



SAHARA PORTAL

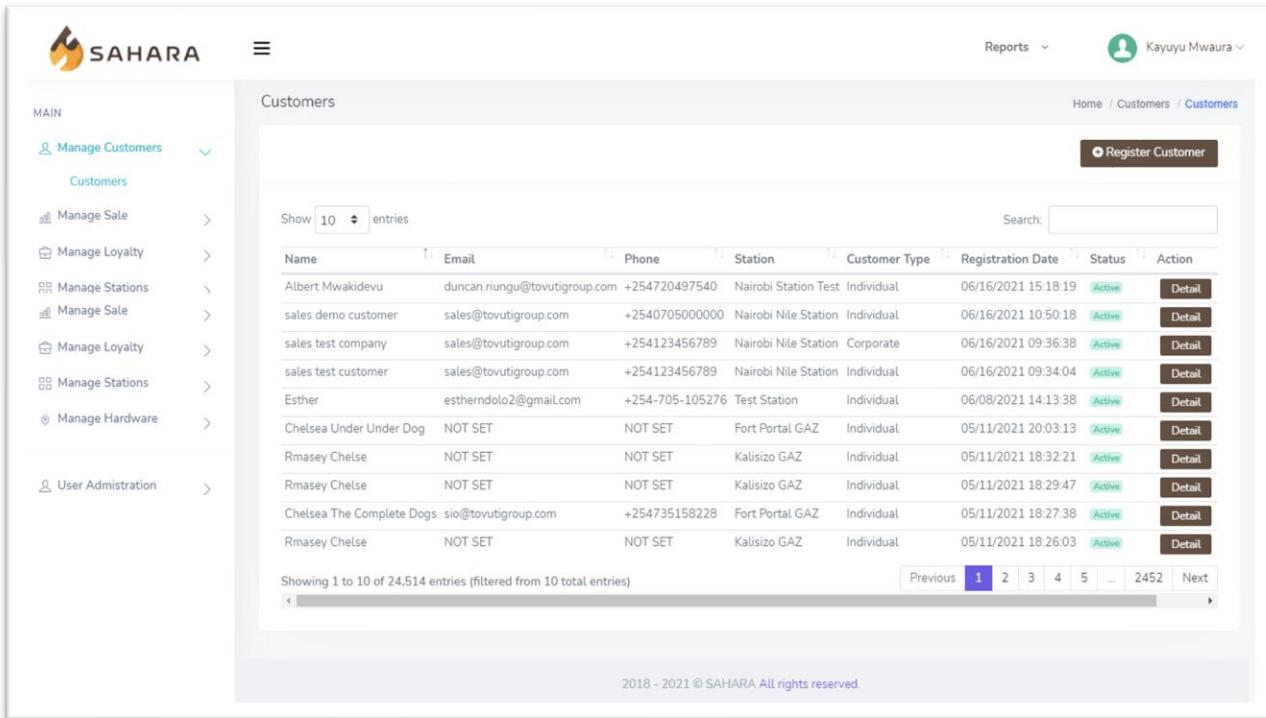
USER MANUAL

Table of Contents

MANAGE CUSTOMERS	3
Customer Registration	3
Customer Details	4
Register Agreements	6
MANAGE SALE	18
Post Sale	18
Sale Receipts.....	21
MANAGE STATIONS.....	22
Stations Category	22
MANAGE LOYALTY.....	24
Formulas	24
Reward Groups.....	29
Rewards.....	31
Scheme	33
Reward Conversions	37
Stations	39
MANAGE HARDWARE	44
Cards List.....	44
Gadgets.....	45
USER ADMINISTRATION.....	47
Manage Staff.....	47
Permissions	50

MANAGE CUSTOMERS

This module allows registration of customers, group customers, create accounts for customers, manage customer accounts, manage customer employees/ staff and manage customer vehicles. All these functions are possible through the following activities.



The screenshot shows the SAHARA software interface. On the left is a sidebar with a navigation menu:

- MAIN
 - Manage Customers
 - Customers
 - Manage Sale
 - Manage Loyalty
 - Manage Stations
 - Manage Sale
 - Manage Loyalty
 - Manage Stations
 - Manage Hardware
 - User Administration

The main content area is titled "Customers". It displays a table of customer entries with the following columns: Name, Email, Phone, Station, Customer Type, Registration Date, Status, and Action. The table shows 10 entries out of 24,514. A search bar and a "Register Customer" button are at the top right of the table area. The bottom of the screen shows the copyright notice "2018 - 2021 © SAHARA All rights reserved."

Customer Registration

To register a customer, the following process is used.

1. Go to **Register Customer**
2. On the resulting window, select whether **Individual** or **Corporate**, enter the customer's **Personal Details**, including Name, Phone Number, Email Address and the **Station of registration**.

The screenshot shows the SAHARA software interface for registering a new customer. The main menu on the left includes options like Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Manage Hardware, and User Administration. The central 'Register Customer' form requires input for Designation (set to Individual), First Name, Middle Name, Last Name, Email, Phone Number, ID Number, Date Of Birth, Registration Station, and Can Access Portal. A note at the bottom indicates the form is valid from 2018 - 2021.

Once done, click **Save**.

Customer Details

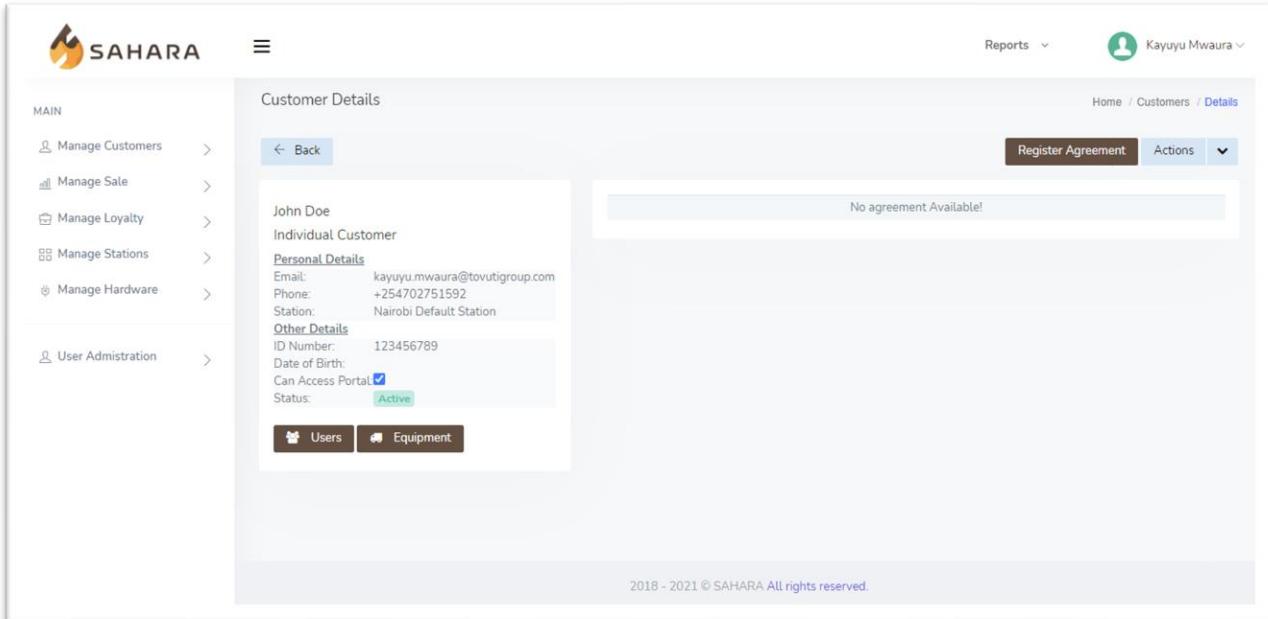
Customer agreement is an understanding between the customer and the fuel company (fuel marketers and their clients) regarding the fuel consumption and payment arrangement.

The agreements are divided into two: **Prepaid** and **Postpaid**. Further, the prepaid and postpaid agreements are guided by **Liters** (quantity) and **Amount** i.e., Prepaid Liters Agreement.

To create a new agreement:

1. Go to the customer just registered, click **Details**.

The resulting page displays the customer's details along with links to perform certain activities.



The screenshot shows the SAHARA software interface for managing customer details. On the left, a sidebar titled 'MAIN' lists various administrative functions: Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Manage Hardware, and User Administration. The 'Customer Details' page is displayed in the center, showing a summary for 'John Doe' (Individual Customer). Personal details include Email: kayuyu.mwaura@tovutigroup.com, Phone: +254702751592, and Station: Nairobi Default Station. Other details show ID Number: 123456789, Date of Birth: (empty), Can Access Portal: checked, and Status: Active. A note indicates 'No agreement Available!' under the 'Register Agreement' section. Navigation links at the bottom include 'Users' and 'Equipment'. The top right corner shows user information: Kayuyu Mwaura and a dropdown menu.

Customer Details

John Doe

Individual Customer

Personal Details

Email: kayuyu.mwaura@tovutigroup.com
Phone: +254702751592
Station: Nairobi Default Station

Other Details

ID Number: 123456789
Date of Birth:
Can Access Portal:
Status: Active

No agreement Available!

Register Agreement Actions

Users Equipment

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Register Agreements

Prepaid Agreement

To register a prepaid agreement,

1. Click **Register Agreement**
2. Navigate to the **Prepaid Agreement** Tab and fill in all the required fields
3. Click **Save and Activate**

The screenshot shows the SAHARA software interface. On the left is a sidebar with 'MAIN' navigation: Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Manage Hardware, and User Administration. The main area has a title 'REGISTER AGREEMENT' with tabs for 'PREPAID AGREEMENT' (selected) and 'POSTPAID AGREEMENT'. Below the tabs are several input fields with validation stars: 'Agreement Description *' (text input), 'Limit Value Type *' (dropdown 'Select'), 'Loyalty Groupings *' (dropdown 'Select'), 'Pricelist *' (dropdown 'Select'), 'Discount *' (dropdown 'Select'), 'Agreement Doc' (file input 'Choose File' - 'No file chosen'), and 'Notes' (text area). At the bottom are 'SAVE AND ACTIVATE' and 'Cancel' buttons. The top right shows user info 'Kayuyu Mwaura' and navigation links 'Home / Customers / Details'.

Postpaid Agreement

To register a postpaid agreement

1. Click **Register Agreement**
2. Go to **Postpaid Agreement Tab**
3. Select the Agreement Type (**Oneoff** or **Recurrent**)
4. Fill in all the fields required
5. Click **Save and Activate**

Limit Value

This describes the level (in amount or liters) that the customer cannot consume beyond.

Grace Period

This describes a period immediately after the deadline for payment during which a late fee is waived provided that the payment is made during the grace period.

Start Date

This describes the date when the customer's agreement starts to apply.

Due Date

This describes the date which the payment should be made.

Billing Basis – This describes how the bill will calculated.

- Fixed Amount – The bill will reflect the amount set as the limit, disregarding the consumed amount.
- Consumed Amount – The bill will reflect the amount that was consumed.

Pricelist

This feature displays a list of all the pricelists.

Discounts

This feature allows the user to add or change an agreement's discount.

Agreement Reference

This describes the agreement identification number.

Agreement Document

This section allows the user to attach any document pertaining to the agreement.

Agreement Actions

The screenshot displays the SAHARA software interface. On the left, a sidebar titled 'MAIN' lists navigation options: Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Manage Hardware, and User Administration. The 'User Administration' option is currently selected. The main content area shows 'Customer Details' for 'John Doe', categorized as an 'Individual Customer'. Personal details include Email: kayuyu.mwaura@tovutigroup.com, Phone: +254702751592, and Station: Nairobi Default Station. Other details show ID Number: 123456789, Date of Birth: (empty), Can Access Portal: checked, and Status: Active. Below this, there are tabs for 'Users' and 'Equipment'. At the top right, there are links for 'Reports', 'Kayuyu Mwaura', 'Home / Customers / Details', 'Register Agreement', 'Actions', and a dropdown menu. A secondary panel on the right is titled 'PREPAID-LITRES-34857595' and shows an 'Overview' section with Total Balance: 0.00 Litres, Last Topup: UGX. 0.00, and Last Topup Date: (empty). It also includes links for Edit, Deactivate, Pricelists | Discounts, and Top Up | Transfers. A button labeled 'No. of Accounts: 1' is visible. The bottom right corner of the main content area contains the text '2018 - 2021 © SAHARA All rights reserved.'

Add/ View Users

To add/view users to the customer:

1. Click **Users**
2. To add users, click **Add Customer Employee**
3. Follow the steps as at [this section \(Users\)](#)
4. User policies can be added or adjusted

The screenshot shows the SAHARA software interface. On the left, there's a sidebar with a 'MAIN' category containing links such as 'Manage Customers', 'Manage Sale', 'Manage Loyalty', 'Manage Stations', 'Card Management', 'Manage Hardware', and 'User Administration'. The main content area is titled 'EMPLOYEES' and shows a table with one row. The table columns are '#', 'Name', 'Email', 'Phone', 'Role', 'Status', and 'Action'. The single entry is '1 Jane Doe jd@jd.com null 0 Active'. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the main area, there are buttons for 'Policies', 'Edit', and 'Delete'. Above the main area, there's a top navigation bar with 'Reports', a user profile for 'Kayuyu Mwaura', and a search bar. The bottom of the screen has a footer with the text '2018 - 2021 © SAHARA All rights reserved.'

