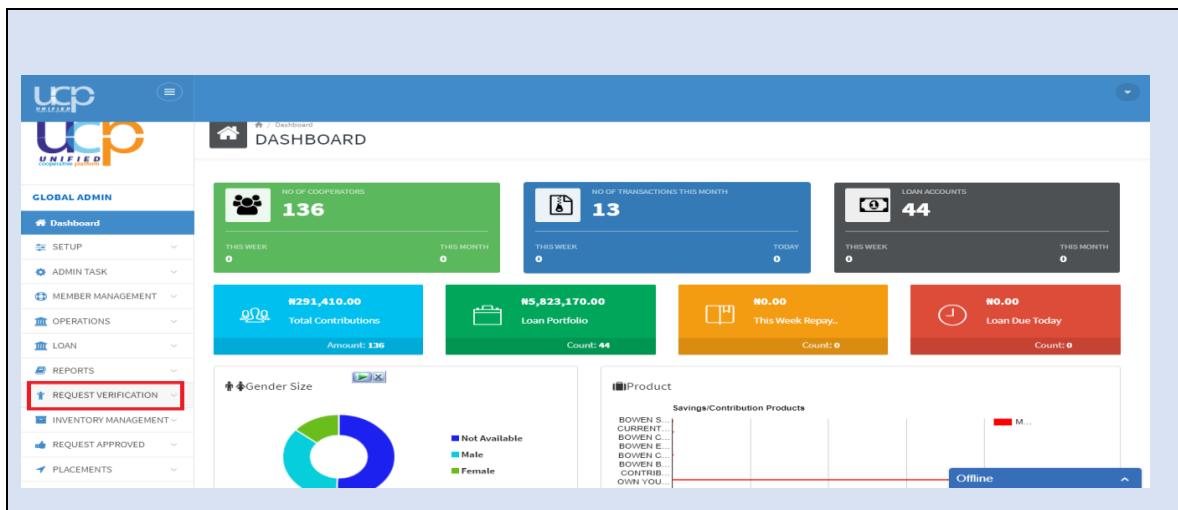
Member No: 54321	Member Name : Grace Peters
Loan Product : Staff Loan	Loan Amount : NGN100,000.00
Loan duration : 4Quarter(s)	Interest Rate : 12.000000%
Bank :	Account Name :
Account Number :	

6. Click the **Approve/Reject** button to Approve/Reject request:

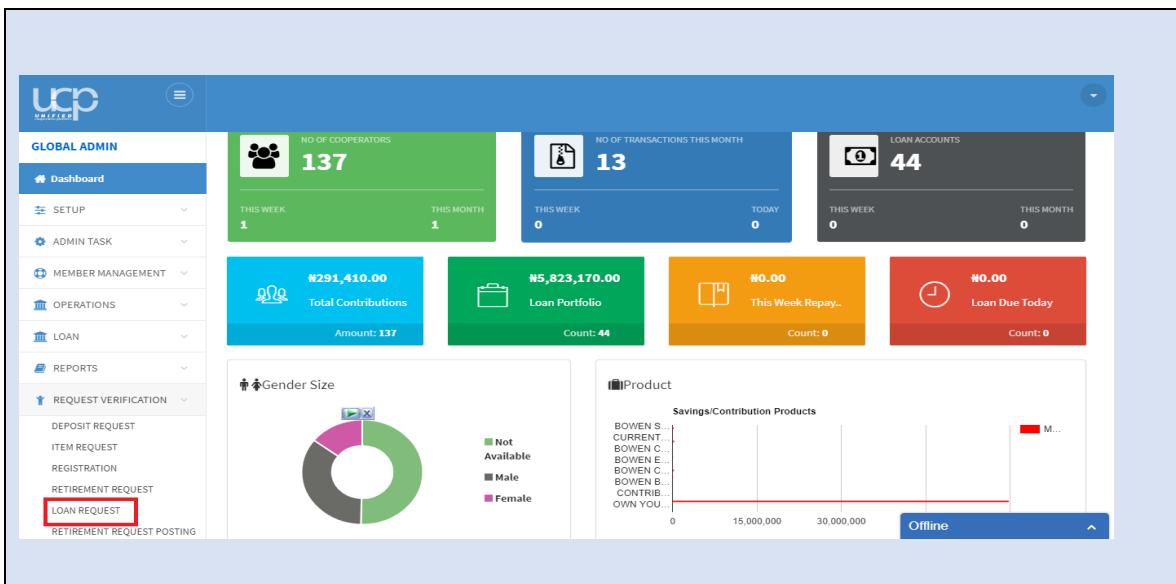


### 9.1.3. Disburse Loan

1. Login as a Cooperative and click on the **Request Verification** Menu:



2. Click on the **Loan** Sub menu:

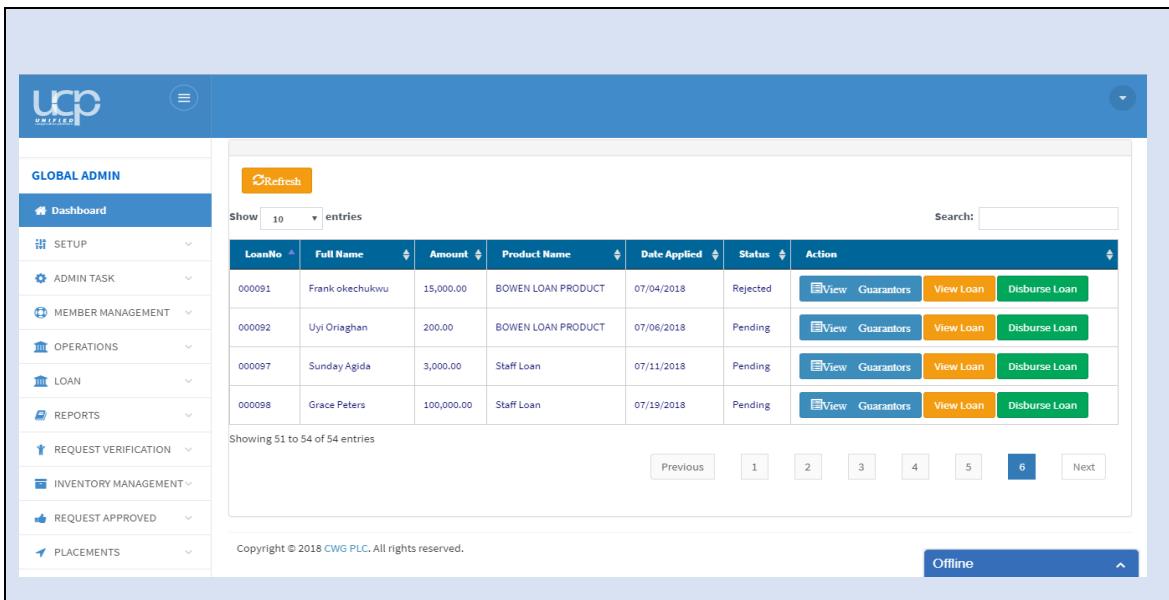


The dashboard displays the following key statistics:

- NO OF COOPERATORS:** 137 (This Week: 1, This Month: 1)
- NO OF TRANSACTIONS THIS MONTH:** 13 (This Week: 0, Today: 0)
- LOAN ACCOUNTS:** 44 (This Week: 0, This Month: 0)
- Total Contributions:** ₦291,410.00 (Amount: 137)
- Loan Portfolio:** ₦5,823,170.00 (Count: 44)
- This Week Repay.:** ₦0.00 (Count: 0)
- Loan Due Today:** ₦0.00 (Count: 0)

Below the dashboard are two charts: "Gender Size" (a donut chart showing proportions for Not Available, Male, and Female) and "Product" (a bar chart showing savings/contribution products with a total value of ₦0.00).

3. The Loan Request page is displayed listing the Loan Requests:



LoanNo	Full Name	Amount	Product Name	Date Applied	Status	Action
000091	Frank okechukwu	15,000.00	BOWEN LOAN PRODUCT	07/04/2018	Rejected	<a href="#">View</a> <a href="#">Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000092	Uyi Oriaghan	200.00	BOWEN LOAN PRODUCT	07/06/2018	Pending	<a href="#">View</a> <a href="#">Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000097	Sunday Ajida	3,000.00	Staff Loan	07/11/2018	Pending	<a href="#">View</a> <a href="#">Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000098	Grace Peters	100,000.00	Staff Loan	07/19/2018	Pending	<a href="#">View</a> <a href="#">Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>

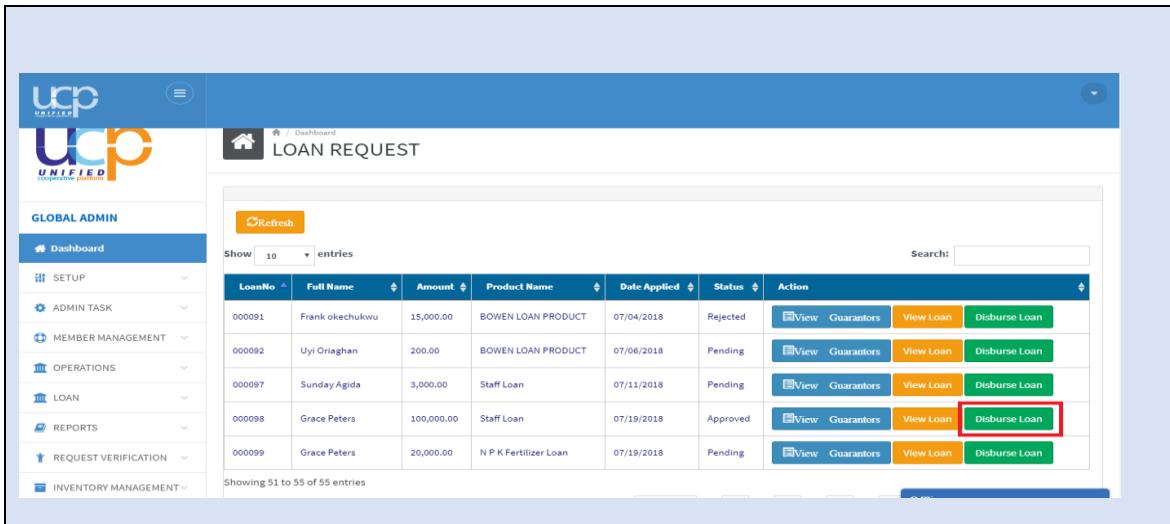
Showing 51 to 54 of 54 entries

Search:

Copyright © 2018 CWG PLC. All rights reserved.

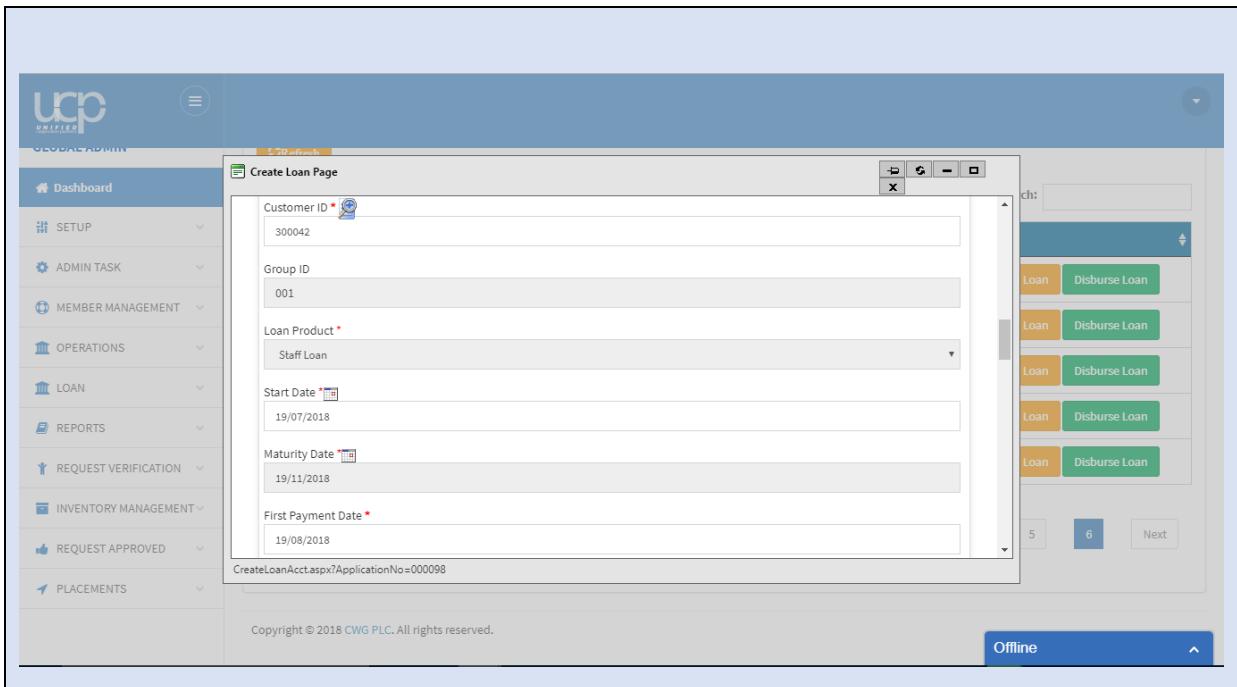
Offline

4. Click on the **Disburse Loan** button for a particular approved Loan request to disburse the loan:

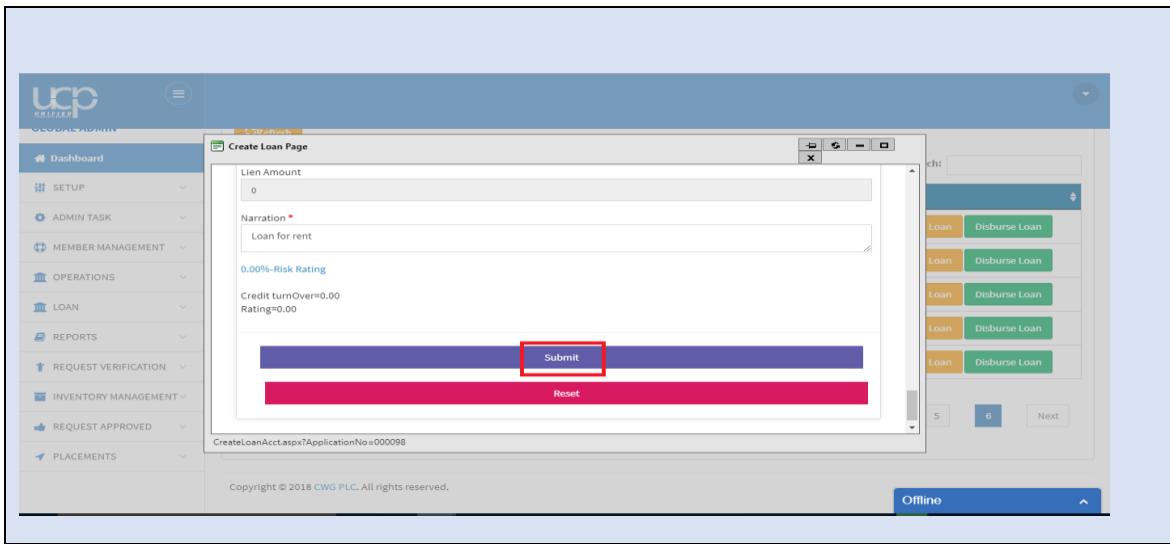


LoanNo	Full Name	Amount	Product Name	Date Applied	Status	Action
000091	Frank okechukwu	15,000.00	BOWEN LOAN PRODUCT	07/04/2018	Rejected	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000092	Uyi Oriaghan	200.00	BOWEN LOAN PRODUCT	07/06/2018	Pending	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000097	Sunday Agida	3,000.00	Staff Loan	07/11/2018	Pending	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000098	Grace Peters	100,000.00	Staff Loan	07/19/2018	Approved	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>
000099	Grace Peters	20,000.00	N P K Fertilizer Loan	07/19/2018	Pending	<a href="#">View Guarantors</a> <a href="#">View Loan</a> <a href="#">Disburse Loan</a>

5. Provide the required details:

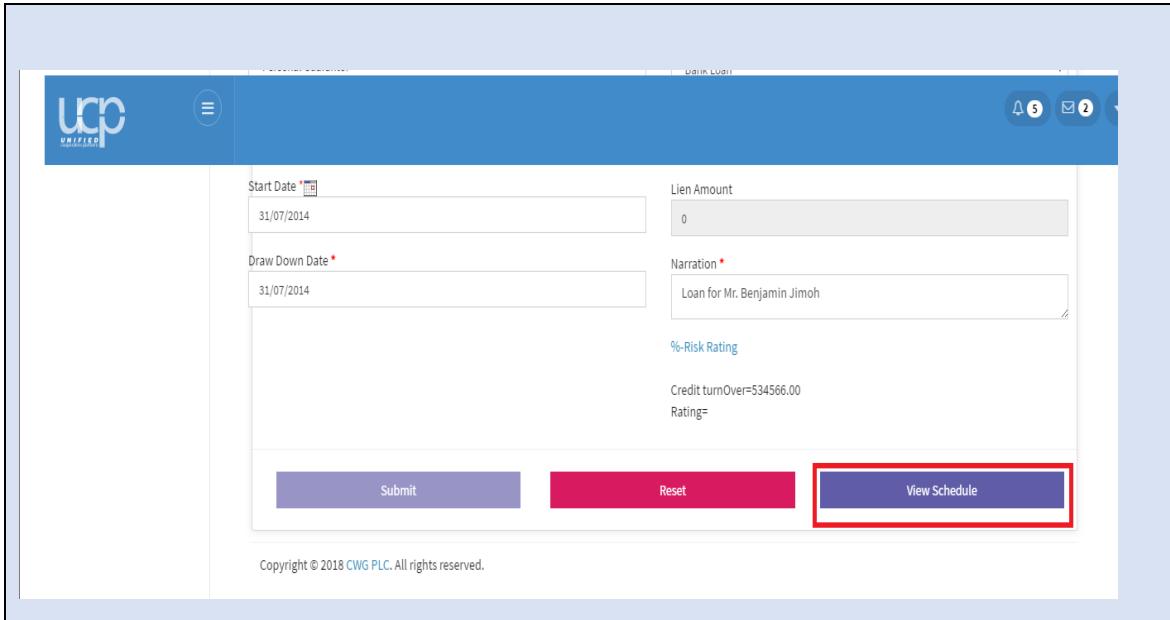


6. Click the **Submit** button:



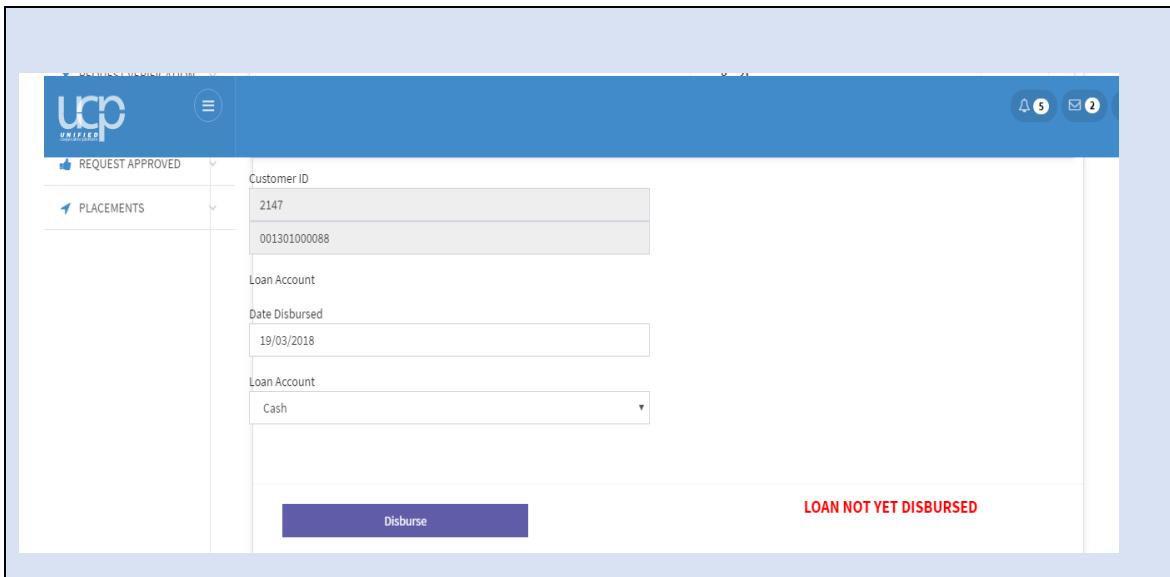
The screenshot shows the 'Create Loan Page' interface. On the left is a sidebar with various menu items like Dashboard, SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, and PLACEMENTS. The main area has fields for Lien Amount (0), Narration (Loan for rent), and Risk Rating (0.00%). Below these are buttons for Submit (highlighted with a red box) and Reset. At the bottom, it says 'CreateLoanAcct.aspx?ApplicationNo=000098' and 'Copyright © 2018 CWG PLC. All rights reserved.'

7. Click the **View Schedule** button:



This screenshot shows the same 'Create Loan Page' as above, but the 'View Schedule' button at the bottom right is highlighted with a red box. The other buttons are 'Submit' and 'Reset'. The form fields and overall layout are identical to the previous screenshot.

