

Officemate User Guide



Contents

Company Information	3
Document Revisions	3
Date	3
Version Number	3
Document Changes	3
1. Introduction	4
1.1 Scope and Purpose	4
1.2 Getting Started With the Different Modules: Setting up Officemate	4
2 Company Registration	4
3 Module: Company Admin	5
3.1 Employee Onboarding-User Roles by Admin	5
3.2 Employee Onboarding- Staff	8
4. Top Right Navigation Bar	11
5. Module: Bulletin Board	13
6. Module: Document Management	14
7. Module: Projects – Project Management	15
7.1. Module: Projects –Project Costing	19
8. Module: Event Scheduler	20
9. Module: Issue Resolution	21
10. Module: Business Contacts	22
11. Module: Self Service – Internal Memo	25
11.1. Module: Self Service – Sticky Notes	27
11.2. Module: Self Service – Approved Memos	28
11.3. Module: Self Service – Leave Module	31
11.4. Module: Self-Service – Leave Request Approval	33
11.5. Module: Self-Service – Assigned To-Dos	33
11.6. Module: Self-Service – Score Card	34
11.7. Module: Self-Service – Meeting Note Actions	36
12. Module: To-Do-List	37
13. Module: Asset Register	37
14. Module: Risk Management	38
15. Module: Policies & Processes	42

16.	Module: Learning Management System.....	47
17.	Module: Audit	47
18.	Module: Customer Relations – Search Client	48
18.1.	Module: Customer Relations – Allocation Mapping	51
19.	Module: Accounting – General Ledger	52
19.2.	Module: Accounting – Management Reports	53
19.3.	Module: Accounting – Multi posting.....	56
19.4.	Module: Accounting – Double Entry Posting.....	57
19.5.	Module: Accounting – Transaction List	58
19.6.	Module: Accounting – Receipts.....	58
19.7.	Module: Accounting – Petty Cash.....	59
19.8.	Module: Accounting – Purchase Journal	60
19.9.	Module: Accounting – Bill Posting	61
19.10.	Module: Accounting – Bill Posting	61
19.11.	Module: Accounting – Bill Posting	62
19.12.	Module: Accounting – Bill Payment List	62
19.13.	Module: Accounting – Account Statements	63
19.14.	Module: Accounting – Reconciliation	64
19.15.	Module: Accounting – Multi-post Approvals	65
19.16.	Module: Accounting – Purchase Payments	66
19.17.	Module: Accounting – Approve Purchase Journal	67
19.18.	Module: Accounting – Print Receipts	67
19.19.	Module: Accounting – Vendor Posting.....	69
19.20.	Module: Accounting – Import Bank Transactions	71
20.	Module: Employees.....	72
21.	Module: Estate Relations	77
22.	Module: Legal	82
23.	Module: Payroll Management.....	83

Company Information

Cavidel Limited is a process automation company that helps businesses to align/re-align their business units and overall strategies with operational processes and information technology to reduce cost, improve productivity and increase efficiency.

We are a dynamic technology Company with focus on financial technologies and provision of enterprise resource management tools. We deliver our solution through detailed process review and automation of business and client integration processes. Our products are specially developed for financial markets, banking, human resources, e-commerce, real estates, agricultural systems etc. Established in 2013, Cavidel Limited has evolved into a dynamic organization through its long tradition and experience in working with conglomerates, financial services firms, consulting practices, public institutions, medical institutions etc. We take great pride in our reputation for consistently delivering quality services. We use our ingenuity to save our clients time and money, reduce risks, increase efficiency and maximize sustainable outcomes. We do this through innovative thinking, international perspectives, local knowledge and the immense experience and technical know-how of our team.

Document Revisions

Date	Version Number	Document Changes
30/5/2018	0.1	Initial Draft
5/6/2018	0.2	Reviewed Draft
22/7/2018	0.3	Updated
27/8/2018	0.4	Updated

1. Introduction

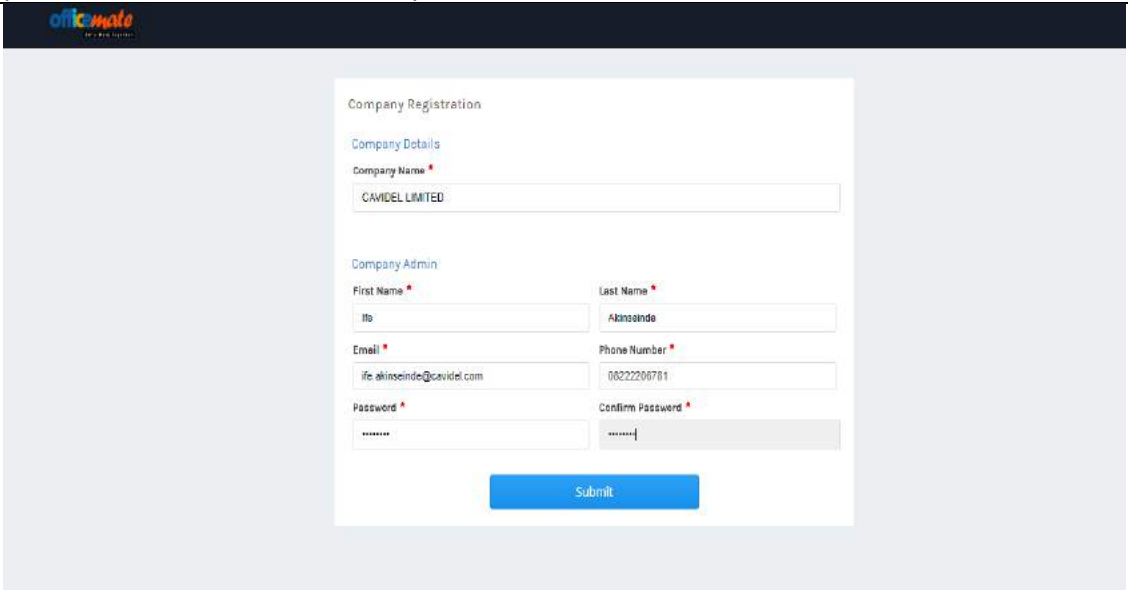
1.1 Scope and Purpose

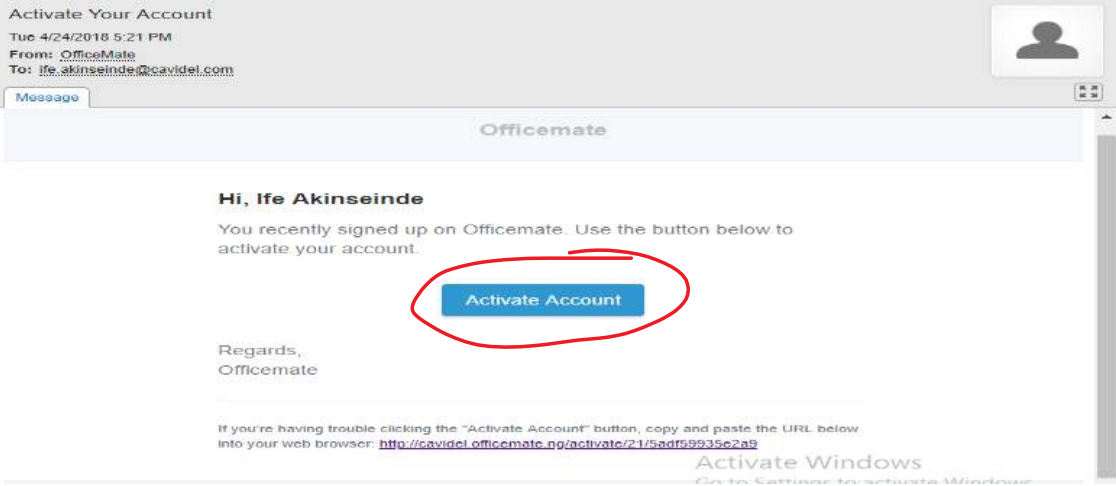

Officemate is an enterprise resource planning (ERP) solution with core functionality to automate business operations through capturing, processing and reporting on customer/employee information, billing, inventory & fleet management, staff appraisal, employee survey, training & learning management, payroll, employee self-service, leave, loans, statutory remittances, compliance tracking, document management etc.

This user guide provides information and instructions needed to set up and use Officemate software. It contains written and visual information such as screen shots taken to assist users to completing the procedures required.

1.2 Getting Started With the Different Modules: Setting up Officemate

2 Company Registration

Step	Procedure
1	<p>The company admin registers both the company and the company admin account here.</p> <p>To setup registration details:</p> <p>Go to: website>>Registration Page</p> <p>Type your company name, admin details including company email address and new password that would be used by the admin.</p>
	
2	<p>After registration, a link is sent to the admin's company email for email verification and confirmation.</p>

	
3	Admin checks company email for confirmation link and clicks "Activate Account". You will be redirected to the login page to login using the "new password" and "company email address" inputted in the registration page.
	

3 Module: Company Admin

3.1 Employee Onboarding-User Roles by Admin

Step	Procedure
1	<p>Create User Roles:</p> <p>Go to: Company Admin >>Create Roles</p> <p>Enter the role name, role description, display name of the role e.g. Software Developer, MD, Human Resource Manager etc. And click "Create Role"</p> <p>To Edit Role: Click on "edit" from the table below the role creation page to change or modify the details.</p> <p>Note: Only the admin has access to create roles. The admin has access to all modules. All modules are circled below for clearer description.</p>

The screenshot shows the 'Microsoft Technologies' interface. On the left is a sidebar menu with various modules. A red circle highlights the 'Company Admin' section, which includes 'Staff Roles', 'Approve Bio-data Edits', and 'Assign Menus'. The main content area is titled 'Microsoft Technologies' and 'ROLES.CREATE'. It contains a 'CREATE ROLE' form with fields for 'Name' (with a sub-label 'Name of Role'), 'Display Name' (with a sub-label 'Display Name'), and 'Description' (with a sub-label 'Role description'). Below the form is a 'Create Roles' button. Underneath is a 'Manage Roles' section with a table of existing roles.

NAME	DISPLAY NAME	COMPANY	DESCRIPTION	ACTIONS
software developer	Software Developer	Microsoft Technologies		Role

At the bottom of the sidebar, the 'Assign Menus' option is also visible. The footer includes copyright information and a note about Windows activation.

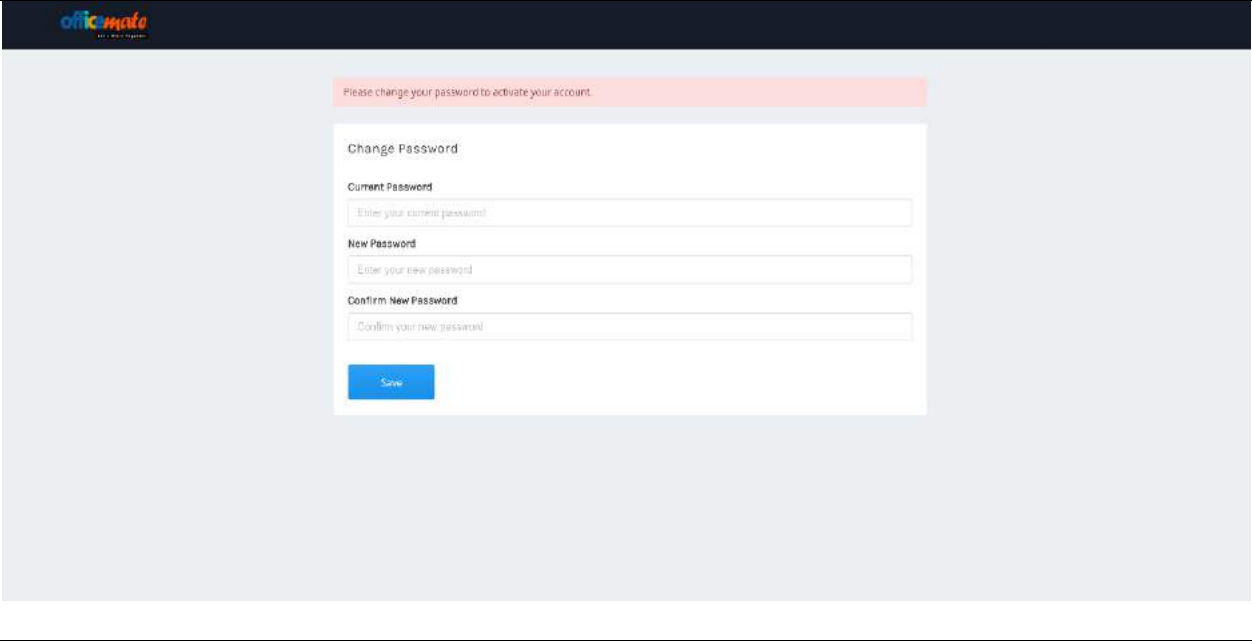
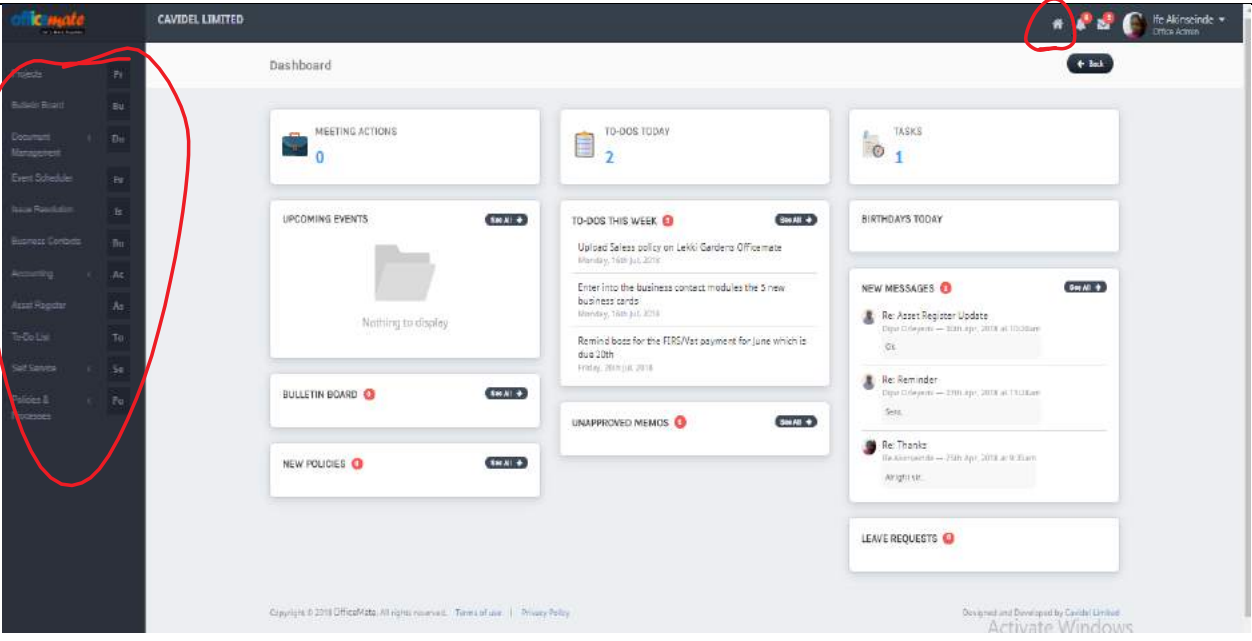
- 3 **Approve Bio-data Edits:** This shows all the changes, correctons or updates on staff biodata that was done and is awaiting approval. Only the admin is permitted to approve bio-data updates.

The screenshot shows the 'Lekki Gardens' interface. The sidebar menu on the left has 'Admin' highlighted. The main content area is titled 'Lekki Gardens' and 'Admin'. It displays a 'PENDING BIO-DATA EDITS' section with a table. The table has columns for 'staff', 'Edited By', 'Time', and 'Actions'. Below the table, it states 'No data available in table' and 'Showing 0 out of 0 results'.

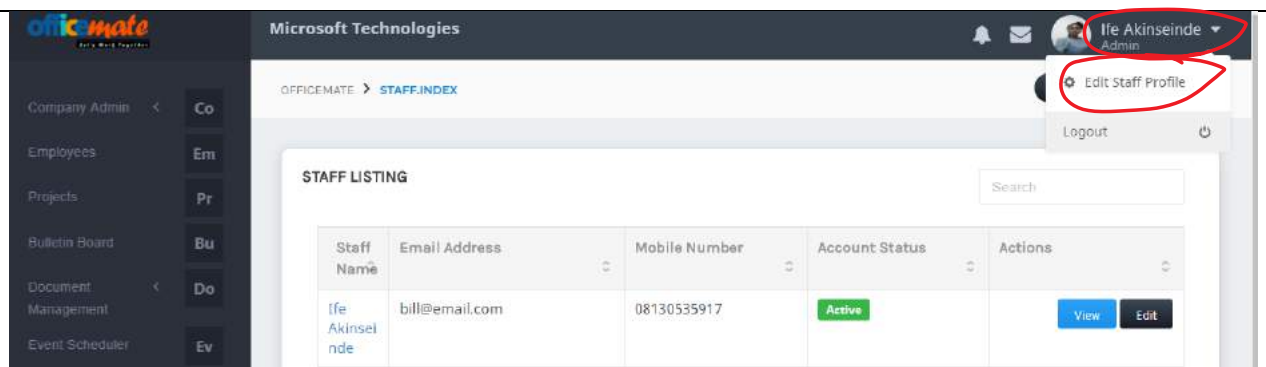
staff	Edited By	Time	Actions
No data available in table			

The footer includes copyright information and a note about Windows activation.

Assign Menus: This is where the admin defines the permissions for menus (modules). Only roles that have been assigned to a menu, can see and access that menu.