View Discounts/Pricelists/Topups/Transfers

To view these:

1. Click on the respective action on the specific agreement to view

Edit Customer

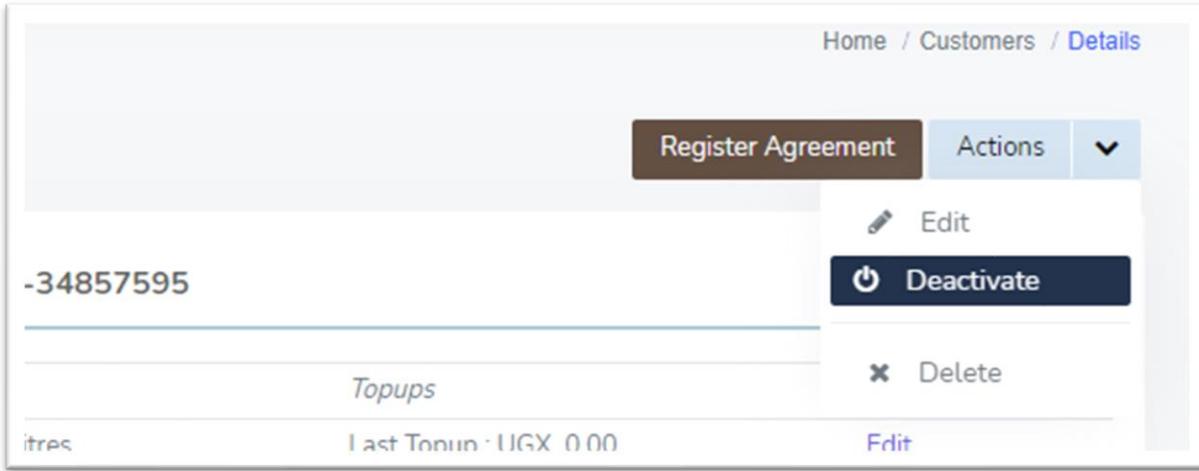
To edit the customer:

1. Click the top right **Action** button
2. Click **Edit**
3. Edit the form fields
4. Click **Save**

Deactivate Customer

To Activate/Deactivate the customer:

1. Click the top right **Action** button
2. Click **Activate/Deactivate**



Add Account

To add an account to an agreement

1. Click **Add Account** on the agreement section. A pop up is displayed
2. Fill in the form fields
3. Click **Create**

Note:

- **Limit Type** defines how often the account will be consuming (Daily, Weekly, Monthly)
- **Limit Value** defines the amount up to which can be consumed
- **Mask** defines the customer identifier (Card, Tag, Vehicle Registration Number, Phone Number etc)

The screenshot shows the SAHARA software interface. On the left, there's a sidebar with 'MAIN' navigation items: Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Manage Hardware, and User Administration. The main area is titled 'Customer Details' and shows a customer profile for 'John Doe'. A modal window titled 'ADD ACCOUNT' is open, prompting for 'Limit Type' (with a dropdown menu showing 'Select'), 'Limit Amount' (input field), and 'Mask' (with a dropdown menu showing 'Card' and 'Mask'). At the bottom of the modal are 'CREATE' and 'Cancel' buttons. To the right of the modal, there's a section for 'Agreement Details' with fields for 'Agreement ID : UGX. 00', 'Agreement Date : 12/01/2021', and buttons for 'Edit', 'Deactivate', and 'Delete'. The top right corner shows the user 'Kayuyu Mwaura' and a 'Reports' dropdown.

View Account

Once an account has been added, the user can view the accounts.

Click on **Number of Accounts** to view all the accounts on that agreement.

The screenshot shows the 'Agreement Accounts - (John Doe)' screen. On the left, there's a sidebar with 'MAIN' navigation items: Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Card Management, Manage Hardware, and User Administration. The main area is titled 'Agreement Accounts - (John Doe)' and shows an overview for 'Prepaid - 34857595'. It includes an 'OVERVIEW' table with columns for 'No. of Accounts' (0), 'Balance Summary' (UGX. 00), 'Total Topups' (0), 'Total Outgoing Transfers' (UGX. 00), and 'Total Incoming Transfers' (UGX. 00). Below this is a 'Topups' table with columns for 'Last Topup' and 'Last Topup Date'. On the right, there's a table titled 'ACCOUNTS' with columns for 'Account', 'Primary Mask', 'Balance', 'Limit', 'Limit Period', 'Period Usage', 'Admin Active', 'Customer Active', 'Activate Admin', and 'Activate Customer'. The table shows one entry: '34857598' with '0.00' balance and '200.00' limit. There are buttons for 'Add Accounts' and 'Delete'. The top right corner shows the user 'Kayuyu Mwaura' and a 'Reports' dropdown.

On the left side, the user can view agreement details including the **Agreement Account number**, **Balance Summary** and summary of **Top ups**.

The user can also view Pricelist and Discounts

View Pricelists and Discounts

To view pricelists and discounts:

1. Click on **Pricelist or Discount**
2. View all the pricelists or Discounts of that agreement

On the right side are the Agreement Accounts. The user can **Activate/Deactivate** the Admin and Customer.

View Account Details

Click on the account number to view the account details.

On the left side, the user can view the account details, the **Balance Summary** and the **Topups**. The user can also create a **Topup** and make **Transfers**. Click on the buttons on the top right corner to perform such operations.

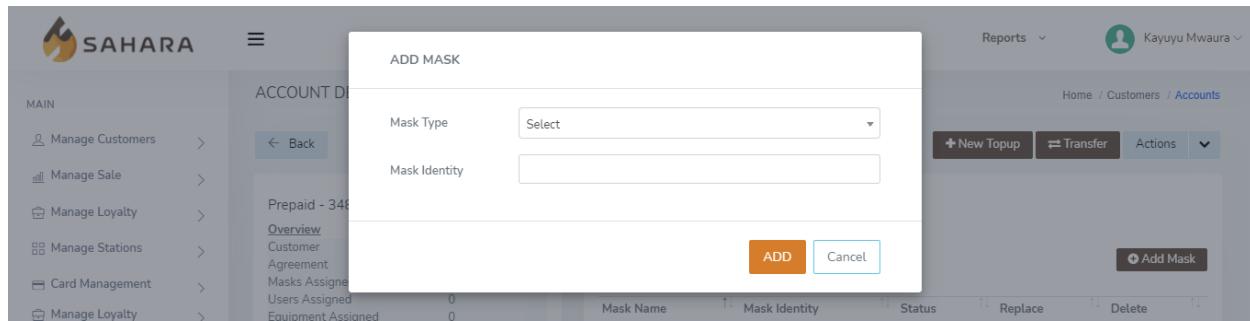
The screenshot shows the SAHARA software interface. On the left, there's a sidebar with 'MAIN' navigation items: Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Card Management, Manage Loyalty, Manage Stations, Card Management, Manage Hardware, and User Administration. The main content area is titled 'ACCOUNT DETAILS' for 'Prepaid - 34857598'. It includes sections for 'Overview' (Customer: John Doe, Agreement: Prepaid-Litres), 'Masks' (0 assigned), 'Users' (0 assigned), 'Equipments' (0 assigned), 'Balance Summary' (Balance: 0, Total Topups: 0, Total Outgoing Transfers: 0, Total Incoming Transfers: 0), and 'Topups' (Last Topup: 0, Last Topup Date:). To the right, there are two tables: 'ACCOUNT MASKS' (empty) and 'TOPUP/TRANSFERS' (empty). Buttons at the top right include '+ New Topup', 'Transfer', 'Actions', and 'Add Mask'. The bottom of the screen shows the copyright notice '2018 - 2021 © SAHARA All rights reserved.'

Account Mask

To add an account Mask:

1. Click **Add Mask**
2. Select the **Mask Type** and enter the **Mask Identity**
3. Click **Add**

The Account Mask is added to the list. The user can **Activate/Deactivate**, **Replace** and **Delete** the mask.



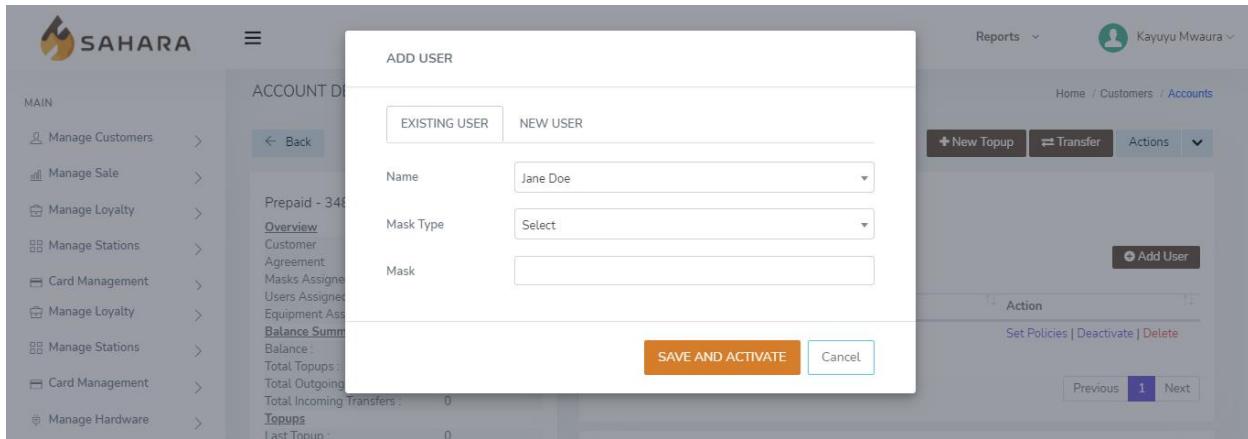
Users

Click on the next tab to Add/View Users.

To add a user:

1. Click **Add User**
2. If the user is existing in the system, perform operations on the **Existing User tab**
3. Select the User, **Mask Type** and enter the **Mask Identity**
4. Click **Save and Activate**
5. If the user doesn't exist in the system, perform operations on the **New User tab**
6. Enter the user's **Name, Email**, select the **Mask Type** and enter the **Mask Identity**

7. Click **Save and Activate**



Once created, the user can **Set Policies**, **Activate/Deactivate** or **Delete** the user.

User Policies

User policies dictate:

- The products that the user can consume
- Where the user can be served
- How frequent the user can consume the products at the station
- What time and days the user can consume the products at the station

Click **Add** on the respective policies to set them up.

The screenshot shows the SAHARA application interface for managing user policies. The top navigation bar includes the SAHARA logo, a menu icon, 'Reports', and a user profile for 'Kayuyu Mwaura'. The main menu on the left lists 'MAIN' categories: Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Card Management, Manage Hardware, and User Administration. The current page is 'User Policies - (Jane Doe)'. The page content is divided into four sections:

- How much can the user use?** (Product/Service): Shows a table with columns 'Product/Service', 'Limit', 'Period', and 'Action'. A message indicates 'No data available in table'. Buttons for 'Previous' and 'Next' are at the bottom.
- Where can the user be served?** (Station): Shows a table with columns 'Station' and 'Action'. A message indicates 'No data available in table'. Buttons for 'Previous' and 'Next' are at the bottom.
- How frequent can the user use the account?** (Frequency): Shows a table with columns 'Frequency', 'Period', and 'Action'. A message indicates 'No data available in table'. Buttons for 'Previous' and 'Next' are at the bottom.
- When can the user use the Account?** (Timeline): Shows a table with columns 'Days', 'Time', and 'Action'. A message indicates 'No data available in table'. Buttons for 'Previous' and 'Next' are at the bottom.

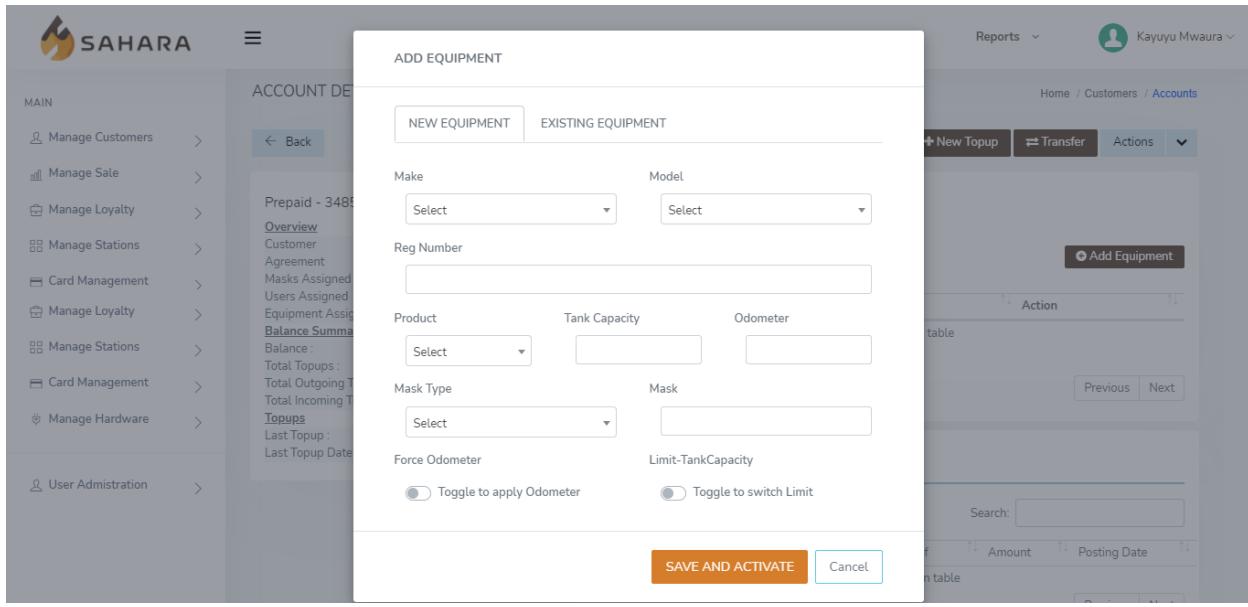
At the bottom of the page, a copyright notice reads '2018 - 2021 © SAHARA All rights reserved.'

Equipment

Click on Equipment tab to view/add equipment.