8. Provide the required details:



Customer ID  
2147  
001301000088

Loan Account

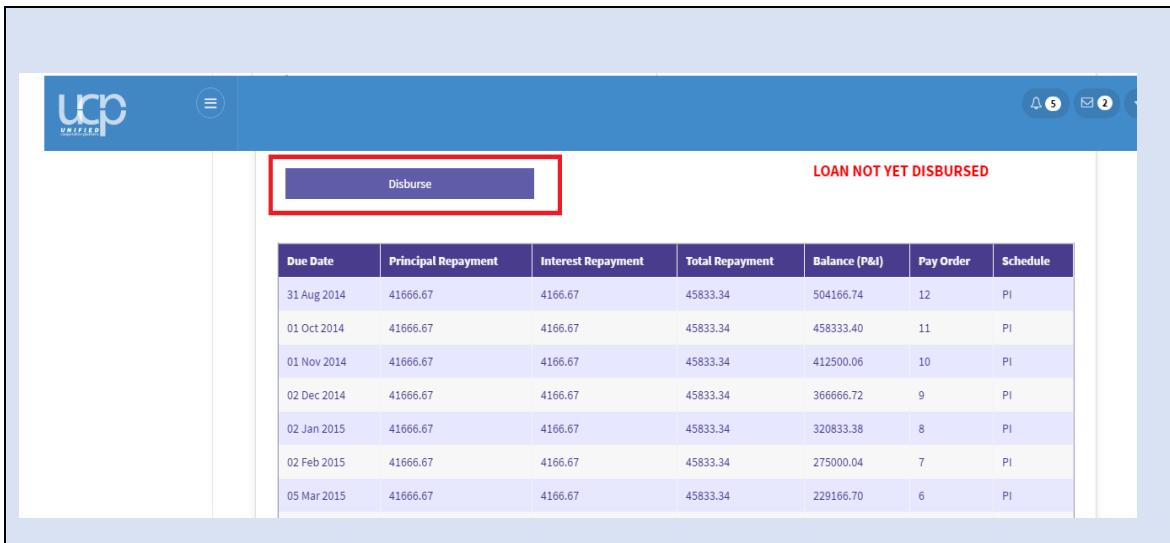
Date Disbursed  
19/03/2018

Loan Account  
Cash

**Disburse**

**LOAN NOT YET DISBURSED**

9. The Repayment Schedule is displayed. Click the **Disburse** button to disburse the Loan:

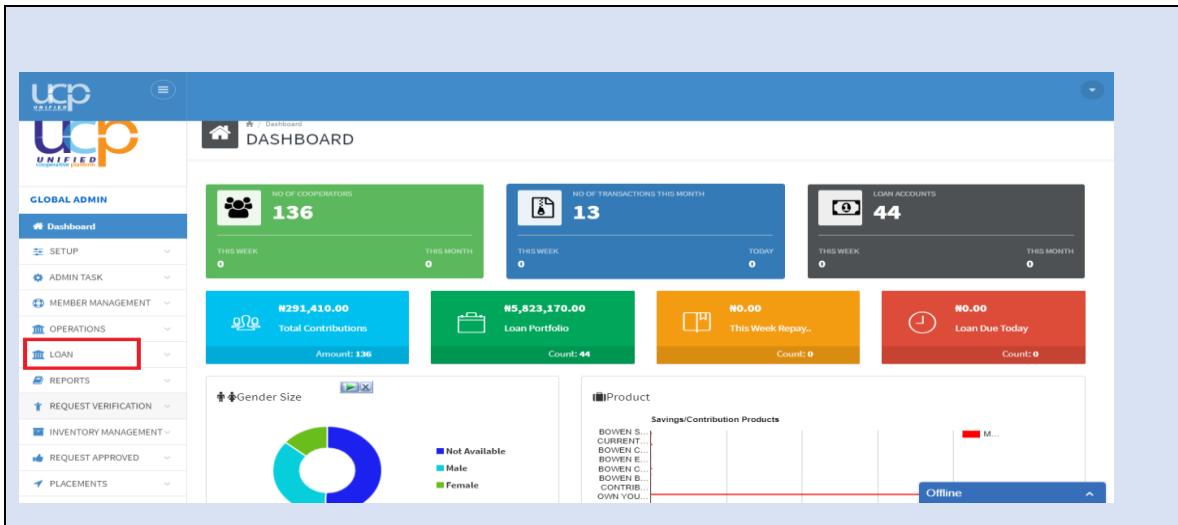


Due Date	Principal Repayment	Interest Repayment	Total Repayment	Balance (P&I)	Pay Order	Schedule
31 Aug 2014	41666.67	4166.67	45833.34	504166.74	12	PI
01 Oct 2014	41666.67	4166.67	45833.34	458333.40	11	PI
01 Nov 2014	41666.67	4166.67	45833.34	412500.06	10	PI
02 Dec 2014	41666.67	4166.67	45833.34	366666.72	9	PI
02 Jan 2015	41666.67	4166.67	45833.34	320833.38	8	PI
02 Feb 2015	41666.67	4166.67	45833.34	275000.04	7	PI
05 Mar 2015	41666.67	4166.67	45833.34	229166.70	6	PI

## 9.2. Assisted Service

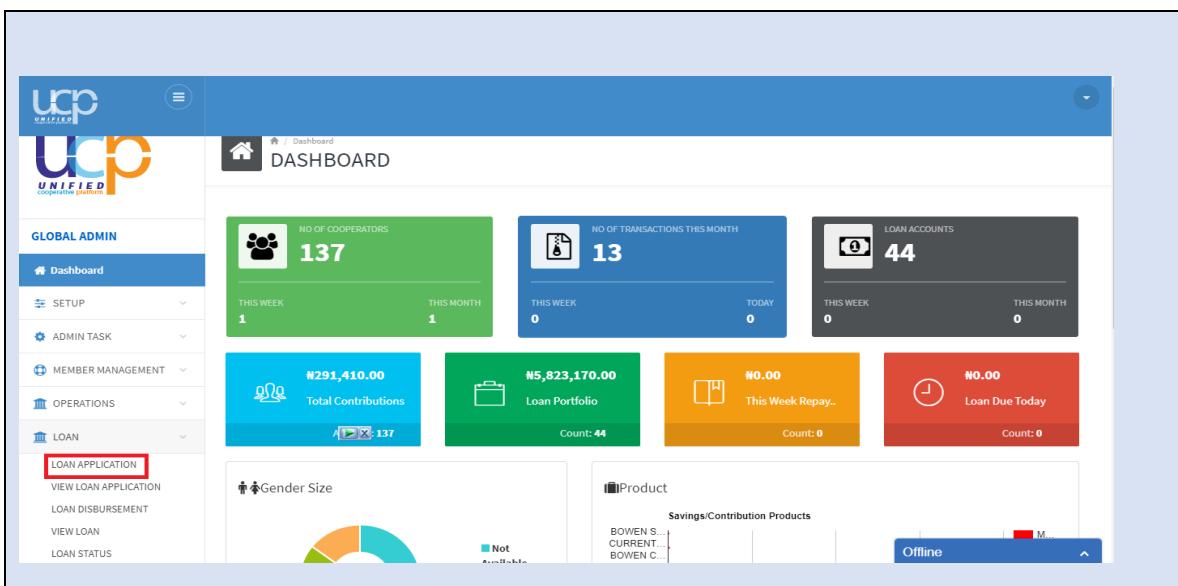
### 9.2.1. Loan Application

1. Login as a Cooperative and click on the **Loan** Menu:



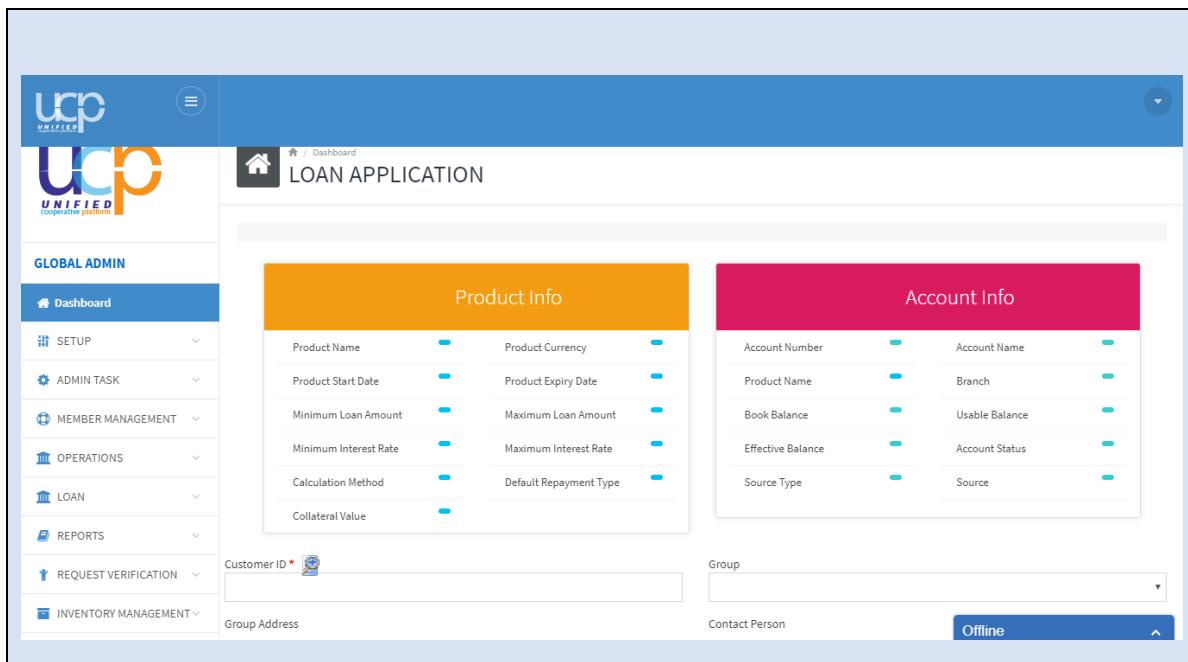
The screenshot shows the UCP Dashboard interface. On the left, there is a vertical navigation menu under 'GLOBAL ADMIN' with several options: Dashboard (selected), SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN (highlighted with a red box), REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, and PLACEMENTS.

2. Click on the **Loan Application** Sub menu:

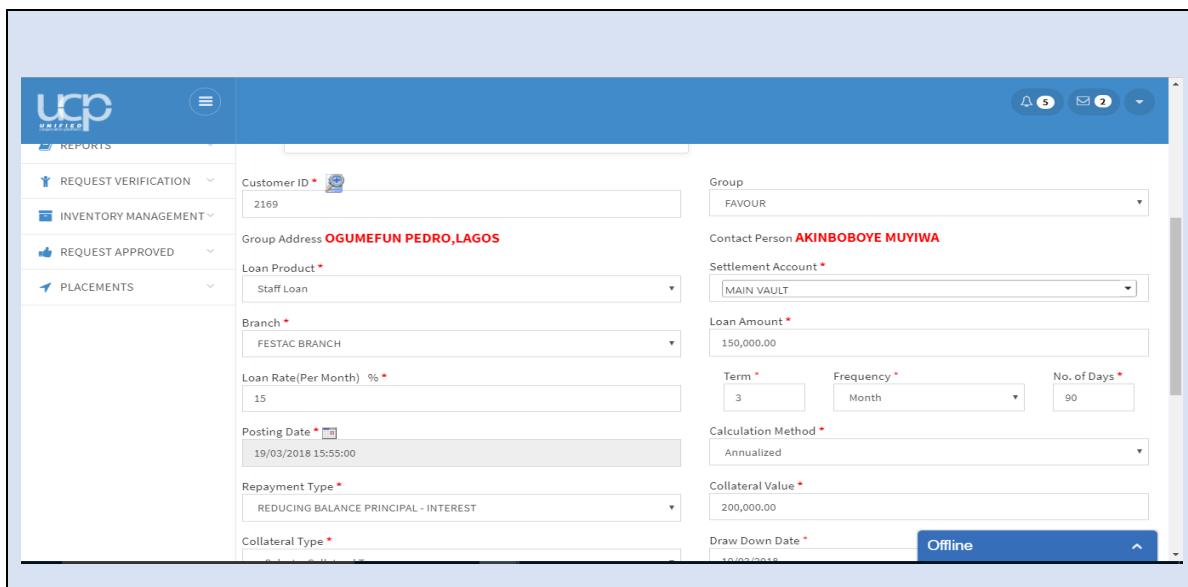


This screenshot is similar to the previous one, showing the UCP Dashboard. The 'LOAN' item in the main menu has been expanded to show its sub-menu: 'VIEW LOAN APPLICATION', 'LOAN DISBURSEMENT', 'VIEW LOAN', and 'LOAN STATUS'. The 'VIEW LOAN APPLICATION' option is highlighted with a red box.

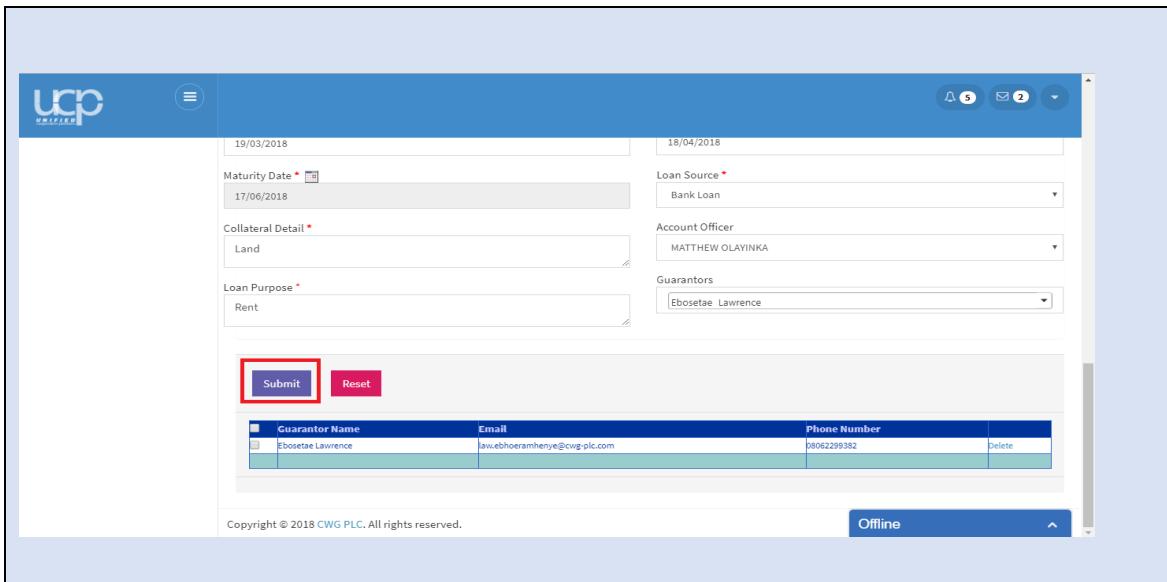
3. The Loan Application page is displayed:



5. Provide the required information:



6. Click on the **Submit** button:



The screenshot shows a loan application form with the following fields filled:

- Maturity Date: 19/03/2018
- Maturity Date: 17/06/2018
- Collateral Detail: Land
- Loan Purpose: Rent
- Loan Source: Bank Loan
- Account Officer: MATTHEW OLAYINKA
- Guarantors: Ebosetae Lawrence

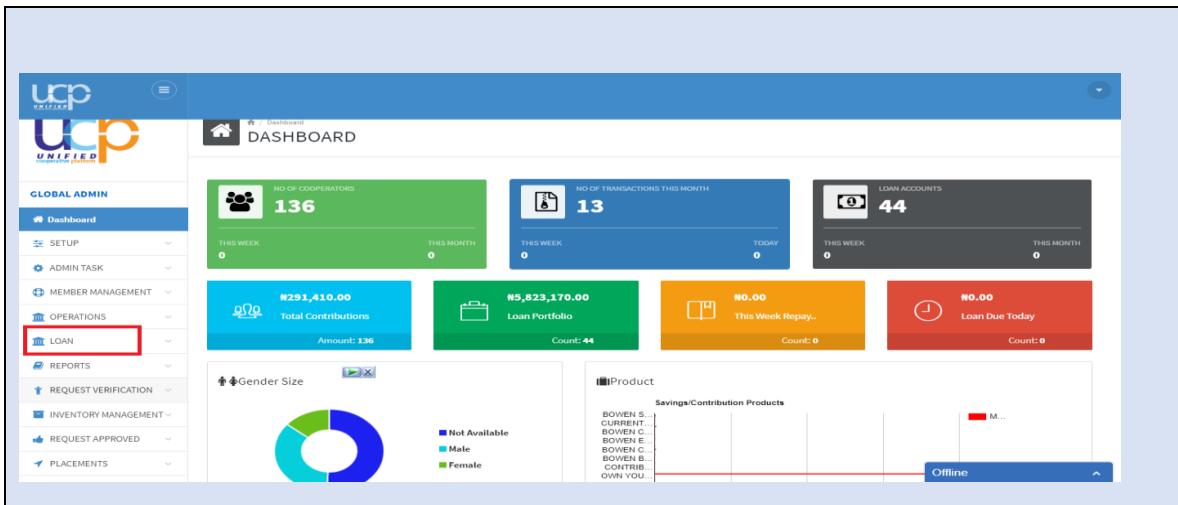
At the bottom left is a table showing a single guarantor:

Guarantor Name	Email	Phone Number
Ebosetae Lawrence	lawebhooramhenye@cwg-plc.com	08062299382

At the bottom right is an "Offline" status indicator.

## 9.2.2. Disburse Loan

1. Login as a Cooperative and click on the **Loan** Menu:

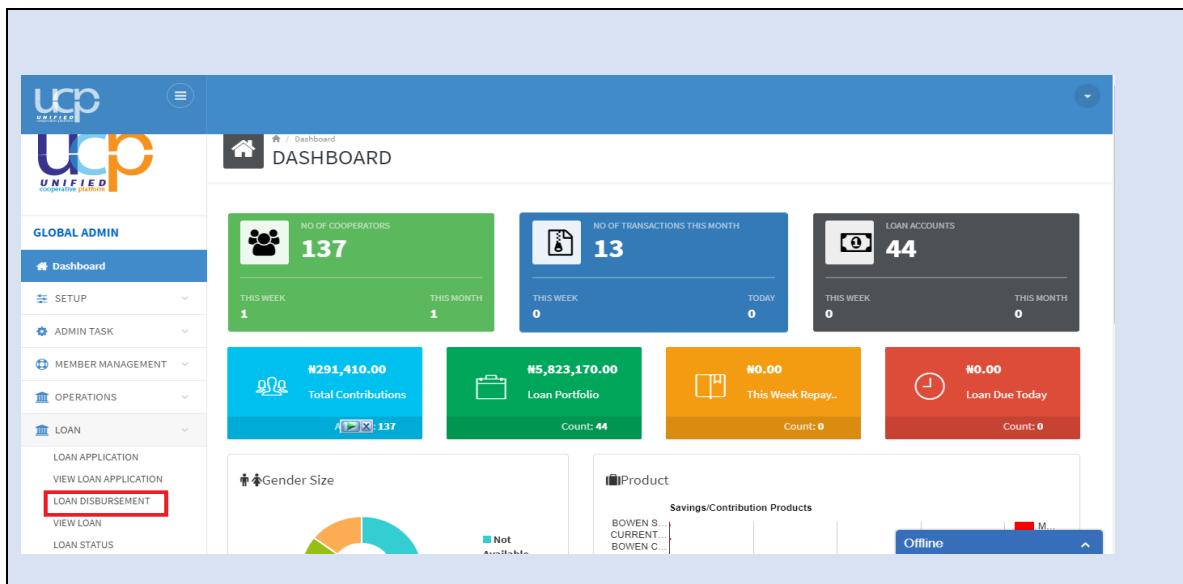


The dashboard displays various metrics:

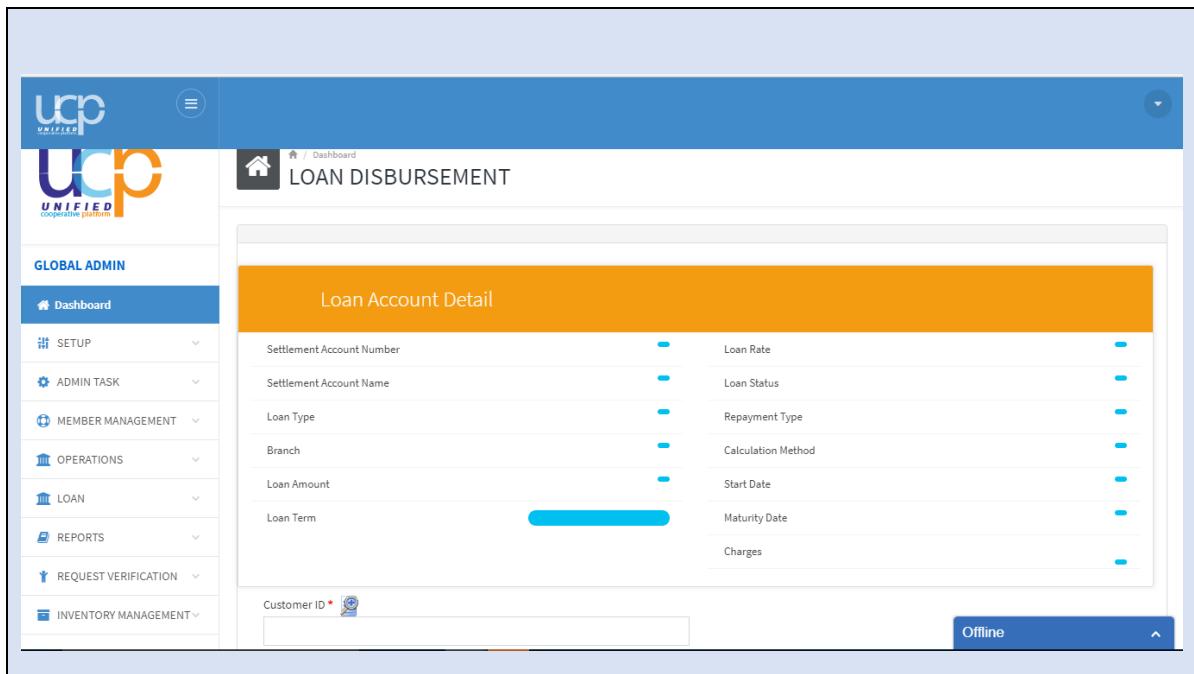
- No of Cooperators: 136
- No of Transactions This Month: 13
- Loan Accounts: 44
- Total Contributions: ₦291,410.00
- Loan Portfolio: ₦5,823,170.00
- This Week Repay.: ₦0.00
- Loan Due Today: ₦0.00

On the left, the Global Admin menu is shown with the 'LOAN' option highlighted.

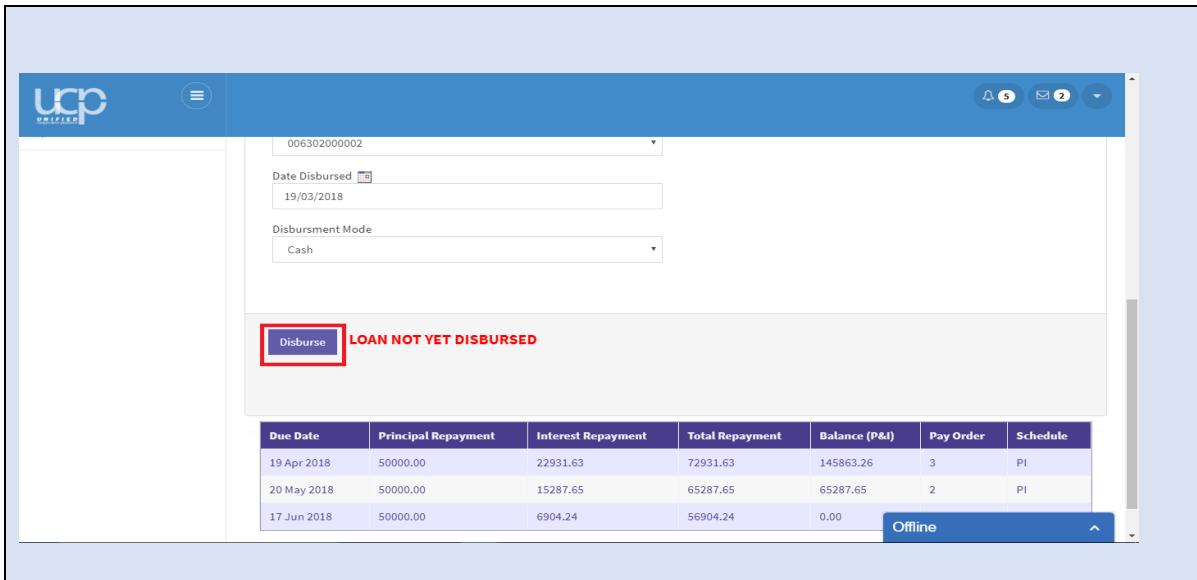
2. Click on the **Loan Disbursement** Sub menu:



3. The **Loan Disbursement** page is displayed:

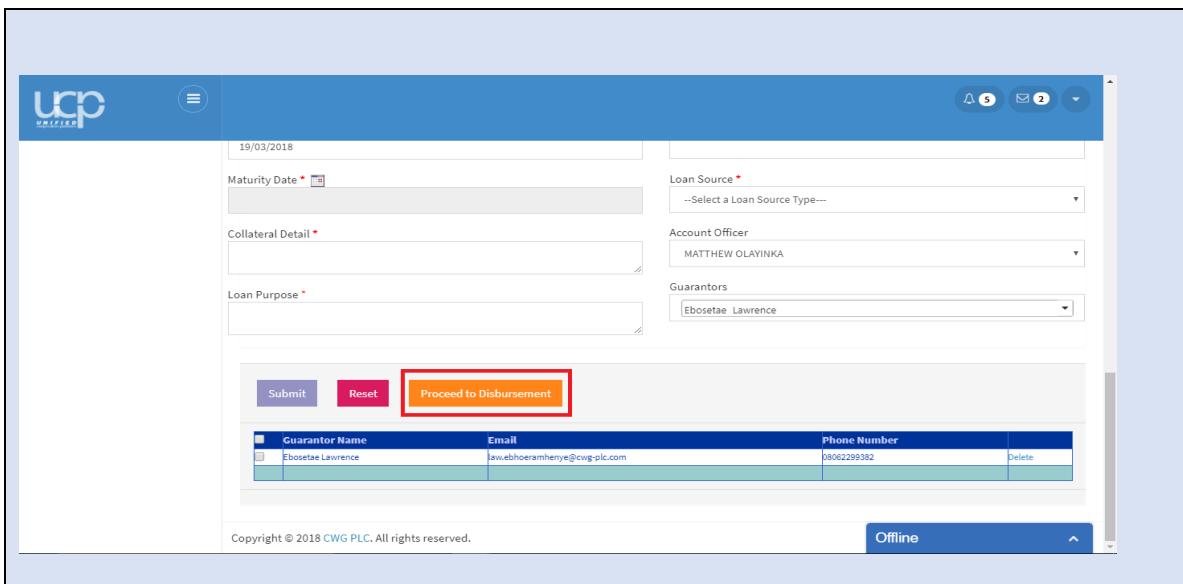


4. Provide the required Loan information. The Loan repayment schedule is displayed. Click the **Disburse** button to disburse loan:



Due Date	Principal Repayment	Interest Repayment	Total Repayment	Balance (P&I)	Pay Order	Schedule
19 Apr 2018	50000.00	22931.63	72931.63	145863.26	3	PI
20 May 2018	50000.00	15287.65	65287.65	65287.65	2	PI
17 Jun 2018	50000.00	6904.24	56904.24	0.00		

5. A Loan can also be disbursed by clicking on the **Proceed to Disbursement** button on the Loan Application Page after the Loan application process:

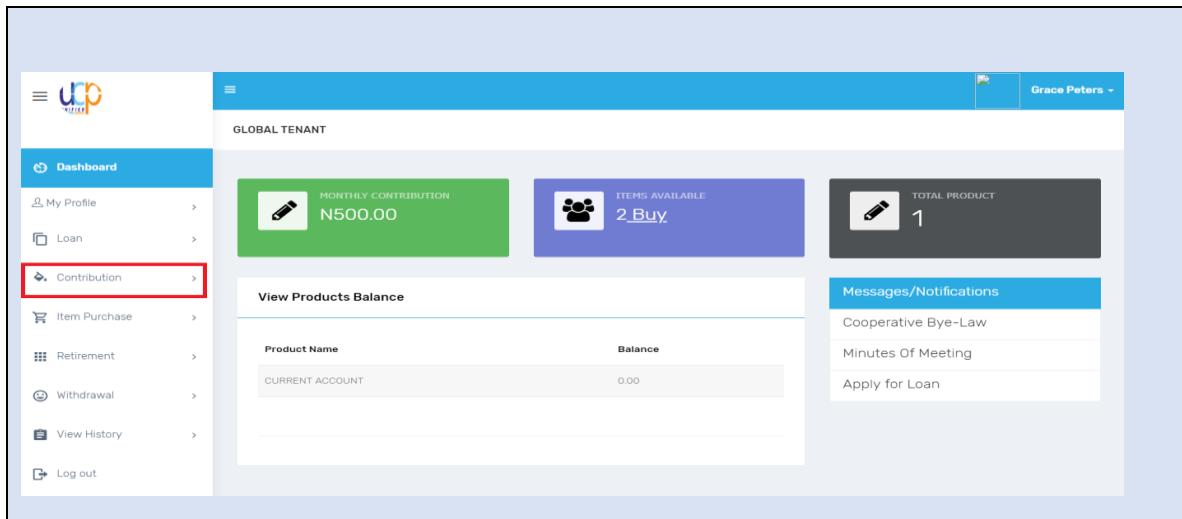


Guarantor Name	Email	Phone Number	Action
Ebosetae Lawrence	law.ebhoeramhenye@cwg-plc.com	08062295382	Delete

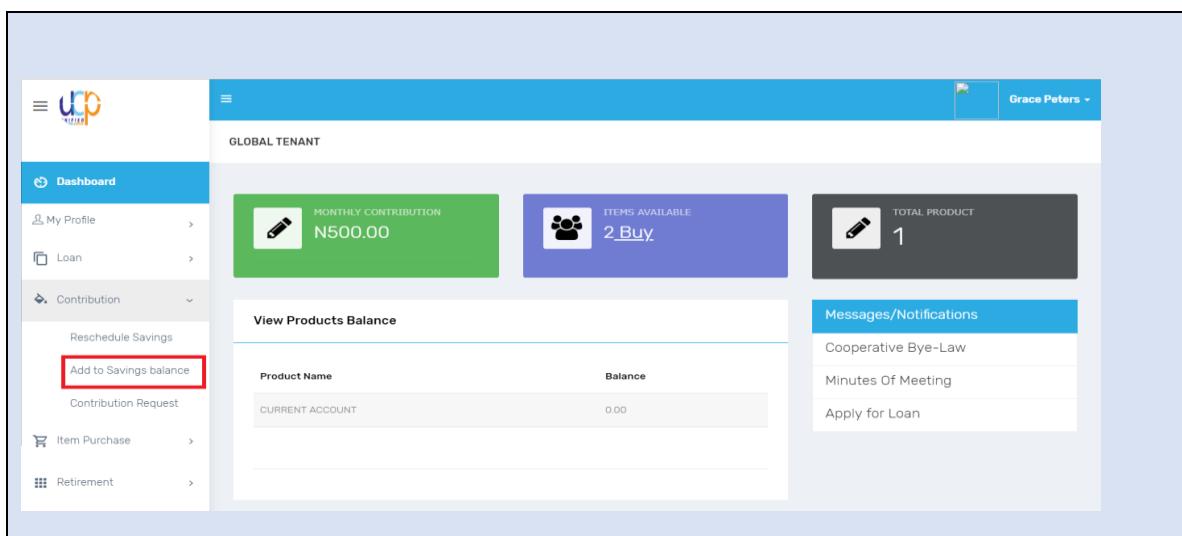
## 10. Deposit

### 10.1. Deposit Request

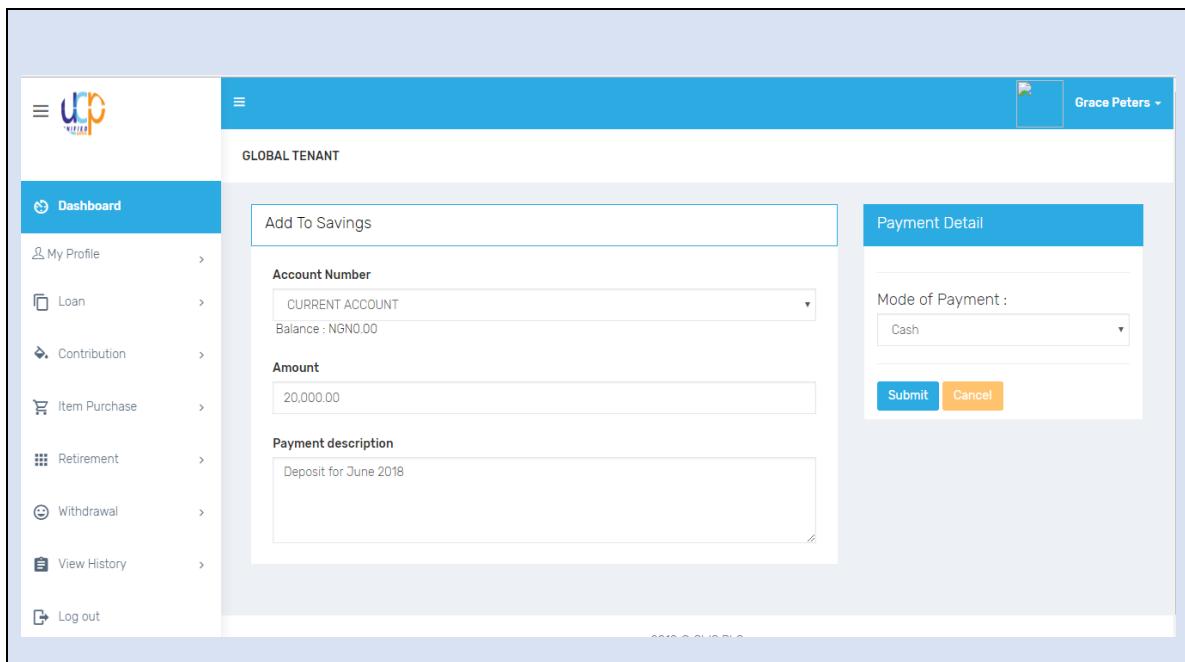
1. Login as a Member and click on the **Contribution** Menu:



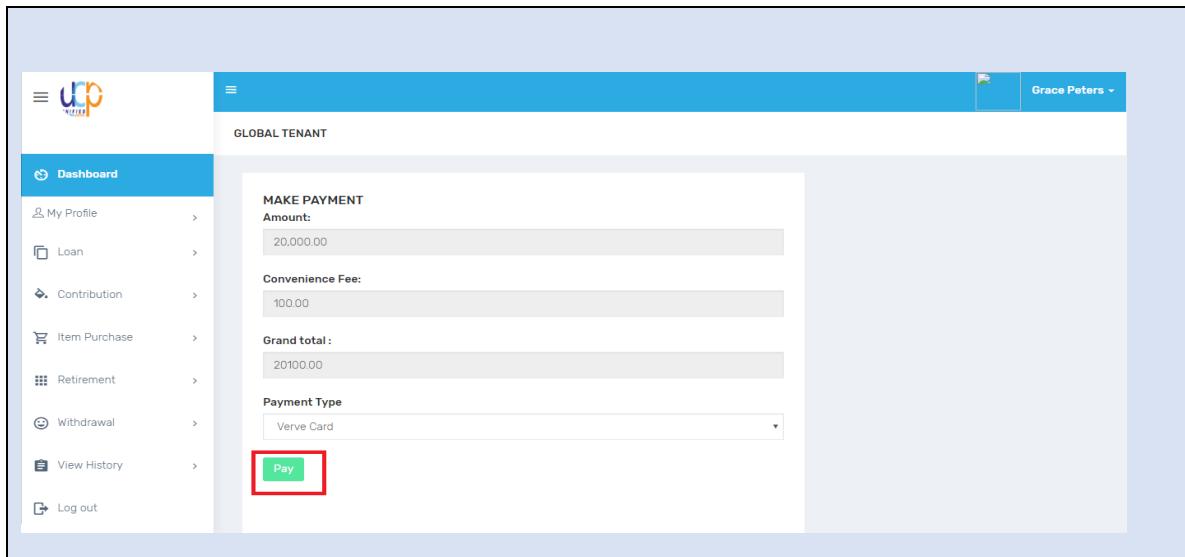
2. Click on the **Add to Savings Balance** Sub menu:



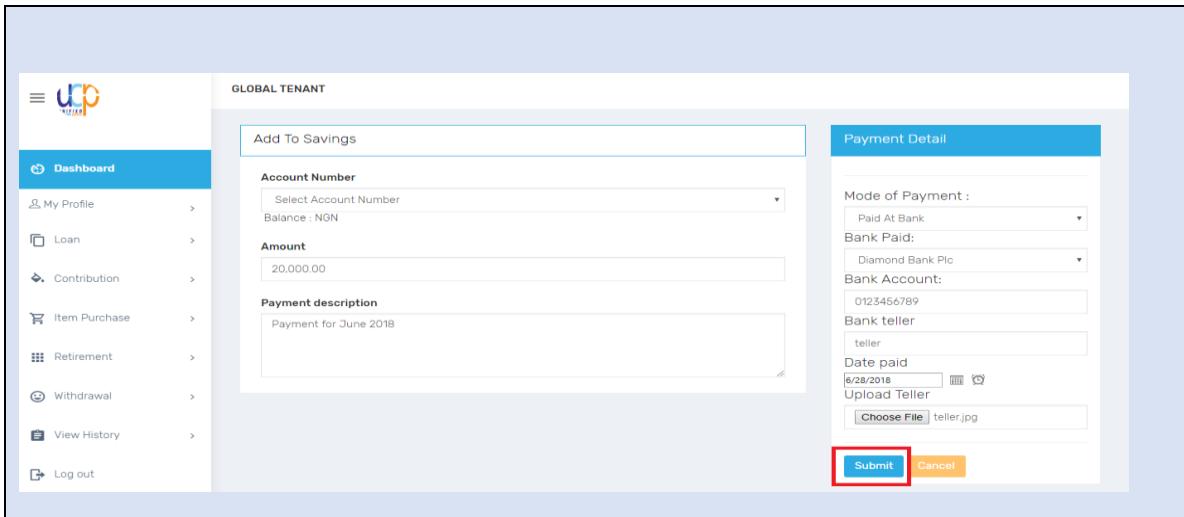
3. Provide the required payment details and click the **Submit** Button:



4. If the Mode of Payment specified is **Online**, provide the required online payment type and click the **Pay** Button. Then make payment depending on the payment type specified:



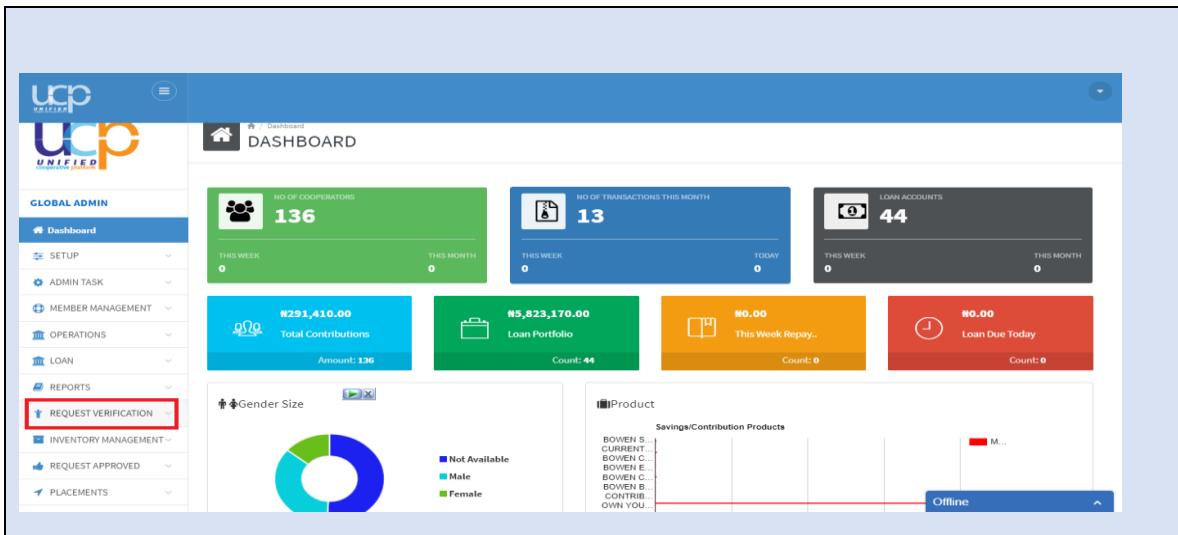
5. If the Mode of Payment specified is **Paid at Bank**, provide the required bank payment details and click the **Submit** Button:



The screenshot shows the 'Add To Savings' form. On the left is a sidebar with links like 'Dashboard', 'My Profile', 'Loan', 'Contribution', 'Item Purchase', 'Retirement', 'Withdrawal', 'View History', and 'Log out'. The main area has sections for 'Account Number' (dropdown with 'Balance : NGN'), 'Amount' (text input '20.000.00'), 'Payment description' ('Payment for June 2018'), and 'Payment Detail'. The 'Payment Detail' section includes fields for 'Mode of Payment' (dropdown 'Paid At Bank'), 'Bank Paid' (dropdown 'Diamond Bank Plc'), 'Bank Account' ('0123456789'), 'Bank teller' ('teller'), 'Date paid' ('6/28/2018'), and 'Upload Teller' ('Choose File teller.jpg'). A red box highlights the 'Submit' button at the bottom right.

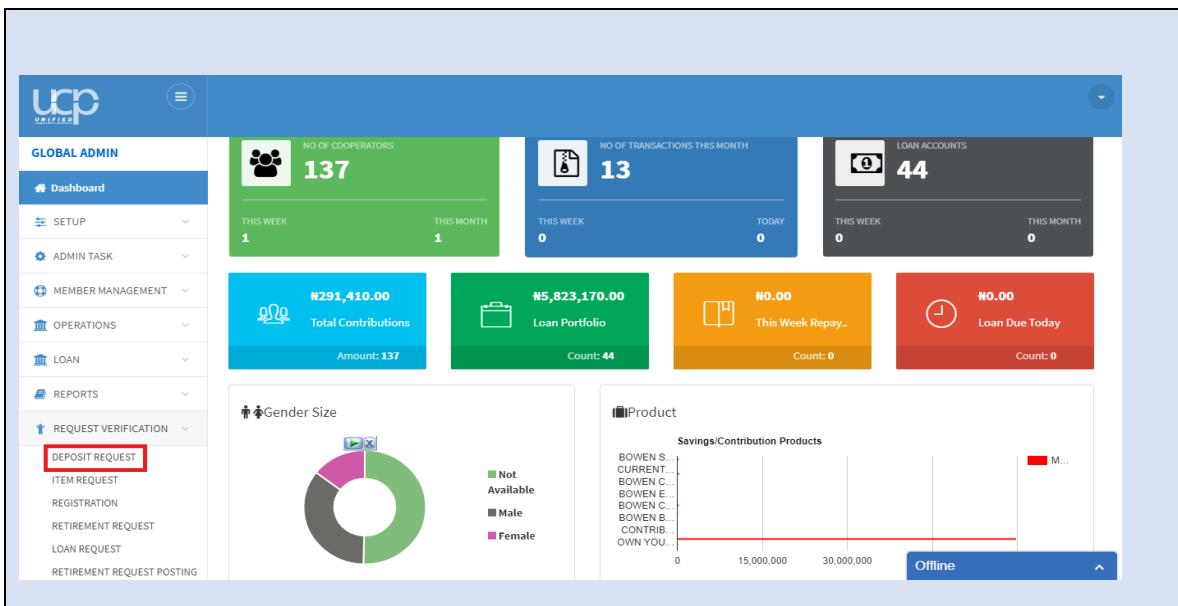
## 10.2. Post/Reject Deposit Request

1. Login as a Cooperative and click on the **Request Verification** Menu:



The screenshot shows the 'REQUEST VERIFICATION' menu item highlighted with a red box. The dashboard displays various statistics: 'NO OF COOPERATORS 136', 'NO OF TRANSACTIONS THIS MONTH 13', 'LOAN ACCOUNTS 44', '₦291,410.00 Total Contributions', '₦5,823,170.00 Loan Portfolio', '₦0.00 This Week Repay..', and '₦0.00 Loan Due Today'. Below these are charts for 'Gender Size' and 'Product'.

2. Click on the **Deposit Request** Sub menu:



The screenshot shows the UCP (Unified cooperative platform) dashboard. On the left, there is a sidebar with the following menu structure under 'GLOBAL ADMIN':

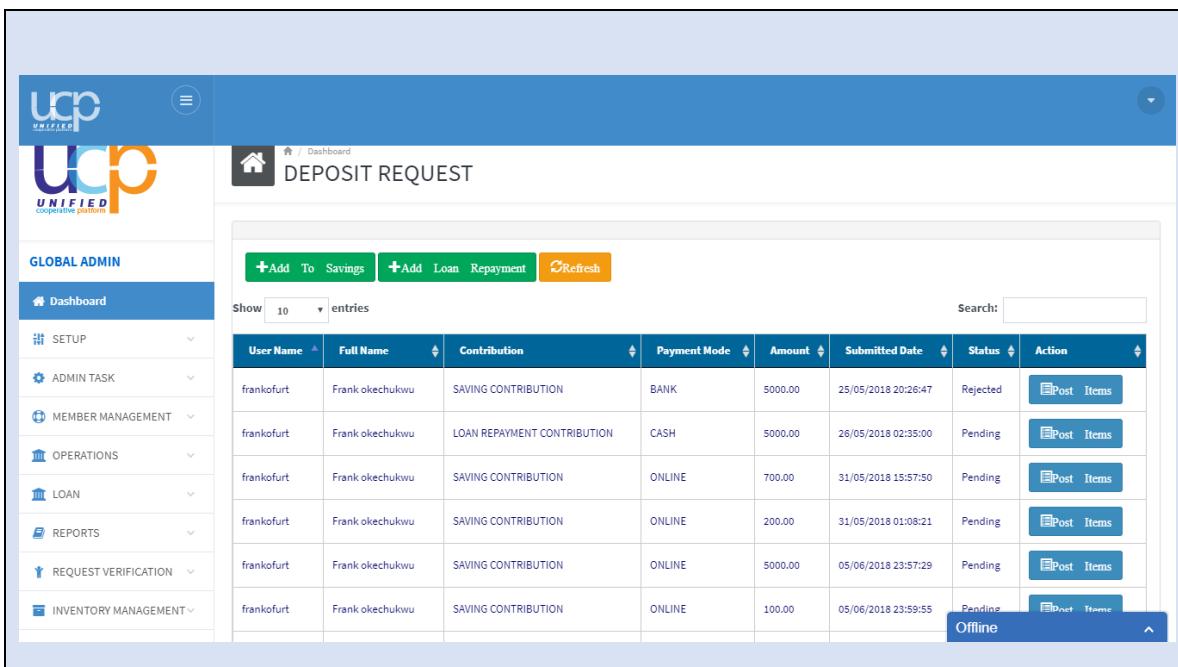
- Dashboard** (highlighted with a red box)
- SETUP
- ADMIN TASK
- MEMBER MANAGEMENT
- OPERATIONS
- LOAN
- REPORTS
- REQUEST VERIFICATION
- DEPOSIT REQUEST** (highlighted with a red box)
- ITEM REQUEST
- REGISTRATION
- RETIREMENT REQUEST
- LOAN REQUEST
- RETIREMENT REQUEST POSTING

The main dashboard area displays several key statistics:

- NO OF COOPERATORS:** 137
- NO OF TRANSACTIONS THIS MONTH:** 13
- LOAN ACCOUNTS:** 44
- Total Contributions:** ₦291,410.00 (Amount: 137)
- Loan Portfolio:** ₦5,823,170.00 (Count: 44)
- This Week Repay.:** ₦0.00 (Count: 0)
- Loan Due Today:** ₦0.00 (Count: 0)

Below these stats are two charts: 'Gender Size' (a pie chart showing proportions for Not Available, Male, and Female) and 'Product' (a bar chart showing savings/contribution products with a value of ₦0.00).