2	<p>On-clicking "Accept Invitation", you will be redirected to a new page to change password. Note: Current password is " the password in the confirmation email sent to you" You are to enter a new password.</p>
	
3	<p>Dashboard - Employee Display Page Employees have access to limited modules- Projects, Bulletin Board, Document Management, Event Scheduler, Issue Resolution, Business Contacts, Accounting and To-do-List</p>
	
4	<p>Staff Profile:</p>

Employees are expected to Login >> go to the top right navigation bar >>Click the down arrow beside the name as shown in the picture below>> Click "Edit Staff Profile"



5 Bio-Data Page: Employees are to fill in their details in this page and submit it for approval.

EDIT BIO DATA - IFE AKINSEINDE

Upload Profile Picture

First Name: Ife Middle Name: Akinseinde Last Name: Akinseinde
 Personal Email: mary.kwara@gmail.com Date Of Birth: 10/01/2000 Home Phone Number:
 Mobile Phone: 08111100701 Work Phone Number: Religion: Christianity
 Marital Status: Single No Of Children: 0 Office Location: Select Location
 State: Ogun State Country: Nigeria
 Address: Plot 5, Block 3, Estate 11, Redemption Camp, Mowe Address2:

HMO DETAILS

Health Maintenance Organization (HMO): Select your HMO Health Maintenance Organization Plan: Select your HMO Plan HMO Number:

NEXT OF KIN & BENEFICIARY DETAILS

Next Of Kin: Next Of Kin Phone Number: Next Of Kin Email:
 Next Of Kin Address:
 Beneficiary Name: Beneficiary Phone Number: Beneficiary Email Address:
 Beneficiary Address:

BANK DETAILS

Choose Bank: Select a Bank Bank Account Number:

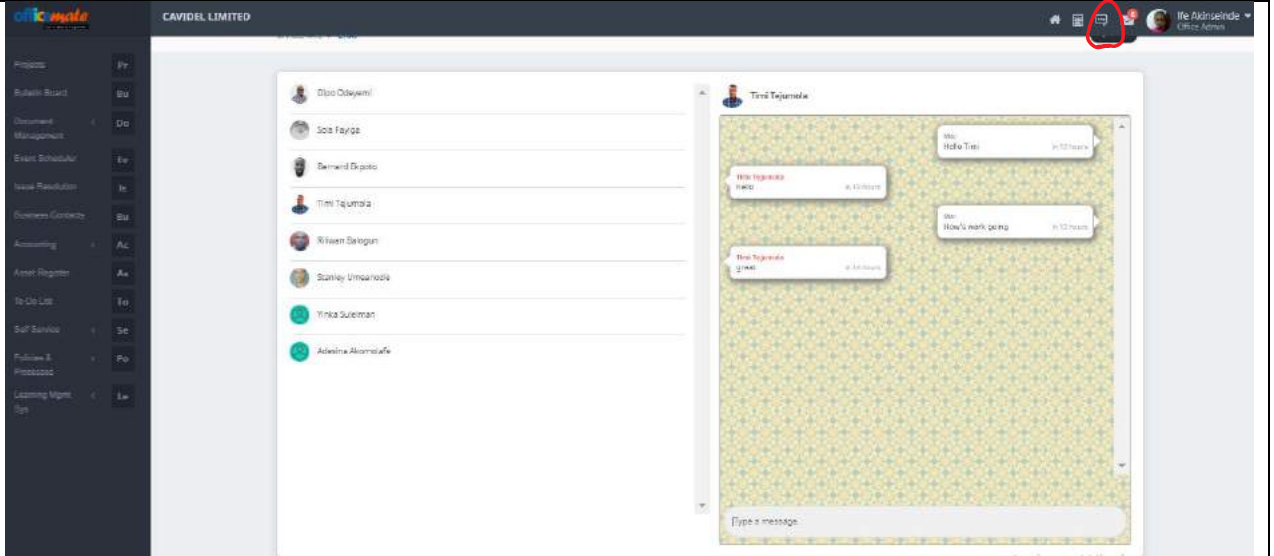
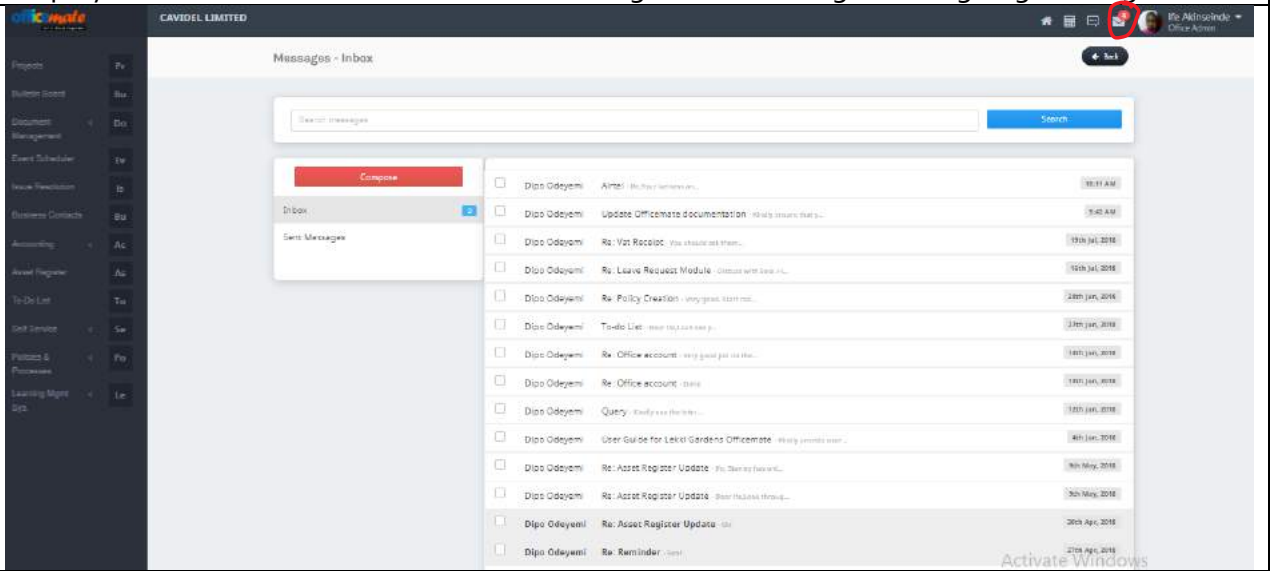
PAYROLL DETAILS

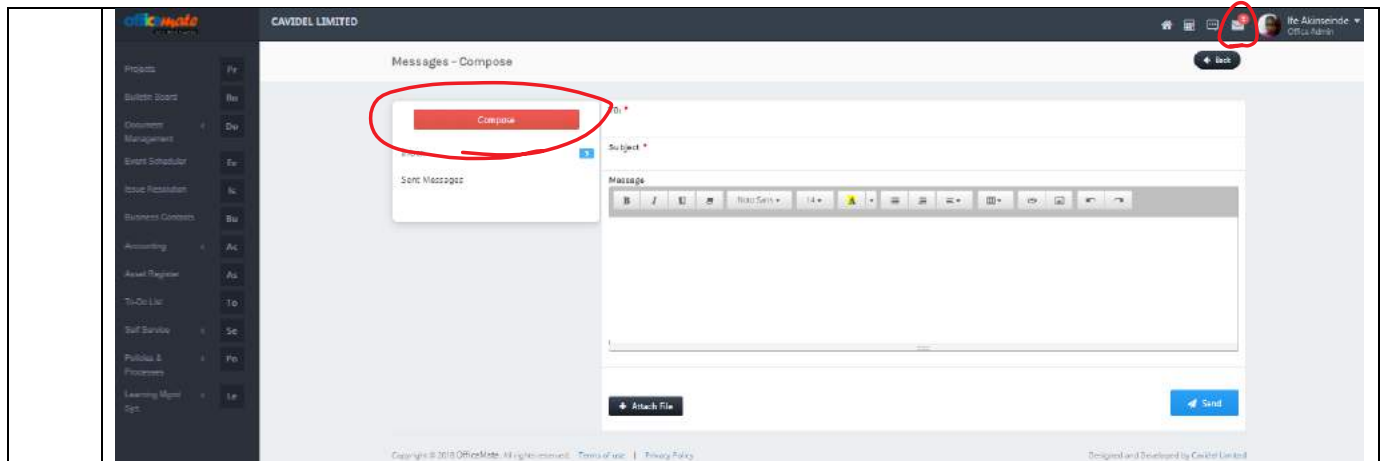
Payroll Group: Select a payroll group

Copyright © 2018 OfficeMate. All rights reserved. Terms of use | Privacy Policy

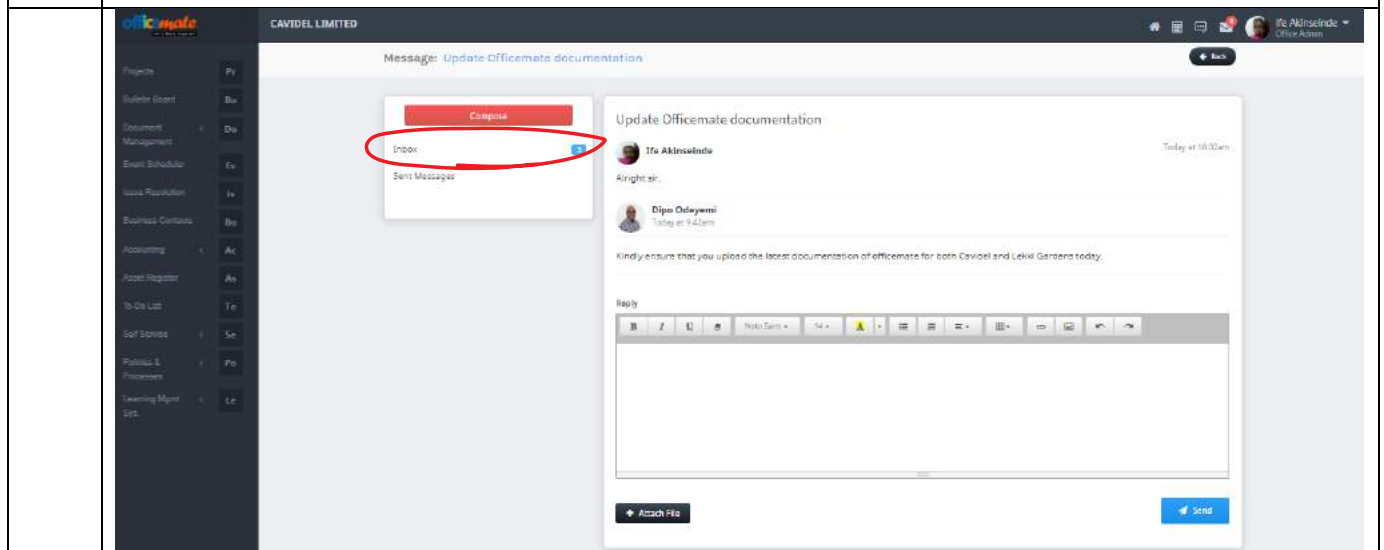
Activate Windows
 Go to Settings to activate Windows
 Designed and Developed by Cavidel Limited

4. Top Right Navigation Bar

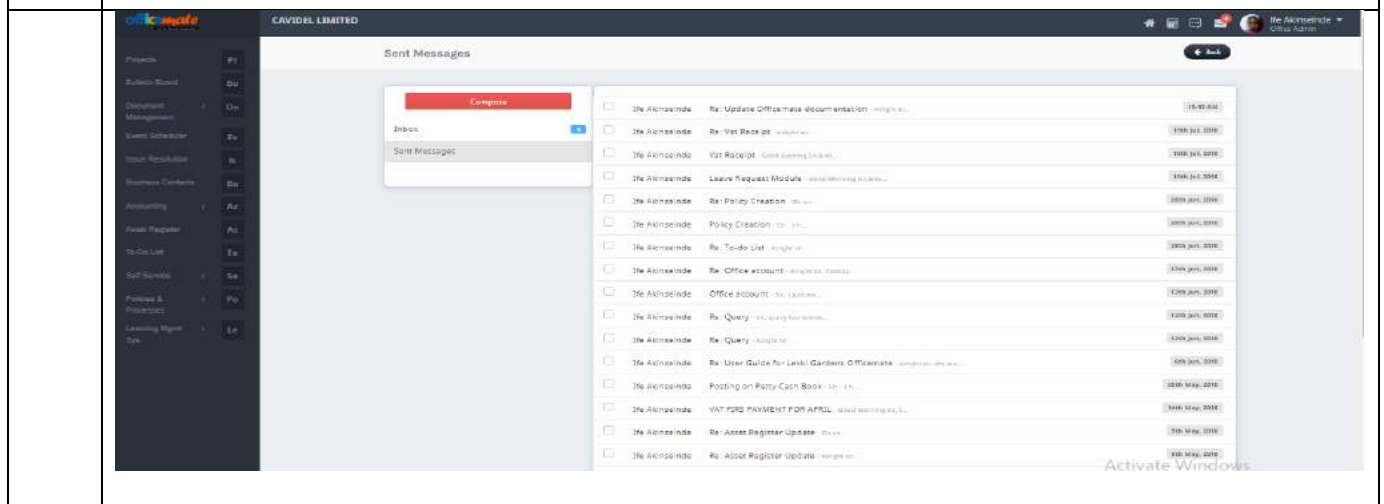
Step	Procedure
1	<p>Notification: Shows various notification from the different modules in the system Notifications can also be seen from staff emails Go to: Top right navigation bar>>Click on the icon 'chat', view staff to begin a chat and read all chats.</p>
	
2	<p>Message: A section for sending new messages and reading received messages. Employees can view their inbox and sent messages for incoming and outgoing messages</p>
	
3	<p>Compose: Employees can write and send messages across to colleagues. Click on "Compose" to write message.</p>



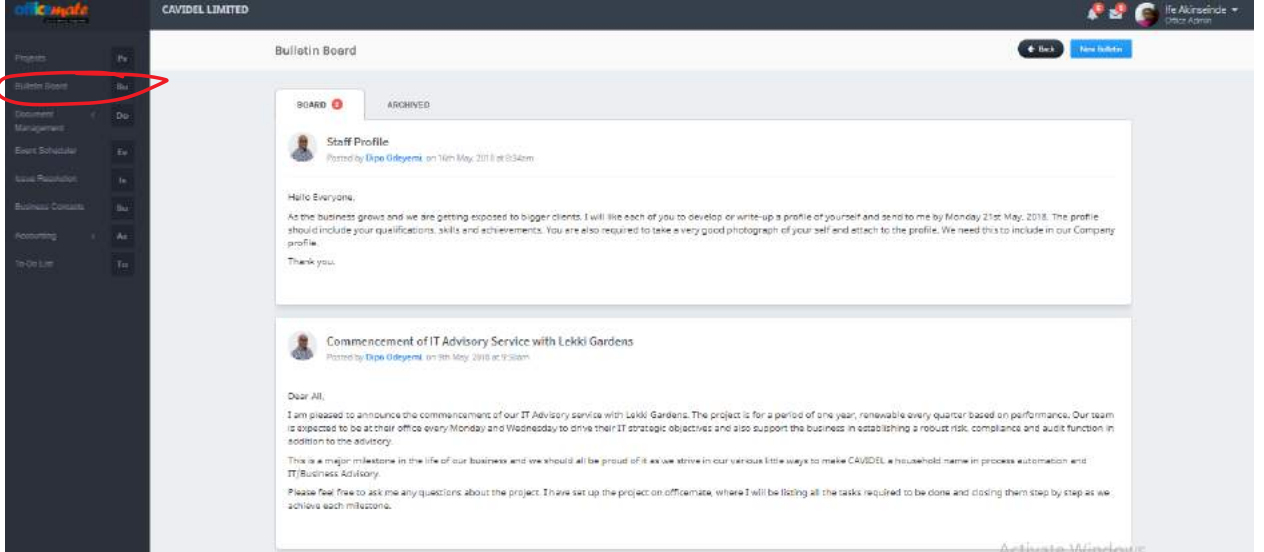
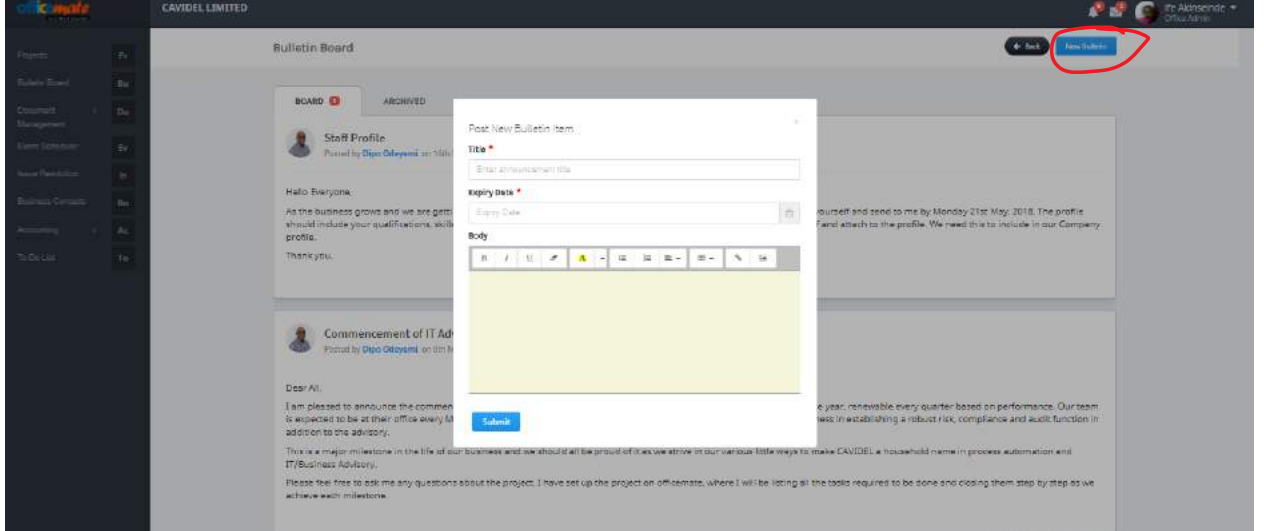
- 3 **Message Inbox:** To view and read a message. You can also respond to a message. Click on 'inbox'.