To add equipment:

1. Click **Add Equipment**
2. If the equipment doesn't exist in the system, perform operations on the **New Equipment tab**
3. Fill in all the form fields
4. Click **Save and Activate**
5. If the equipment exists in the system, perform operations on the **Existing Equipment tab**
6. Fill in the form fields
7. Click **Save and Activate**



Equipment Policies

Equipment policies dictate:

- The products that the equipment can consume
- Where the equipment can be served
- How frequent the equipment can consume the products at the station
- What time and days the equipment can consume the products at the station

Click **Add** on the respective policies to set them up.

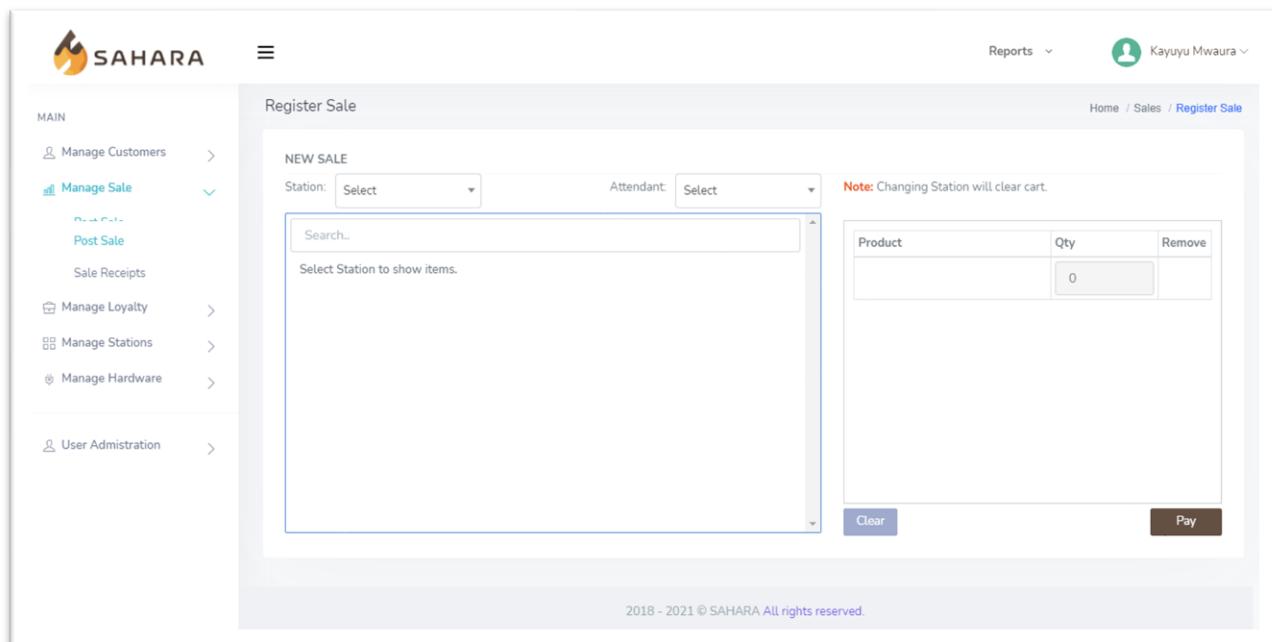
MANAGE SALE

Post Sale

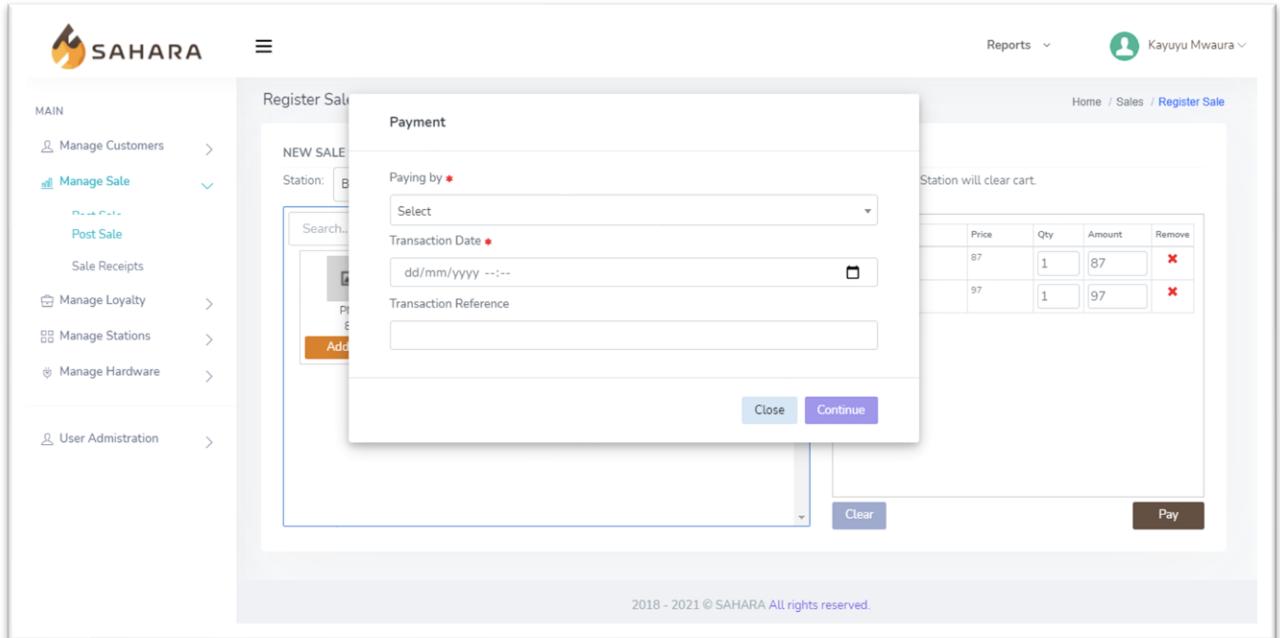
To make an offline sale:

1. **Select** the **station** where the sale took place. This displays the list of products in that station
2. **Select** the **attendant** that made the sale
3. **Select** the **products** bought during that sale. The products will be added to cart (to the left)
4. Once done, click **Pay** to continue to the next page or click **Cancel** to undo the steps

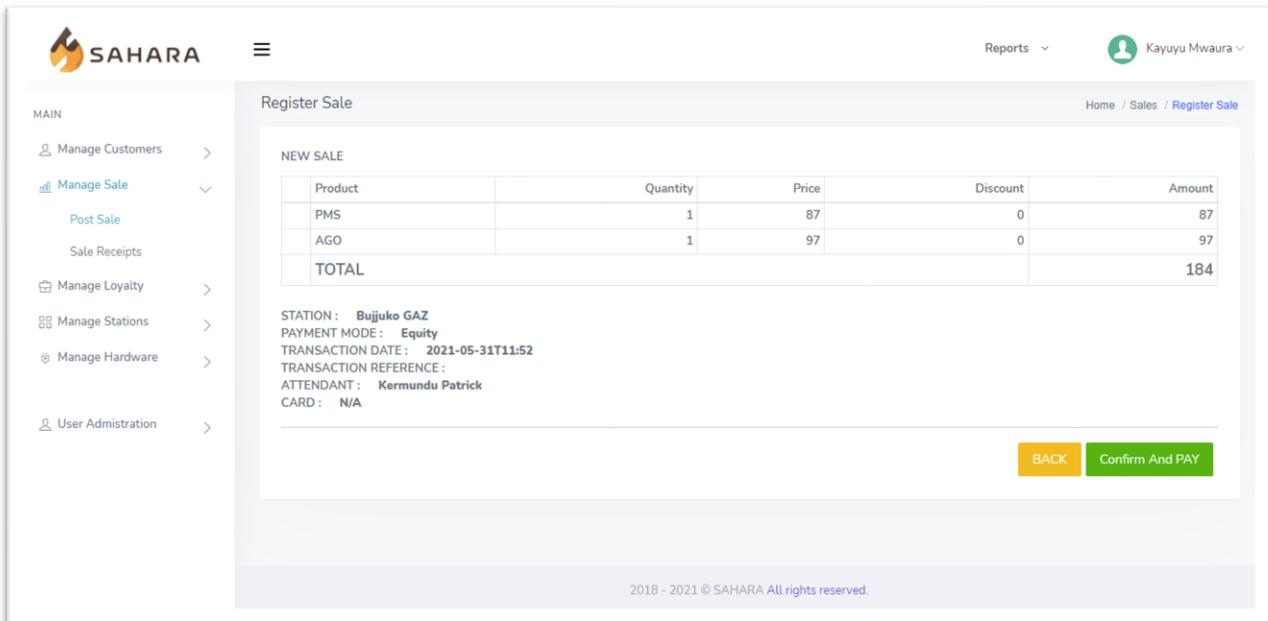
Note: To adjust unit of products to the cart, edit the Qty. To remove a product from the cart, click the X in red.



5. Once **Pay** is clicked, a pop up appears.
6. Select the **Payment Mode, Transaction Date** and enter the **Transaction Code**
7. Click **Continue**

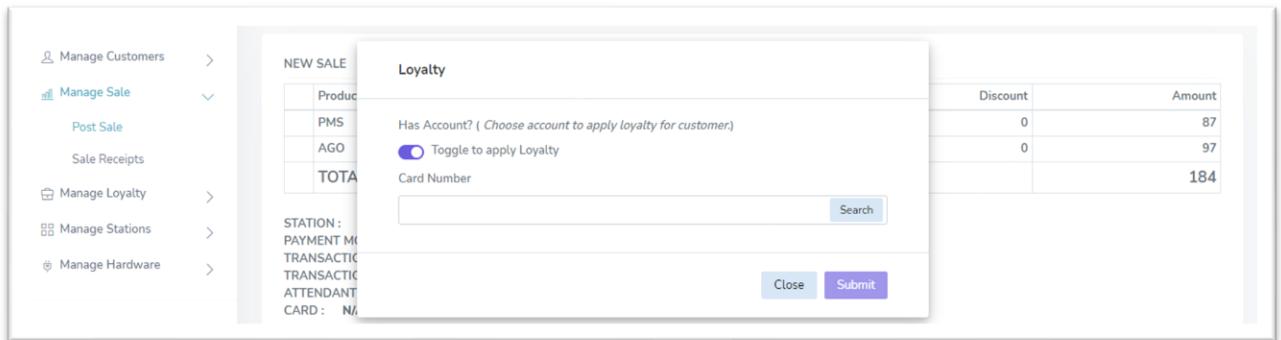


8. Once done, the sale items will be displayed.
9. Confirm the details are correct then click **Confirm and Pay**

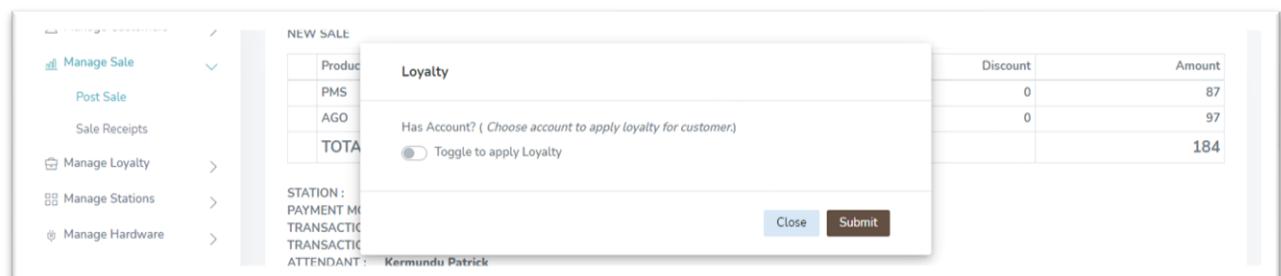


10. The system will ask if the customer has an account so that the points can be applied to the card.

11. If yes, switch the toggle to enter the customer's Card Number and apply loyalty, then click **Submit**



12. If no, click Submit without switching the toggle



Sale Receipts

To view sales posted:

1. Click **Sale Receipts**

It shows some details of the posted sales.

The screenshot shows the SAHARA software interface. On the left, there is a sidebar with the following menu items under the 'MAIN' category:

- Manage Customers
- Manage Sale (selected)
- Post Sale
- Sale Receipts (selected)
- Manage Loyalty
- Manage Stations
- Manage Hardware

The main content area is titled "Sale Receipts". It displays a table with one entry:

TransactionDate	PostingDate	TransactionCode	Customer	Account	Terminal	Reference	Paymode	Station	Amount	Action
05/31/2021 11:52:00	06/17/2021 12:06:20	861482031833278061720210906203160	0	861482031833278	Equity	Bujjuko GAZ	184.00		Reverse	

Below the table, it says "Showing 1 to 1 of 1 entries". There are buttons for "Previous" and "Next".