3. The Deposit Request page is displayed listing the Deposit Requests:



The screenshot shows the 'DEPOSIT REQUEST' page. The sidebar on the left is identical to the one in the previous screenshot. The main content area is titled 'DEPOSIT REQUEST' and contains the following information:

Buttons at the top: **+Add To Savings**, **+Add Loan Repayment**, **Refresh**

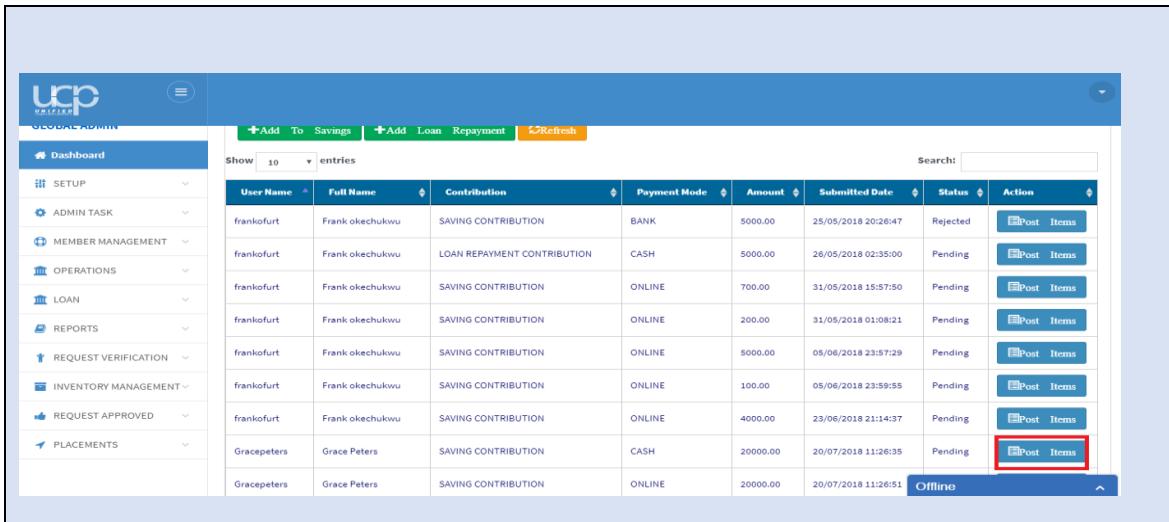
Search filters: Show 10 entries, Search: [text input]

A table listing deposit requests:

User Name	Full Name	Contribution	Payment Mode	Amount	Submitted Date	Status	Action
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	BANK	5000.00	25/05/2018 20:26:47	Rejected	<b>[Post Items]</b>
frankofurt	Frank okechukwu	LOAN REPAYMENT CONTRIBUTION	CASH	5000.00	26/05/2018 02:35:00	Pending	<b>[Post Items]</b>
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	700.00	31/05/2018 15:57:50	Pending	<b>[Post Items]</b>
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	200.00	31/05/2018 01:08:21	Pending	<b>[Post Items]</b>
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	5000.00	05/06/2018 23:57:29	Pending	<b>[Post Items]</b>
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	100.00	05/06/2018 23:59:55	Pending	<b>[Post Items]</b>

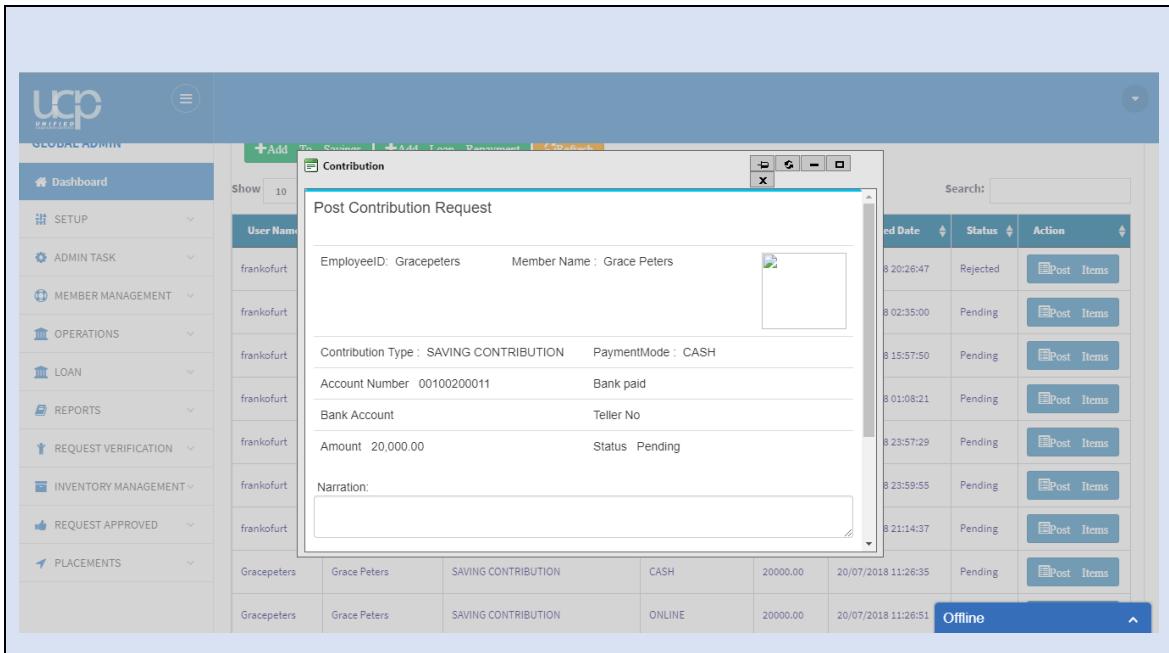
At the bottom right of the table, there is a blue button labeled 'Offline'.

4. From the Deposit Request page, click on the **Post Items** button for a particular deposit request:



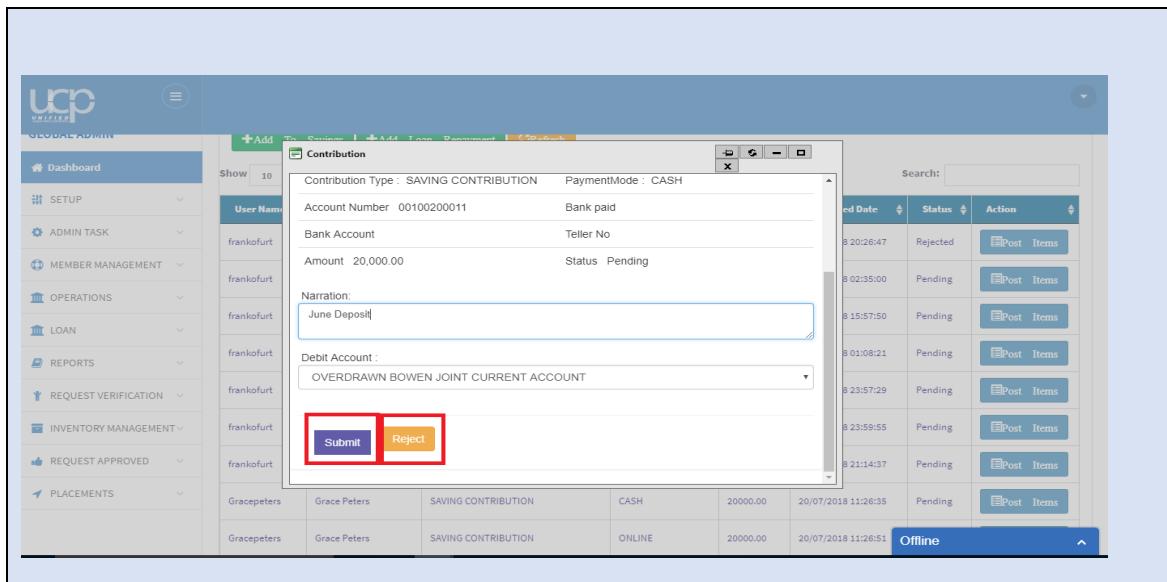
User Name	Full Name	Contribution	Payment Mode	Amount	Submitted Date	Status	Action
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	BANK	5000.00	25/05/2018 20:26:47	Rejected	
frankofurt	Frank okechukwu	LOAN REPAYMENT CONTRIBUTION	CASH	5000.00	26/05/2018 02:35:00	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	700.00	31/05/2018 15:57:50	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	200.00	31/05/2018 01:08:21	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	5000.00	05/06/2018 23:57:29	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	100.00	05/06/2018 23:59:55	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	4000.00	23/06/2018 21:14:37	Pending	
Gracepeters	Grace Peters	SAVING CONTRIBUTION	CASH	20000.00	20/07/2018 11:26:35	Pending	
Gracepeters	Grace Peters	SAVING CONTRIBUTION	ONLINE	20000.00	20/07/2018 11:26:51	Offline	

5. The Deposit request details are displayed:



User Name	Full Name	Contribution	Payment Mode	Amount	Submitted Date	Status	Action
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	BANK	5000.00	25/05/2018 20:26:47	Rejected	
frankofurt	Frank okechukwu	LOAN REPAYMENT CONTRIBUTION	CASH	5000.00	26/05/2018 02:35:00	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	700.00	31/05/2018 15:57:50	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	200.00	31/05/2018 01:08:21	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	5000.00	05/06/2018 23:57:29	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	100.00	05/06/2018 23:59:55	Pending	
frankofurt	Frank okechukwu	SAVING CONTRIBUTION	ONLINE	4000.00	23/06/2018 21:14:37	Pending	
Gracepeters	Grace Peters	SAVING CONTRIBUTION	CASH	20000.00	20/07/2018 11:26:35	Pending	
Gracepeters	Grace Peters	SAVING CONTRIBUTION	ONLINE	20000.00	20/07/2018 11:26:51	Offline	

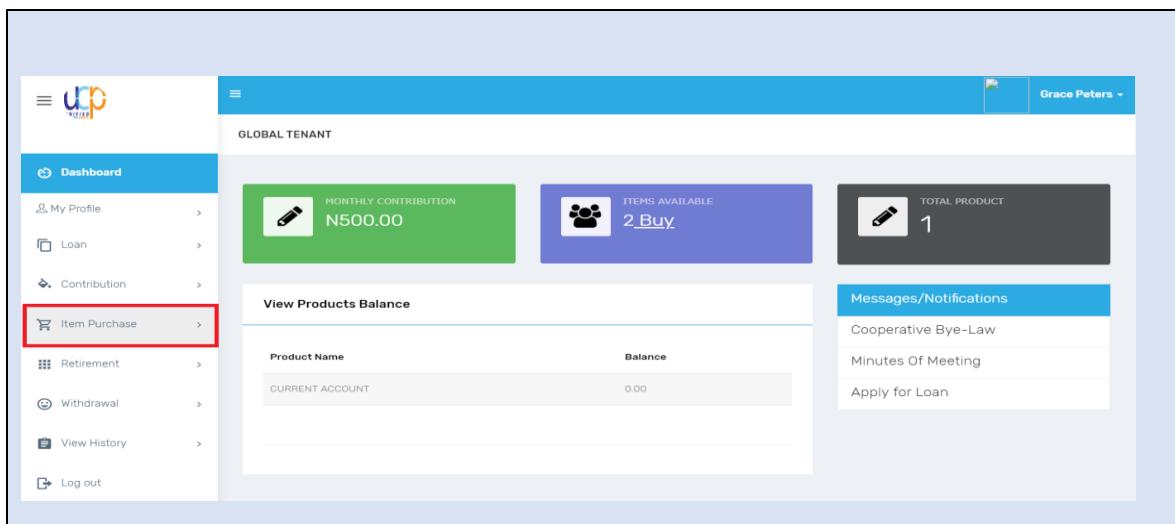
6. Provide the required information and click on the **Submit/Reject** button to post or reject request:



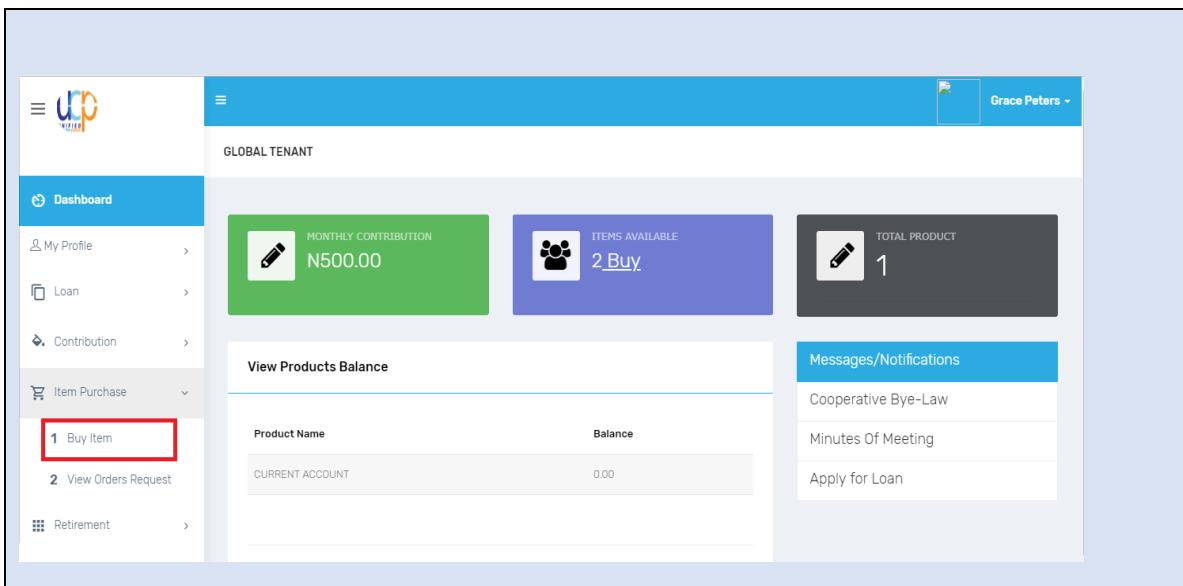
## 11. Item

### 11.1. Item Request

1. Login as a Member and click on the **Item Purchase** Menu:

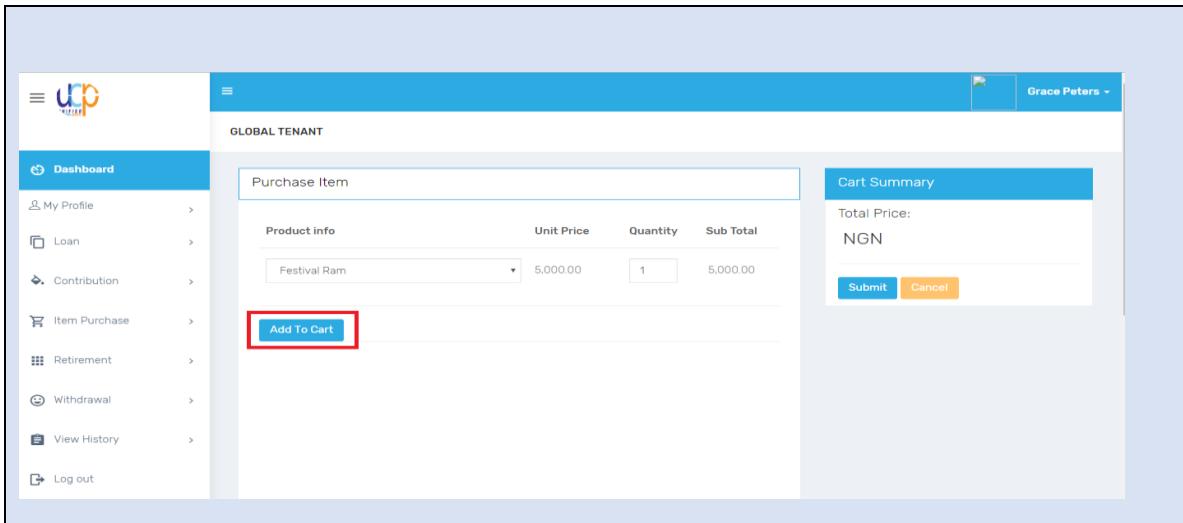


2. Click on the **Buy Item** Sub menu:



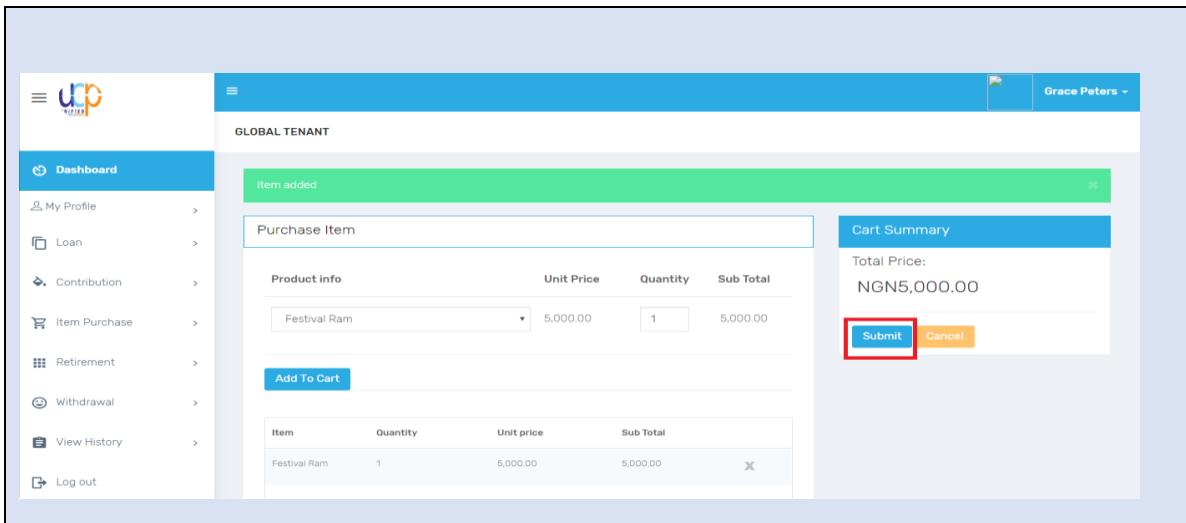
The screenshot shows the UCP Global Tenant dashboard. On the left sidebar, under the 'Item Purchase' section, the 'Buy Item' option is highlighted with a red box. The main content area displays three cards: 'MONTHLY CONTRIBUTION N500.00' (green), 'ITEMS AVAILABLE 2\_Buy' (blue), and 'TOTAL PRODUCT 1' (dark grey). Below these cards is a table titled 'View Products Balance' with one row: 'CURRENT ACCOUNT' and '0.00'. To the right, there is a 'Messages/Notifications' sidebar with items: 'Cooperative Bye-Law', 'Minutes Of Meeting', and 'Apply for Loan'.

3. Provide the required item details and click the **Add to Cart** Button to add to cart:



The screenshot shows the 'Purchase Item' page. The left sidebar includes options like 'My Profile', 'Loan', 'Contribution', 'Item Purchase' (which is selected and has a red box around its 'Buy Item' sub-menu), 'Retirement', 'Withdrawal', 'View History', and 'Log out'. The main form is titled 'Purchase Item' and contains a 'Product info' section with a dropdown set to 'Festival Ram', a 'Unit Price' of '5.0000', a 'Quantity' of '1', and a 'Sub Total' of '5.0000'. Below this is a large red box around the 'Add To Cart' button. To the right, a 'Cart Summary' sidebar shows 'Total Price: NGN' with 'Submit' and 'Cancel' buttons.

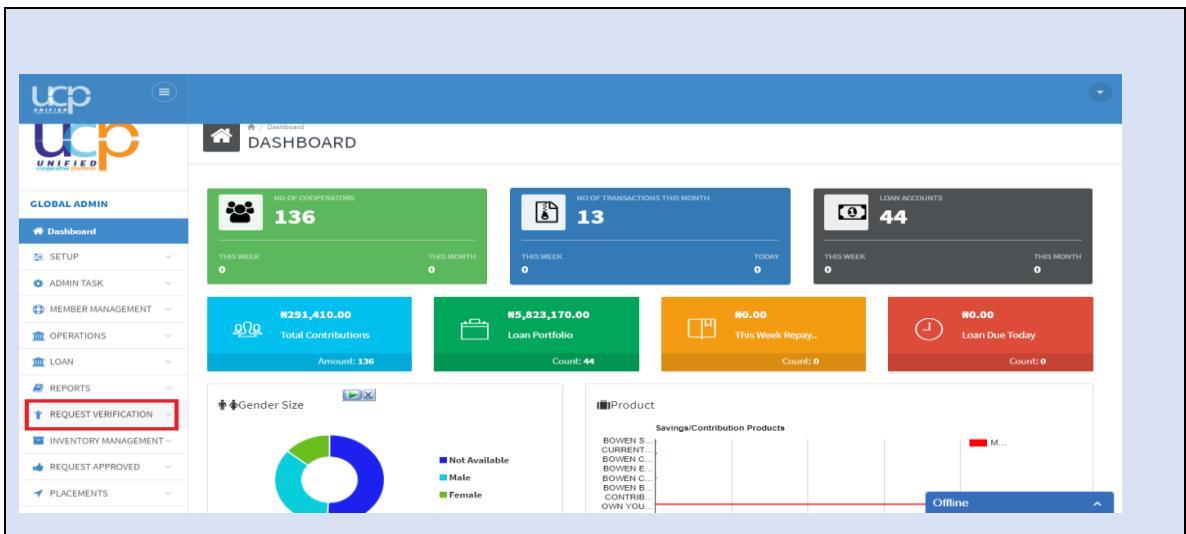
- Click the **Submit** Button to submit the Items in the Cart:



The screenshot shows the UCP Unified Platform interface. On the left is a sidebar with options like Dashboard, My Profile, Loan, Contribution, Item Purchase, Retirement, Withdrawal, View History, and Log out. The main area has a blue header 'GLOBAL TENANT'. Below it, a green banner says 'Item added'. A 'Purchase Item' section shows a table with 'Product info': 'Festival Ram' at 'Unit Price: 5,000.00', 'Quantity: 1', and 'Sub Total: 5,000.00'. A 'Cart Summary' section shows 'Total Price: NGN5,000.00' with 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red box.

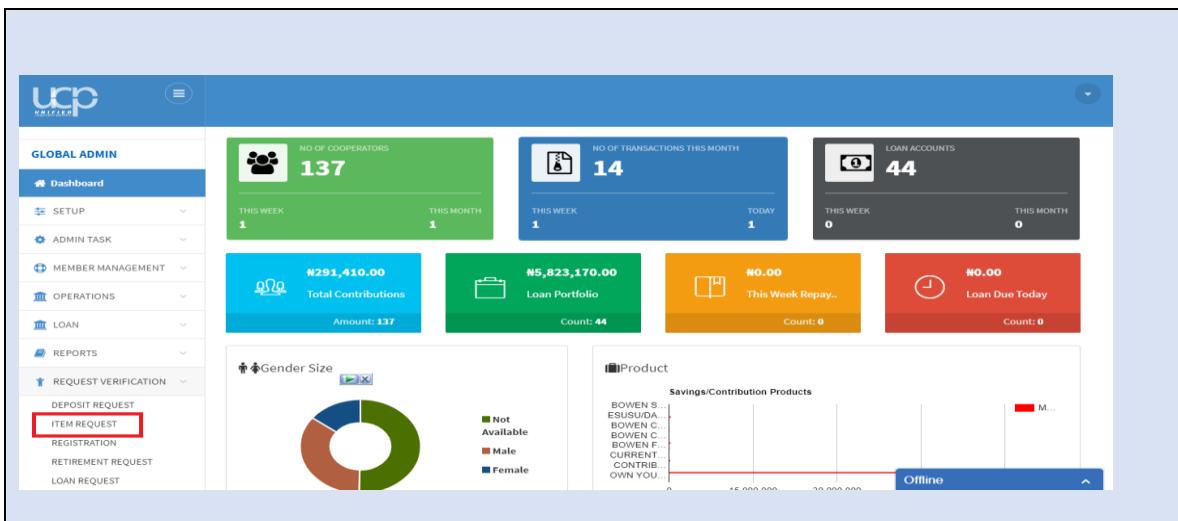
## 11.2. Approve/Reject Item Request

- Login as a Cooperative and click on the **Request Verification** Menu:



The screenshot shows the UCP Unified Platform interface. On the left is a sidebar with 'GLOBAL ADMIN' and several dropdown menus. One of the dropdown menus, 'REQUEST VERIFICATION', is highlighted with a red box. The main area is a 'DASHBOARD' with various statistics and charts. One chart shows 'Gender Size' with a donut chart divided into blue ('Not Available'), green ('Male'), and light green ('Female') segments.