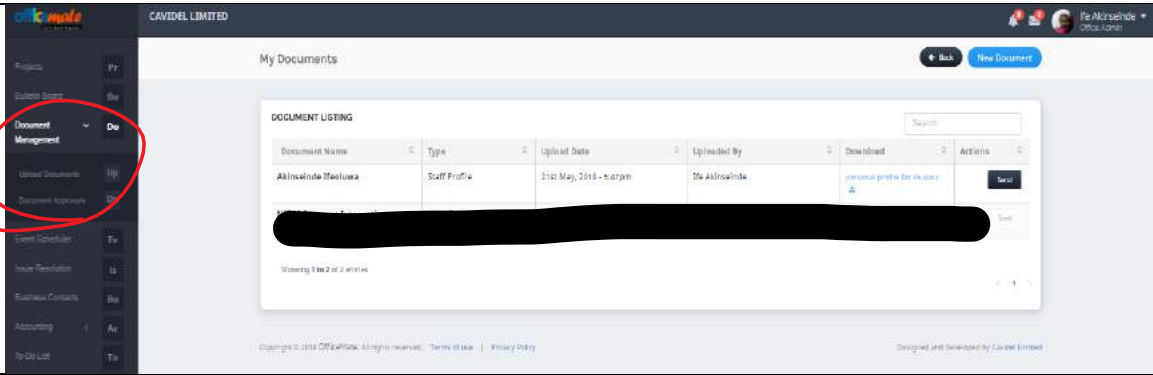
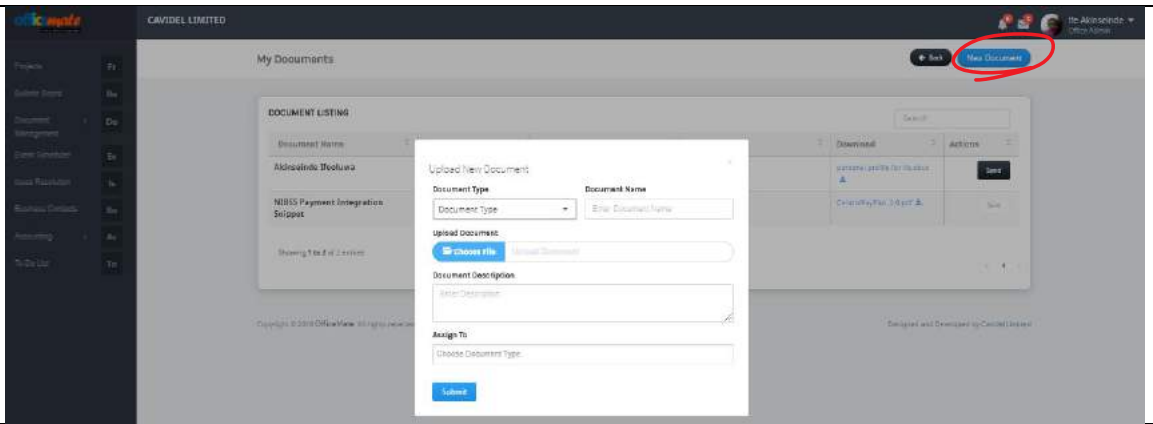
- 4 **Sent Messages:** Users can view outbox messages. Click on 'Sent Messages'.

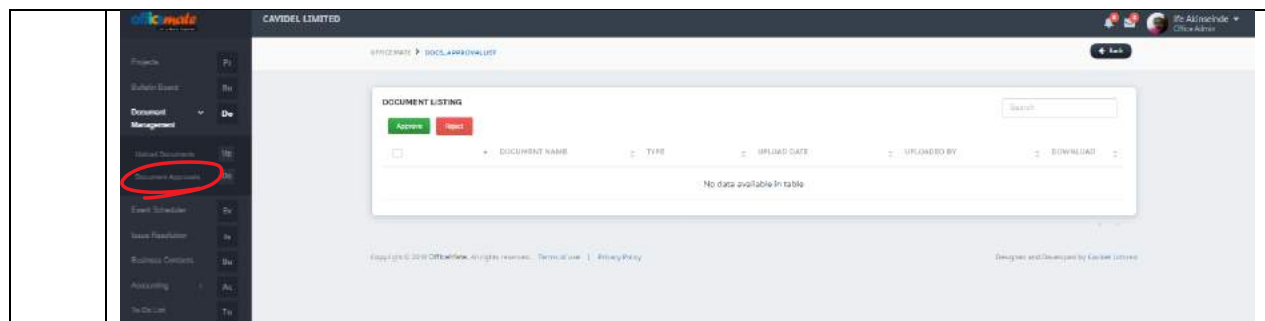


5. Module: Bulletin Board

Step	Procedure
1	<p>Bulletin Board: This serves as a visual way to communicate with employees through posting of informative announcement.</p> <p>Employee can see a list of all the announcement on the bulletin board</p> <p>Go to: Side menu>>Click on Bulletin Board to view announcements on the board.</p>
	
2	<p>New Bulletin: Admin can post company announcement on the bulletin board</p> <p>Click on New Bulletin>> Complete the Post New Bulletin form with the information you want to be seen on the bulletin board >>Click on the Submit button to post message.</p>
	

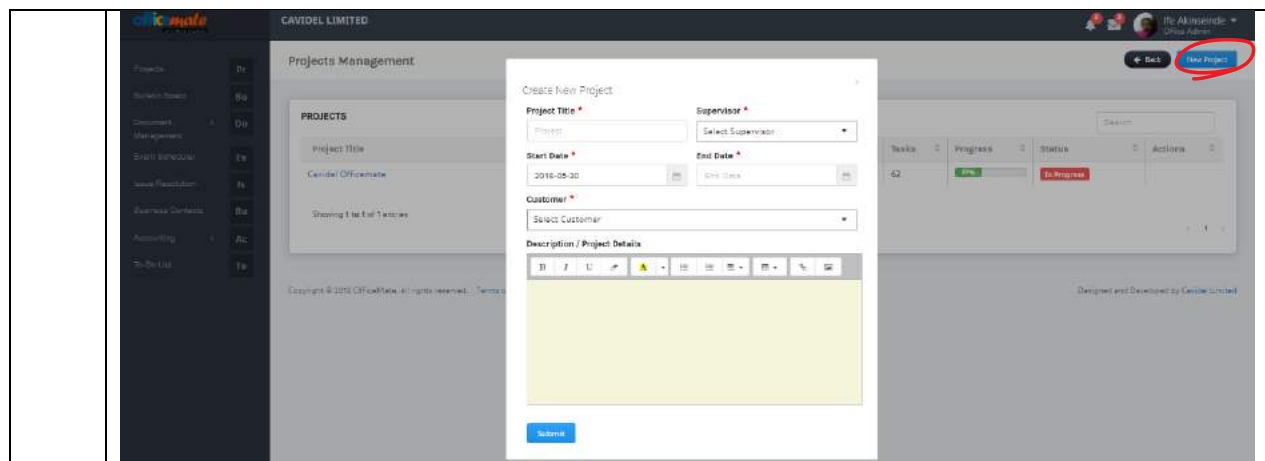
6. Module: Document Management

Step	Procedure
1	<p>This is a document management tool that stores, manages and tracks its electronic documents and electronic images of paper based information captured through the use of a document scanner.</p> <p>Go to: Document Management>>Upload Documents</p> <p>You can see listing of all the documents that have been uploaded on the system. It keeps a record of the various versions created and modified by different users (history tracking).</p>
	
2	<p>New Document: Anybody can upload a document but they would have to be approved by a supervisor. Click on New Document to upload any document and assign to the person you want to view the document. Documents cannot be view unless they have been approved.</p>
	
3	<p>Document Approvals: Employee can see all documents sent to them that is awaiting approval. They can choose to accept or reject approval. E.g. Leave letter, Resignation Letter, Request etc.</p> <p>Go to: Document Management>>Document Approval</p>



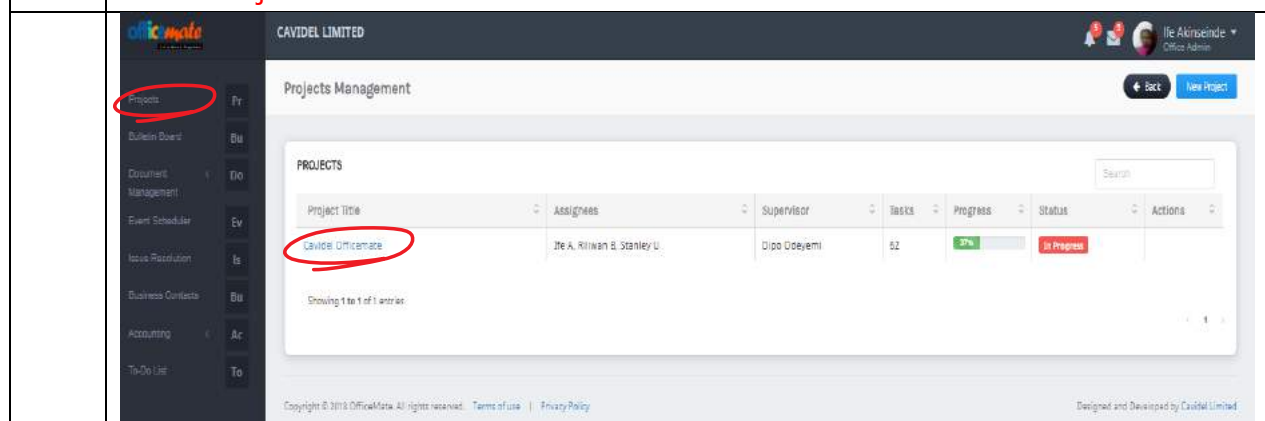
7. Module: Projects – Project Management

Step	Procedure
1	<p>This is a project management tool that is used to boost collaboration among team members and makes it easy to manage unlimited projects and customers without additional budgets.</p> <p>Admin View: By default the admin can see the listing of all the projects that employees are engaged in.</p> <p>Go to: Projects>>Project Management</p>
2	<p>New Project: This for creation of new projects, tasks and steps, which are assigned to relevant employees.</p> <p>Employees can create new projects and assign to themselves and other people.</p> <p>Go to: Project>>Click on New Project</p> <p>Enter the project details</p>



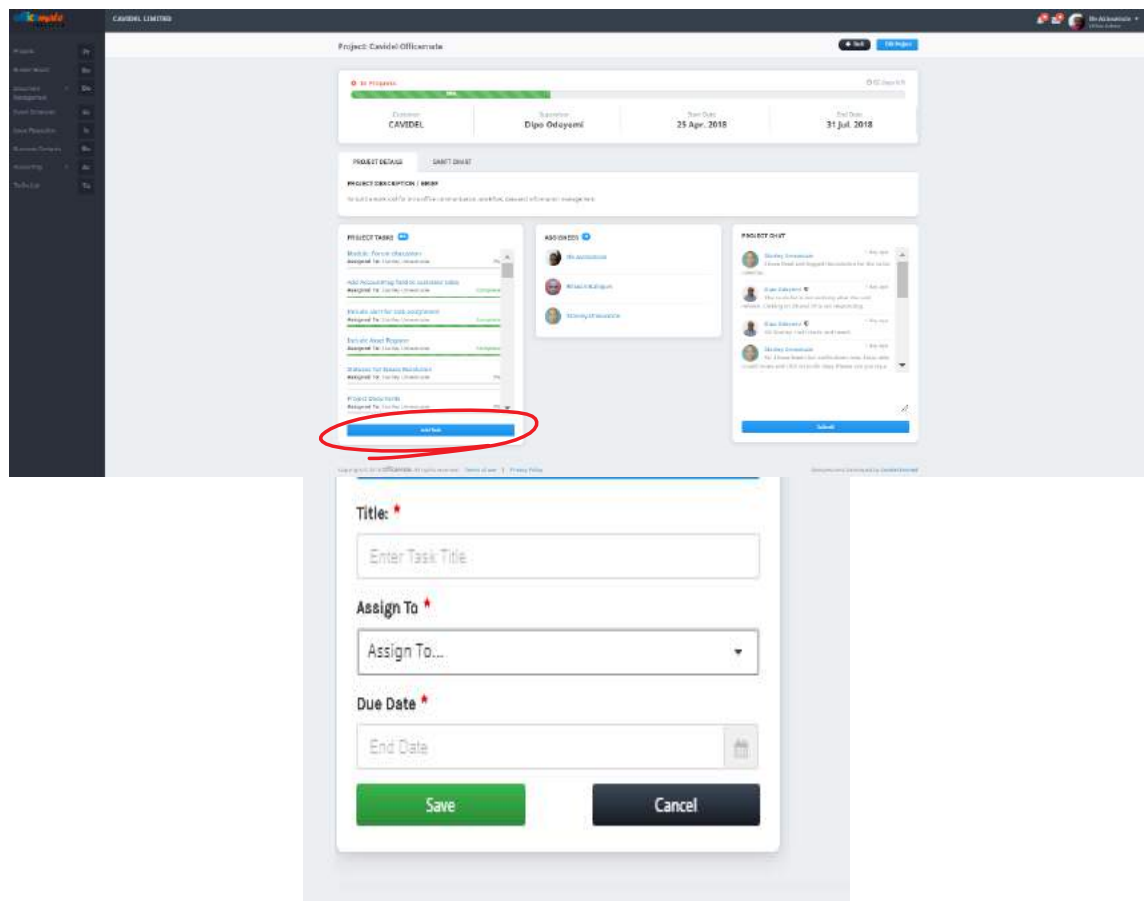
- 3 **Employee View:** Employees can see the listing of all projects that have been assigned to them and the corresponding progress level.

Go to: Projects



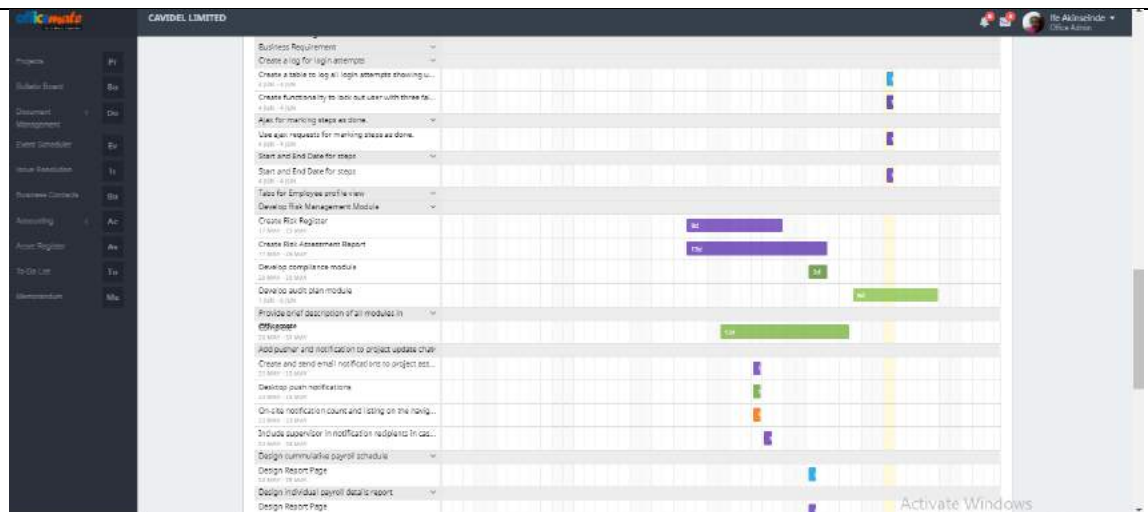
- 4 **Project View:** Click on the project title to view more details about the project description and the project task assigned.
- You can see all projects tasks including current and past tasks carried out.
- You can see all project chats view previous and current chats among team mates.

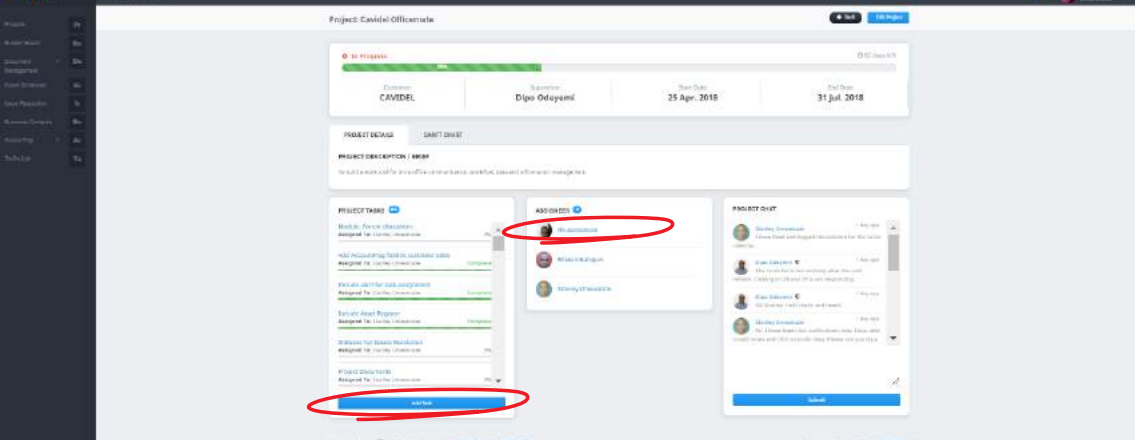
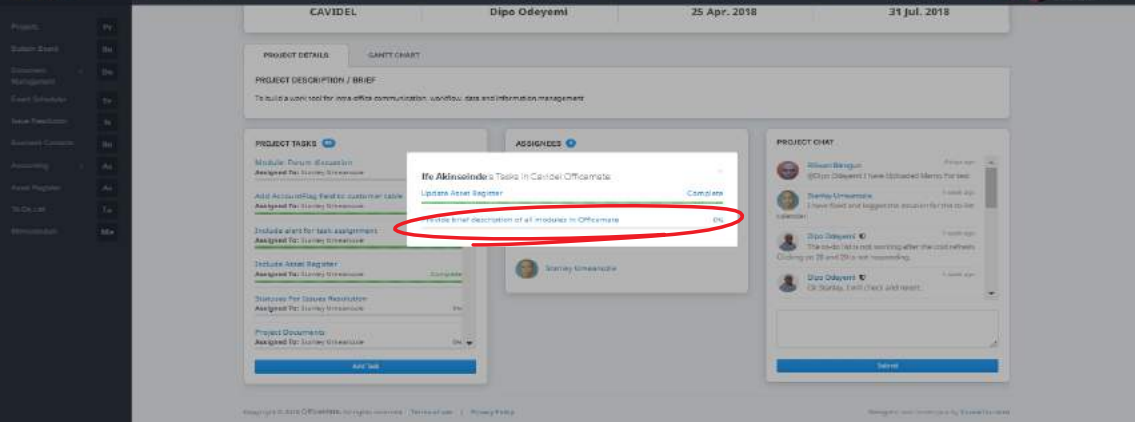
To add task: Click on "Add Task" and fill the add task form.