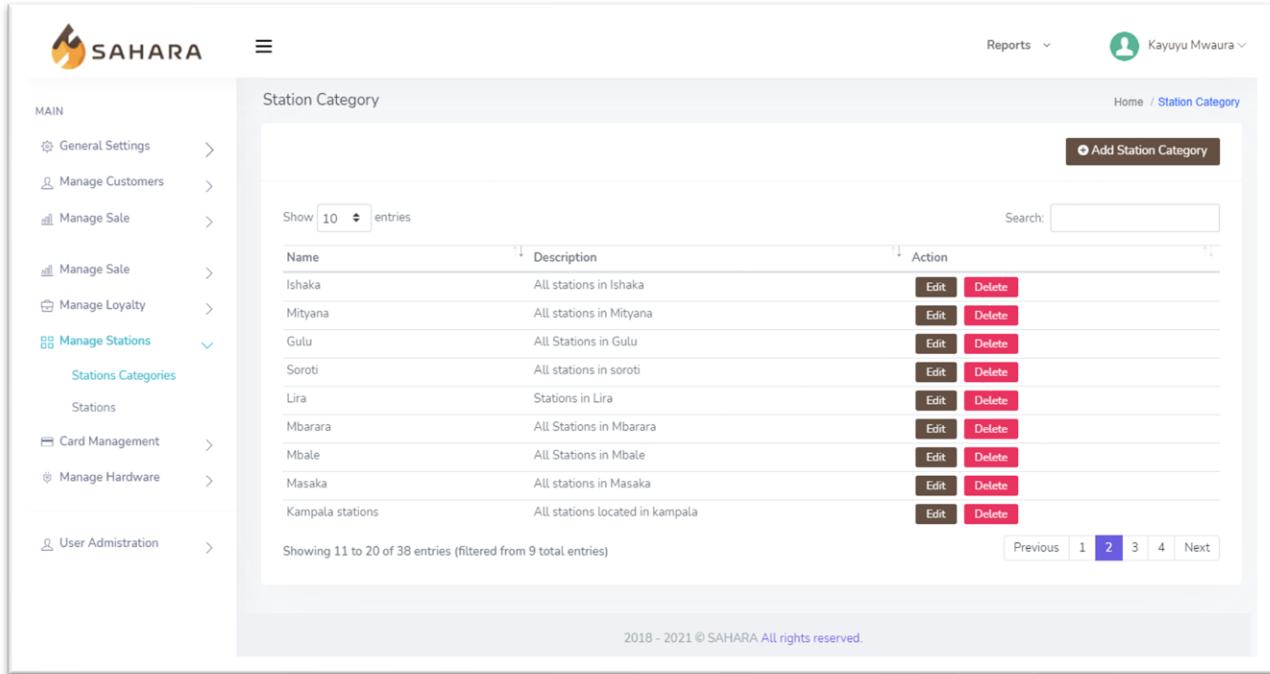
To reverse sale:

2. Click **Reverse**

MANAGE STATIONS

Stations Category

This section lists Station Categories. Stations can be categorized by Geographical location, Size etc.



The screenshot shows the SAHARA software interface. On the left is a sidebar with a navigation menu:

- MAIN
 - General Settings
 - Manage Customers
 - Manage Sale
 - Manage Sale
 - Manage Loyalty
 - Manage Stations
 - Stations Categories
 - Stations
 - Card Management
 - Manage Hardware
 - User Administration

The main content area is titled "Station Category". It contains a table with columns: Name, Description, and Action. The table lists categories such as Ishaka, Mityana, Gulu, Soroti, Lira, Mbarara, Mbale, Masaka, and Kampala stations. Each row has "Edit" and "Delete" buttons in the Action column. Below the table, it says "Showing 11 to 20 of 38 entries (filtered from 9 total entries)". At the bottom right, there is a navigation bar with links for Previous, 1, 2, 3, 4, and Next.

Add Station Category

To add Station Category:

1. Click **Add Station Category**
2. Enter **Category Name** and **Description**
3. Click **Save**

The screenshot shows the SAHARA software interface. On the left, there's a sidebar with 'MAIN' menu items like General Settings, Manage Customers, Manage Sale, Manage Loyalty, and Manage Stations. Under 'Manage Stations', 'Stations Categories' is selected. In the center, a modal window titled 'Station Category' is open. It has two input fields: 'Category Name' and 'Category Description'. Below these fields is a list of categories: 'Name' (Ishaka, Mityana, Gulu), 'All Stations in Gulu', and 'All Stations in Ishaka'. At the bottom of the modal are 'Save' and 'Close' buttons. To the right of the modal, there's a main content area with a search bar, a 'Add Station Category' button, and a table listing station categories with edit and delete buttons.

Edit Station Category

To edit Category:

1. Click **Edit**
2. **Adjust** details
3. Click **Update**

This screenshot shows the same interface as the previous one, but the 'Category Name' field now contains 'Ishaka' and the 'Category Description' field contains 'All stations in Ishaka'. The 'Update' button is highlighted in blue. The rest of the interface, including the sidebar, the main content area with station categories, and the footer, remains the same.

Click **Delete** to delete Station Category.

MANAGE LOYALTY

This module is a marketing tool aimed at encouraging customers to purchase the station's goods and services. The loyalty program aims to reward frequent customers based on where they fuel, the products they purchase and the payment mode used. A customer can earn points which can be redeemed to earn rewards such as vouchers, get cashbacks etc.

A typical loyalty program has:

1. Formula
2. Rewards
3. Scheme

Formulas

This defines the method by which a customer is awarded, defined by its

Formula Rules

A formula will normally be in the form $r=x*v$ where r= result, x is the multiplier and v is the input value either as amount or quantity.

E.g. The set formula can be applied only when a customer has made a purchase within the range of 1000 to 100000.

Add Formula

To add a formula:

1. Click **Create Formula**
2. Enter the **Formula Name** and **Value Type**
3. Click **Next**
4. Enter **Range 1**, check the box if **Range is to infinity**. If not, enter **Range 2**, then enter the **Formula**
5. Click **Submit**



MAIN

- General Settings >
- Manage Customers >
- Manage Sale >
- Manage Sale >
- Manage Loyalty >
- Manage Stations >
- Card Management >
- Manage Hardware >
- User Administration >

Add Loyalty Formula

Home / Formulas / Add Formula

Formula Rules

Range 1	IsRangeToInfinity	Range 2	Formula
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	IsRangeToInfinity	<input type="text"/>	Formula

Previous **Submit**

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Formula Details

This section displays Formula summary, including its rules.

To **Edit** or **Activate/Deactivate Formula**, click **Action** on the top right corner, and click the appropriate action.



MAIN

- General Settings >
- Manage Customers >
- Manage Sale >
- Manage Loyalty >
- Manage Stations >
- Card Management >
- Manage Hardware >
- User Administration >

Formula Details

Home / Formula / Formula Details

Formula Details

Formula Name:	Cares
Value Type:	Quantity

Formula Rules

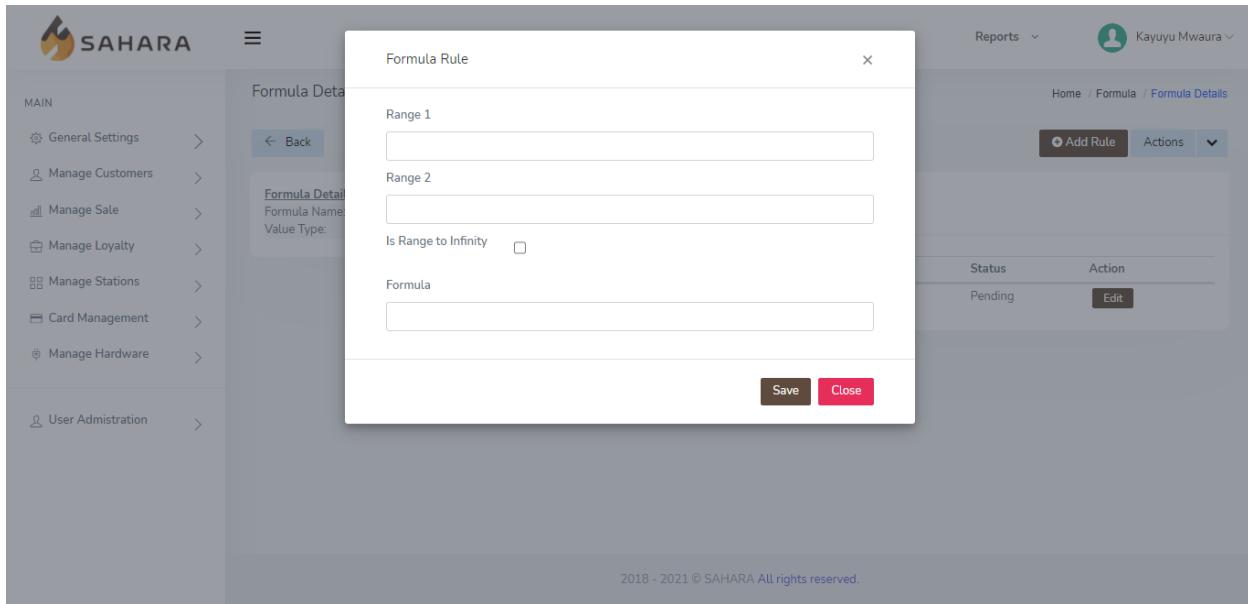
Range 1	Range 2	Formula	Status	Action
1	0	r	Pending	Edit

Add Rule **Actions** ▾

Add Rule

The formula can have multiple rules. To add a rule to the formula:

1. Click **Add Rule**
2. Fill in the form fields
3. Click **Save**



Edit Rule

To edit a rule:

1. Click **Edit** on the Rule
2. **Adjust** the details
3. Click **Update**

Edit Formula

To edit a formula

1. Click **Edit**
2. **Adjust** the details
3. Click **Update**

The screenshot shows the SAHARA software interface. On the left, there is a sidebar titled "MAIN" with the following menu items:

- General Settings >
- Manage Customers >
- Manage Sale >
- Manage Loyalty >
- Manage Stations >
- Card Management >
- Manage Hardware <

The main content area is titled "Edit Formula". It contains two input fields: "Formula Name" with the value "Cares" and "Value Type" with the value "Quantity". At the bottom right of this section is a "Update" button.

At the top right of the screen, there are links for "Reports" and "Kayuyu Mwaura". The top navigation bar also includes "Home / Formulas / Edit Loyalty Formula".

Reward Groups

This defines a grouping for the rewards.

E.g. Vouchers as the Rewards Group, and Supermarket Vouchers, Movie Theatre Vouchers as the Rewards.

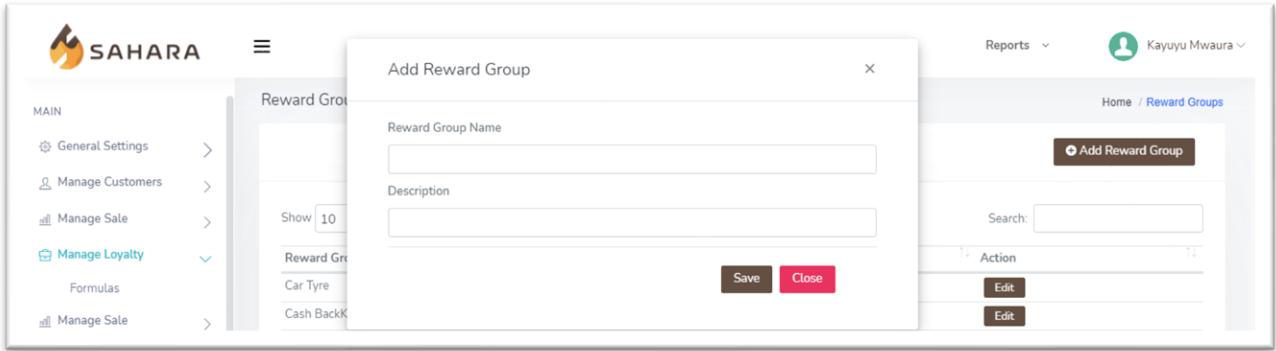
The screenshot shows the SAHARA software interface. On the left, there is a sidebar with various menu items under 'MAIN'. The 'Manage Loyalty' section is expanded, showing 'Reward Groups' as one of the sub-items. The main content area is titled 'Reward Groups' and displays a table of reward groups. The table has columns for 'Reward Group', 'Description', and 'Action'. There are 15 entries listed, each with an 'Edit' button. At the top right of the content area, there is a button labeled 'Add Reward Group'. Below the table, it says 'Showing 1 to 10 of 15 entries'. At the bottom right, there are navigation buttons for 'Previous', '1', '2', and 'Next'. The top right corner of the screen shows the user's name 'Kayuyu Mwaura' and a profile icon.

Reward Group	Description	Action
Car Tyre	Car Tyres	Edit
Cash BackK	Cash Back	Edit
desperado	desperado	Edit
Entertainment	Entertainment	Edit
Flower	Flowers	Edit
Freeby	Freebies	Edit
Internal Voucher	Internal Voucher	Edit
Make Up Products	Make Up	Edit
New	New	Edit
Services	Services	Edit

Add Reward Group

To add Reward Group:

1. Click **Add reward Group**
2. Enter **Reward Name** and **Description**
3. Click **Save**



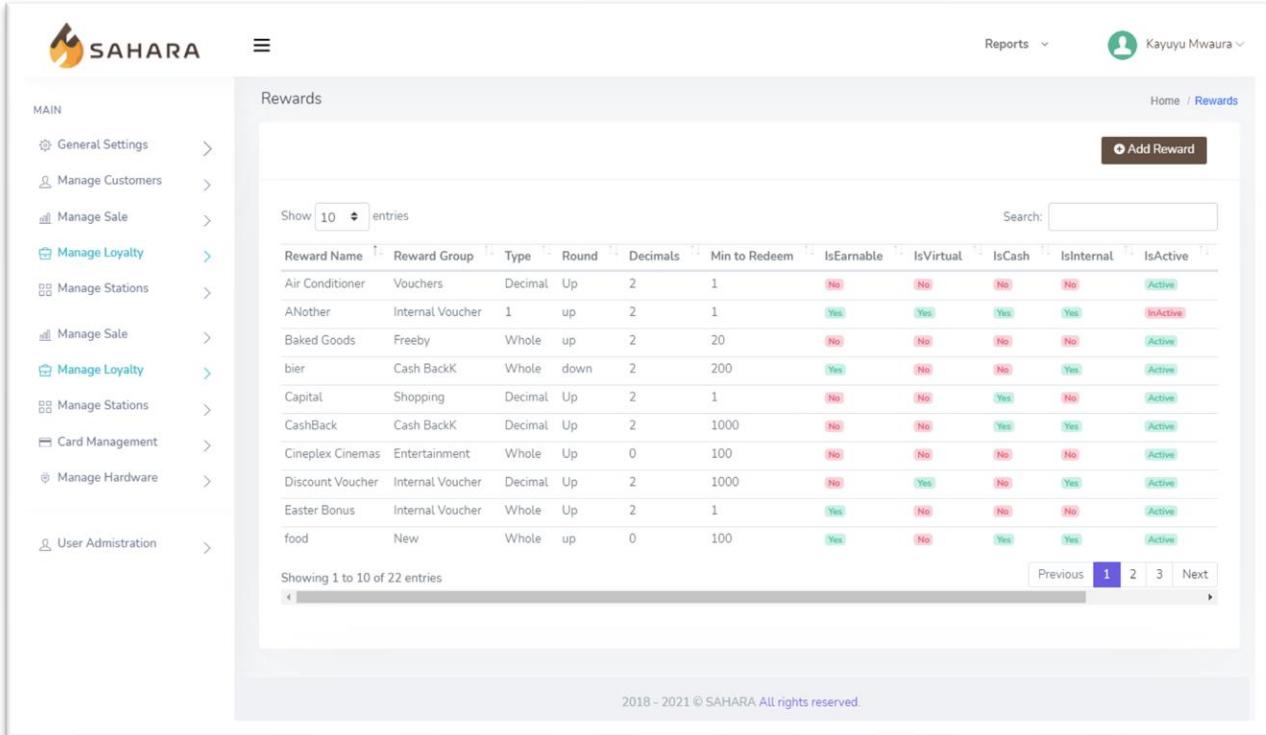
Edit Reward Group

To Edit Reward Group:

1. Click Edit
2. Adjust the details
3. Click Update

Rewards

Customers can **earn points** with every purchase of a station's products, which can be **redeemed** to certain **rewards** e.g. a voucher, discount on fuel, cashbacks etc.