2. Click on the **Item Request** Sub menu:

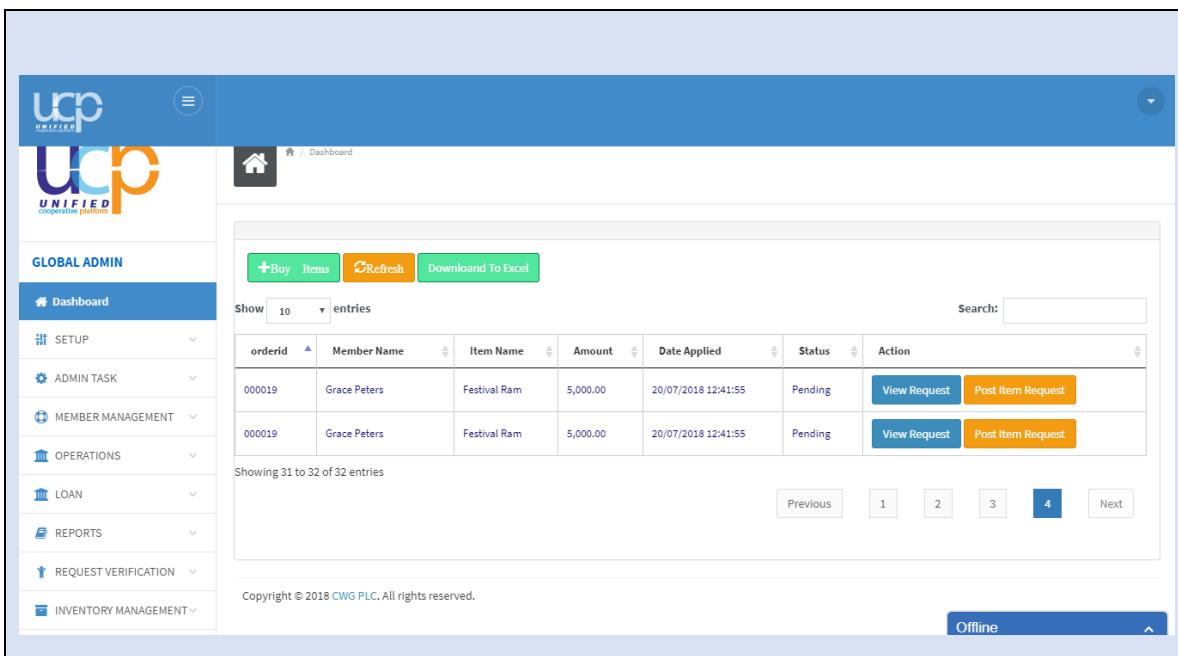


The dashboard displays the following key statistics:

- NO OF COOPERATORS:** 137 (THIS WEEK: 1, THIS MONTH: 1)
- NO OF TRANSACTIONS THIS MONTH:** 14 (THIS WEEK: 1, TODAY: 1)
- LOAN ACCOUNTS:** 44 (THIS WEEK: 0, THIS MONTH: 0)
- Total Contributions:** ₦291,410.00 (Amount: 137)
- Loan Portfolio:** ₦5,823,170.00 (Count: 44)
- This Week Repay.:** ₦0.00 (Count: 0)
- Loan Due Today:** ₦0.00 (Count: 0)

Below the metrics are two charts: "Gender Size" (Donut chart) and "Product" (Bar chart).

3. The Item Request page is displayed listing the Item Requests:



The page shows a list of item requests:

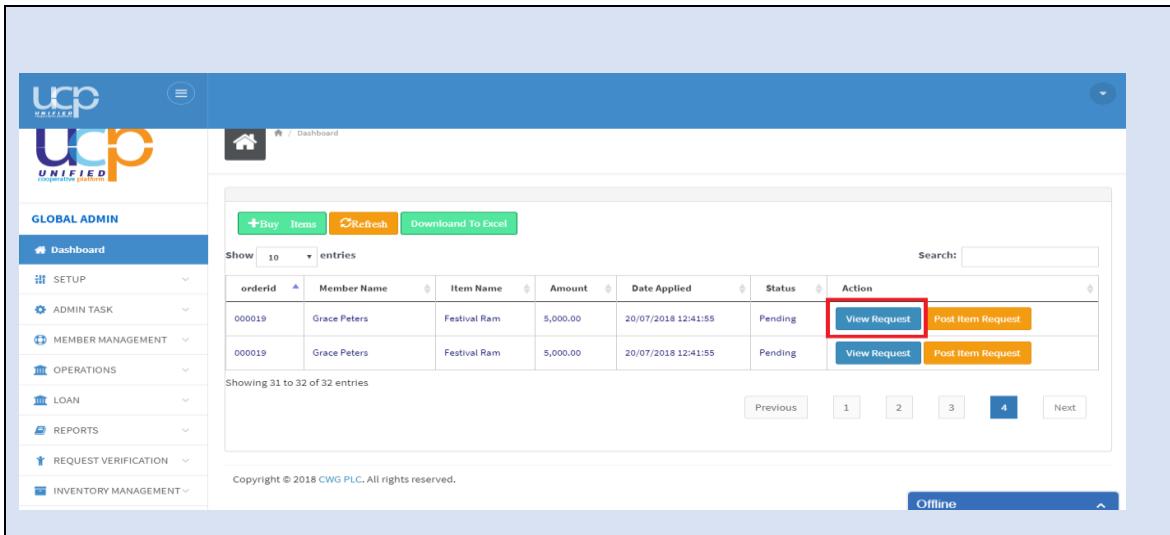
orderid	Member Name	Item Name	Amount	Date Applied	Status	Action
000019	Grace Peters	Festival Ram	5,000.00	20/07/2018 12:41:55	Pending	<a href="#">View Request</a> <a href="#">Post Item Request</a>
000019	Grace Peters	Festival Ram	5,000.00	20/07/2018 12:41:55	Pending	<a href="#">View Request</a> <a href="#">Post Item Request</a>

Showing 31 to 32 of 32 entries

Buttons at the top: +Buy Items, Refresh, Download To Excel

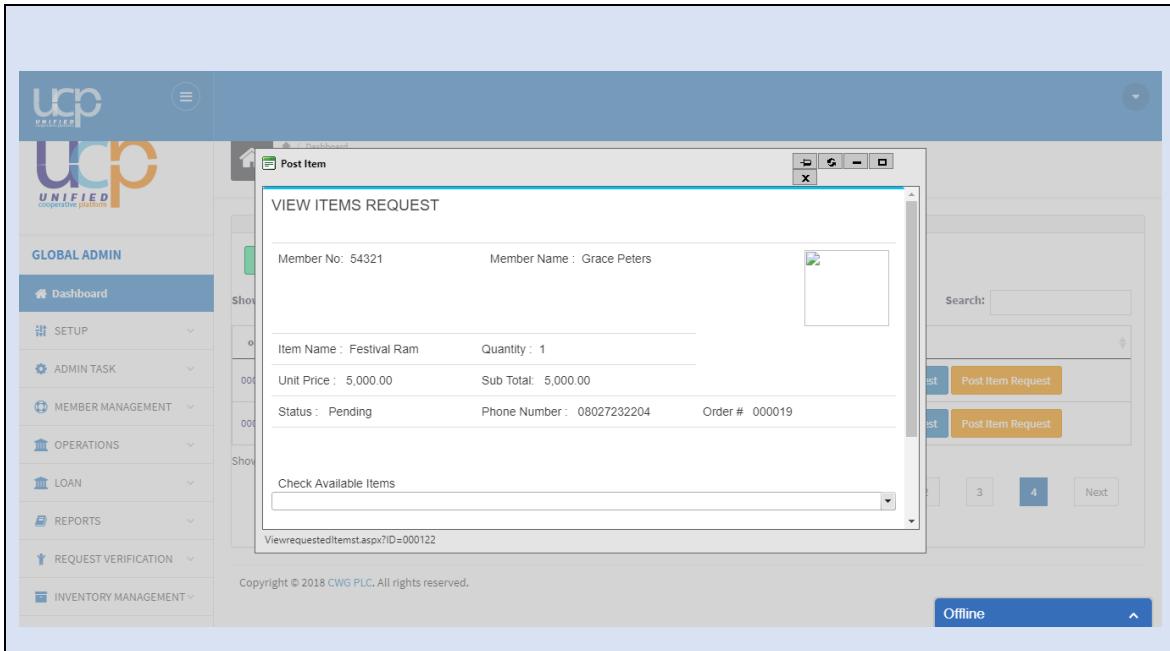
Search bar and pagination controls (Previous, Next, page numbers 1, 2, 3, 4) are also visible.

4. From the Item Request page, click on the **View Request** button for a particular item request:



orderid	Member Name	Item Name	Amount	Date Applied	Status	Action
000019	Grace Peters	Festival Ram	5,000.00	20/07/2018 12:41:55	Pending	<b>View Request</b> Post Item Request
000019	Grace Peters	Festival Ram	5,000.00	20/07/2018 12:41:55	Pending	<b>View Request</b> Post Item Request

5. The Item request details are displayed:



VIEW ITEMS REQUEST

Member No: 54321 Member Name : Grace Peters

Item Name : Festival Ram Quantity : 1

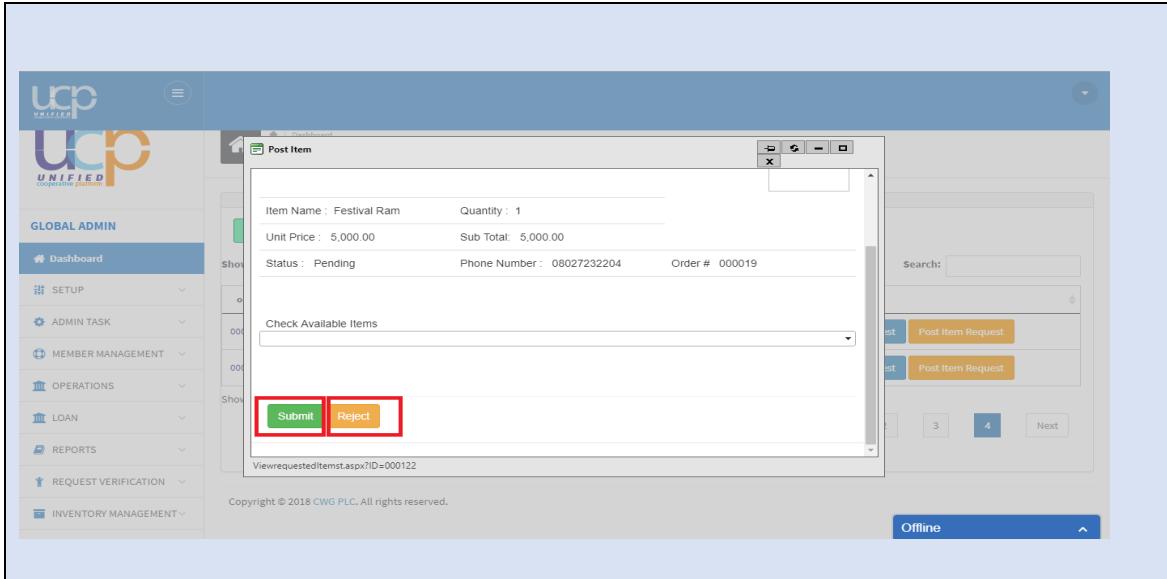
Unit Price : 5,000.00 Sub Total: 5,000.00

Status : Pending Phone Number: 08027232204 Order # 000019

Check Available Items

ViewrequestedItems.aspx?ID=000122

6. Provide the required details and click on the **Approve/Reject** Button to approve or reject request :



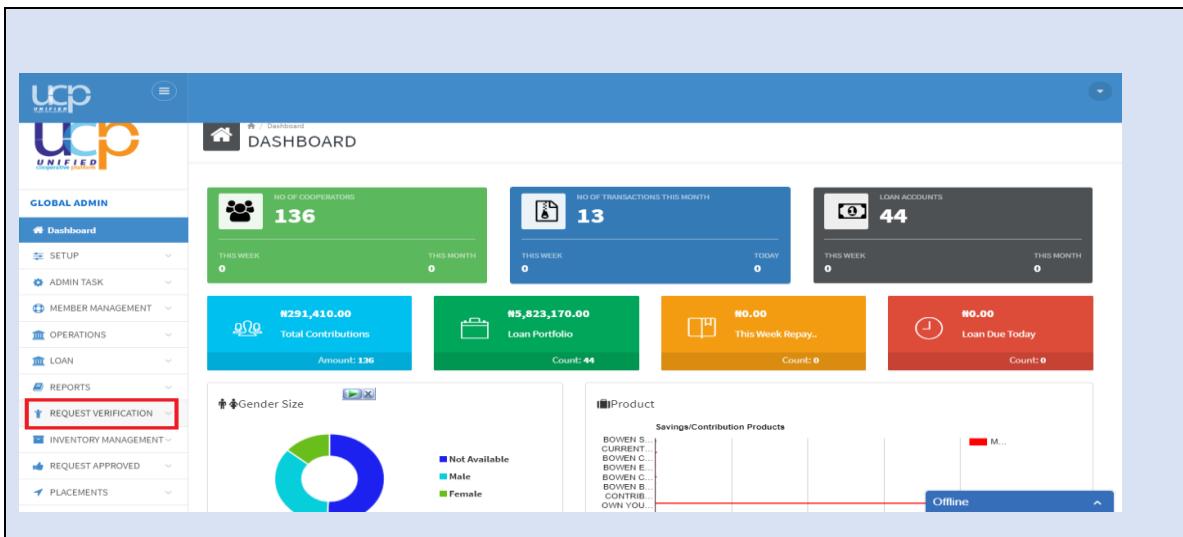
The screenshot shows the 'Post Item' dialog box. It contains the following information:

- Item Name:** Festival Ram
- Quantity:** 1
- Unit Price:** 5,000.00
- Sub Total:** 5,000.00
- Status:** Pending
- Phone Number:** 08027232204
- Order #:** 000019

Below the form, there is a 'Check Available Items' dropdown and two buttons at the bottom: 'Submit' (green) and 'Reject' (orange). The 'Submit' button is highlighted with a red box.

## 11.3. Post Item Request

1. Login as a Cooperative and click on the **Request Verification** Menu:

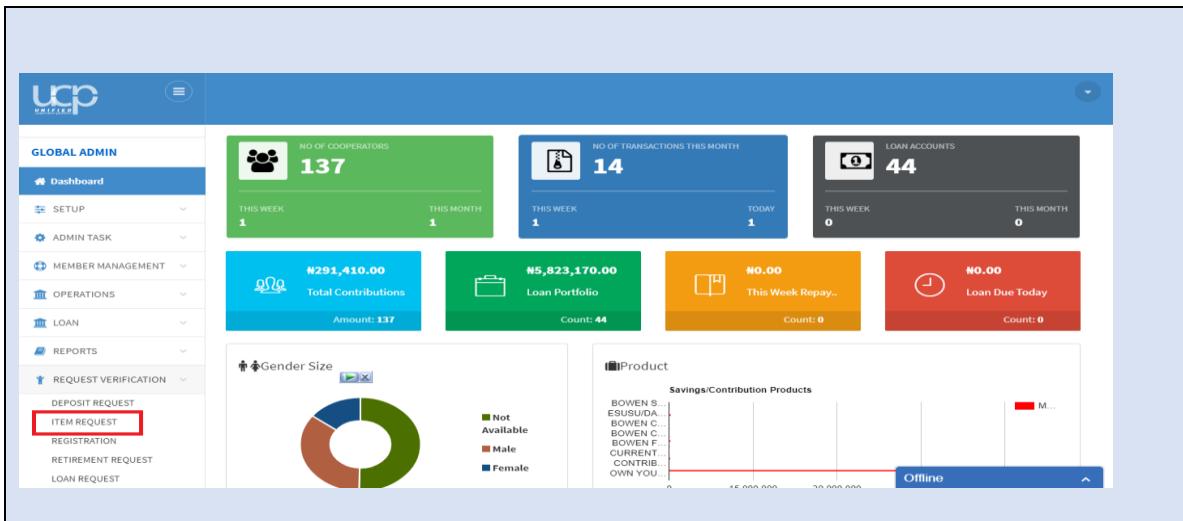


The screenshot shows the UCP Unified Cooperative Platform Dashboard. The sidebar menu is open, and the 'REQUEST VERIFICATION' option is highlighted with a red box. The dashboard displays various statistics and charts, including:

- NO OF COOPERATORS:** 136
- NO OF TRANSACTIONS THIS MONTH:** 13
- LOAN ACCOUNTS:** 44
- Total Contributions:** N291,410.00
- Loan Portfolio:** N5,823,170.00
- This Week Repay.:** N0.00
- Loan Due Today:** N0.00

Below these stats are two donut charts: 'Gender Size' and 'Product'. The 'Gender Size' chart shows the distribution of gender sizes. The 'Product' chart shows savings/contribution products. A status bar at the bottom right indicates 'Offline'.

2. Click on the **Item Request** Sub menu:

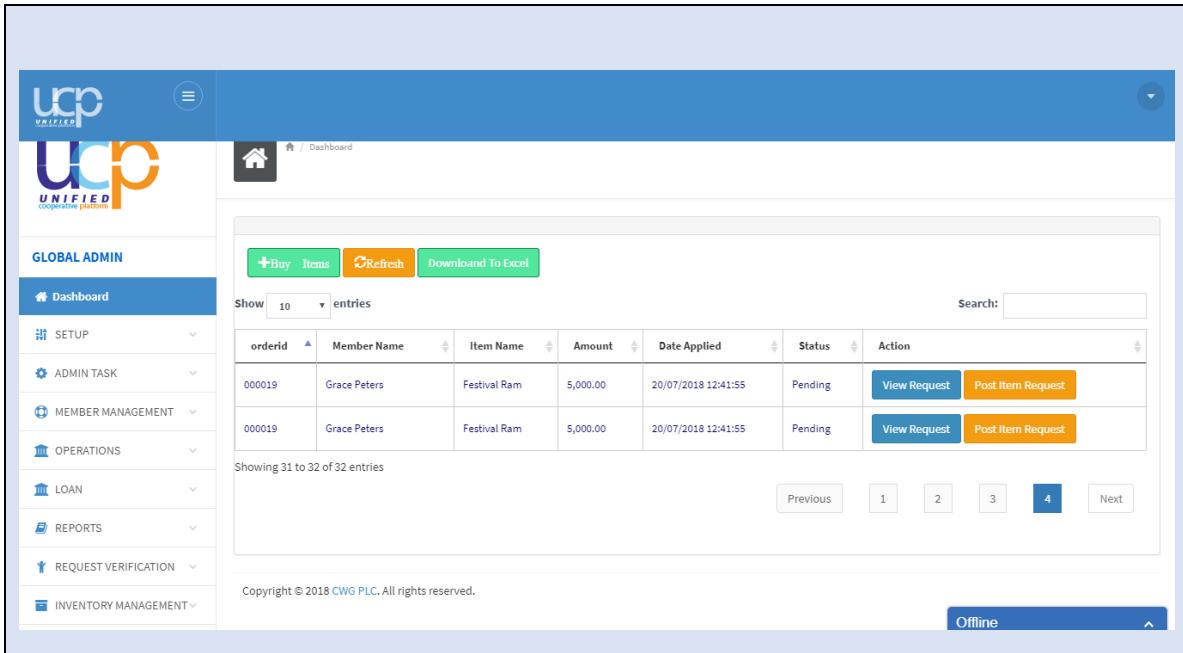


The dashboard displays the following key statistics:

- NO OF COOPERATORS:** 137 (THIS WEEK: 1, THIS MONTH: 1)
- NO OF TRANSACTIONS THIS MONTH:** 14 (THIS WEEK: 1, TODAY: 1)
- LOAN ACCOUNTS:** 44 (THIS WEEK: 0, THIS MONTH: 0)
- Total Contributions:** ₦291,410.00 (Amount: 137)
- Loan Portfolio:** ₦5,823,170.00 (Count: 44)
- This Week Repay.:** ₦0.00 (Count: 0)
- Loan Due Today:** ₦0.00 (Count: 0)

Below the metrics are two charts: "Gender Size" (a donut chart showing Not Available, Male, and Female proportions) and "Product" (a bar chart showing savings/contribution products for members like BOWEN S., ESUSUDA, BOWEN C., BOWEN F., CURRIE, CONTRIB OWN YOU, etc.).

3. The Item Request page is displayed listing the Item Requests:



The page shows a list of item requests:

orderid	Member Name	Item Name	Amount	Date Applied	Status	Action
000019	Grace Peters	Festival Ram	5,000.00	20/07/2018 12:41:55	Pending	<a href="#">View Request</a> <a href="#">Post Item Request</a>
000019	Grace Peters	Festival Ram	5,000.00	20/07/2018 12:41:55	Pending	<a href="#">View Request</a> <a href="#">Post Item Request</a>

Showing 31 to 32 of 32 entries

Search:

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Offline

- From the Item Request page, click on the **Post Item Request** button for a particular approved item request:

The screenshot shows the Global Admin dashboard of the Co-operative Platform. The left sidebar contains navigation links for various administrative tasks. The main area displays a table of item requests with columns for Order ID, Member Name, Item Name, Amount, Date Applied, Status, and Action. Two rows are shown, both for Grace Peters, Festival Ram, \$5,000.00, and Approved status. The 'Action' column includes 'View Request' and 'Post Item Request' buttons. The 'Post Item Request' button for the second row is highlighted with a red box.

orderid	Member Name	Item Name	Amount	Date Applied	Status	Action
000019	Grace Peters	Festival Ram	\$5,000.00	20/07/2018 12:41:55	Approved	<a href="#">View Request</a> <a href="#">Post Item Request</a>
000019	Grace Peters	Festival Ram	\$5,000.00	20/07/2018 12:41:55	Approved	<a href="#">View Request</a> <a href="#">Post Item Request</a>

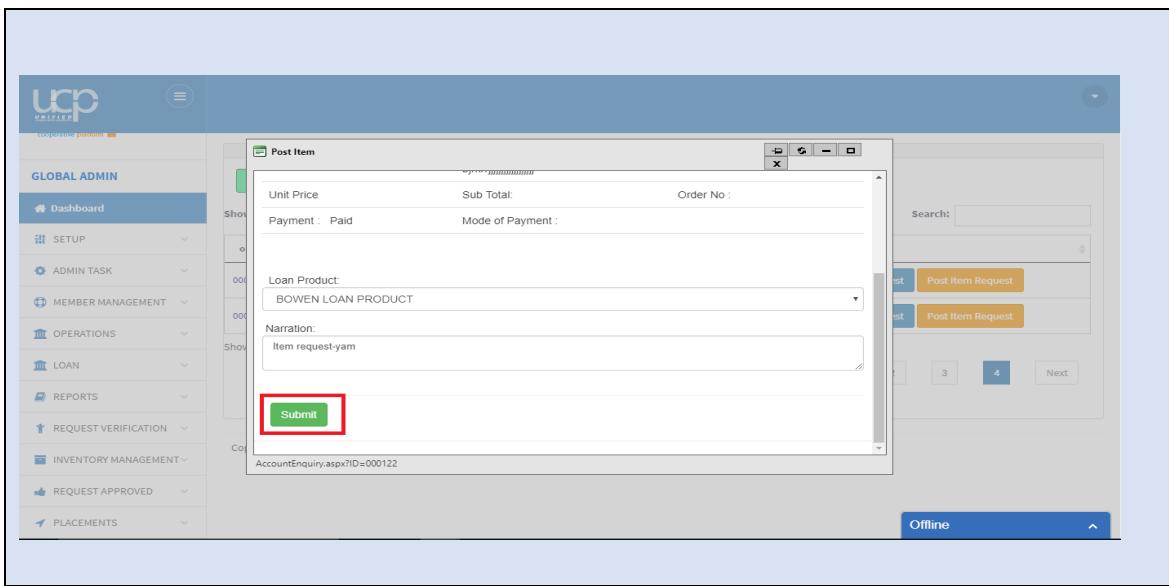
Showing 31 to 32 of 32 entries

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Offline

5. The Item request details are displayed:

6. Provide the required details and click on the **Submit** Button to post request :

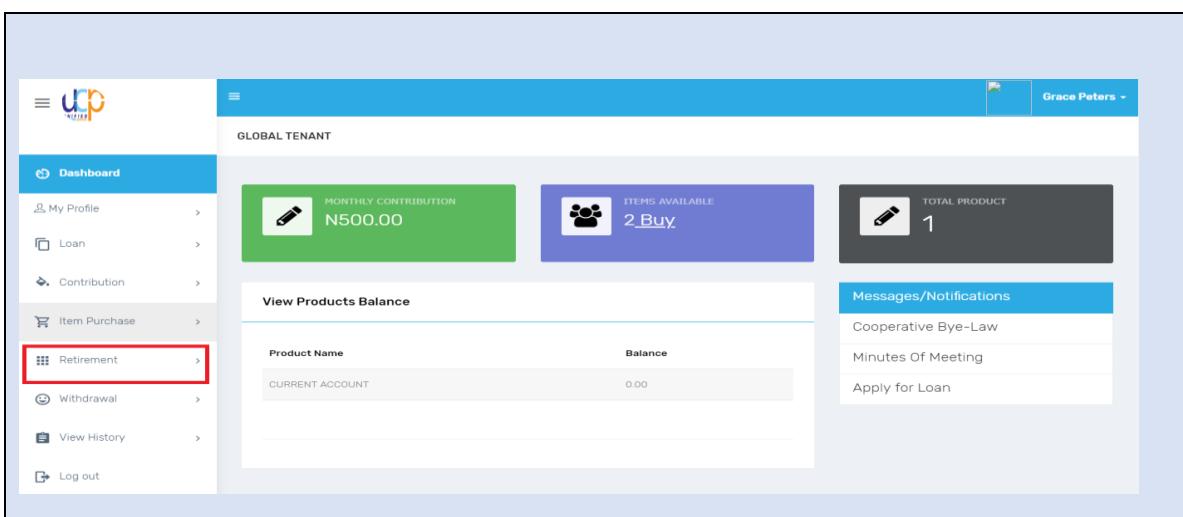


The screenshot shows the UCP Global Admin interface. On the left, there's a sidebar with various menu items like Dashboard, SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, and PLACEMENTS. The 'Dashboard' item is currently selected. In the center, a modal window titled 'Post Item' is open. It contains fields for Unit Price, Sub Total, Order No, Payment (Paid), Mode of Payment, Loan Product (set to 'BOWEN LOAN PRODUCT'), and Narration (containing 'Item request-yam'). A green 'Submit' button is at the bottom of the form. The background shows some other tabs and a search bar.