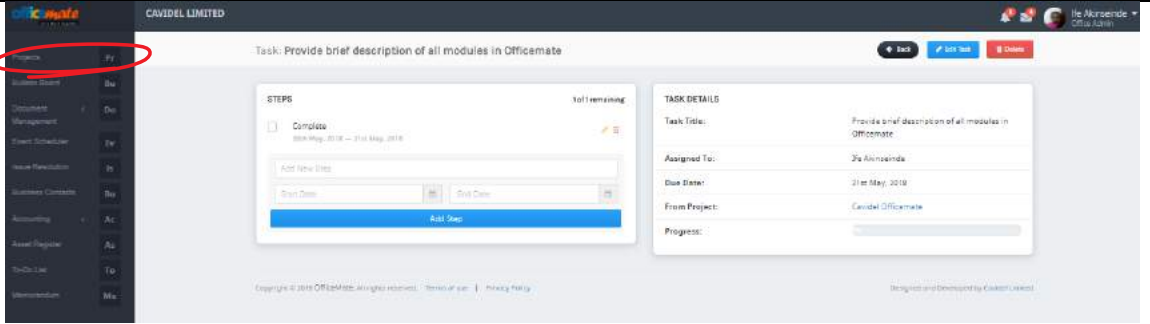
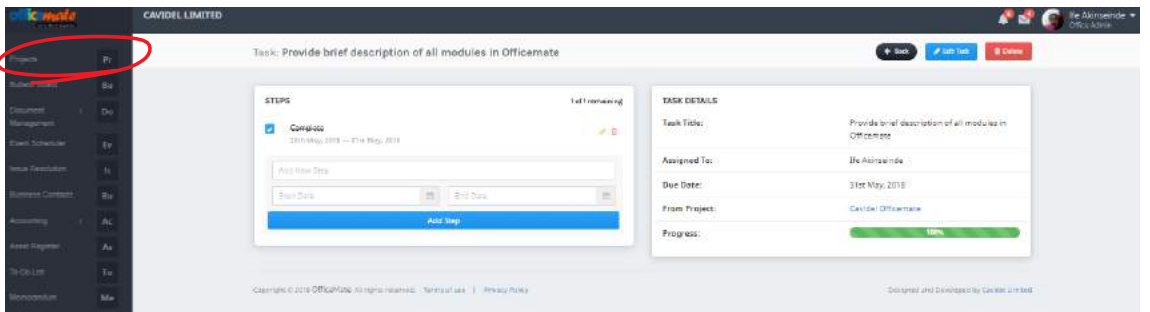
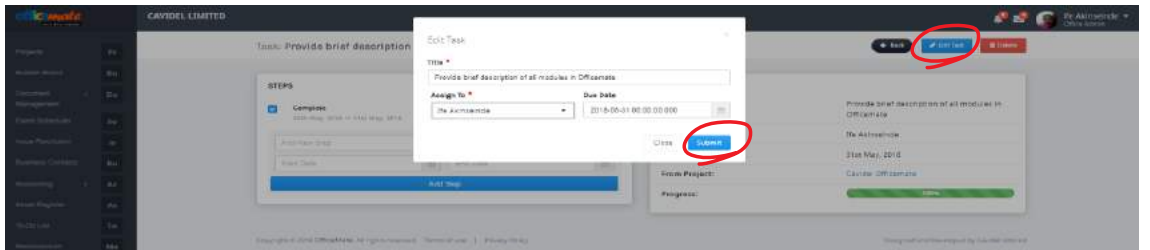


5

Gantt Chart: This is a visual view of tasks scheduled over time in a project. They are used for planning projects of all sizes and they are a useful way of showing what work is scheduled to be done on a specific day. They also help you view the start and end dates of a project in one simple view.

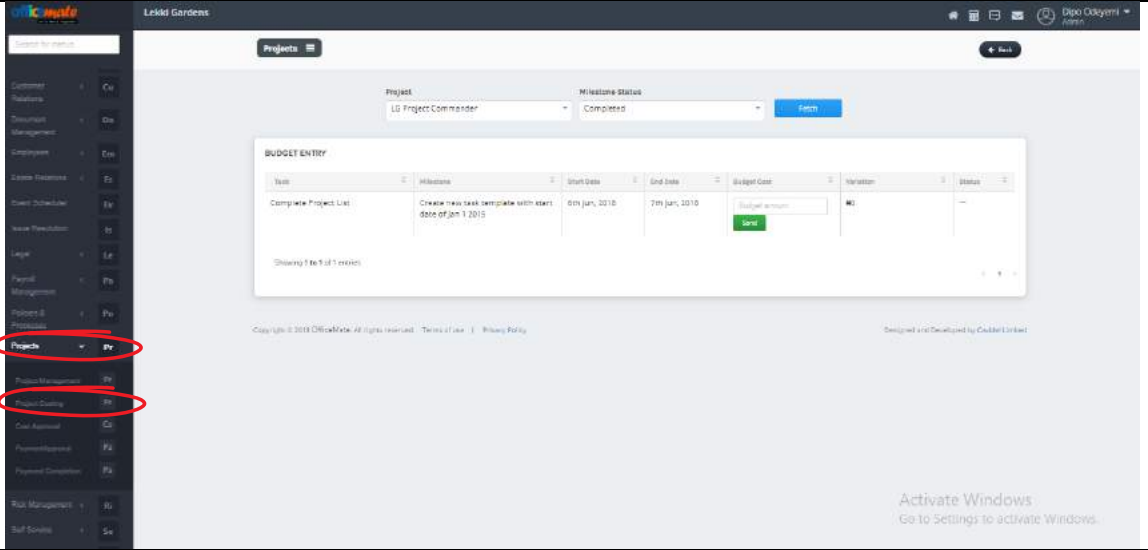


6	<p>Viewing Project Task Assigned to you:</p> <p>Go to: Assignees>>Click on your name to view the project task assigned to you.</p>
	
7	<p>Task View: This shows the various tasks assigned to you under the project title "Cavidel Officemate". Also, you can see the different progress levels for all tasks.</p> <p>Note: 0% indicates that the task hasn't been started and is not complete</p> <p>To complete task, click on the task that is not indicating "complete"</p>
	
8	<p>Completing a task assigned to you: Add task steps</p> <p>Enter the necessary steps needed to complete the task and assign the start and end dates of the steps.</p> <p>Below you can see that a step "complete" has been added but the box hasn't been checked.</p> <p>Once you have completed the step you have to mark the check box.</p>

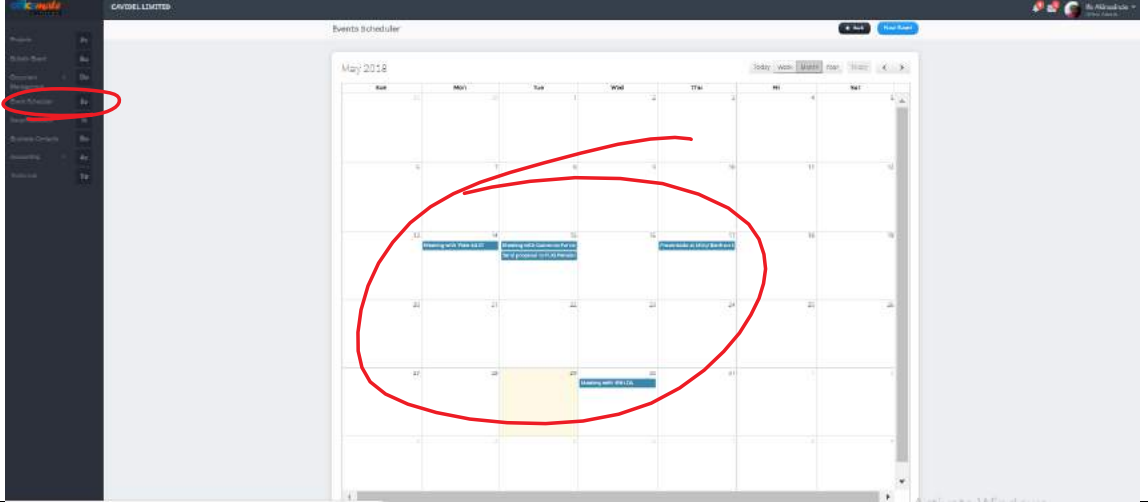
	
	
6	To edit task: Click on the “edit” to modify task details.
	

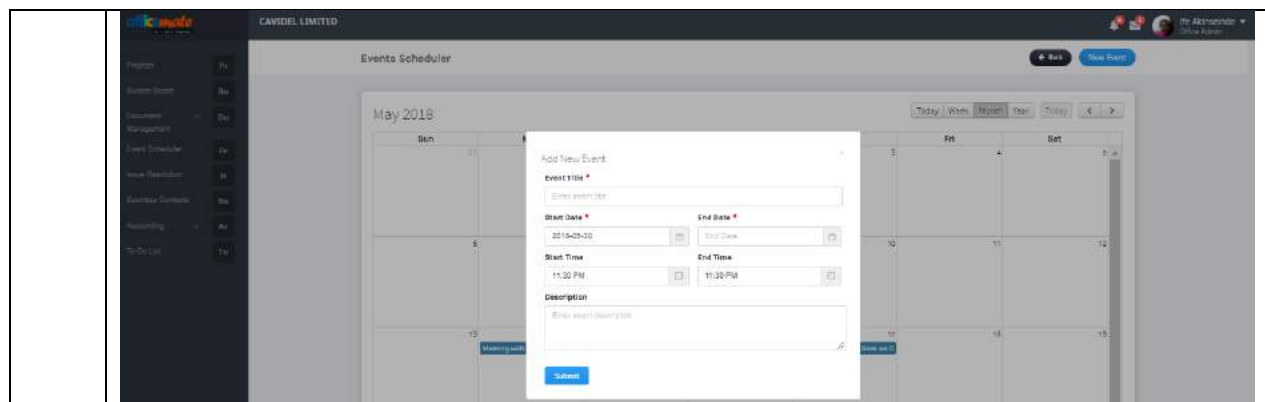
7.1. Module: Projects –Project Costing

Step	Procedure
1	<p>This is where company events such as meetings, appointments, workshops, conferences and so on are set up to inform all staff about the occurrence of those special events.</p> <p>Go to: >>Projects>>Project Costing</p>

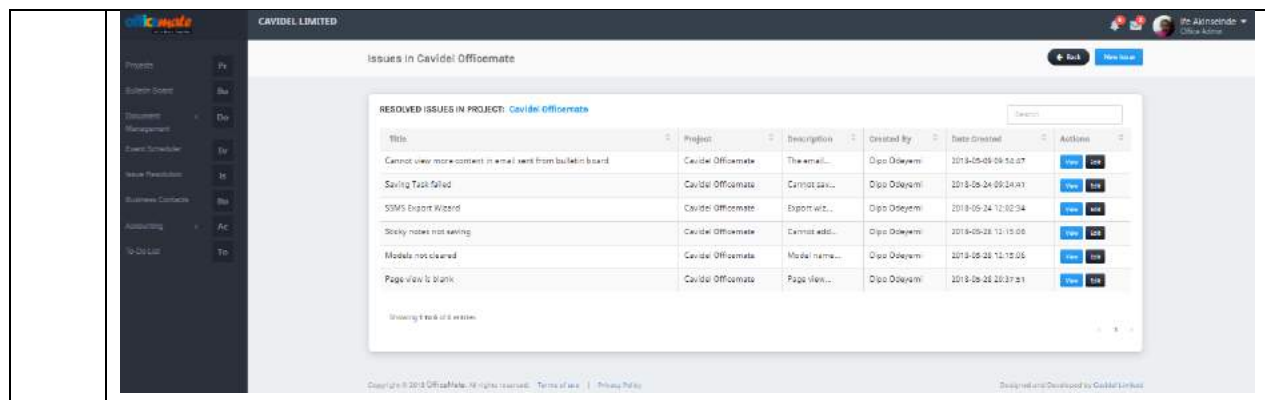
8. Module: Event Scheduler

Step	Procedure
1	<p>This is where company events such as meetings, appointments, workshops, conferences and so on are set up to inform all staff about the occurrence of those special events.</p> <p>Go to: Event Scheduler>></p>
	
2	<p>New Event: Admin and employees can add events, tasks and actions to take place in the future.</p> <p>Go to: Event Scheduler>>Click on New Event</p>



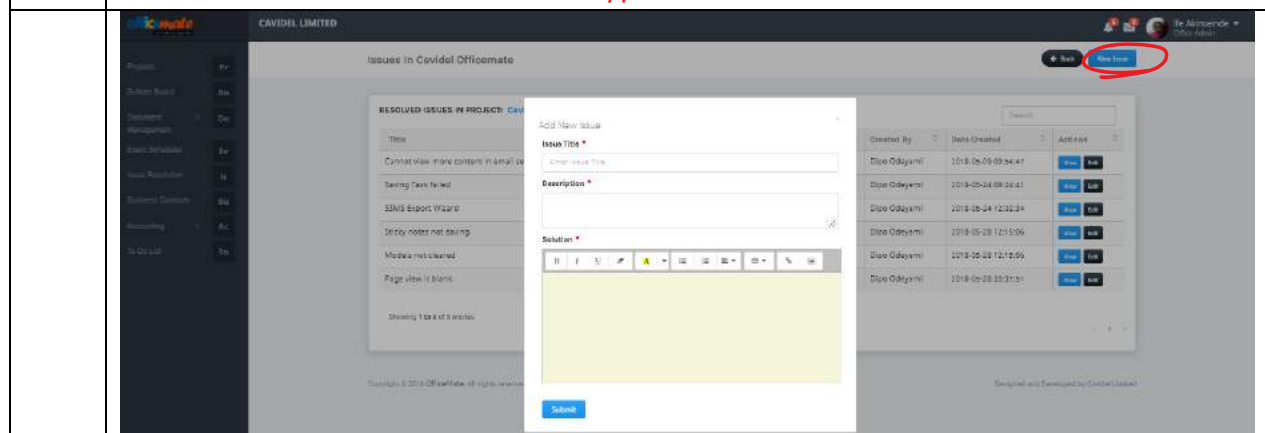
9. Module: Issue Resolution

Step	Procedure
1	<p>Issue Resolution: This is a project issue management tool that is used for identifying, reporting and communicating what is happening in a project. Also, it is used for capturing issues resolution and serves as a knowledge base for the institution.</p> <p>Go to: Issue Resolution</p> <p>It displays the listing of all the company projects and their documented issues and solutions.</p>
2	<p>Issues View: It displays the issues that have been logged for a particular project and gives option to edit to make changes if needed.</p> <p>Go to: Issue Resolution>> Click on the project title>>Issues View>>Edit</p>



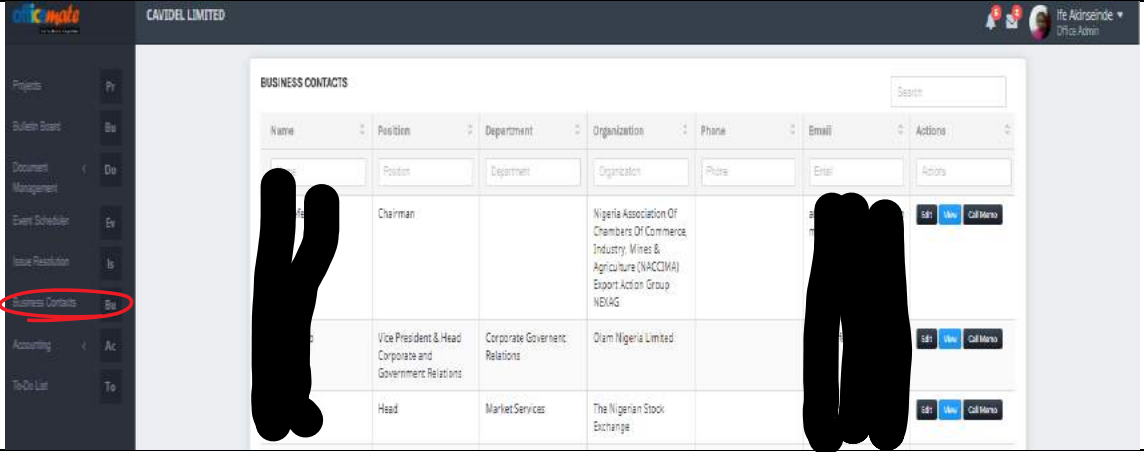
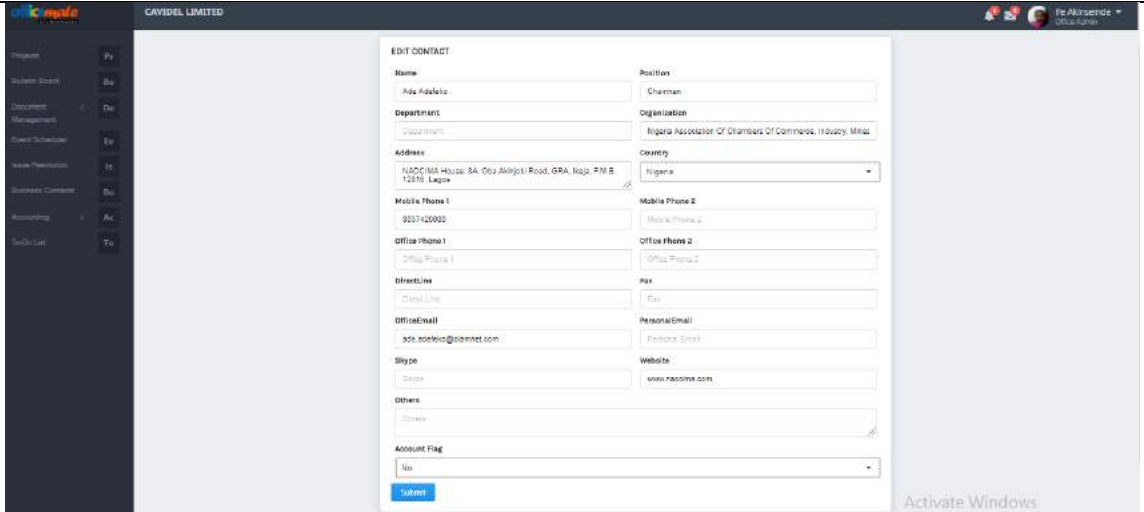
3 Documenting Issues (Issue Log):

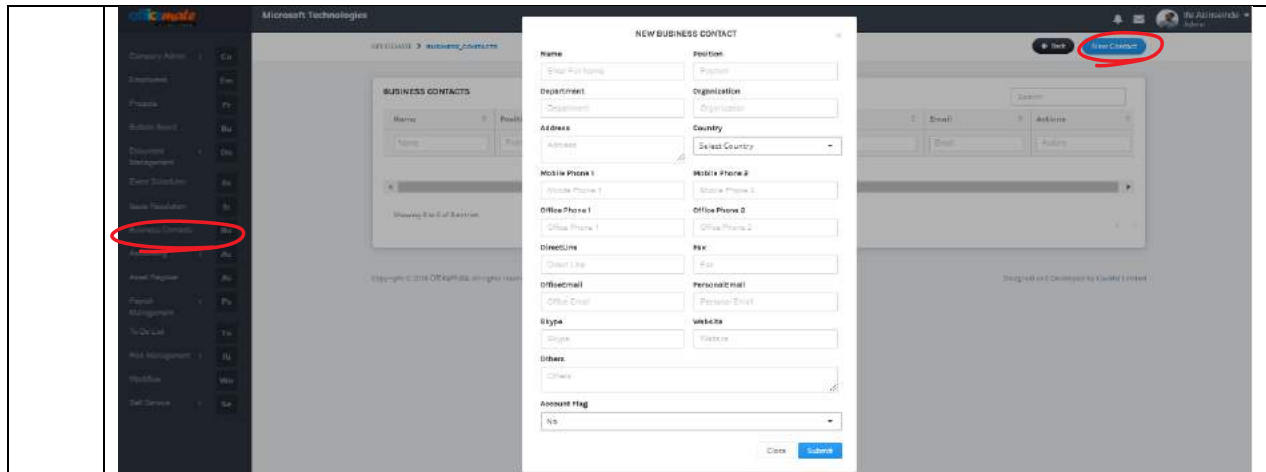
Go to: Issue Resolution>>Click on the project you want to document the issue. Then click on the button "New Issue" and type the issue information.