The screenshot shows the SAHARA software interface. On the left is a sidebar with a navigation menu:

- MAIN
 - General Settings
 - Manage Customers
 - Manage Sale
 - Manage Loyalty
 - Manage Stations
 - Manage Sale
 - Manage Loyalty
 - Manage Stations
 - Card Management
 - Manage Hardware
 - User Administration

The main content area is titled "Rewards". It features a table with 22 entries. The columns are:

Reward Name	Reward Group	Type	Round	Decimals	Min to Redeem	IsEarnable	IsVirtual	IsCash	IsInternal	IsActive
Air Conditioner	Vouchers	Decimal	Up	2	1	No	No	No	No	Active
ANother	Internal Voucher	1	up	2	1	Yes	Yes	Yes	Yes	InActive
Baked Goods	Freeby	Whole	up	2	20	No	No	No	No	Active
bier	Cash BackK	Whole	down	2	200	Yes	No	No	Yes	Active
Capital	Shopping	Decimal	Up	2	1	No	No	Yes	No	Active
CashBack	Cash BackK	Decimal	Up	2	1000	No	No	Yes	Yes	Active
Cineplex Cinemas	Entertainment	Whole	Up	0	100	No	No	No	No	Active
Discount Voucher	Internal Voucher	Decimal	Up	2	1000	No	Yes	No	Yes	Active
Easter Bonus	Internal Voucher	Whole	Up	2	1	Yes	No	No	No	Active
food	New	Whole	up	0	100	Yes	No	Yes	Yes	Active

At the bottom of the table, it says "Showing 1 to 10 of 22 entries". To the right of the table are buttons for "Previous", "1", "2", "3", "Next".

Add Reward

To add a reward:

1. Click **Add Reward**
2. Enter the **Reward Name**, select whether **Whole/Decimal**, select the **Rounding**, enter **Round of Decimal**, **Minimum Amount to Redeem**, select if **Is Earnable** and **Is Virtual**.
3. Click **Save**

The screenshot shows the SAHARA software interface. On the left is a sidebar with 'MAIN' navigation items: General Settings, Manage Customers, Manage Sale, Manage Loyalty (selected), Manage Loyalty (another section), Manage Sale, Manage Loyalty, Manage Stations, Card Management, and Manage Hardware. A dropdown menu 'Rewards' is open under the Manage Loyalty section. In the center, a modal window titled 'Add Reward' is displayed with fields for Reward Name, Reward Group, Is it Whole or Decimal?, Round Up/Down, Decimal Places, Minimum To Redeem, Is it Earnable?, Is it Virtual?, Is it Cash?, and Is it Utilized Internally?. Buttons for 'Save' and 'Close' are at the bottom. Below the modal is a table showing reward details with columns: Reward Name, Reward Group, Is it Whole or Decimal?, Round Up/Down, Decimal Places, Minimum To Redeem, Is it Earnable?, Is it Virtual?, Is it Cash?, Is it Utilized Internally?, sVirtual, IsCash, IsInternal, and IsActive. The table has 22 entries. At the bottom right of the main screen is a footer with '2018 - 2021 © SAHARA All rights reserved.'

Edit Reward

To edit a reward:

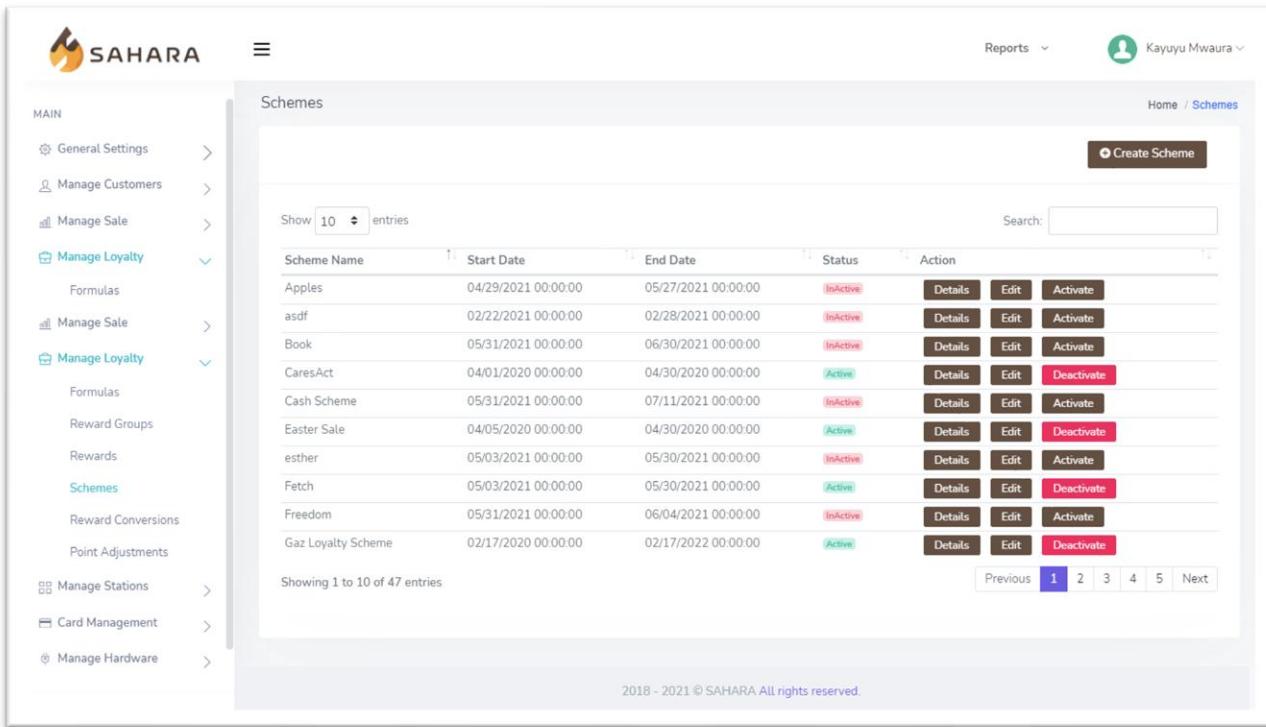
1. Click Edit
2. Adjust the reward details
3. Click Update

Scheme

This defines a promotion, which only applies when certain Scheme Rules are accomplished.

Scheme Rules – define the conditions for a promotion to apply to a customer.

E.g. A Scheme called Valentines Offer applies to a customer who makes a purchase of Petrol using MPesa at Nairobi Station, on weekday afternoons. The customer will be rewarded with two internal vouchers, which can be used to purchase the station's products.



The screenshot shows the SAHARA software interface. On the left is a sidebar with a navigation menu:

- MAIN
 - General Settings
 - Manage Customers
 - Manage Sale
 - Manage Loyalty
 - Formulas
 - Reward Groups
 - Rewards
 - Schemes**
 - Reward Conversions
 - Point Adjustments
 - Manage Stations
 - Card Management
 - Manage Hardware

The main content area is titled "Schemes". It displays a table of existing schemes with columns: Scheme Name, Start Date, End Date, Status, and Action. The table shows 10 entries out of 47. The "Action" column contains buttons for Details, Edit, and Activate/Deactivate. At the bottom of the table, there are navigation links for Previous, Next, and page numbers (1, 2, 3, 4, 5).

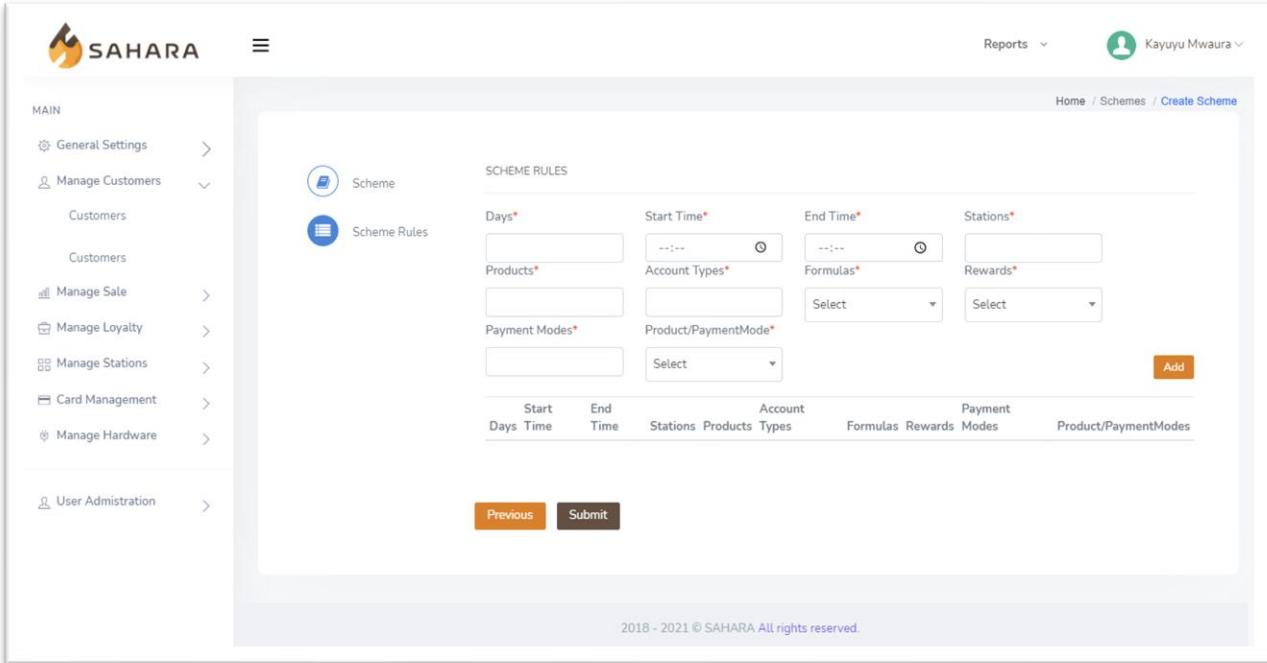
At the top right of the main content area, there are links for Reports, Home / Schemes, and a user profile for "Kaiyuu Mwaura". A "Create Scheme" button is also visible.

Add Scheme

To add a scheme,

1. Click **Create Scheme**
2. Enter the **Scheme Name**, **Start Date** and **End Date** of the scheme.
3. Click **Next** to add the **Scheme Rules**

4. Select **Days, StartTime, EndTime, Stations, Products, Account Types, Formulas, Rewards, Payment Modes** and **Product/Payment Mode**
5. Click **Add** to add the Rule. Multiple rules can be added
6. Once done, click **Submit**



The screenshot shows the SAHARA software interface for creating a new scheme rule. The left sidebar lists various management modules: General Settings, Manage Customers (Customers, Manage Sale, Manage Loyalty, Manage Stations, Card Management, Manage Hardware), User Administration, and Reports. The main content area is titled 'SCHEME RULES' and contains several input fields:

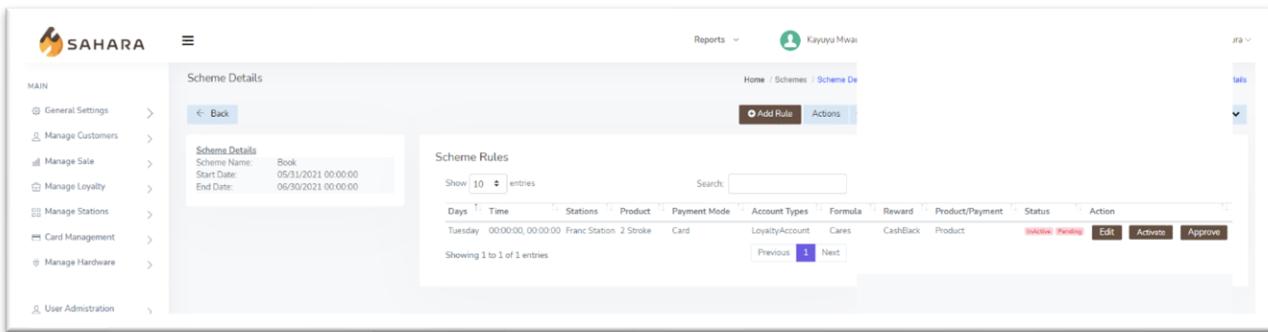
- Days***: A dropdown menu with options like 'Products*', 'Payment Modes*', 'Start Time', 'End Time', 'Stations', 'Account Types', 'Formulas*', and 'Rewards*'. The 'Start Time' and 'End Time' options are currently selected.
- Start Time***: A dropdown menu with options like '--:-', 'Account Types*', 'Product/PaymentMode*', and 'Select'.
- End Time***: A dropdown menu with options like '--:-', 'Formulas*', 'Rewards*', and 'Select'.
- Stations***: A dropdown menu with options like 'Select'.
- Products***: A dropdown menu with options like 'Select'.
- Payment Modes***: A dropdown menu with options like 'Select'.
- Product/PaymentMode***: A dropdown menu with options like 'Select'.