## 12. Retirement

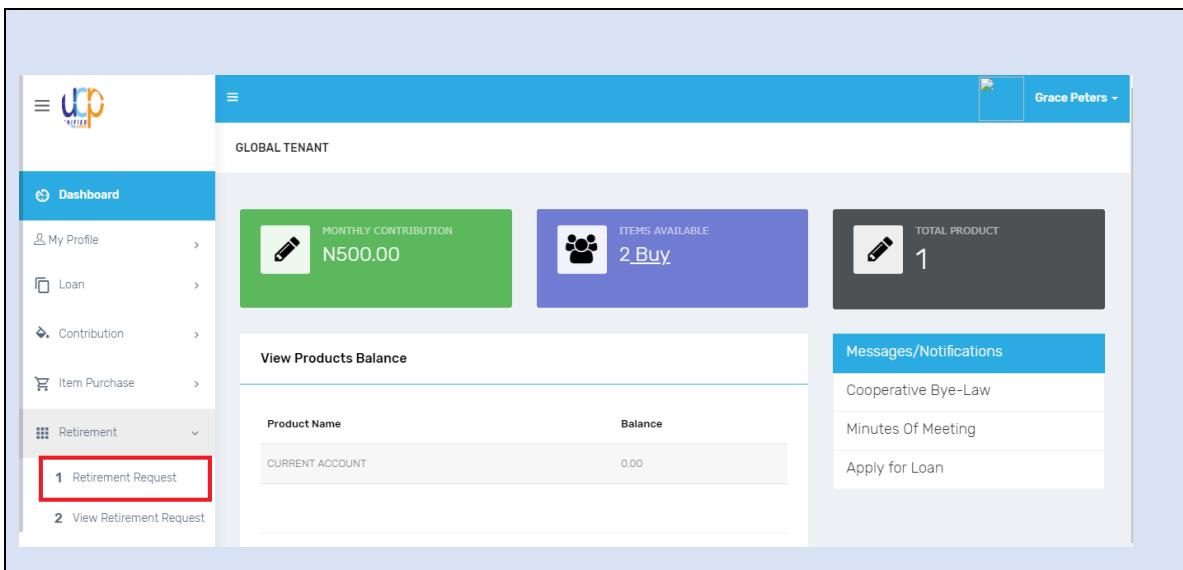
### 12.1. Retirement Request

1. Login as a Member and click on the **Retirement** Menu:



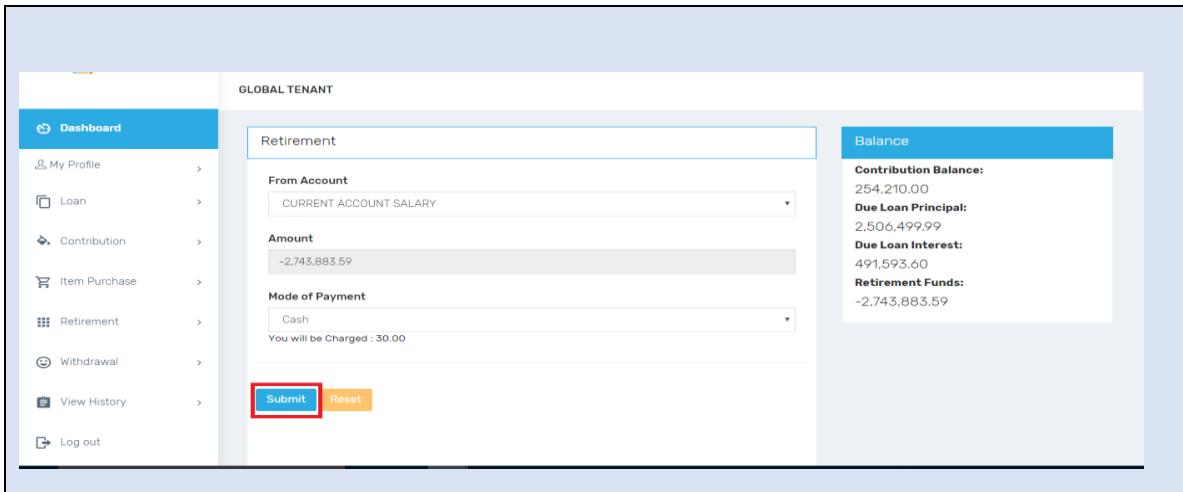
The screenshot shows the UCP Member Dashboard. On the left, there's a sidebar with menu items: My Profile, Loan, Contribution, Item Purchase, Retirement (which is highlighted with a red box), Withdrawal, View History, and Log out. The main area displays several cards: 'MONTHLY CONTRIBUTION N500.00', 'ITEMS AVAILABLE 2.BUY', 'TOTAL PRODUCT 1', and a 'View Products Balance' section. On the right, there's a 'Messages/Notifications' sidebar with items like Cooperative Bye-Law, Minutes Of Meeting, and Apply for Loan.

2. Click on the **Retirement Request** Sub menu:



The screenshot shows the UCP (User Control Panel) dashboard. On the left, there's a sidebar with various menu items: My Profile, Loan, Contribution, Item Purchase, Retirement, Retirement Request (which is highlighted with a red box), and View Retirement Request. The main content area has three cards: 'MONTHLY CONTRIBUTION N500.00' (green), 'ITEMS AVAILABLE 2\_Buy' (blue), and 'TOTAL PRODUCT 1' (dark grey). Below these cards is a section titled 'View Products Balance' with a table showing 'CURRENT ACCOUNT' with a balance of '0.00'. To the right, there's a 'Messages/Notifications' sidebar with links to Cooperative Bye-Law, Minutes Of Meeting, and Apply for Loan.

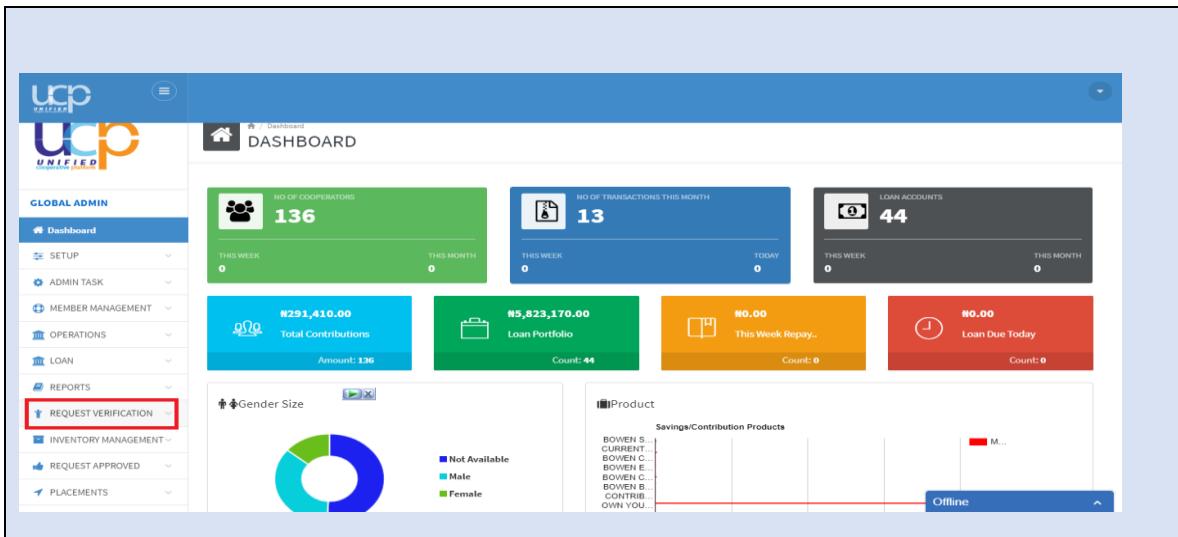
3. Provide the required retirement details and click the **Submit** Button:



The screenshot shows the 'Retirement' form. It includes fields for 'From Account' (set to 'CURRENT ACCOUNT SALARY'), 'Amount' (-2,743,883.59), and 'Mode of Payment' (set to 'Cash'). A note below the mode of payment says 'You will be Charged : 30.00'. At the bottom of the form are two buttons: 'Submit' (highlighted with a red box) and 'Reset'. To the right of the form is a 'Balance' sidebar displaying financial details: Contribution Balance: 254,210.00, Due Loan Principal: 2,506,499.99, Due Loan Interest: 491,593.60, and Retirement Funds: -2,743,883.59.

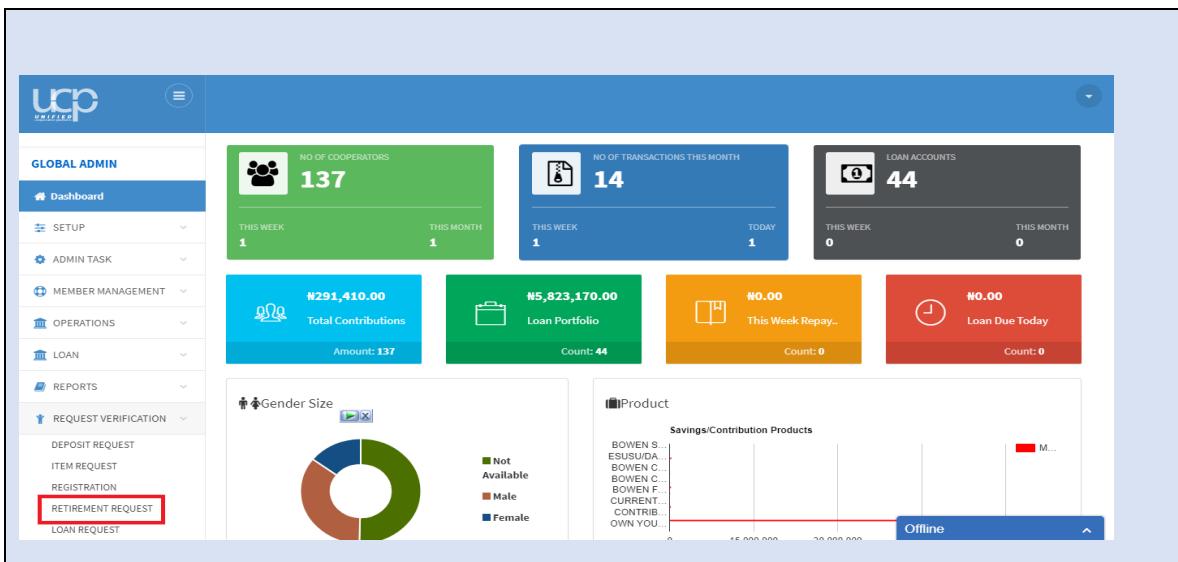
## 13.2. Approve/Reject Retirement Request

1. Login as a Cooperative and click on the **Request Verification** Menu:



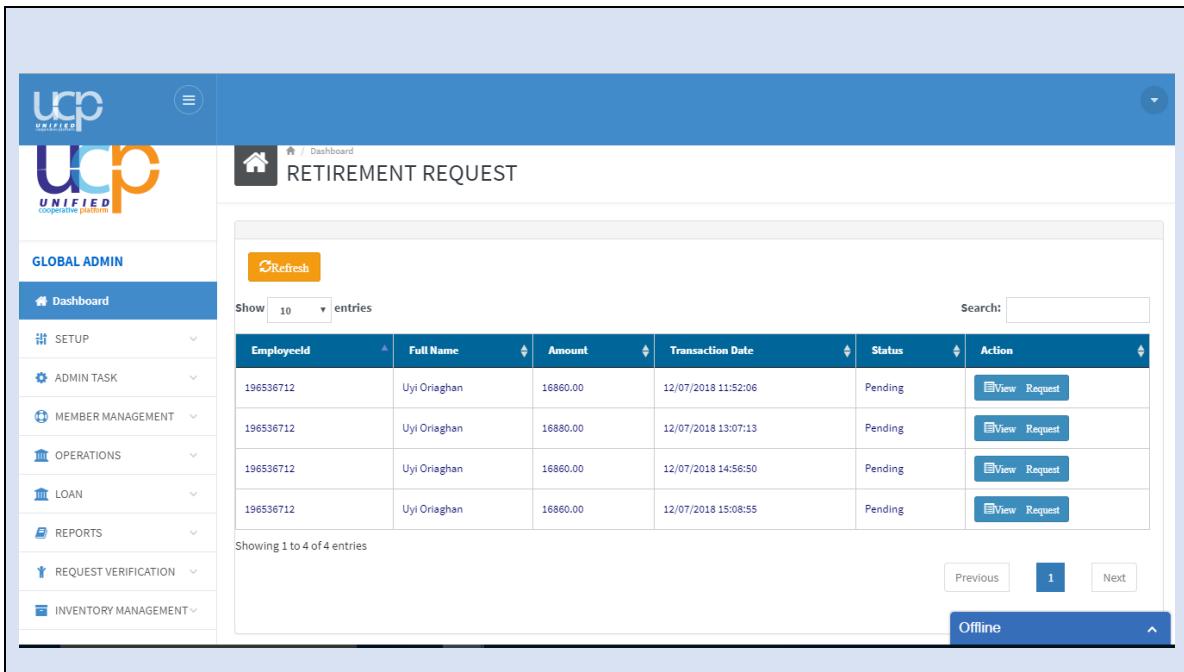
The screenshot shows the UCP Unified Cooperative Platform dashboard. On the left, there is a vertical navigation menu under 'GLOBAL ADMIN' with several options: SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION (which is highlighted with a red box), INVENTORY MANAGEMENT, REQUEST APPROVED, and PLACEMENTS. The main dashboard area displays various metrics: NO OF COOPERATORS (136), NO OF TRANSACTIONS THIS MONTH (13), and LOAN ACCOUNTS (44). Below these are four cards: Total Contributions (N291,410.00), Loan Portfolio (N5,823,170.00), This Week Repay. (NO.00), and Loan Due Today (NO.00). Further down are two charts: 'Gender Size' (a donut chart showing Male and Female proportions) and 'Product' (a bar chart showing savings/contribution products with one bar labeled 'Offline').

2. Click on the **Retirement Request** Sub menu:



This screenshot is similar to the previous one, showing the UCP dashboard. The 'REQUEST VERIFICATION' menu item has been expanded to show its sub-options: DEPOSIT REQUEST, ITEM REQUEST, REGISTRATION, RETIREMENT REQUEST (which is highlighted with a red box), and LOAN REQUEST.

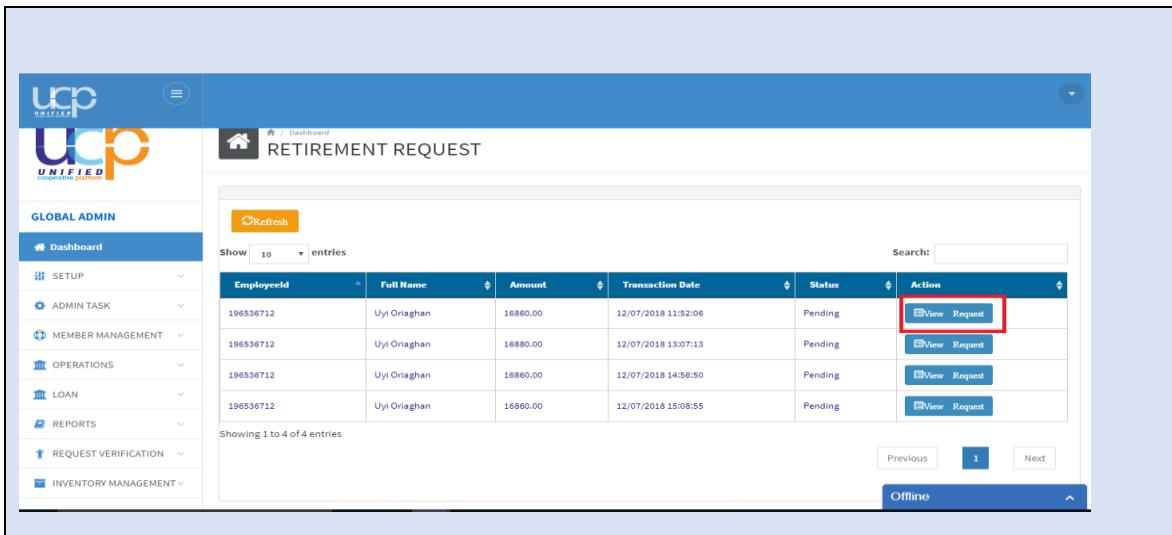
3. The Retirement Request page is displayed listing the pending Retirement Requests:



The screenshot shows the UCP Unified Retirement Request page. The left sidebar has a 'GLOBAL ADMIN' section with a 'Dashboard' button highlighted in blue. Below it are other menu items: SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, and INVENTORY MANAGEMENT. The main content area is titled 'RETIREMENT REQUEST'. It features a 'Refresh' button and a search bar. A table lists four entries, each with columns for EmployeeID, Full Name, Amount, Transaction Date, Status, and Action. All four entries have a status of 'Pending' and an 'Action' column containing a 'View Request' button. The table includes a 'Show 10 entries' dropdown and a 'Search:' input field. At the bottom, it says 'Showing 1 to 4 of 4 entries' and has 'Previous', 'Next', and 'Offline' buttons.

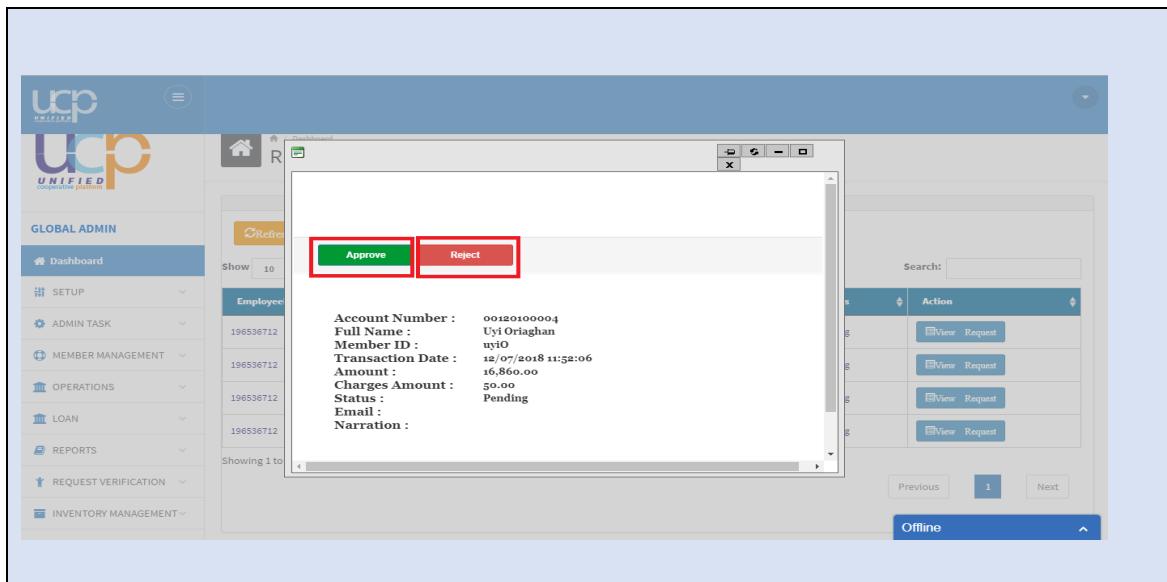
EmployeeID	Full Name	Amount	Transaction Date	Status	Action
196536712	Uyi Oriaghan	16860.00	12/07/2018 11:52:06	Pending	
196536712	Uyi Oriaghan	16880.00	12/07/2018 13:07:13	Pending	
196536712	Uyi Oriaghan	16860.00	12/07/2018 14:56:50	Pending	
196536712	Uyi Oriaghan	16860.00	12/07/2018 15:08:55	Pending	

4. From the Retirement Request page, click on the **View Request** button for a particular retirement request:



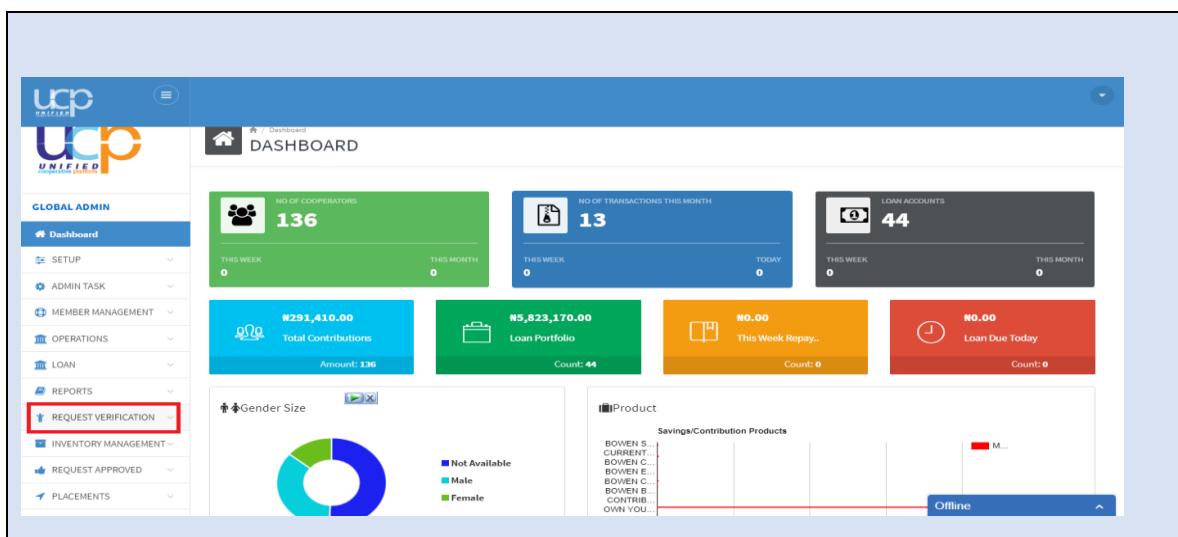
This screenshot is identical to the one above, showing the Retirement Request page with four pending entries. However, the first entry for Uyi Oriaghan has its 'View Request' button highlighted with a red box. The rest of the interface and data remain the same.