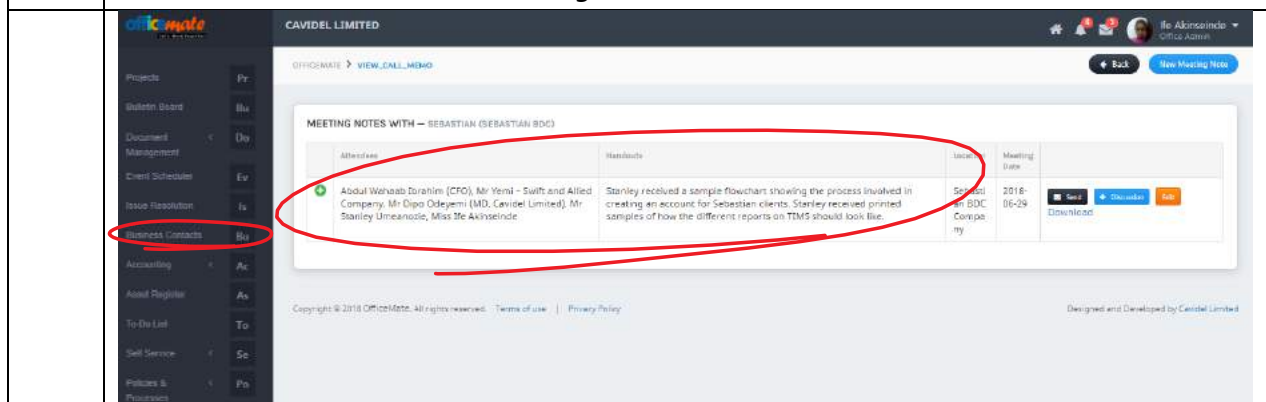
10. Module: Business Contacts

Step	Procedure
1	<p>Business Contacts: This is a business contact manager tool that is used to organize and store information about the people you do business with. It displays the listing of all current and potential clients.</p> <p>Note: Restrictions apply here. Only assigned staff are given access to view available contact list.</p> <p>Go to: Business Contacts</p>

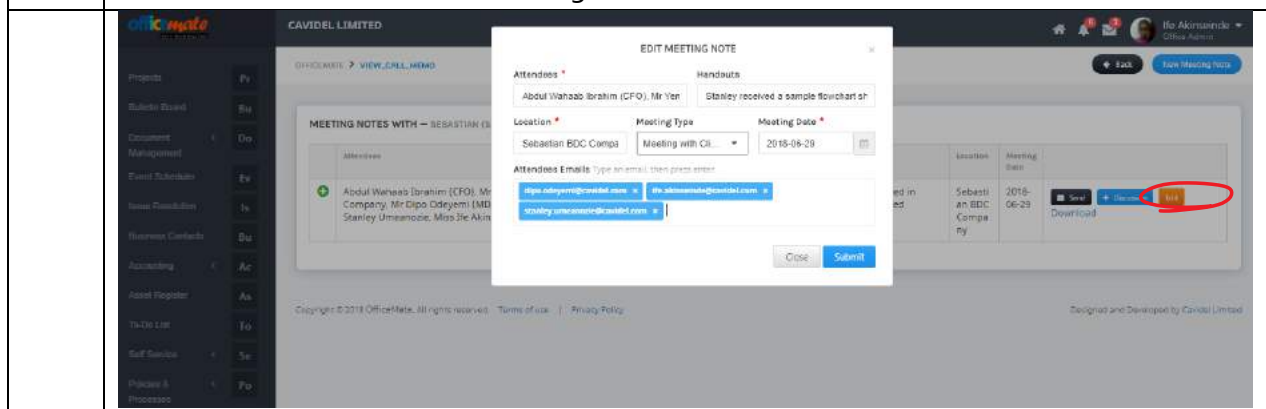
	
2	<p>Edit and View: It enables you to view and modify or change the contact information inputted</p> <p>Note: Restrictions apply here. Only assigned staff are given access to edit available contact list.</p> <p>To Edit: Go to: Business Contact>> Click on Edit>>Change the information you want and click submit.</p> <p>To View: Go to: Business Contact>>Click on View</p>
3	
3	<p>New Business Contact:</p> <p>Note: There are no restrictions to adding a contact.</p> <p>Go to: Click on New Contact and enter the contact information.</p>



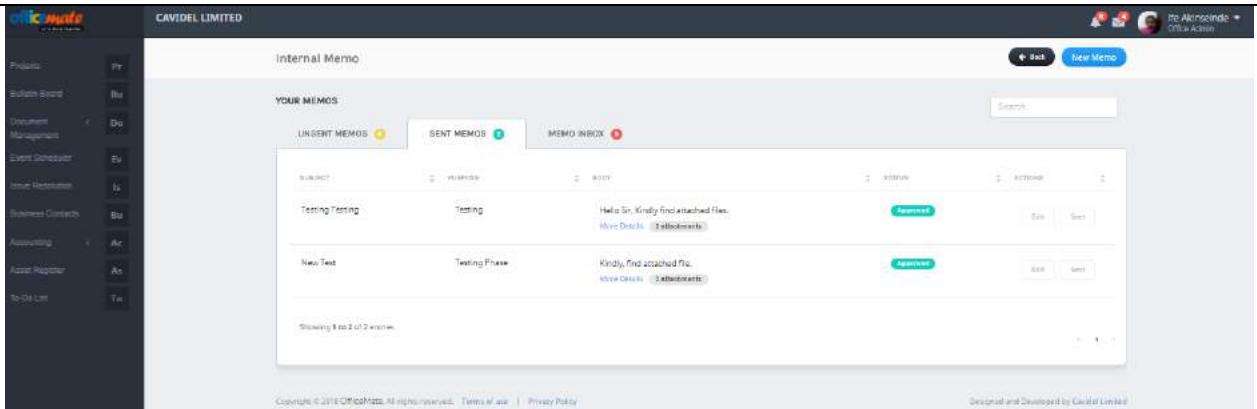
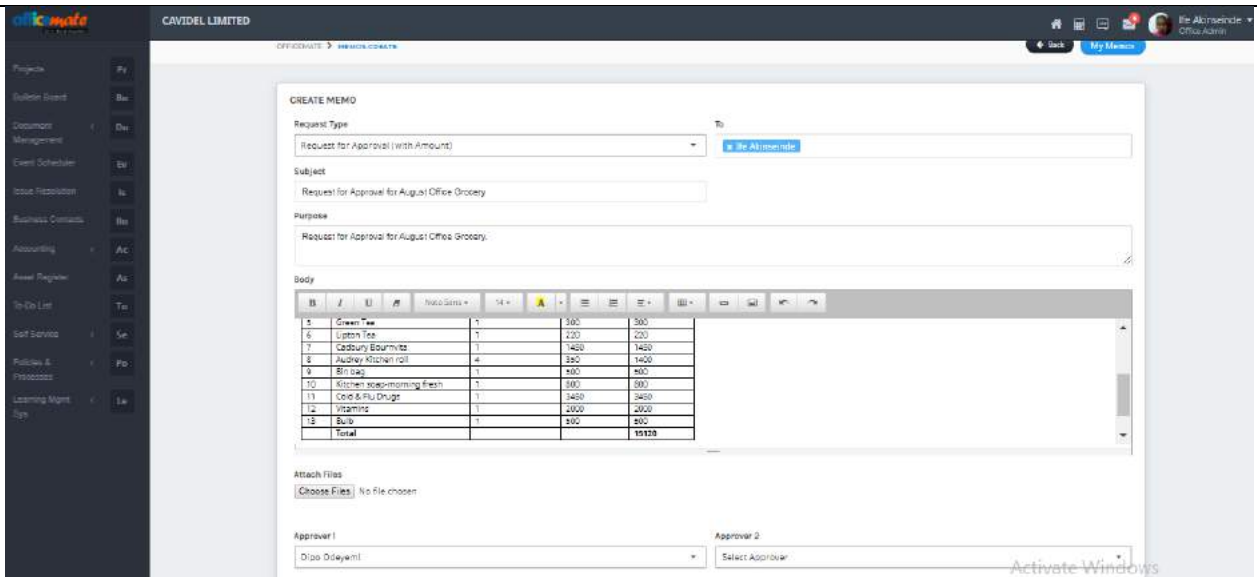
- 4 **Meeting Note:** It is for recording conversations in meetings held via telephone, face to face, video conference, chat rooms etc. It captures discussions and action points from the meeting and provides users with the ability to give feedback and current status of action points. It also provides the opportunity to send emails to all attendees. Employees can view and create meeting note to be sent to business contact available in a meeting.
Go to: Business Contacts>>Meeting notes



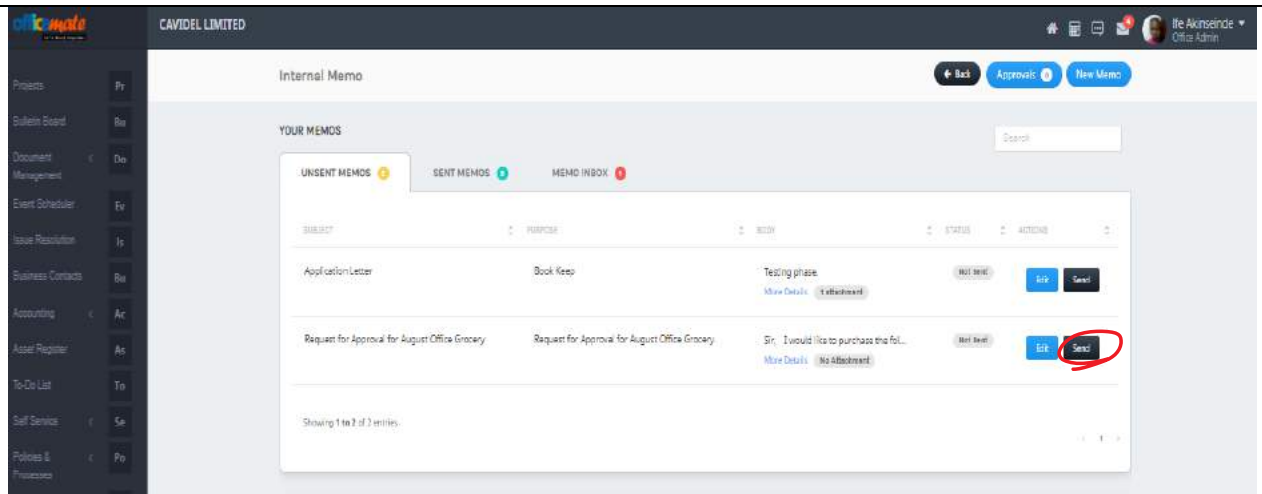
- 5 **Edit Business Note:**
Go to: Business contacts>>Meeting notes>>Edit



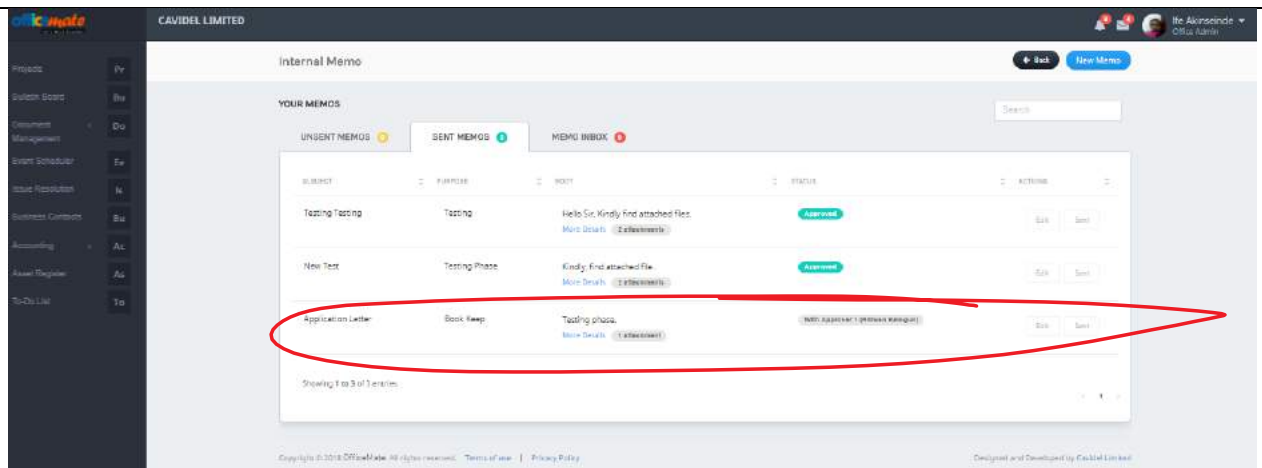
11. Module: Self Service – Internal Memo

Step	Procedure
1	<p>Internal Memo: A note written to one's supervisor requesting for approvals. It is used for internal communication in the company.</p> <p>Go to: Self Service>>Memos</p>
	
2	<p>New memo: Creating a new memo</p> <p>Select the approval levels- supervisors or managers required to approve requests.</p> <p>Can attach multiple files if needed.</p> <p>The sender's name should be inputted in the "To" box.</p> <p>The "Approval 1" box should have the name of the recipient (e.g. supervisor) of the memo.</p> <p>Go to: Click on New memos</p>
	
3	<p>Memo view: Newly created memos</p> <p>Go to: Click on My Memos to view created memo in the "Unsent Memos".</p> <p>Current status should show "not sent"</p> <p>Untill you click "Send" from the "Unsent Memos" to completely send created memos before status can be changed.</p>

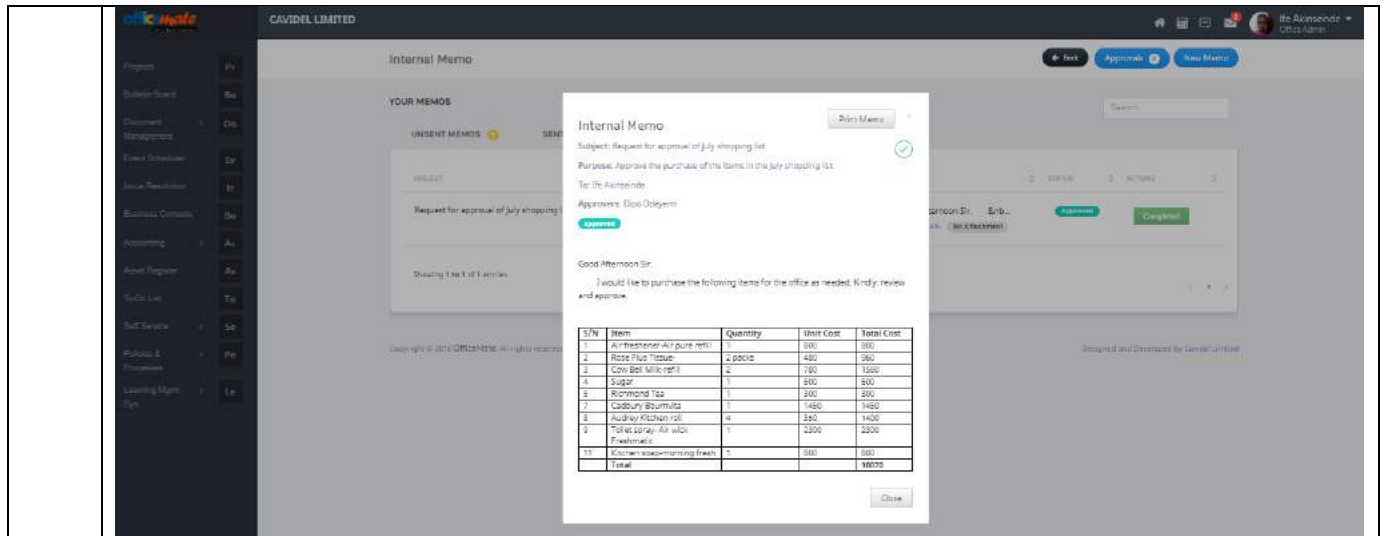
From sent memos you can see current status "with approval 1 Dipo Odeyemi"



- 4 Sent Memos: This shows all the memos that have been sent and is either awaiting approval or has been approved.
Goto: Click on the 'sent memos'

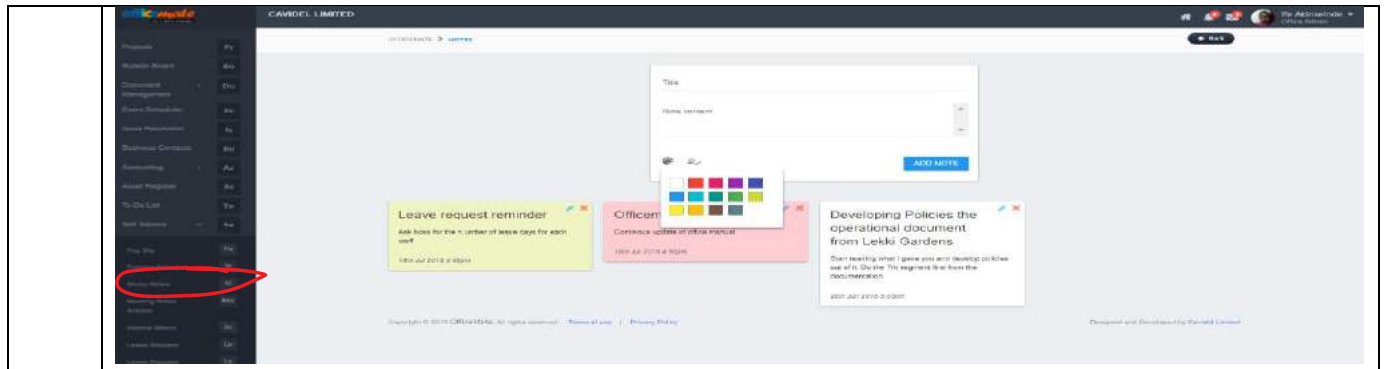


After memo has been approved.
The staff can see it indicated in a green button and after the execution of the memo the staff should click on the 'completed' button .
For more information click on the 'more details'