Below these fields is a table with columns: Start Days, Time, End Time, Account Stations, Products, Types, Formulas, Rewards, Payment Modes, and Product/PaymentModes. At the bottom of the form are 'Previous' and 'Submit' buttons, and a copyright notice: '2018 - 2021 © SAHARA All rights reserved.'

Scheme Details

This section displays Scheme's summary, including its rules.

To **Edit** or **Activate/Deactivate** a Scheme, click **Action** on the top right corner, and click the appropriate action.

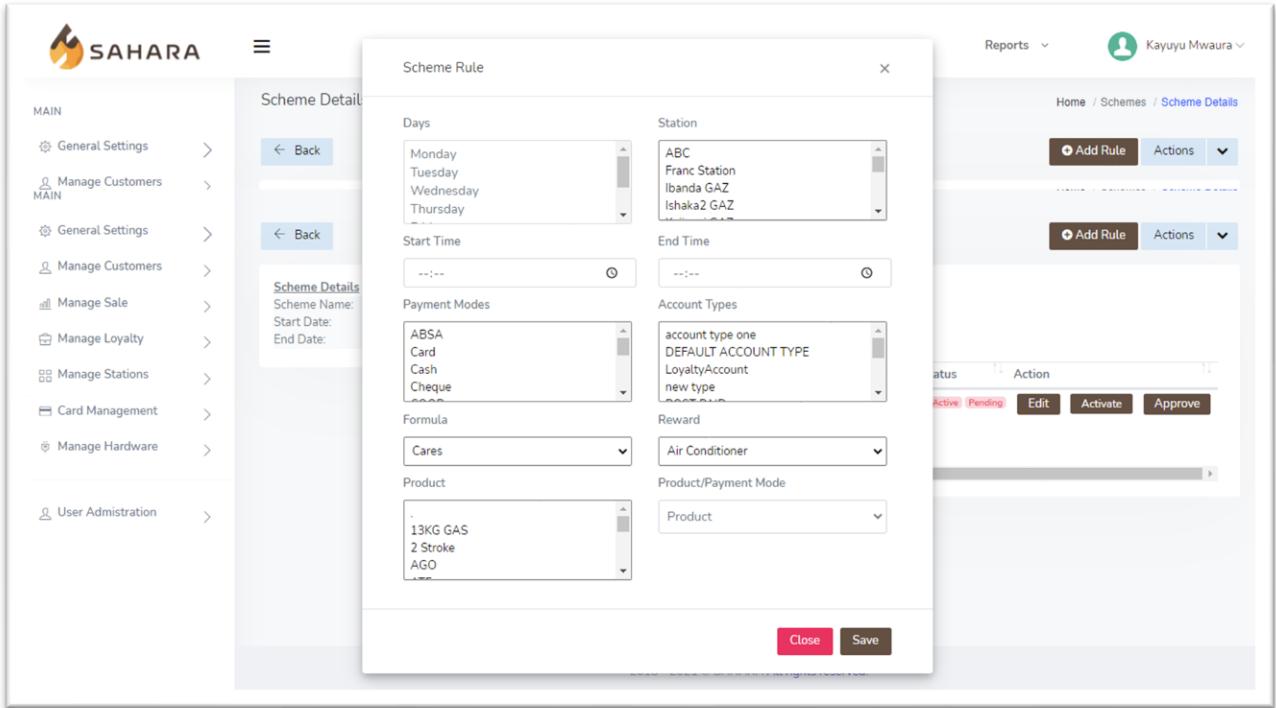


The screenshot shows the SAHARA software interface for managing schemes. On the left, there is a sidebar with various menu items under 'MAIN' such as General Settings, Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Card Management, and Manage Hardware. The main content area is titled 'Scheme Details' and shows a summary for a scheme named 'Book'. It includes fields for Scheme Name (Book), Start Date (05/31/2021 00:00:00), and End Date (06/30/2021 00:00:00). To the right, there is a table titled 'Scheme Rules' with columns for Days, Time, Stations, Product, Payment Mode, Account Types, Formula, Reward, Product/Payment, Status, and Action. One row is visible in the table, showing 'Tuesday 00:00:00, 00:00:00 Franc Station 2 Stroke Card LoyaltyAccount Cares CashBack Product'. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the top right of the main content area, there are buttons for 'Add Rule' and 'Actions'.

Add Rule

To add a Scheme Rule:

1. Click **Add Rule**
2. Select all the required fields in the form
3. Click **Save**



Edit Rule

To edit a rule:

1. Click Edit on the Rule
2. Adjust the details
3. Click Update

Scheme Rules Actions

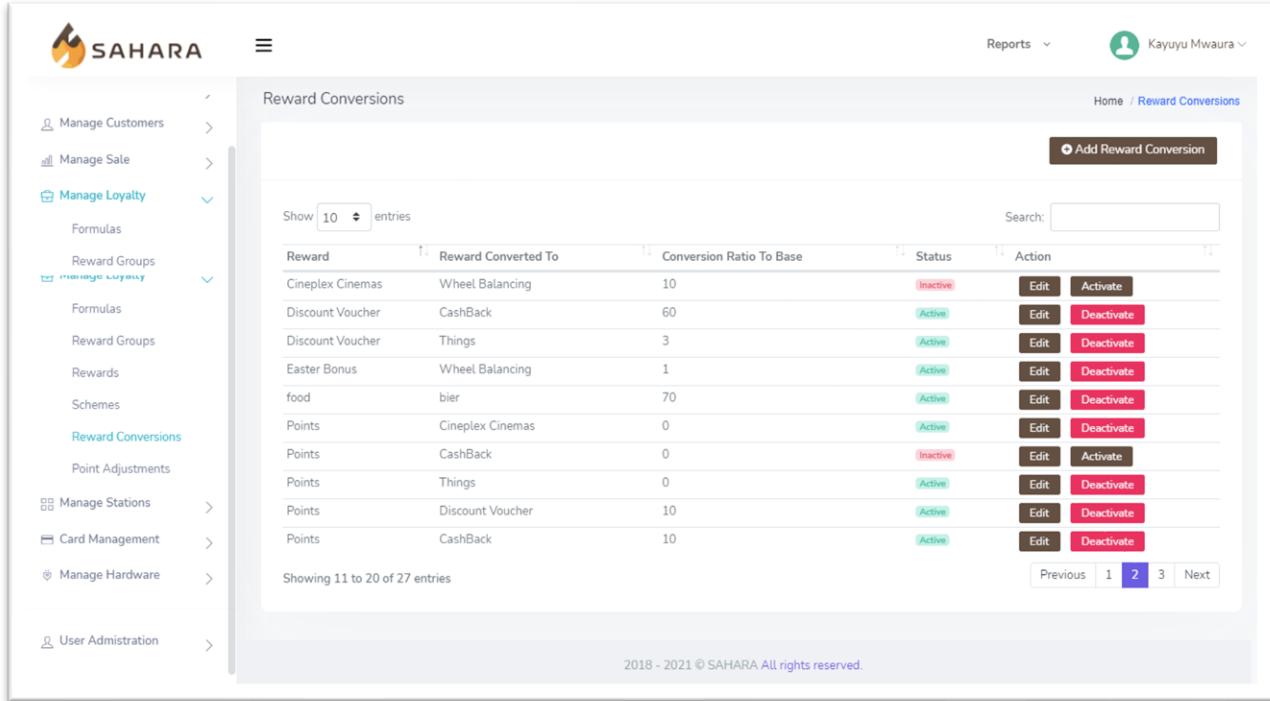
To approve/Reject a rule, click Approve or Reject

To activate/deactivate a rule, click Activate or Deactivate

Reward Conversions

This section displays a list of Reward Conversions. A reward can be converted to another.

E.g. Points can be converted to a Movie Voucher, by converting 100 points. 100 points equal to 1 Movie Voucher.



The screenshot shows the SAHARA software interface. On the left is a sidebar with various management options: Manage Customers, Manage Sale, Manage Loyalty (selected), Formulas, Reward Groups, Reward Conversions (selected), Point Adjustments, Manage Stations, Card Management, Manage Hardware, and User Administration. The main area is titled "Reward Conversions" and shows a table of current conversions. The table has columns: Reward, Reward Converted To, Conversion Ratio To Base, Status, and Action. The status column includes "Inactive" and "Active" with corresponding "Edit" and "Activate/Deactivate" buttons. The action column also includes "Edit" and "Activate/Deactivate" buttons. The table lists 27 entries, with page navigation showing 11 to 20 of 27 entries. At the bottom right, there is a footer with the text "2018 - 2021 © SAHARA All rights reserved."

Reward	Reward Converted To	Conversion Ratio To Base	Status	Action
Cineplex Cinemas	Wheel Balancing	10	Inactive	Edit Activate
Discount Voucher	CashBack	60	Active	Edit Deactivate
Discount Voucher	Things	3	Active	Edit Deactivate
Easter Bonus	Wheel Balancing	1	Active	Edit Deactivate
food	bier	70	Active	Edit Deactivate
Points	Cineplex Cinemas	0	Active	Edit Deactivate
Points	CashBack	0	Inactive	Edit Activate
Points	Things	0	Active	Edit Deactivate
Points	Discount Voucher	10	Active	Edit Deactivate
Points	CashBack	10	Active	Edit Deactivate

Add Reward Conversion

To add a Reward Conversion:

1. Click Add Reward Conversion
2. Select a reward on the first and second select boxes, then enter the Conversion ratio
3. Click Save

Reward From	Reward To	Conversion Ratio	Status	Action
Cineplex Cinemas	Wheel Balancing	10	Inactive	Edit Activate
Discount Voucher	CashBack	60	Active	Edit Deactivate
Discount Voucher	Things	3	Active	Edit Deactivate

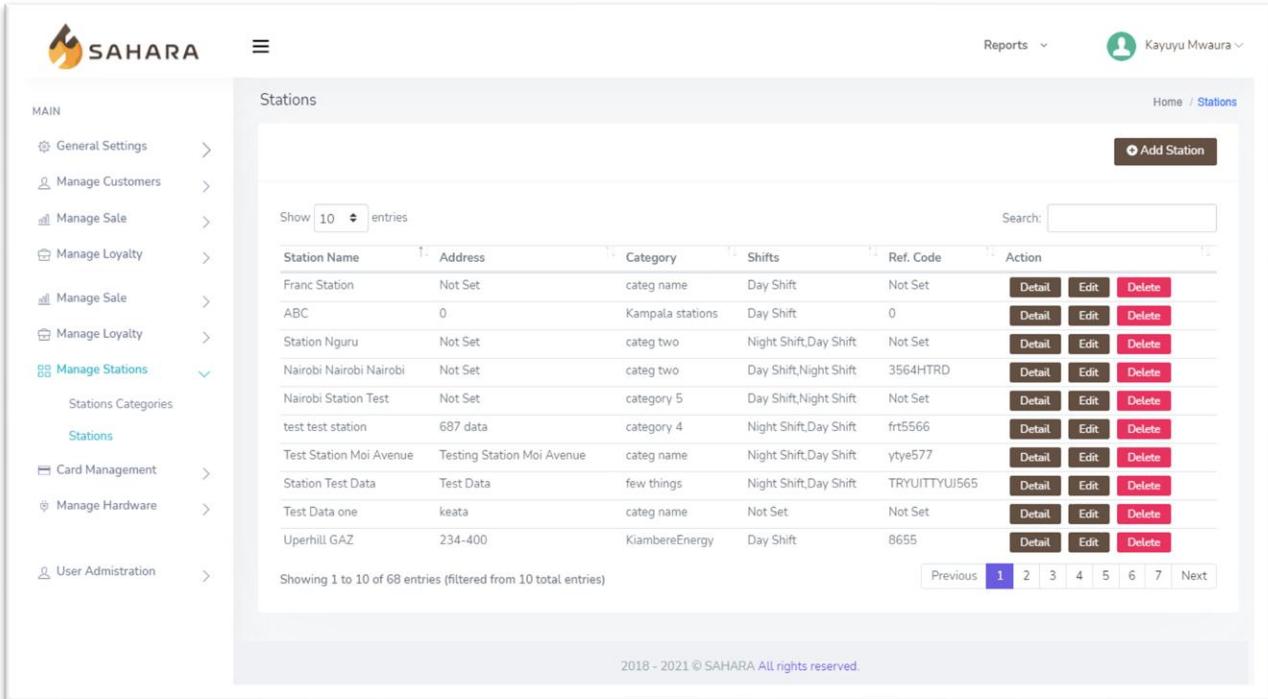
Edit Reward Conversion

To edit a Reward Conversion:

1. Click **Edit**
2. **Adjust** the details
3. Click **Update**

Stations

This section lists all the stations registered in the system.



The screenshot shows the SAHARA software interface. The left sidebar has a 'MAIN' category with links: General Settings, Manage Customers, Manage Sale, Manage Loyalty, Manage Sale, Manage Loyalty, Manage Stations (with a dropdown menu for Stations Categories and Stations), Card Management, Manage Hardware, and User Administration. The right main area is titled 'Stations' and contains a table of station data. The table has columns: Station Name, Address, Category, Shifts, Ref. Code, and Action. The data includes entries like Franc Station, ABC, Station Nguuru, Nairobi Nairobi Nairobi, Nairobi Station Test, test test station, Test Station Moi Avenue, Station Test Data, Test Data one, and Uperhill GAZ. Each row has 'Detail', 'Edit', and 'Delete' buttons. Below the table, it says 'Showing 1 to 10 of 68 entries (filtered from 10 total entries)'. At the bottom, there's a footer with '2018 - 2021 © SAHARA All rights reserved.'