5. The Retirement request details are displayed. Click on the **Approve/Reject** Button to approve or reject request :

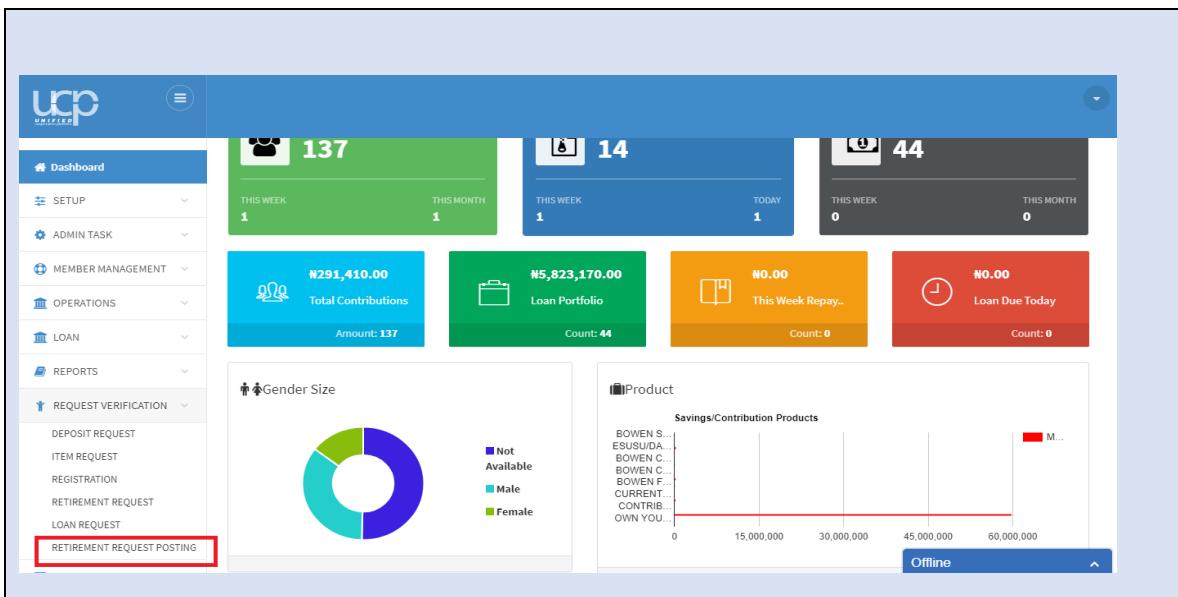


### 13.3. Post Retirement Request

1. Login as a Cooperative and click on the **Request Verification** Menu:

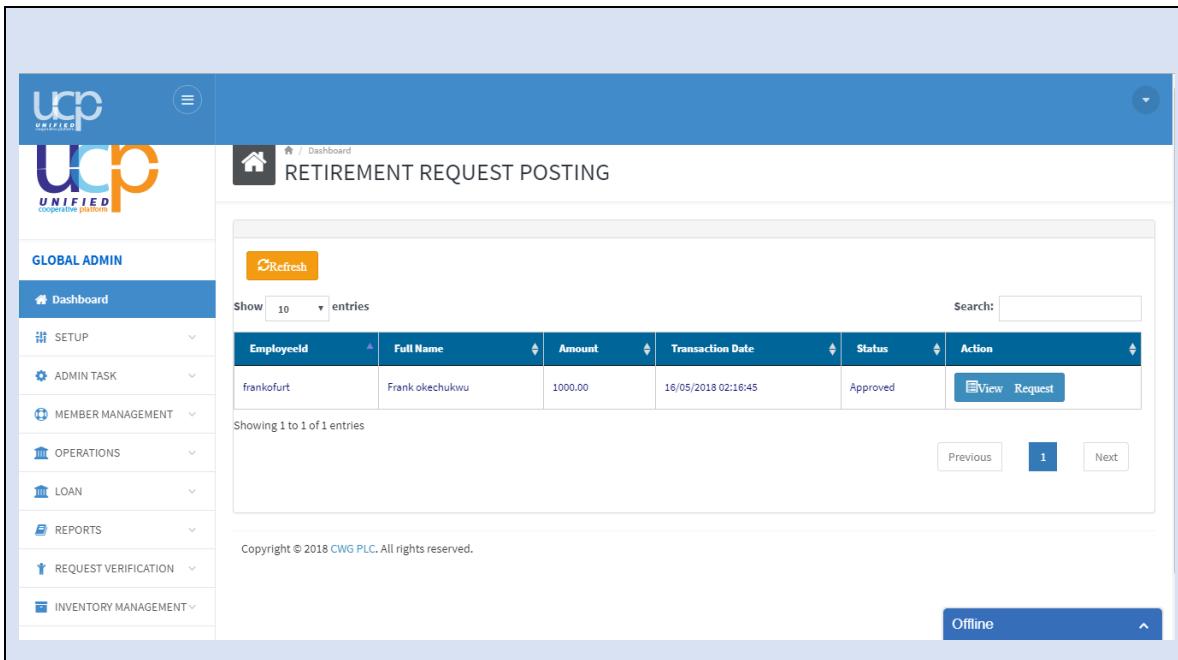


2. Click on the **Retirement Request Posting** Sub menu:



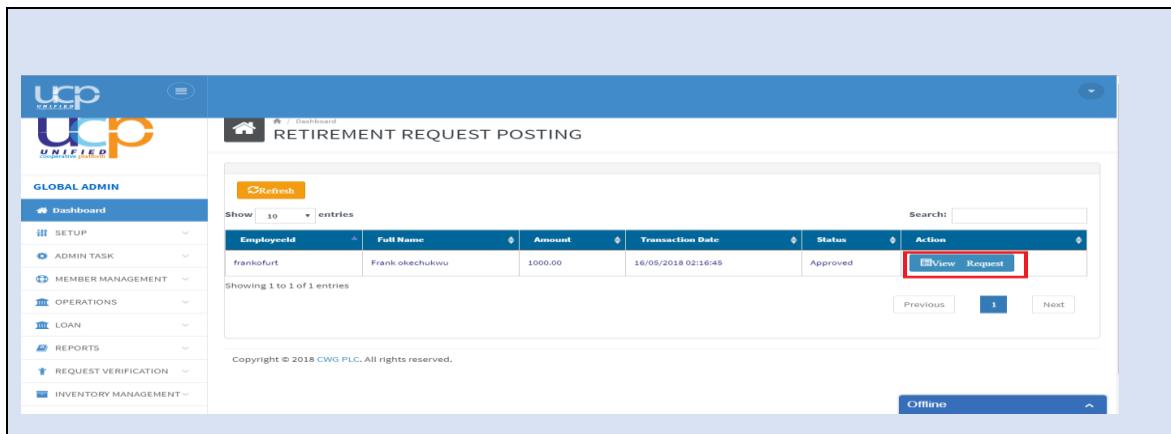
The screenshot shows the UCP (Unified Cooperative Platform) dashboard. On the left, there's a sidebar with a navigation menu. The 'REQUEST VERIFICATION' section contains several items, with 'RETIREMENT REQUEST' highlighted and enclosed in a red box. The main dashboard area features several cards with statistics: '137' members, '14' loans, and '44' contributions. Below these are two donut charts: 'Gender Size' (Not Available, Male, Female) and 'Product' (Savings/Contribution Products). A blue bar at the bottom right indicates the system is 'Offline'.

3. The Retirement Request posting page is displayed listing the pending Item Requests for posting:



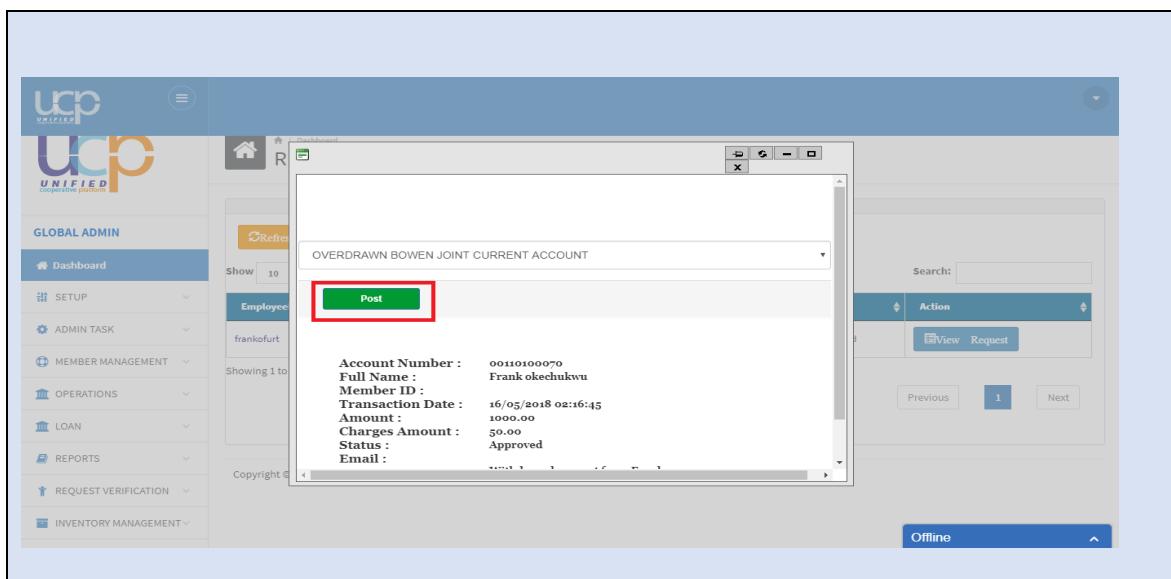
This screenshot shows the 'RETIREMENT REQUEST POSTING' page. The left sidebar has a 'GLOBAL ADMIN' section with a 'Dashboard' menu item. The main content area displays a table of pending requests. There is one entry: 'frankfurt' by 'Frank okechukwu' with an amount of '1000.00' and a transaction date of '16/05/2018 02:16:45'. The status is 'Approved' and there is a 'View Request' button. At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', 'Next', and a page number '1'. A copyright notice 'Copyright © 2018 CWG PLC. All rights reserved.' is at the very bottom.

4. From the Retirement Request Posting page, click on the **View Request** button for a Retirement request:



EmployeeId	Full Name	Amount	Transaction Date	Status	Action
frankfurt	Frank okechukwu	1000.00	16/05/2018 02:16:45	Approved	

5. The Item request details are displayed. Provide the required details and click on the **Post** Button to post request:



OVERDRAWN BOWEN JOINT CURRENT ACCOUNT

**Post**

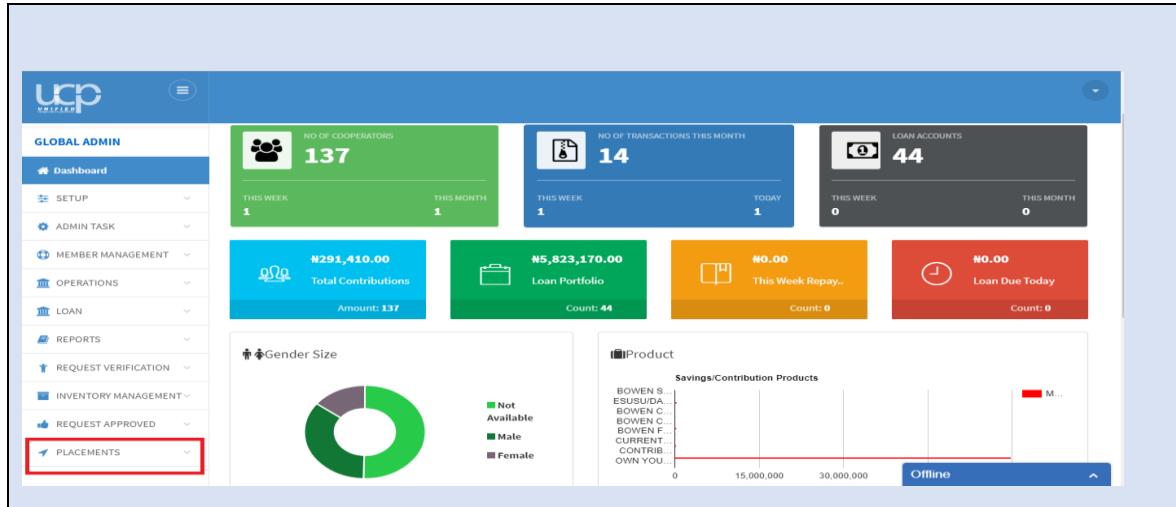
Account Number :	0010100000
Full Name :	Frank okechukwu
Member ID :	
Transaction Date :	16/05/2018 02:16:45
Amount :	1000.00
Charges Amount :	50.00
Status :	Approved
Email :	

## 13. Placements

This is the menu where placements can be created and liquidated. The status and reports of placements can also be gotten.

### 13.1. Create Placements

1. Login as a Cooperative and click on the **Placements** Menu:

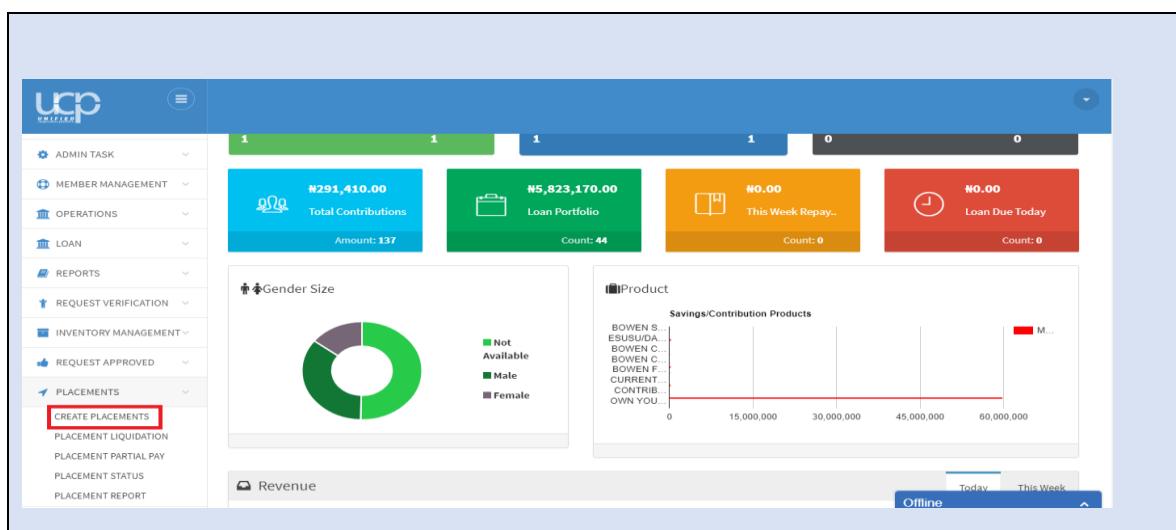


The dashboard displays the following key figures:

- NO OF COOPERATORS:** 137
- NO OF TRANSACTIONS THIS MONTH:** 14
- LOAN ACCOUNTS:** 44
- Total Contributions:** ₦291,410.00 (Amount: 137)
- Loan Portfolio:** ₦5,823,170.00 (Count: 44)
- This Week Repay.:** ₦0.00 (Count: 0)
- Loan Due Today:** ₦0.00 (Count: 0)

Below these are two charts: **Gender Size** (a donut chart showing proportions of Not Available, Male, and Female) and **Product** (a bar chart showing Savings/Contribution Products with a total value of ₦0.00).

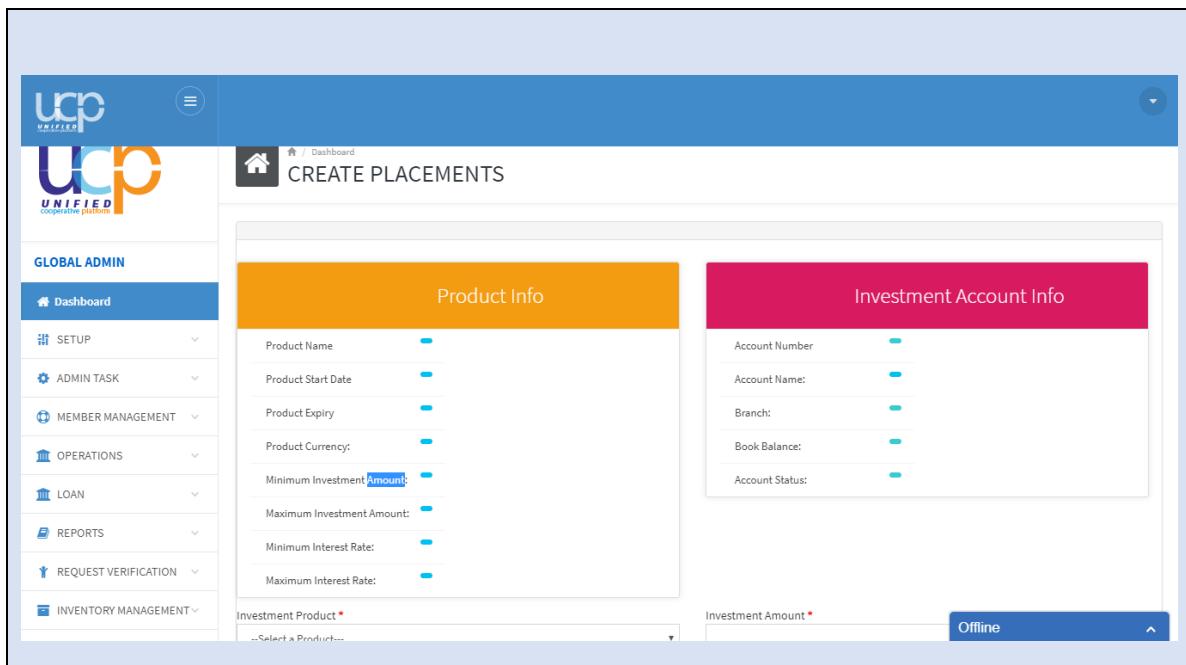
2. Click on the **Create Placements** Sub menu:



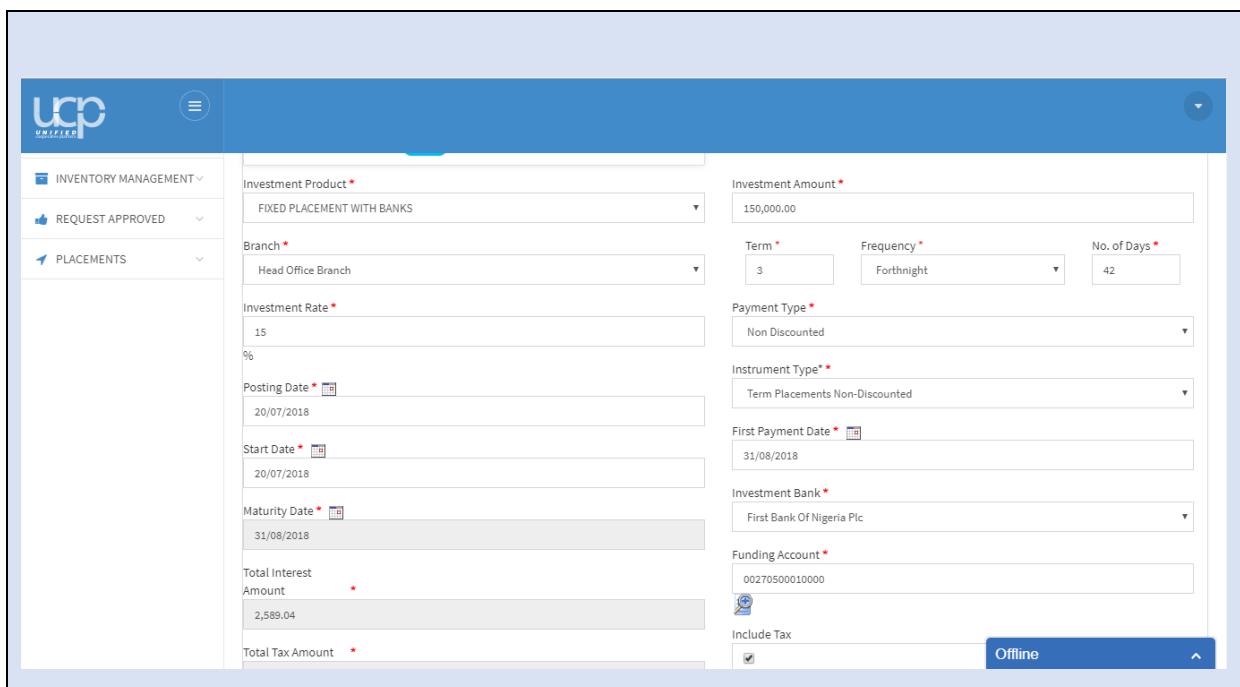
The dashboard interface remains largely the same, but the **CREATE PLACEMENTS** option under the **PLACEMENTS** menu is highlighted with a red box. The sub-menu items listed are:

- CREATE PLACEMENTS
- PLACEMENT LIQUIDATION
- PLACEMENT PARTIAL PAY
- PLACEMENT STATUS
- PLACEMENT REPORT

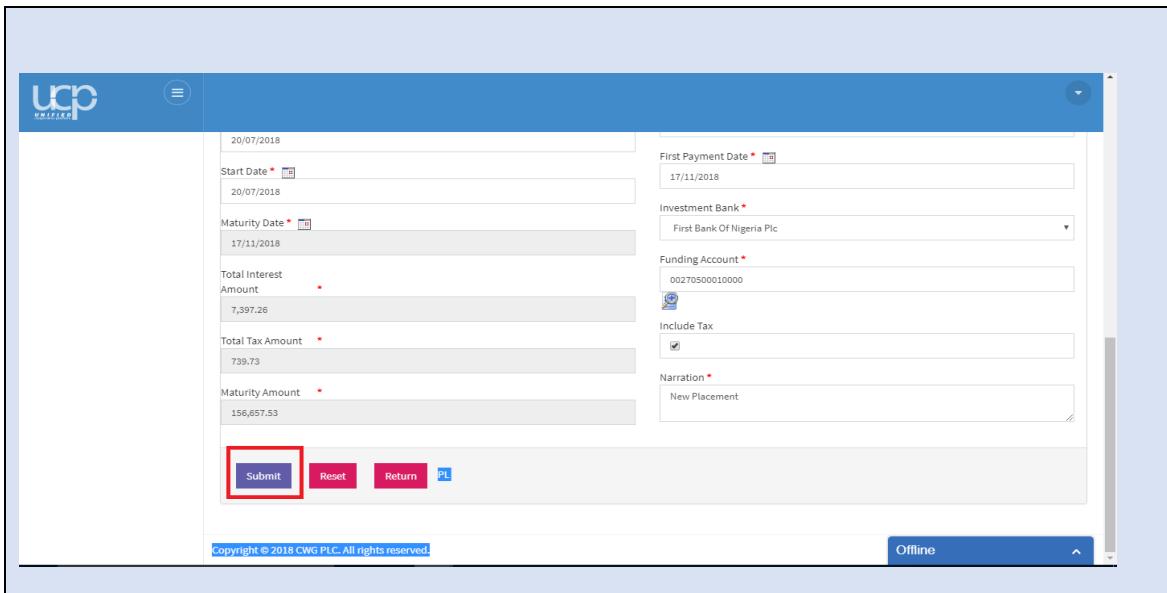
3. The Create placements page is displayed:



4. Provide the required placement details:



5. Click the **Submit** button:



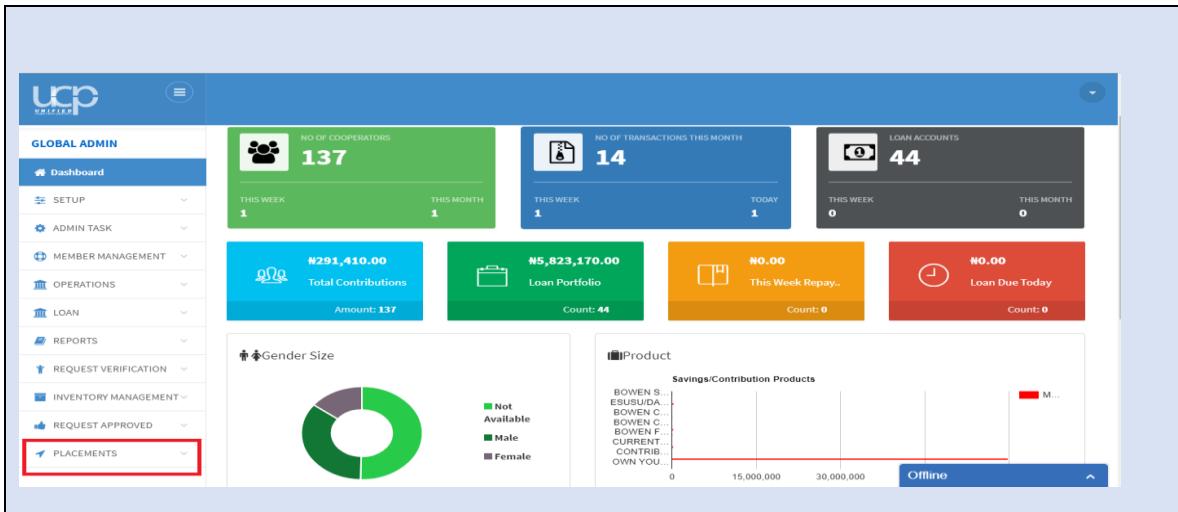
The screenshot shows a form titled "Placement Submission". It contains the following fields:

- Start Date:** 20/07/2018
- Maturity Date:** 17/11/2018
- Total Interest Amount:** 7,397.26
- Total Tax Amount:** 739.73
- Maturity Amount:** 156,657.53
- First Payment Date:** 17/11/2018
- Investment Bank:** First Bank Of Nigeria Plc
- Funding Account:** 00270500010000
- Include Tax:**
- Narration:** New Placement

At the bottom left, there are buttons for **Submit** (highlighted with a red box), **Reset**, **Return**, and **PL**.