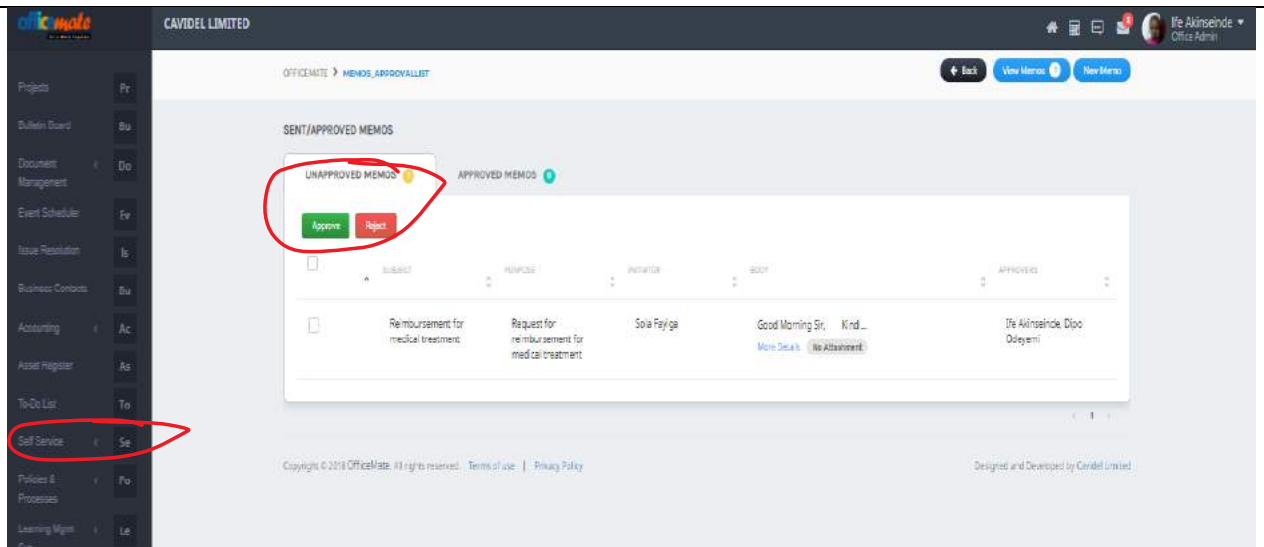
11.1. Module: Self Service – Sticky Notes

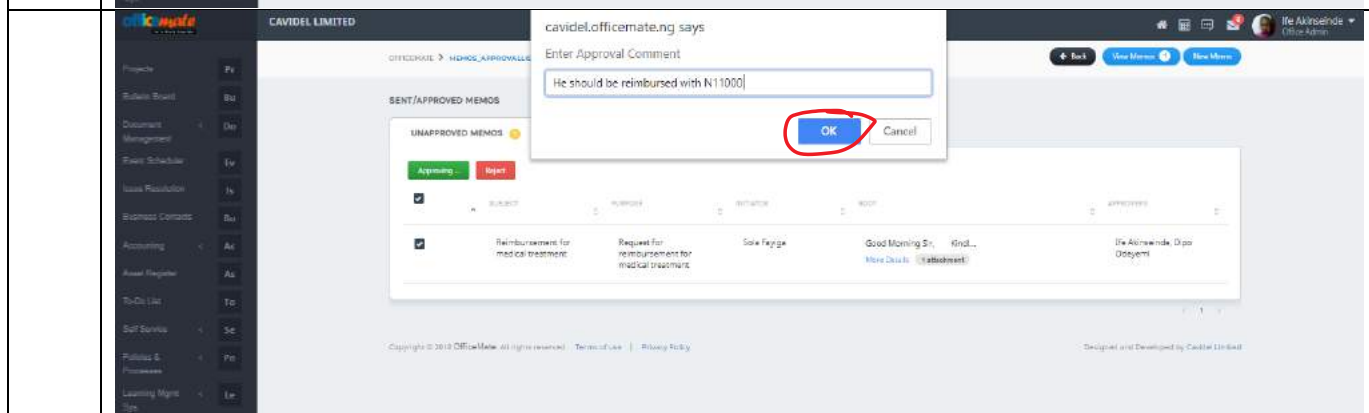
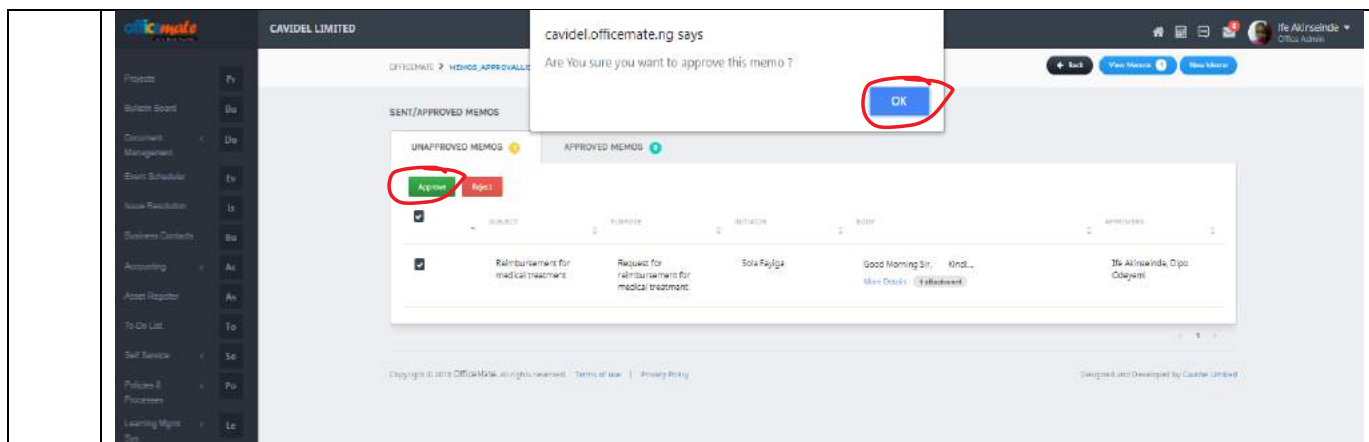
Step	Procedure
1	This module can be used to create different types of notes that remain visible on the desktop screen. It enables you to plaster the electronic equivalent of good old-fashioned Post-It notes. Go to: Self Service>>Sticky Notes
2	Add Sticky Note: Click on “Add Note”



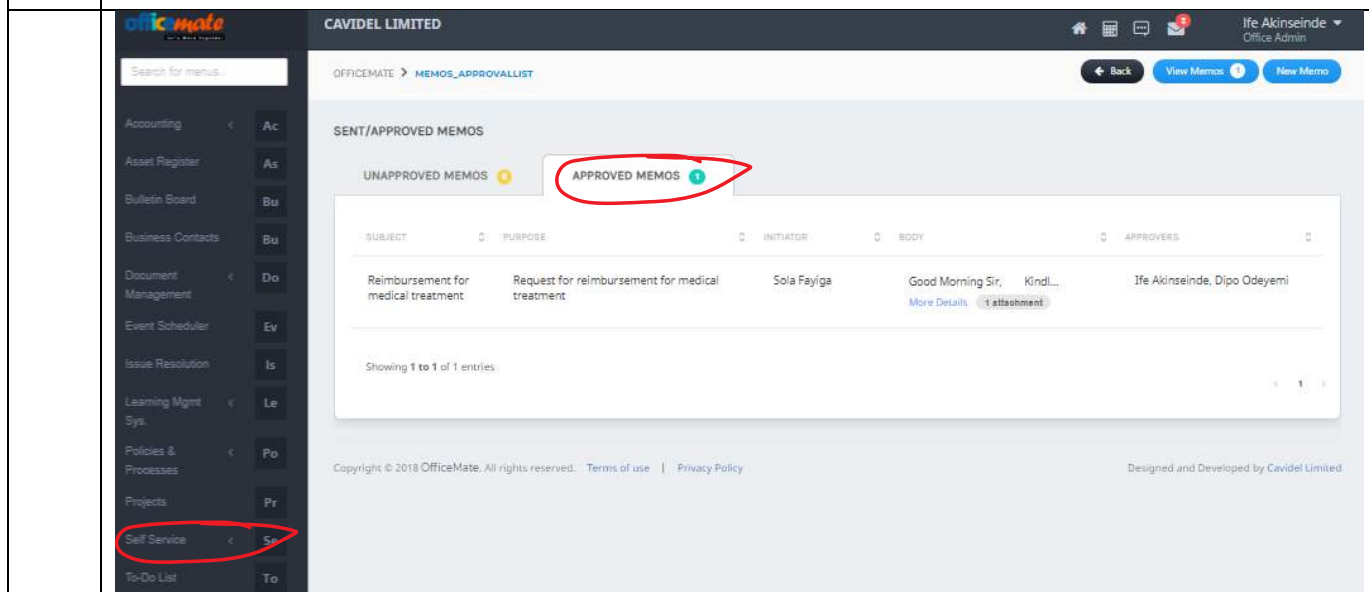
11.2. Module: Self Service – Approved Memos

Step	Procedure
1	<p>This module show the memos that have been sent to the staff for approval.</p> <p>Note: Only assigned staff with the role to approve memos will be given access to approve other memos.</p> <p>Goto: self-service>>approved memo>> click on unapproved memos</p>
2	<p>Approving Memos: To approve a memos</p> <p>Click on the 'approve' button and click on OK if you decide to continue with the approval.</p>

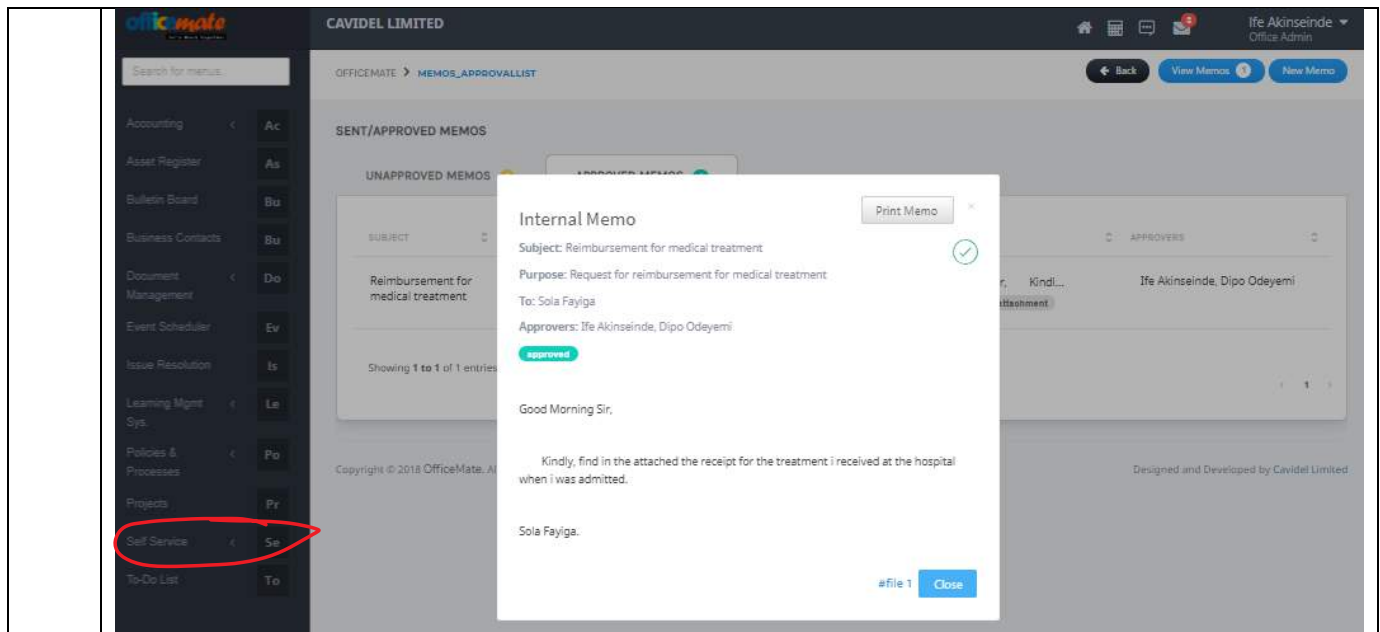




3 Viewing approved memos: Click on the 'approved memos' button

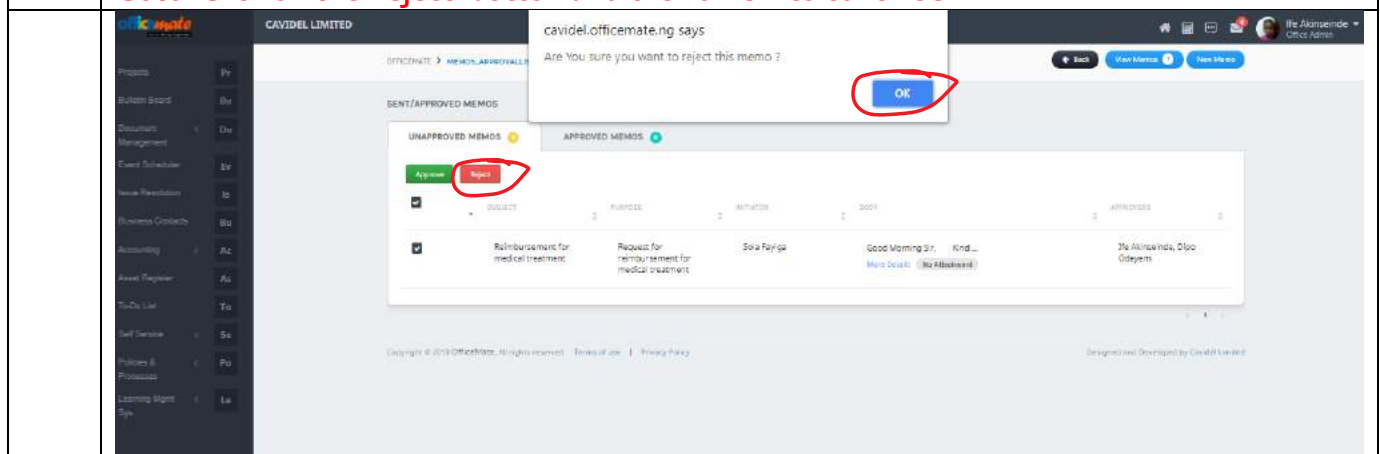


4 Click on the 'More Details' to view the information and also print the memo is needed.

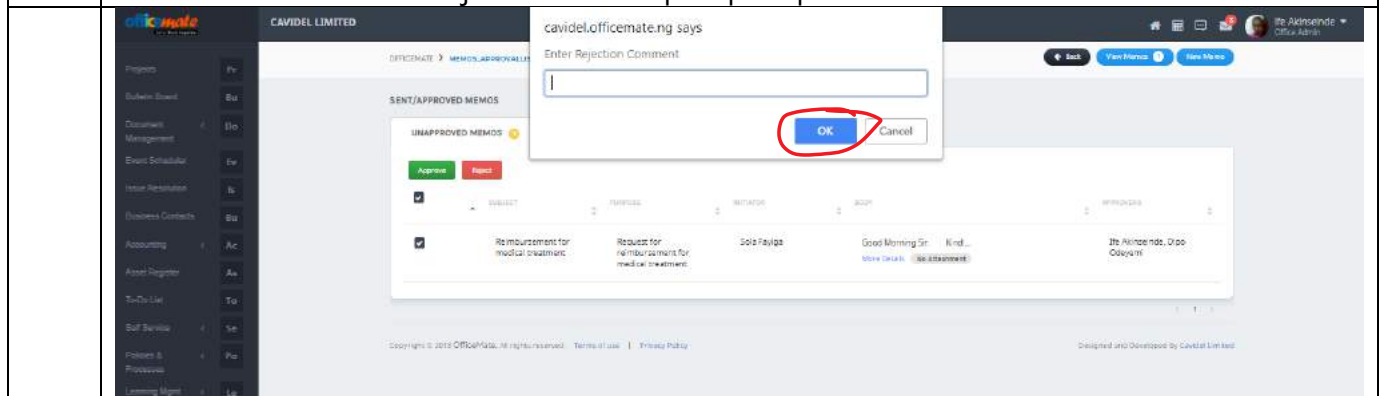


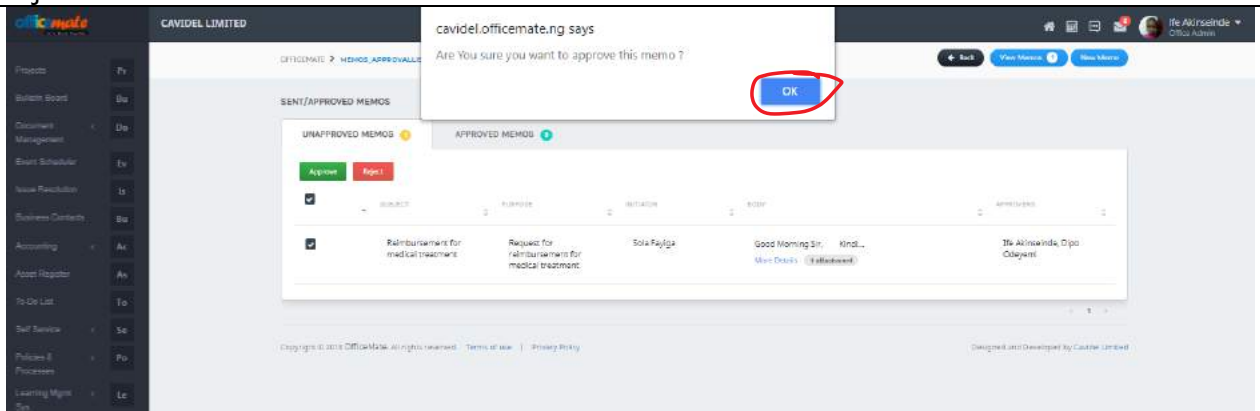
5 **Rejecting Memos:** Memos that haven't been accepted can be rejected here due to certain reasons such as requirements not met.