Station Name	Address	Category	Shifts	Ref. Code	Action
Franc Station	Not Set	categ name	Day Shift	Not Set	<button>Detail</button> <button>Edit</button> <button>Delete</button>
ABC	0	Kampala stations	Day Shift	0	<button>Detail</button> <button>Edit</button> <button>Delete</button>
Station Nguuru	Not Set	categ two	Night Shift,Day Shift	Not Set	<button>Detail</button> <button>Edit</button> <button>Delete</button>
Nairobi Nairobi Nairobi	Not Set	categ two	Day Shift,Night Shift	3564HTRD	<button>Detail</button> <button>Edit</button> <button>Delete</button>
Nairobi Station Test	Not Set	category 5	Day Shift,Night Shift	Not Set	<button>Detail</button> <button>Edit</button> <button>Delete</button>
test test station	687 data	category 4	Night Shift,Day Shift	frt5566	<button>Detail</button> <button>Edit</button> <button>Delete</button>
Test Station Moi Avenue	Testing Station Moi Avenue	categ name	Night Shift,Day Shift	ytye577	<button>Detail</button> <button>Edit</button> <button>Delete</button>
Station Test Data	Test Data	few things	Night Shift,Day Shift	TRYUITYUJ1565	<button>Detail</button> <button>Edit</button> <button>Delete</button>
Test Data one	keata	categ name	Not Set	Not Set	<button>Detail</button> <button>Edit</button> <button>Delete</button>
Uperhill GAZ	234-400	KiambereEnergy	Day Shift	8655	<button>Detail</button> <button>Edit</button> <button>Delete</button>

Edit/Delete Station

To edit a station:

1. Click **Edit**
2. **Adjust** Station Details
3. Click **Update**

To delete a station:

1. Click **Delete**

Add a Station

To add a station:

1. Click **Add Station**
2. Fill all form fields, including **Station Shifts**
3. After adding Station Shifts, click **Add Shift**. Multiple shifts can be added
4. Once done, click **Save**

The screenshot displays the SAHARA software interface. On the left, a sidebar titled 'MAIN' lists various management options: General Settings, Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Card Management, Manage Hardware, and User Administration. The 'Station Details' section shows a summary for 'Nairobi Station Test' with fields like Address, Category, Ref. Code, and Pump count. The 'Station Tanks' section has a table header for Shift Name, Shift Start Time, Shift End Time, and a single row for Day Shift (07:00:00 - 19:00:00) and Night Shift (19:00:00 - 07:00:00). The 'Station Pumps' section also has an empty table. The top right corner shows user information: 'Reports', a profile icon for 'Kayuyu Mwaura', and navigation links to 'Home / Stations / Details'. Action buttons for 'Add Tank' and 'Add Pumps' are located at the top of their respective sections.

Details

This section displays a station's summary, including station **Tanks** and **Pumps**.

To **Edit** or **Delete Station**, click **Action** on the top right corner, and click the appropriate action.

Add Tank

To add Tank:

1. Click **Add Tank**
2. Enter **Tank Name**, select **Product**, enter **Tank Volume** and **Tank Diameter**
3. Click **Save**

Click **Edit** to update Tank details.

Click **Delete** to remove a tank.

The screenshot shows the SAHARA software interface. On the left, there is a sidebar with various menu items under 'MAIN' such as General Settings, Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Card Management, Manage Hardware, and User Administration. In the center, a modal window titled 'Station Tank Detail' is open, containing fields for Tank Name, Tank Product (a dropdown menu), Tank Volume, Tank Diameter, and Shift Details (Day Shift: 19:00:00 - 07:00:00). Below the modal, a message says 'Showing 0 to 0 of 0 entries'. To the right of the modal, there is a table header for 'Station Pumps' with columns for Name, Model, Nozzles, Double Sided, and Action. A message below the table says 'No data available in table'. At the bottom of the screen, a footer bar displays the text '2018 - 2021 © SAHARA All rights reserved.'

Add Pump

To add a Station Pump:

1. Click **Add Pump**
2. Enter **Pump Details** as per the form. If pump is **double-sided**, switch the toggle
3. Click **Next**
4. Enter **Nozzle details**
5. Click **Add Nozzle**
6. Once done, click **Submit**

The image shows the SAHARA software interface. On the left, there is a sidebar with a navigation menu under the heading 'MAIN'. The menu items include: General Settings, Manage Customers, Manage Sale, Manage Sale, Manage Loyalty, Manage Stations, Card Management, Manage Hardware, and User Administration. At the top right, there are links for 'Reports', a user profile for 'Kayuyu Mwaura', and navigation icons. The main content area is titled 'Add Station Pump' and shows a form for adding a pump. The form has two tabs: 'Details' (selected) and 'Nozzles'. Under 'PUMP DETAILS', there are fields for 'Pump Name *' (with placeholder 'Pump Name'), 'Pump Model' (with placeholder 'Pump Model'), 'Number of Nozzles *' (with placeholder 'Nozzles Count'), and a toggle switch for 'Is Double Sided'. A 'Next' button is located at the bottom right of the form. The footer of the page contains the text '2018 - 2021 © SAHARA All rights reserved.'

MANAGE HARDWARE

Cards List

This section displays a list of registered cards registered in the system.

The screenshot shows the SAHARA software interface. On the left is a sidebar with a navigation menu:

- MAIN
 - Manage Customers >
 - Manage Sale >
 - Manage Loyalty >
 - Manage Loyalty >
 - Manage Stations >
 - Card Management >
 - Manage Hardware > **Cards List**
 - Gadgets
 - User Administration >

The main content area is titled "Cards List". It includes a search bar and a table with the following columns: Card UID, Card SNO, Card Type, Card Owner, and Status. The table contains 10 entries, each with a unique ID, SNO, type (Card), owner name, and status (Active, Assigned, Not Replaced, Not Deleted). At the bottom of the table, it says "Showing 1 to 10 of 394 entries (filtered from 10 total entries)". A navigation bar at the bottom right shows pages 1 through 40.

At the top right of the main area, there are links for "Reports" and a user profile for "Kayuyu Mwaura".

At the bottom center of the page, it says "2018 - 2021 © SAHARA All rights reserved."

Gadgets

This section displays a list of registered gadgets in the system.

The screenshot shows the SAHARA software interface. On the left is a sidebar with a navigation menu:

- MAIN
 - General Settings
 - Manage Customers
 - Manage Sale
 - Manage Loyalty
 - Manage Sale
 - Manage Loyalty
 - Manage Stations
 - Card Management
 - Manage Hardware
 - Cards List
 - Gadgets**
 - User Administration

The main content area is titled "Gadgets List". It includes a search bar, a table with columns: IMEI Number, Description, Station Linked, and Action, and a pagination control at the bottom.

IMEI Number	Description	Station Linked	Action
868808037836761	demo gadget	Nairobi Station Test	Edit Link gadget to Station
65678438930922	News Gadget		Edit Link gadget to Station
65678438930989	Test Gadget frank	Francis Kings	Edit Link gadget to Station
78898487940898	New Gadget	Nairobi Station Test	Edit Link gadget to Station
861482030021628	TPS390 Test Gadget	Nairobi Default Station	Edit Link gadget to Station
861482030189615	nairobi nile	Nairobi Default Station	Edit Link gadget to Station
861482030200248	test	Nairobi Default Station	Edit Link gadget to Station
861482030655086	Soroti 1A	Soroti GAZ	Edit Link gadget to Station
861482030655334	Mityana 1B	Munyonyo GAZ	Edit Link gadget to Station
861482030655557	Lira 1A	Lira GAZ	Edit Link gadget to Station

At the bottom of the page, it says "Showing 1 to 10 of 185 entries (filtered from 10 total entries)" and has a pagination control.

Add Gadget

To add a gadget:

1. Click **Add Gadget**
2. Enter **IMEI Number** and **Description**
3. Click **Save**

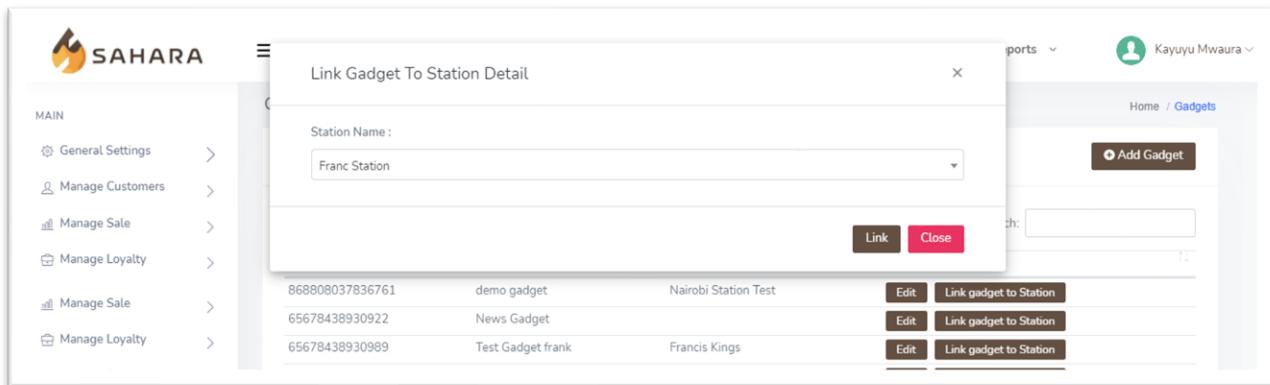
The screenshot shows the SAHARA software interface with a modal dialog titled "Add Gadget Detail". The dialog has fields for "IMEI Number" and "Description". Below the dialog, the main content area shows the "Gadgets List" table with one additional row for the new gadget.

IMEI Number	Description	Station Linked	Action
868808037836761	demo gadget	Nairobi Station Test	Edit Link gadget to Station
65678438930922	News Gadget		Edit Link gadget to Station
868808037836761	demo gadget	Nairobi Station Test	Edit Link gadget to Station
65678438930922	News Gadget		Edit Link gadget to Station

Link Gadget to Station

To link Gadget to station:

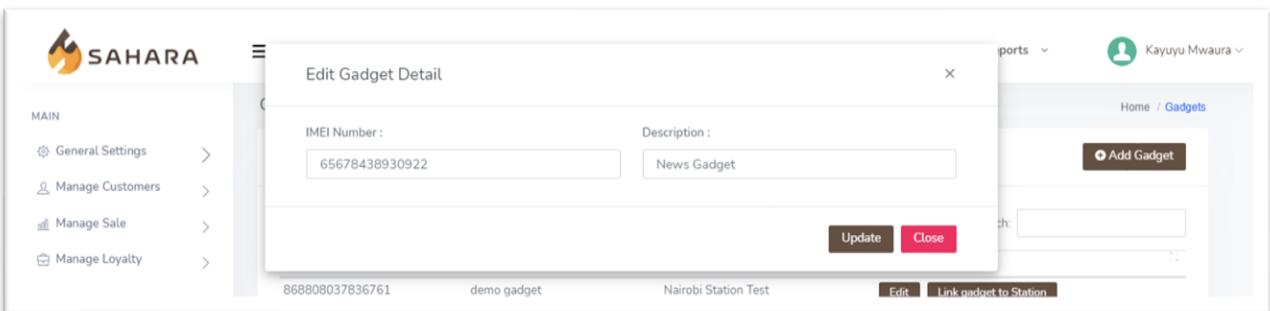
1. Click **Link Gadget to Station**
2. Select the **Station** to link to
3. Click **Link**



Edit Gadget

To edit a Gadget:

1. Click **Edit**
2. **Adjust** the gadget details
3. Click **Update**



USER ADMINISTRATION

Manage Staff

This section displays the list of all staff, including staff creation and managing passwords.

The screenshot shows the SAHARA software interface. On the left, there is a sidebar with a navigation menu under the 'MAIN' category. The 'User Administration' section is expanded, showing 'Manage Staff' as a sub-item. At the top right, there are links for 'Reports', a user profile (Kayuyu Mwaura), and navigation icons. The main content area is titled 'Staff' and contains a table of staff members. The table has columns for Name, Phone, Email, Profile, Topup Limit, and Action. Each row in the table includes three buttons in the 'Action' column: 'Resend pin' (dark blue), 'Edit' (light blue), and 'Delete' (red). Below the table, a message says 'Showing 31 to 40 of 297 entries (filtered from 10 total entries)'. At the bottom of the page, there is a footer with the text '2018 - 2021 © SAHARA All rights reserved.'

Name	Phone	Email	Profile	Topup Limit	Action
Gerald Mtn	+256(777)188-280	gerald@gazmbale.com	Not Set	15,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Abdi Karim	+256(753)663-195	abdi@gazmbale.com	Not Set	15,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Kawuma Gyavira	+256(752)189-310	kawuma@gmail.com	Not Set	10,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Wilfred Opule	+256(706)010-460	opule@gazmunyonyo.com	Not Set	10,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Elochu Moses	+256(755)576-964	elochu@gazmunyonyo.com	Not Set	10,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Alfred Cwinyaai	+256(750)640-345	alfred@gazmunyonyo.com	Not Set	10,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Grace Kyomugisha	+256(708)177-838	grace@gazmunyonyo.com	Not Set	10,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Hope Apili	+256(702)441-190	hope@gazmunyonyo.com	Not Set	10,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Usher Wachawaseme	+256(755)662-654	usher@gazmunyonyo.com	Not Set	10,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>
Kakooza Micheal	+256(787)219-827	micheal@gaznampunge.com	Not Set	10,000,000.00	<button>Resend pin</button> <button>Edit</button> <button>Delete</button>

Add Staff

To add staff

1. Click **Add Staff**
2. Fill the form fields
3. Click **Save**

The screenshot shows the SAHARA software interface. On the left, there's a sidebar with a navigation menu under 'MAIN' category. The menu items include: General Settings, Manage Customers, Manage Sale, Manage Loyalty, Manage Stations, Card Management, Manage Hardware, and User Administration. The main content area is titled 'Add Staff'. It contains several input fields: 'First Name *' and 'Identification Number', 'Last Name *' and 'Role', 'Email *' and 'Postal Code', 'Phone Number *' and 'Postal Address', a 'Require User Account' checkbox, 'Limit Value *' set to 0, 'Username' and 'Limit Types' (set to 'Select'), and a 'Profile *' dropdown currently set to 'Administrator'. At the bottom right are 'Back' and 'Submit' buttons. The footer of the page says '2018 - 2021 © SAHARA All rights reserved.'