## 13.2. Placement Liquidation

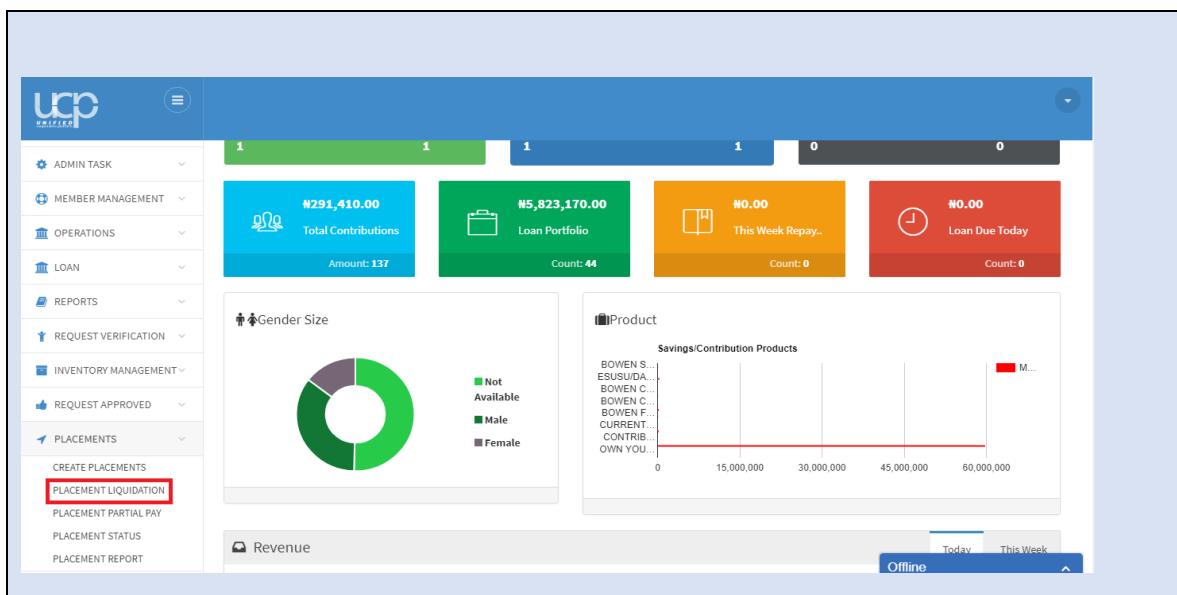
1. Login as a Cooperative and click on the **Placements** Menu:



The screenshot shows the Global Admin dashboard with the following sections:

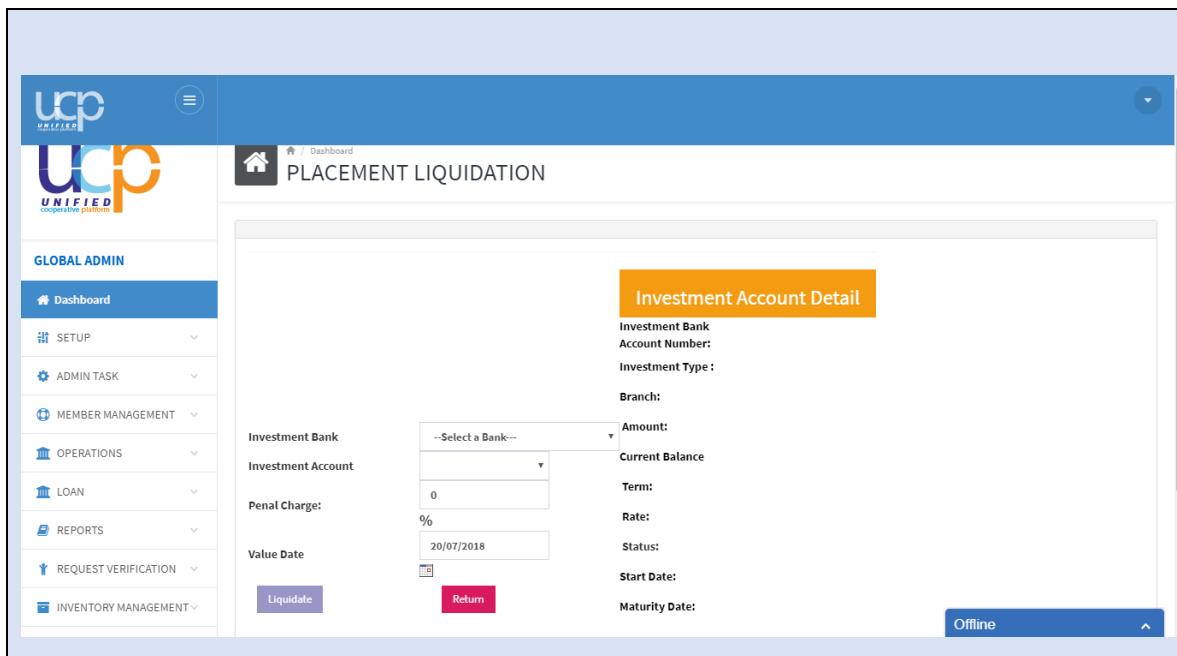
- GLOBAL ADMIN:** Includes links for Dashboard, Setup, Admin Task, Member Management, Operations, Loan, Reports, Request Verification, Inventory Management, Request Approved, and Placements (highlighted with a red box).
- Key Metrics:**
  - No of Cooperators: 137
  - No of Transactions This Month: 14
  - Loan Accounts: 44
  - Total Contributions: N291,410.00 (Amount: 137)
  - Loan Portfolio: N5,823,170.00 (Count: 44)
  - This Week Repay.: NO.00 (Count: 0)
  - Loan Due Today: NO.00 (Count: 0)
- Gender Size:** A donut chart showing the distribution of gender sizes.
- Product:** A bar chart showing Savings/Contribution Products.

2. Click on the **Placement Liquidation** Sub menu:



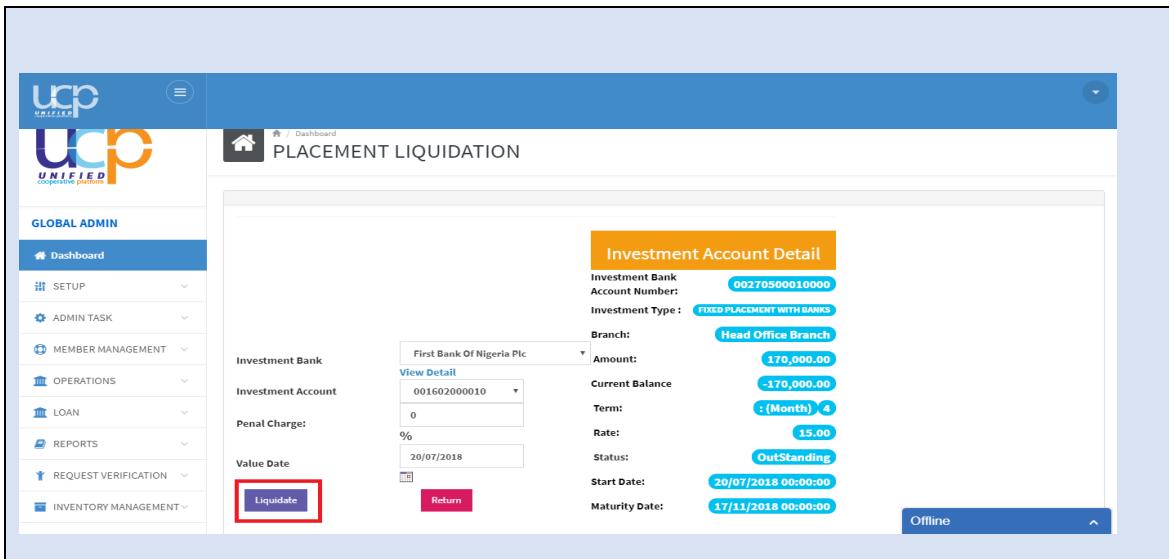
The screenshot shows the UCP (Unified Cooperative Platform) dashboard. On the left, a vertical navigation menu is displayed with several categories: ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, PLACEMENTS, CREATE PLACEMENTS, and PLACEMENT LIQUIDATION. The PLACEMENT LIQUIDATION option is highlighted with a red box. The main dashboard area features four key metrics: Total Contributions (₦291,410.00, Amount: 137), Loan Portfolio (₦5,823,170.00, Count: 44), This Week Repay. (₦0.00, Count: 0), and Loan Due Today (₦0.00, Count: 0). Below these are two data visualizations: a donut chart titled 'Gender Size' showing the distribution of gender (Not Available, Male, Female) and a bar chart titled 'Product' showing savings/contribution products with a Y-axis from 0 to 60,000,000.

3. The Placement Liquidation page is displayed:



The screenshot shows the 'Placement Liquidation' page. The left sidebar includes GLOBAL ADMIN, DASHBOARD, SETUP, ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, and INVENTORY MANAGEMENT. The main content area is titled 'PLACEMENT LIQUIDATION'. It contains a form for 'Investment Account Detail' with fields for Investment Bank (dropdown menu), Investment Account (dropdown menu), Penal Charge (dropdown menu), Value Date (date picker), and a 'Liquidate' button. To the right of this form are fields for Amount, Current Balance, Term, Rate, Status, Start Date, and Maturity Date. A status indicator at the bottom right says 'Offline'.

4. Provide the required placement liquidation details and click the **Liquidate** button:



**Placement Liquidation**

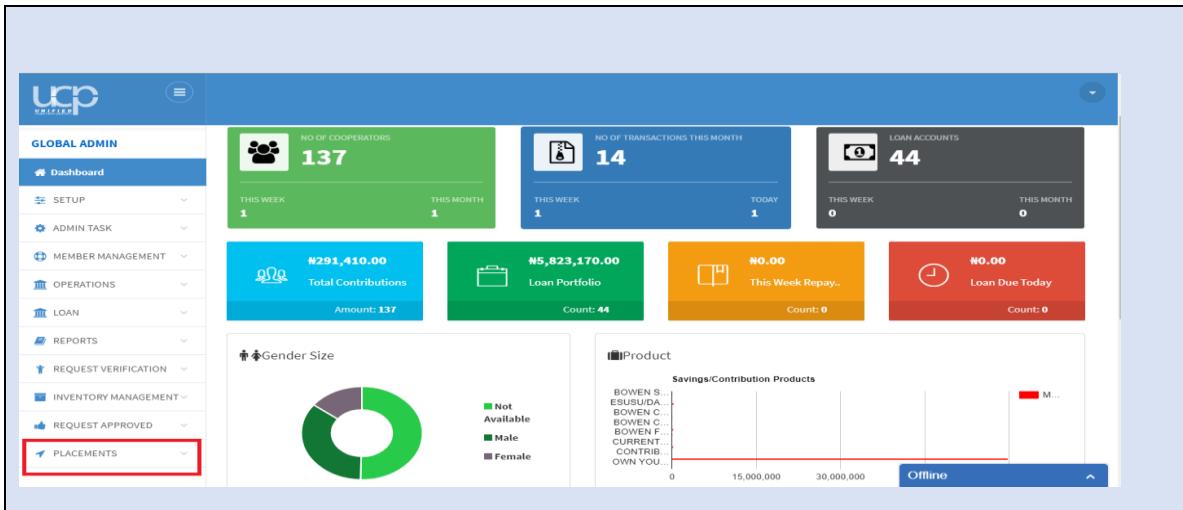
**Investment Account Detail**

Investment Bank	First Bank Of Nigeria Plc	Investment Type:	FIXED PLACEMENT WITH BANKS
Investment Account	View Detail 001602000010	Branch:	Head Office Branch
Penal Charge:	0%	Amount:	170,000.00
Value Date	20/07/2018	Current Balance:	-170,000.00
		Term:	: (Month) 4
		Rate:	15.00
		Status:	OutStanding
		Start Date:	20/07/2018 00:00:00
		Maturity Date:	17/11/2018 00:00:00

**Liquidate** (button)

### 13.3. Placement Partial Pay

1. Login as a Cooperative and click on the **Placements** Menu:



**Placements** (menu item)

NO OF COOPERATORS: 137

NO OF TRANSACTIONS THIS MONTH: 14

LOAN ACCOUNTS: 44

N291,410.00 Total Contributions

N5,823,170.00 Loan Portfolio

NO.00 This Week Repay..

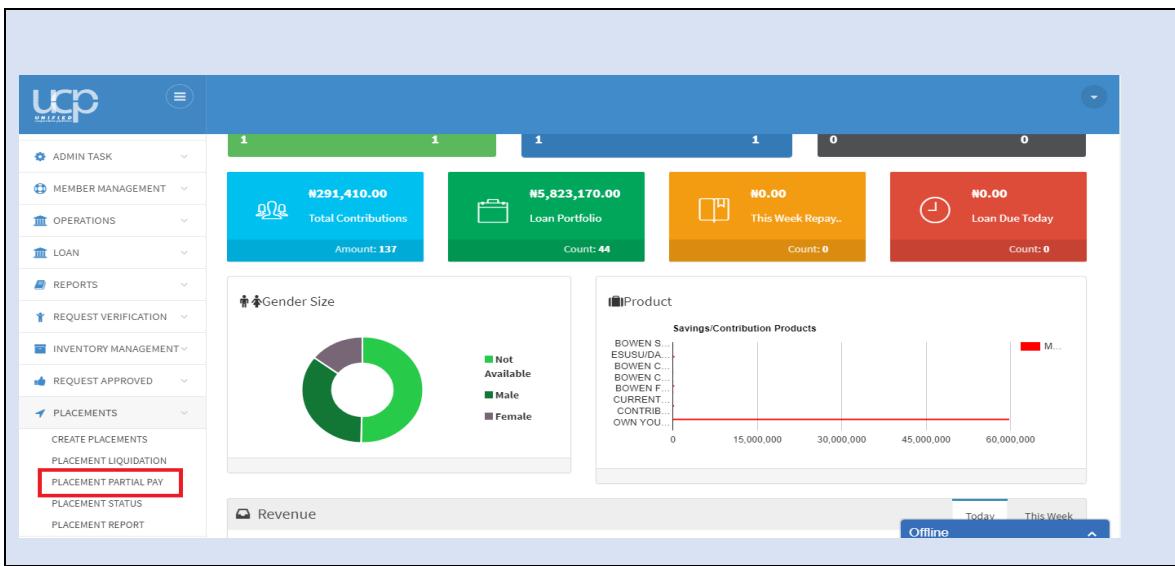
NO.00 Loan Due Today

Gender Size

Product

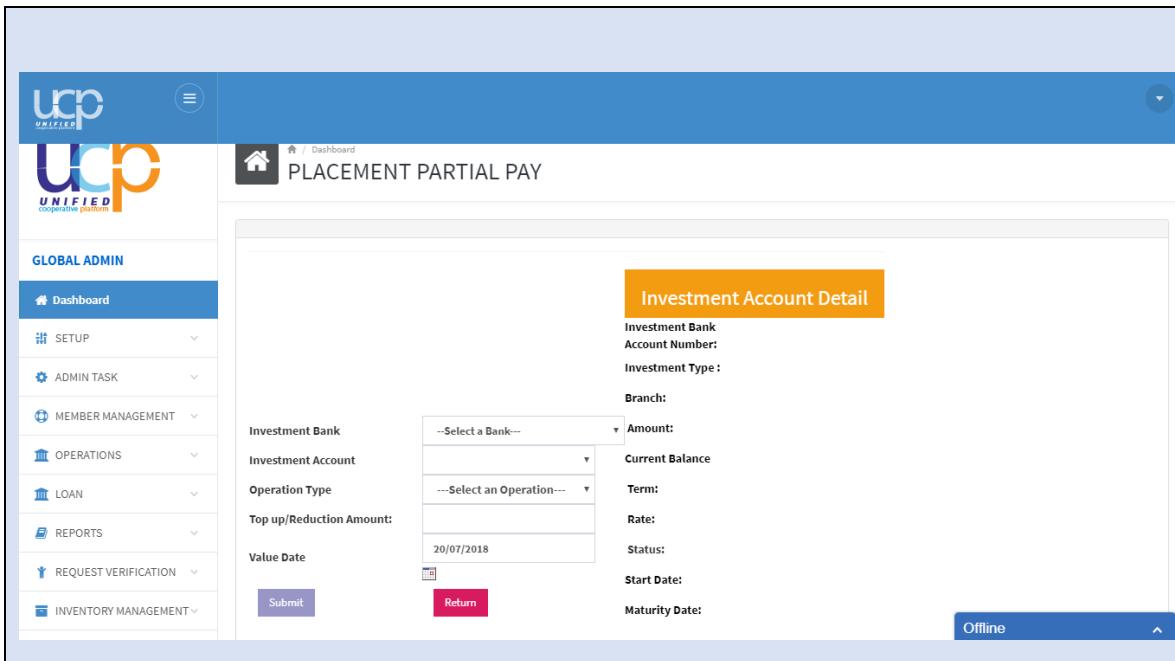
Savings/Contribution Products

2. Click on the **Placement Partial Pay** Sub menu:



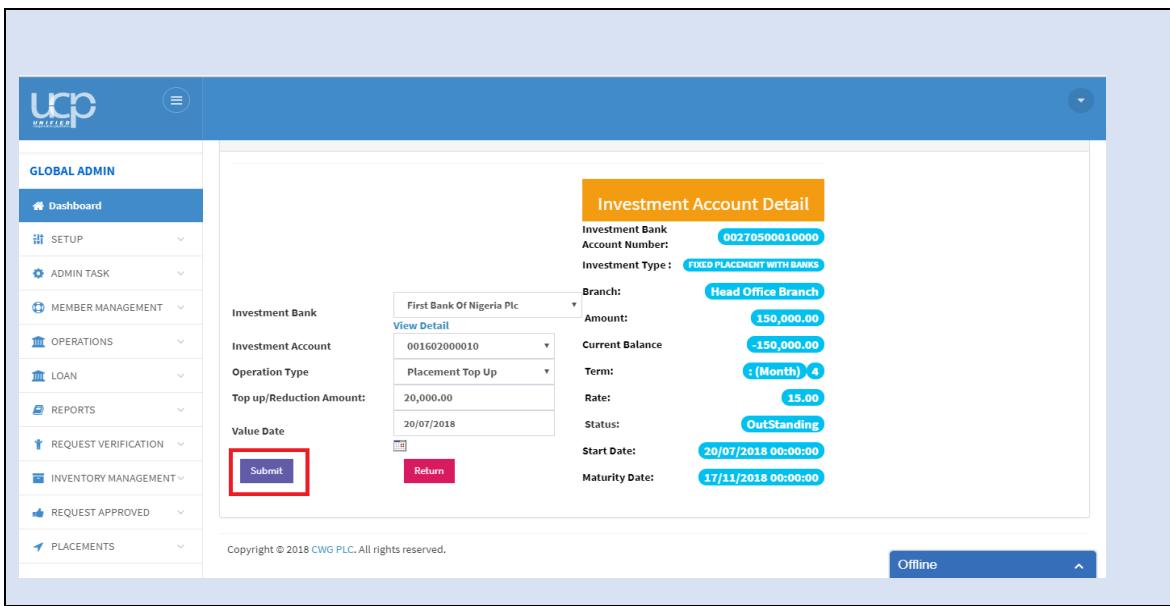
The screenshot shows the UCP (Unified Cooperative Platform) dashboard. On the left, there is a vertical navigation menu with several items: ADMIN TASK, MEMBER MANAGEMENT, OPERATIONS, LOAN, REPORTS, REQUEST VERIFICATION, INVENTORY MANAGEMENT, REQUEST APPROVED, PLACEMENTS, CREATE PLACEMENTS, PLACEMENT LIQUIDATION, and PLACEMENT PARTIAL PAY. The PLACEMENT PARTIAL PAY item is highlighted with a red box. The main area of the dashboard displays various metrics in cards, including Total Contributions (N291,410.00), Loan Portfolio (N5,823,170.00), This Week Repay. (N0.00), and Loan Due Today (N0.00). Below these cards are two donut charts: one for Gender Size (Not Available, Male, Female) and another for Product (Savings/Contribution Products). A bar chart for Revenue is also present, with a legend indicating Today and This Week.

3. The Placement Partial Pay page is displayed:



The screenshot shows the Placement Partial Pay page. The left sidebar has a GLOBAL ADMIN section with a blue header and various menu items. The main content area is titled "PLACEMENT PARTIAL PAY". It features a form for entering investment account details. The form includes fields for Investment Bank (dropdown menu), Investment Account (dropdown menu), Operation Type (dropdown menu), Top up/Reduction Amount (text input), Value Date (date input), and a "Submit" button. To the right of the form is a panel titled "Investment Account Detail" containing fields for Investment Bank, Account Number, Investment Type, Branch, Amount, Current Balance, Term, Rate, Status, Start Date, and Maturity Date. The "Offline" status is indicated at the bottom right.

4. Provide the required placement details and click the **Submit** button:



**Investment Account Detail**

Investment Bank	First Bank Of Nigeria Plc	Investment Bank Account Number: 00270500010000
Investment Account	View Detail 001602000010	Investment Type : FIXED PLACEMENT WITH BANKS
Operation Type	Placement Top Up	Branch: Head Office Branch
Top up/Reduction Amount:	20,000.00	Amount: 150,000.00
Value Date	20/07/2018	Current Balance: -150,000.00
		Term: (Month) 4
		Rate: 15.00
		Status: OutStanding
		Start Date: 20/07/2018 00:00:00
		Maturity Date: 17/11/2018 00:00:00

**Dashboard**

- SETUP
- ADMIN TASK
- MEMBER MANAGEMENT
- OPERATIONS
- LOAN
- REPORTS
- REQUEST VERIFICATION
- INVENTORY MANAGEMENT
- REQUEST APPROVED
- PLACEMENTS

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Offline