Goto: Click on the 'reject' button and click on OK to continue

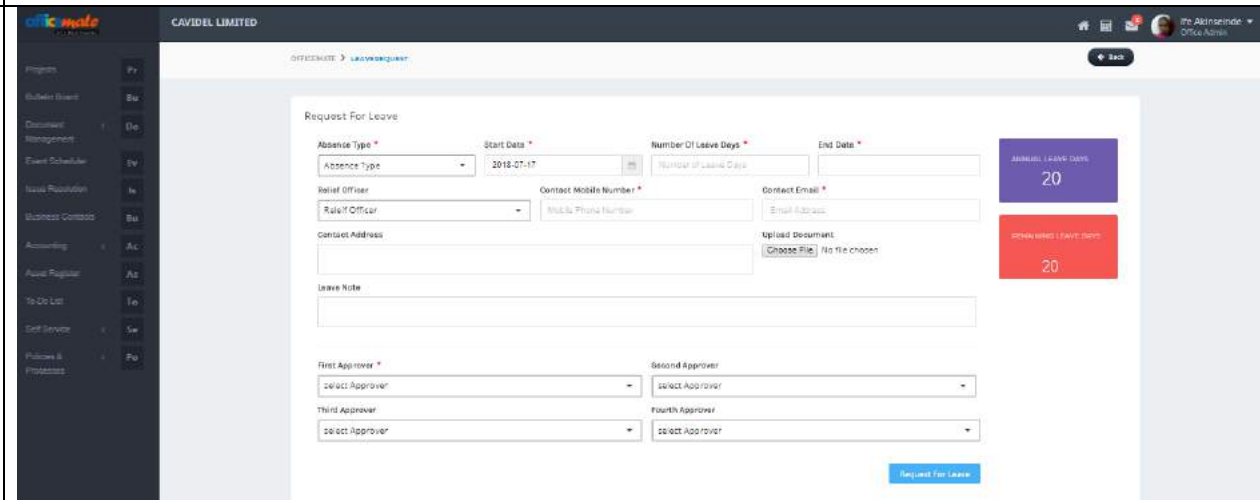


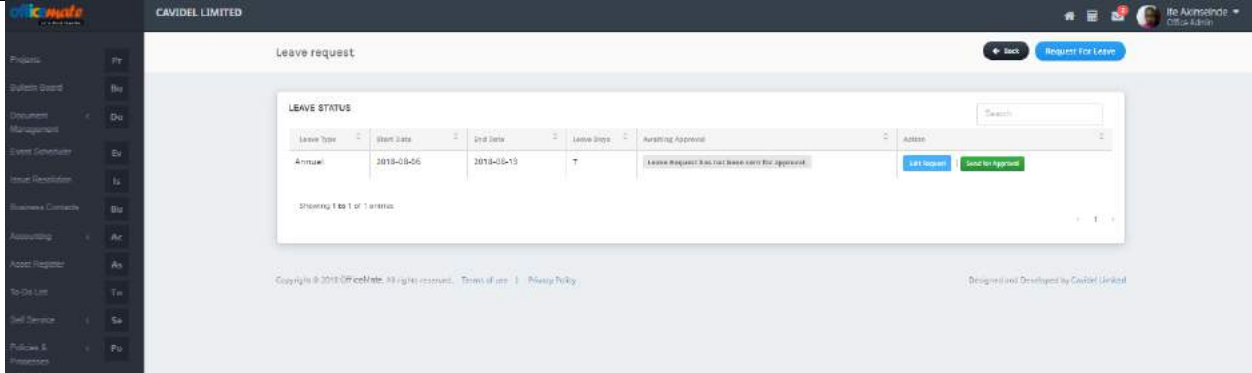
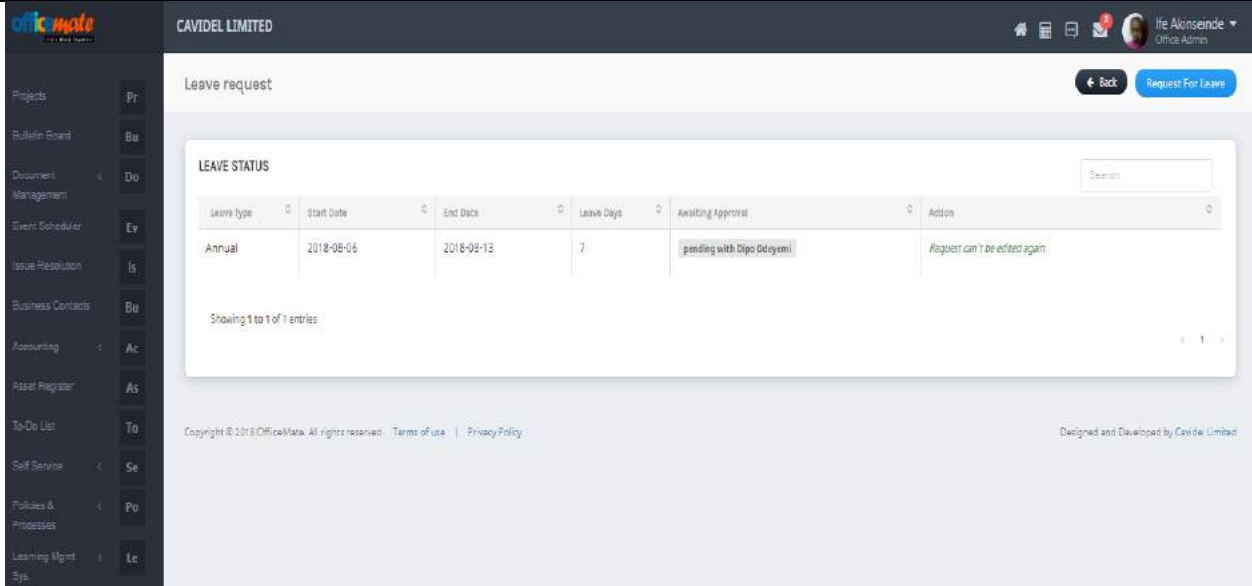
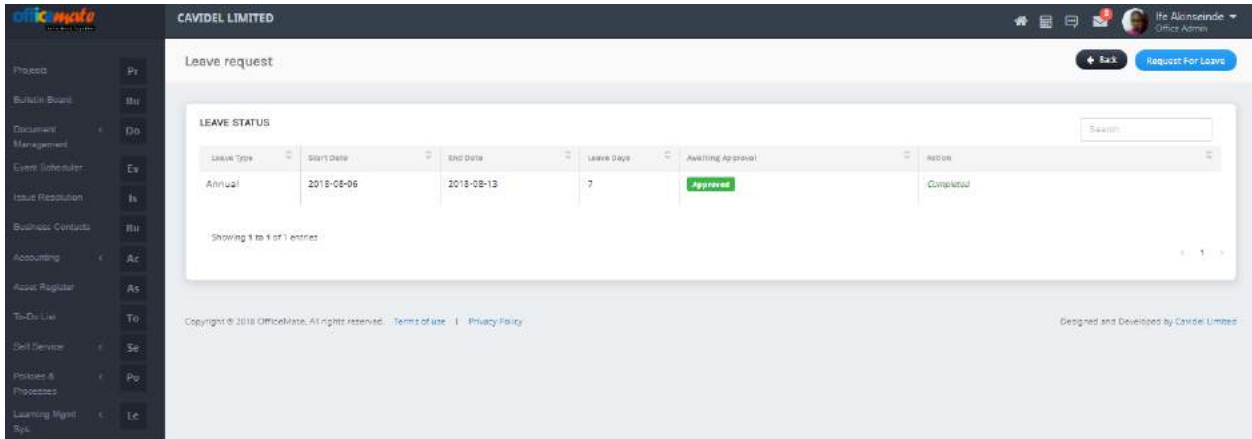
6 Enter the reason for the rejection in the input space provided and click the OK button.



7	On clicking the OK button to complete the rejection process, the memo will be sent back to the sender informing them of the status of their memo as well as providing the reason for the rejection.
	

11.3. Module: Self Service – Leave Module

Step	Procedure
1	<p>This module is a highly flexible leave management software module. The Leave Management module to process employee leave requests with ease. Staff can see the number of leave days assigned to them yearly.</p> <p>Go to: Self Service>>Leave Request</p>
	
2	Click on the "send for approval" to completely submit leave application and await approval from supervisor.

	 <p>The screenshot shows the 'Leave request' module in the OfficeMate application. The table lists one leave request: Annual leave from 2018-08-06 to 2018-08-13, with 7 leave days. The status is 'Awaiting Approval' and the action is 'Request For Leave'.</p>
	 <p>The screenshot shows the 'Leave request' module in the OfficeMate application. The table lists one leave request: Annual leave from 2018-08-06 to 2018-08-13, with 7 leave days. The status is 'pending with Dipo Odeyemi' and the action is 'Request can't be edited again'.</p>
3	<p>This view displays the employee leave request approved by the supervisor.</p>
	 <p>The screenshot shows the 'Leave request' module in the OfficeMate application. The table lists one leave request: Annual leave from 2018-08-06 to 2018-08-13, with 7 leave days. The status is 'Approved' and the action is 'Completed'.</p>
4	<p>Once the request has been approved, employee can view the remaining leave days available for them on their leave request module.</p>

Request For Leave

Absence Type * Start Date * Number Of Leave Days * End Date *

Relief Officer * Contact Mobile Number * Contact Email *

Contact Address * Upload Document * No file chosen

Leave Note *

First Approver * Second Approver *

Third Approver * Fourth Approver *

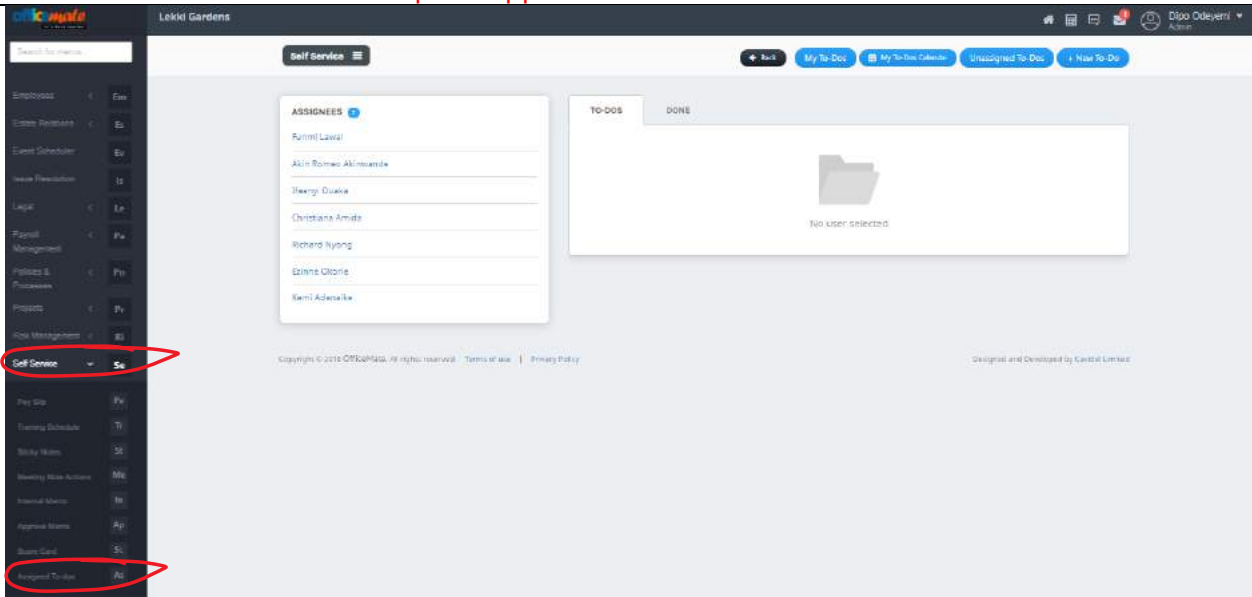
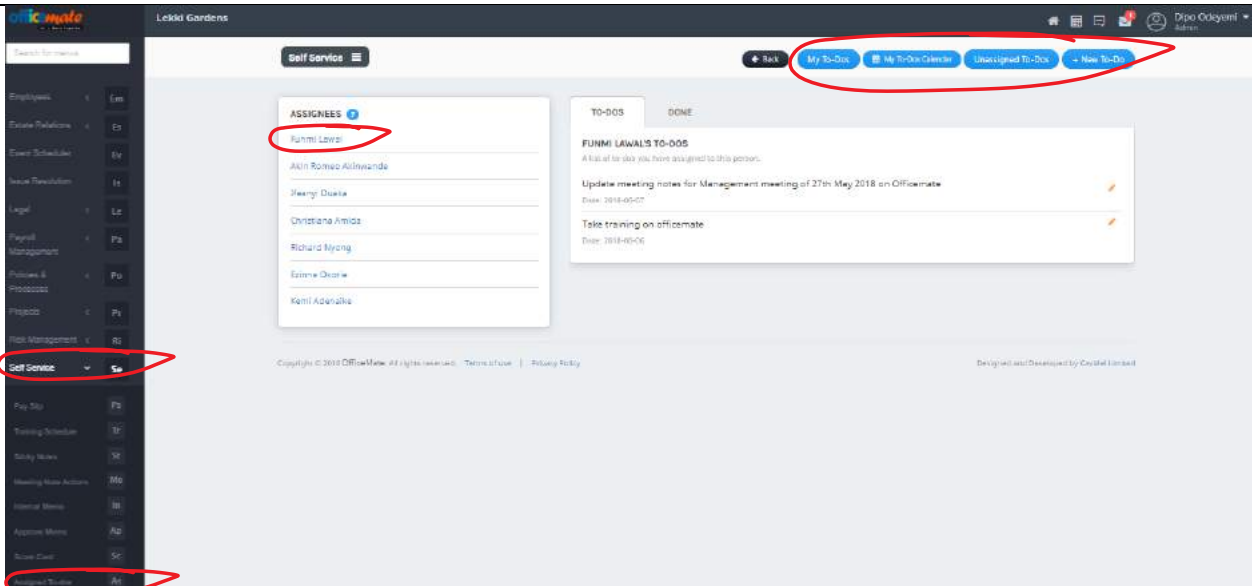
[Request For Leave](#)

11.4. Module: Self-Service – Leave Request Approval

Step	Procedure
1	<p>This module gives you access to see leave request that has been assigned to individual staff to approve or reject.</p> <p>Go to: Self Service>>Leave Request Approval</p>
	<p>LEAVE REQUEST APPROVAL</p> <p>Approve Reject</p> <p>Table with 6 columns: Action, Requester, Leave Type, Start Date, End Date, Leave Days. No data available in table.</p> <p>Showing 0 to 0 of 0 entries.</p> <p>Self Service > Leave Request Approval</p>

11.5. Module: Self-Service – Assigned To-Dos

Step	Procedure
1	<p>This module gives you access to see leave request that has been assigned to individual staff to approve or reject.</p>

	Go to: Self Service>>Leave Request Approval
	
	<p>To View Staff To Do List: Click on the name of the staff under the assigness to views to-dos assigned to them and those to-dos completed.</p> <p>My To-Dos: To view all to dos assigned to you or a staff</p> <p>My To Dos Calendar: To view to do list on a calendar</p> <p>Assigned To Dos/Unassigned To Dos: To view To Dos assigned and un assigned to staff</p> <p>New To Dos: Create a new to do</p>
	

11.6. Module: Self-Service – Score Card

Step	Procedure
1	<p>This is the record of employees target and achievements for a specific period.</p> <p>Go to: Self Service>>Score card</p>

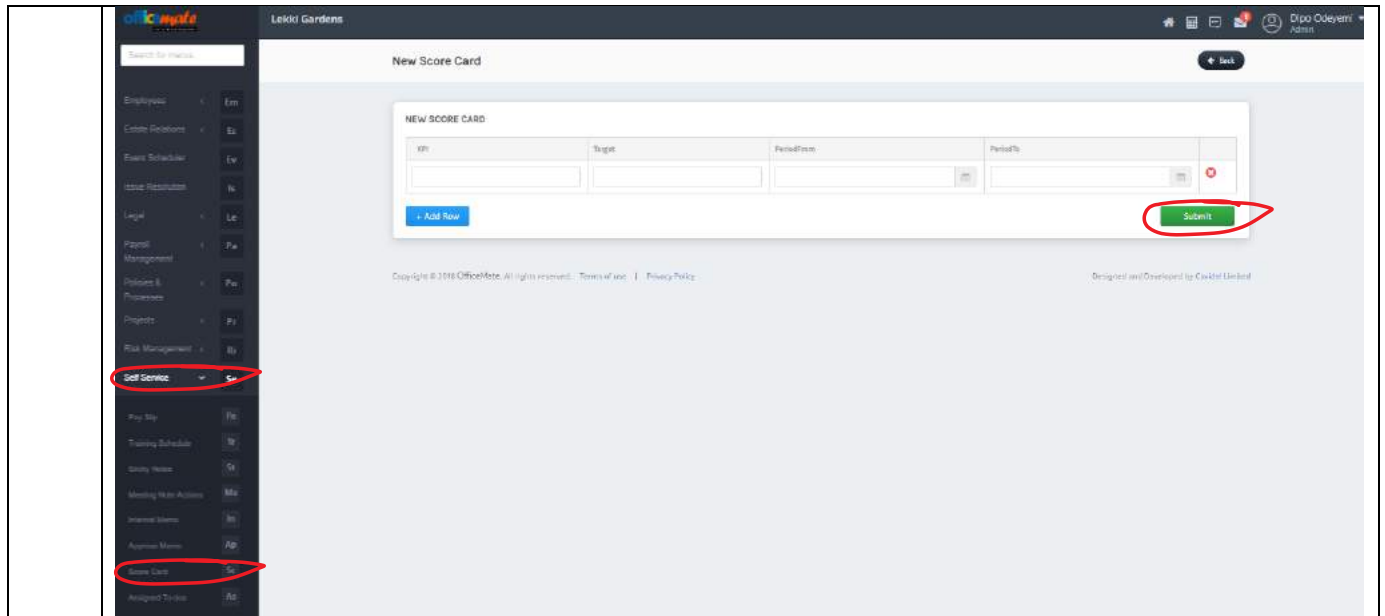
To edit, click on the 'edit' to effect changes and thereafter click the submit button.

The top screenshot shows the 'OfficeMate' Self Service portal for 'Lekki Gardens'. The left sidebar has 'Self Service' and 'Score Card' highlighted. The main area displays 'YOUR SCORE CARD' with a table of targets and achievements. The table has columns for ID, Target, Achievement, Comment, Period From, Period To, and Action. The 'Action' column contains 'Edit' buttons, one of which is highlighted with a red circle.