Resend Pin

If a staff member loses their PIN, click **Resend Pin**. A new PIN will be automatically sent to their Email Address.

Edit Staff

To edit a staff member:

1. Click **Edit**
2. **Adjust** the staff's details
3. Click **Update**



SAHARA

MAIN

- General Settings >
- Manage Customers >
- Manage Sale >
- Manage Sale >
- Manage Loyalty >
- Manage Stations >
- Card Management >
- Manage Hardware >
- User Administration >

Edit Staff

First Name * peter Identification Number 653498548

Last Name * Ngamau Role Administrator

Email * franciskingori448@gmail.com Postal Code 9856758

Phone Number * 07324476276 Postal Address 374865

Require User Account

Username peterngamau30 Limit Value * 23564

Profile * Administrator Limit Types * Weekly

Stations

[Back](#) [Submit](#)

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Permissions

This section enables the establishes permissions for users of the system.

Roles

This section displays a list of user roles that define how much of the system the user can use.

The screenshot shows the SAHARA software interface with a sidebar on the left and a main content area on the right.

Left Sidebar (MAIN menu):

- General Settings
- Manage Customers
- Manage Sale
- Manage Loyalty
- Manage Stations
- Card Management
- Manage Sale
- Manage Loyalty
- Manage Stations
- Card Management
- Manage Hardware
- User Administration
 - Manage Staff
 - Permissions

Main Content Area:

The title is "Permissions". The sub-title is "ROLES". There is a button "Add New Role".

A table lists the roles:

Name	Description	Members	Actions
Admin Role Test	testing Admin one	0	Edit Delete
Administrator	Administrator Role	17	Edit Delete
Attendant	Pump Attendant	6	Edit Delete
Deputy	check all items on checklist and make sure everything is okay.	0	Edit Delete
Deputy2	update required	1	Edit Delete
MiniAttendant	Attendant	0	Edit Delete
Principal	Retest data	1	Edit Delete
Station Manager	Testing Data	1	Edit Delete
Supervisor	Collects station cash	0	Edit Delete
Test Tovuti Role	Test Tovuti Role	0	Edit Delete

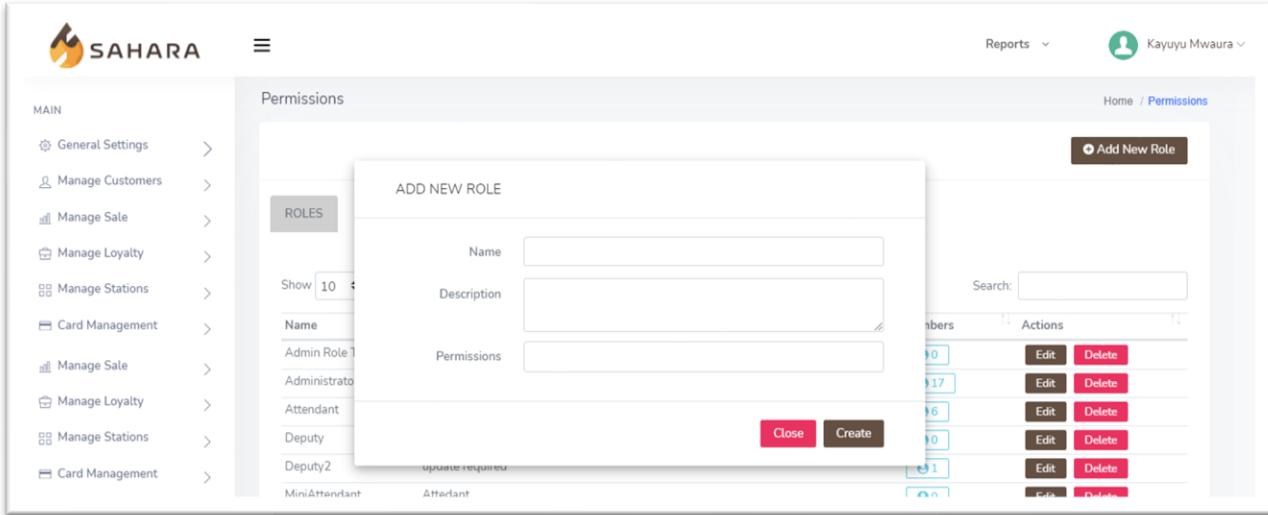
Showing 1 to 10 of 11 entries.

Footer: 2018 - 2021 © SAHARA All rights reserved.

Add New Role

To add a new role:

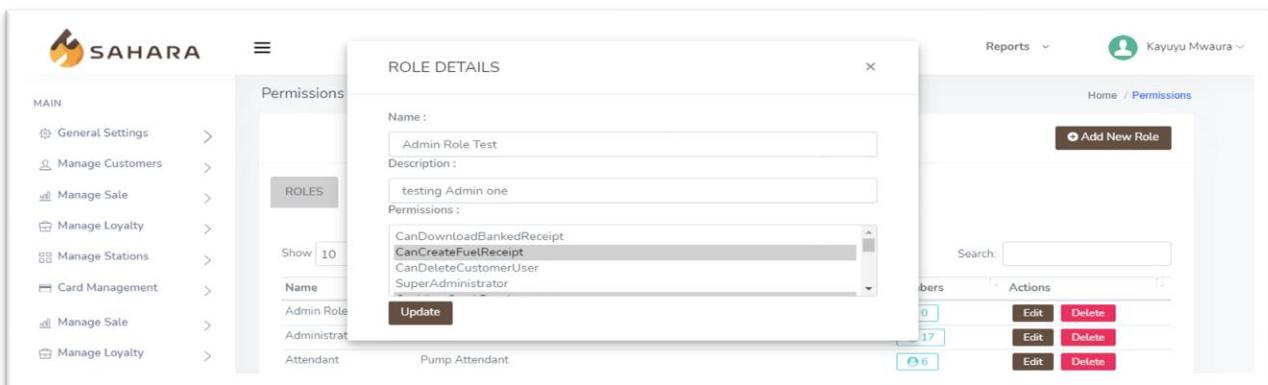
1. Click **Add New Role**
2. Enter the **Name, Description**, and select the **Permissions**
3. Once done, click **Create**



Edit Role

To edit a role:

1. Click **Edit**
2. **Adjust** the role details
3. Click **Update**



Add User to Role

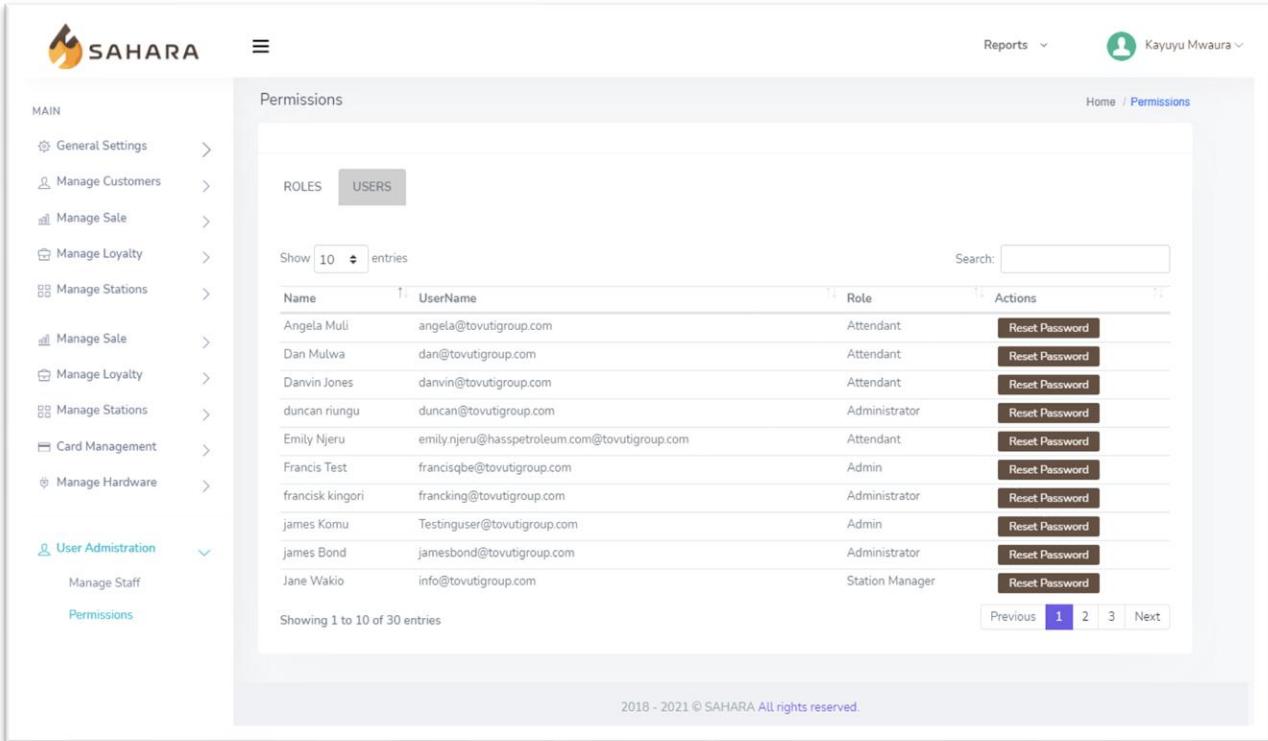
To add user to role:

1. Click the avatar icon on a role
2. Click **Add User**
3. Search for the User
4. Click the + icon

The screenshot shows the SAHARA software interface. On the left, there is a sidebar with various menu items under 'MAIN' and 'User Administration'. Under 'User Administration', 'Permissions' is selected. The main area is titled 'Permissions' and shows a table of roles. A modal window is open over the table, titled 'Add User'. The modal has a dropdown menu labeled 'ROLES' which is currently showing the 'Attendant' role. The table in the modal lists users with their names and roles. One user, 'Ramsey Khatiti', is listed under the 'Attendant' role. At the bottom right of the modal is a 'Close' button.

Users

This section lists all the users of the system.



The screenshot shows the SAHARA software interface. On the left, there is a sidebar with a navigation menu:

- MAIN
 - General Settings
 - Manage Customers
 - Manage Sale
 - Manage Loyalty
 - Manage Stations
 - Manage Sale
 - Manage Loyalty
 - Manage Stations
 - Card Management
 - Manage Hardware
 - User Administration
 - Manage Staff
 - Permissions

The main content area is titled "Permissions" and has tabs for "ROLES" and "USERS". The "USERS" tab is selected. It displays a table of users with the following columns: Name, UserName, Role, and Actions. The table shows 10 entries out of 30 total. Each user row includes a "Reset Password" button in the Actions column. At the bottom of the table, it says "Showing 1 to 10 of 30 entries".

Name	UserName	Role	Actions
Angela Muli	angela@tovutigroup.com	Attendant	<button>Reset Password</button>
Dan Mulwa	dan@tovutigroup.com	Attendant	<button>Reset Password</button>
Darvin Jones	darvin@tovutigroup.com	Attendant	<button>Reset Password</button>
duncan riungu	duncan@tovutigroup.com	Administrator	<button>Reset Password</button>
Emily Njeru	emily.njeru@hasspetroleum.com@tovutigroup.com	Attendant	<button>Reset Password</button>
Francis Test	francisqbe@tovutigroup.com	Admin	<button>Reset Password</button>
francisk kingori	francking@tovutigroup.com	Administrator	<button>Reset Password</button>
james Komu	Testinguser@tovutigroup.com	Admin	<button>Reset Password</button>
james Bond	jamesbond@tovutigroup.com	Administrator	<button>Reset Password</button>
Jane Wakio	info@tovutigroup.com	Station Manager	<button>Reset Password</button>

At the bottom right of the main content area, it says "Showing 1 to 10 of 30 entries". Below the table, there are navigation buttons for "Previous", "1", "2", "3", and "Next".

At the very bottom of the screen, it says "2018 - 2021 © SAHARA All rights reserved."

Reset Password

To reset a user password:

1. Click **Reset Password** against the user
2. Enter the **New Password**
3. **Confirm the Password**
4. Click **Reset**

The screenshot shows the SAHARA software interface. On the left, there is a sidebar with 'MAIN' and 'User Administration' sections. Under 'User Administration', 'Manage Staff' and 'Permissions' are listed. The main area is titled 'Permissions' and has tabs for 'ROLES' and 'USERS'. The 'USERS' tab is selected, showing a table of users with columns for Name, Email, and Role. A modal dialog box is open over the table, titled 'RESET PASSWORD'. It contains fields for 'New Password *' and 'Confirm Password *'. Below these fields are two buttons: 'Close' and 'Reset'. The 'Reset' button is highlighted with a red border. To the right of the modal, there is a vertical list of 'Actions' buttons, each labeled 'Reset Password'. At the bottom of the page, there is a footer with the text '2018 - 2021 © SAHARA All rights reserved.'