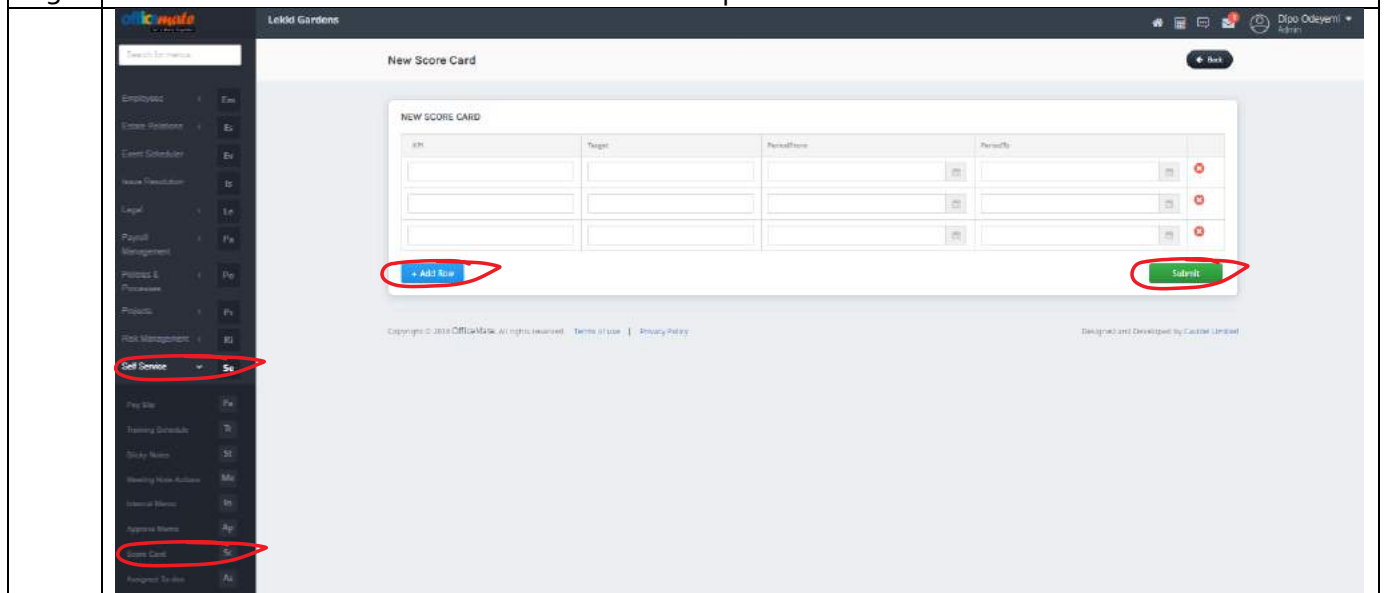
ID	Target	Achievement	Comment	Period From	Period To	Action
1	Use of Project Commander	All PMs know how to use the system and they have uploaded all their projects	Trained all PMs on the use of Project Commander and updated system with all existing projects, their costs and timeline	2018-07-02	2018-07-20	Edit
2	Activation of OfficeMate	Train and ensure all staff activate their profile and commence use of OfficeMate	Conducted training across all departments and hands-on training for sales staff on July 14	2018-07-01	2018-07-31	Edit
3	Use of Multicall receiving	Implement use of multicall receiving facility to reduce incidence of dropped calls by sales staff	Contacted MTN and tested system by acquiring virtual phone line for Canitel	2018-07-06	2018-07-31	Edit
4	Use of ALM module	CRMD staff to commence use of ALM system to interact with customers	Trained CRMD staff on ALM and obtained feedback from them for the developer	2018-07-01	2018-08-31	Edit

The bottom screenshot shows the 'EDIT SCORE CARD ITEM' modal. It contains fields for ID, Target, Achievement, Comment, Period From, and Period To. The 'Submit' button is highlighted with a red circle.

- 2 **New Score Card: Employee can record their targets and achievements**
Goto: Self Service>>Score Card>>New Score Card

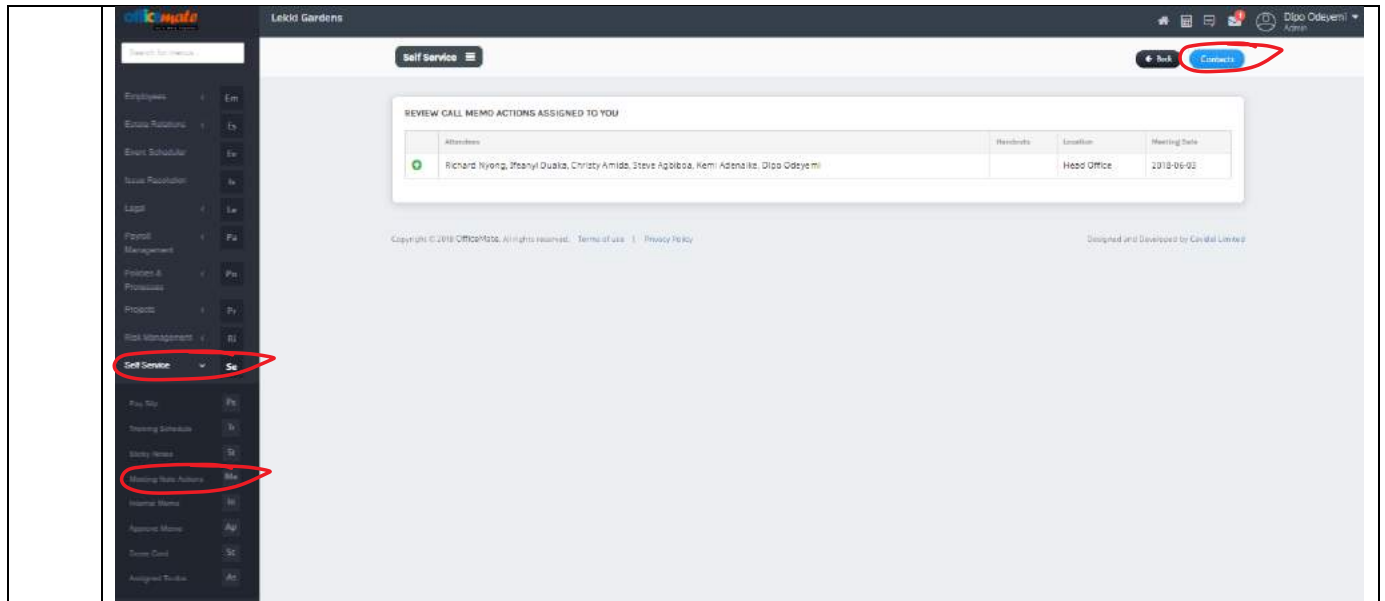


3 **Add Row:** Click on the 'add row' too add multiple rows



11.7. Module: Self-Service – Meeting Note Actions

Step	Procedure
1	<p>Review call memo actions assigned to you.</p> <p>Go to: Self Service>>Meeting Note Actions</p> <p>Contacts: Redirect to the contact page/module.</p>

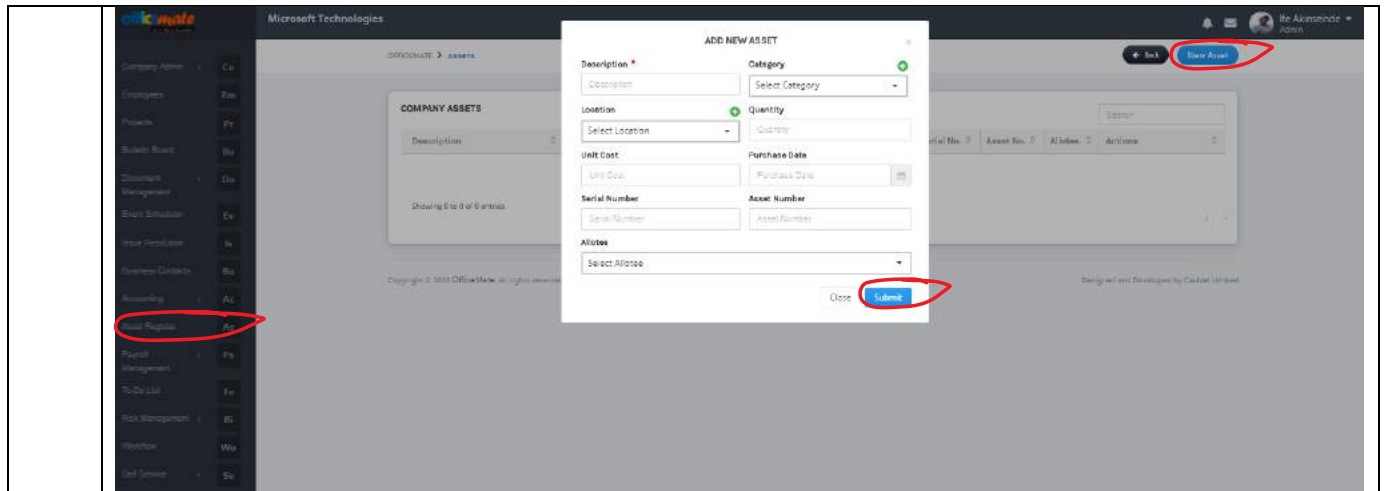


12. Module: To-Do-List

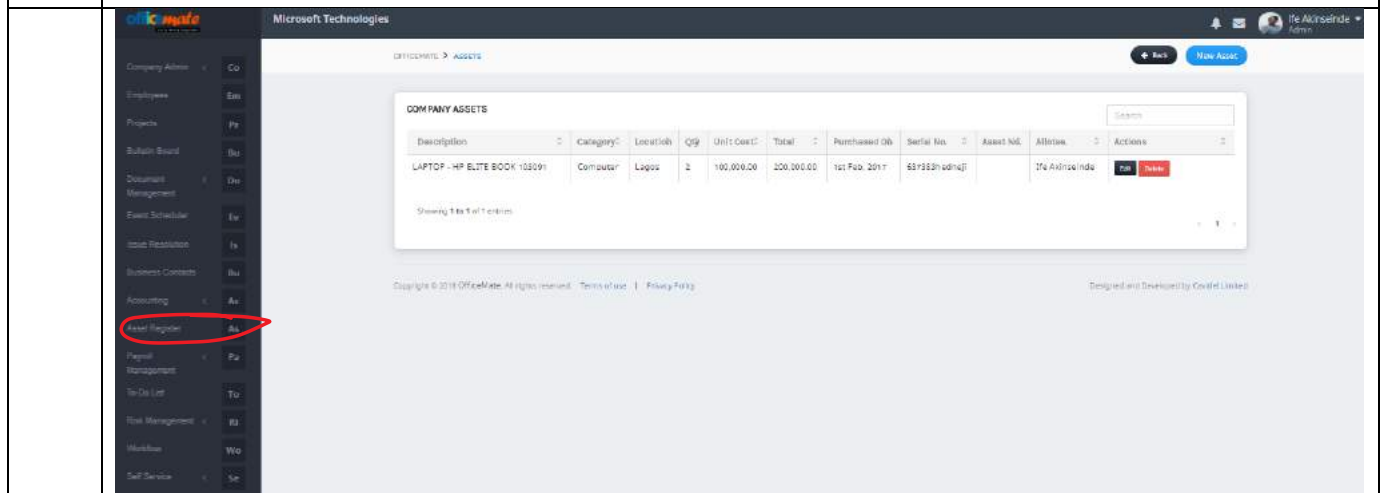
Step	Procedure
1	<p>This module is a time management tool that is used to organize and prioritize daily tasks more effectively. It is used to view prioritized lists of all the tasks employees need to carry out.</p> <p>Add New To Do: Employees can add their personal activities/task or <u>set reminders</u> and view to do items.</p> <p>Employees can view available to-dos.</p> <p>Go to: To-Do-List>>New To Do</p>
	<p>The screenshot shows the CAVEL mobile app interface for the 'To-Do List' module. The main area displays a calendar for May 2018. A modal titled 'Add New To-Do' is open, showing a form to add a new task. The form has fields for 'Todo Item' and 'Due Date'. The 'Due Date' is set to 2018-05-30. The user's name, Dipo Odeyemi, is visible in the top right corner.</p>

13. Module: Asset Register

Step	Procedure
1	<p>An asset register is a list of the assets owned by a business.</p> <p>New Asset: Admin can add all company assets.</p> <p>Go to: Asset Register>>New Asset</p>

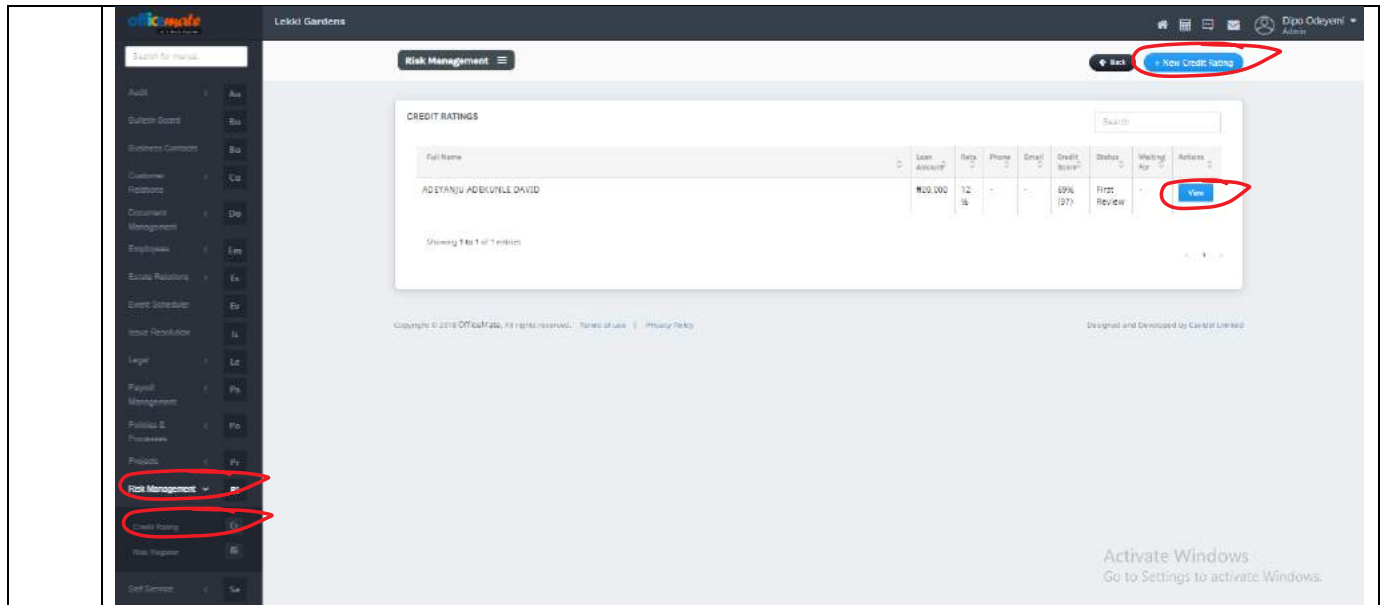


Asset List: It displays pertinent details about each available fixed asset to track their value and physical location. **Risk Management:** This module is used to track and manage the different level of risk.

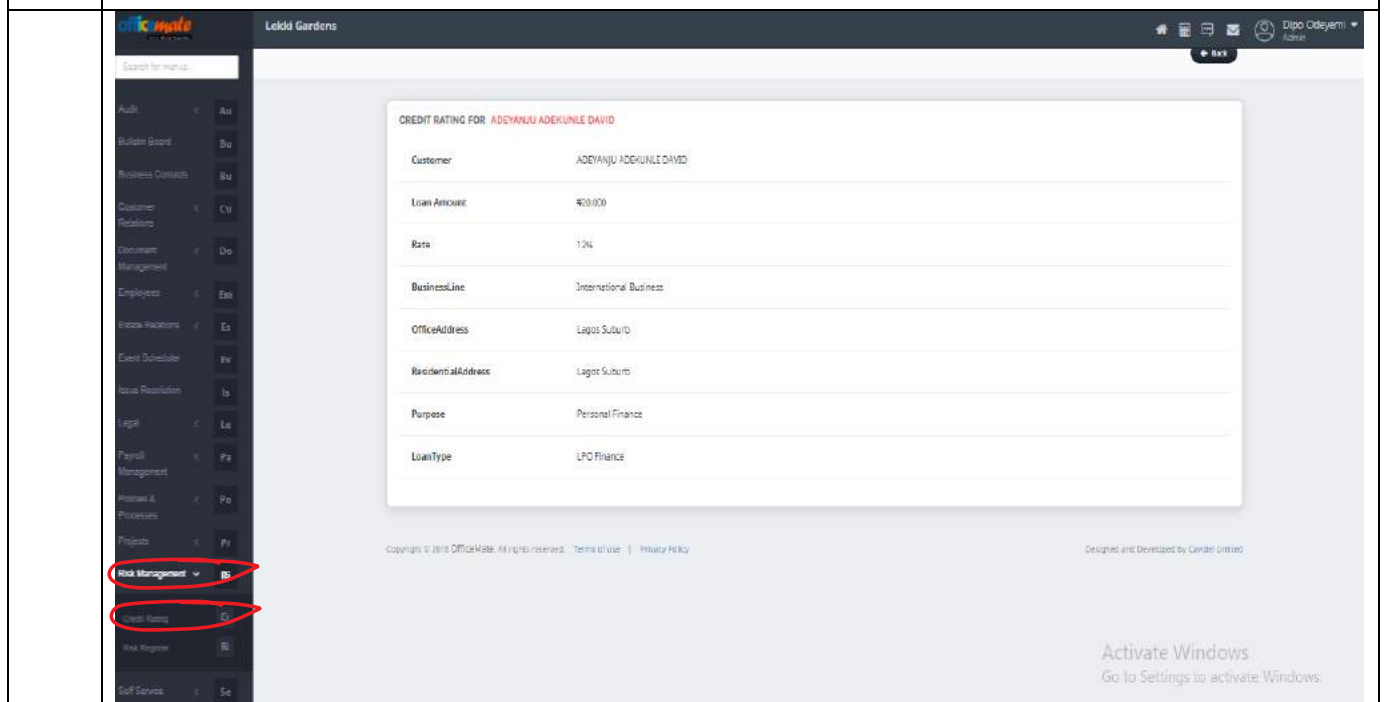


14. Module: Risk Management

Step	Procedure
1	<p>Risk Management: This module is used to track and manage the different level of risk.</p> <p>Credit Rating: It is used to determine the risk rating of an employee.</p> <p>Go to: Risk Management>>Risk Rating</p>



To view more information, click on the the 'view'

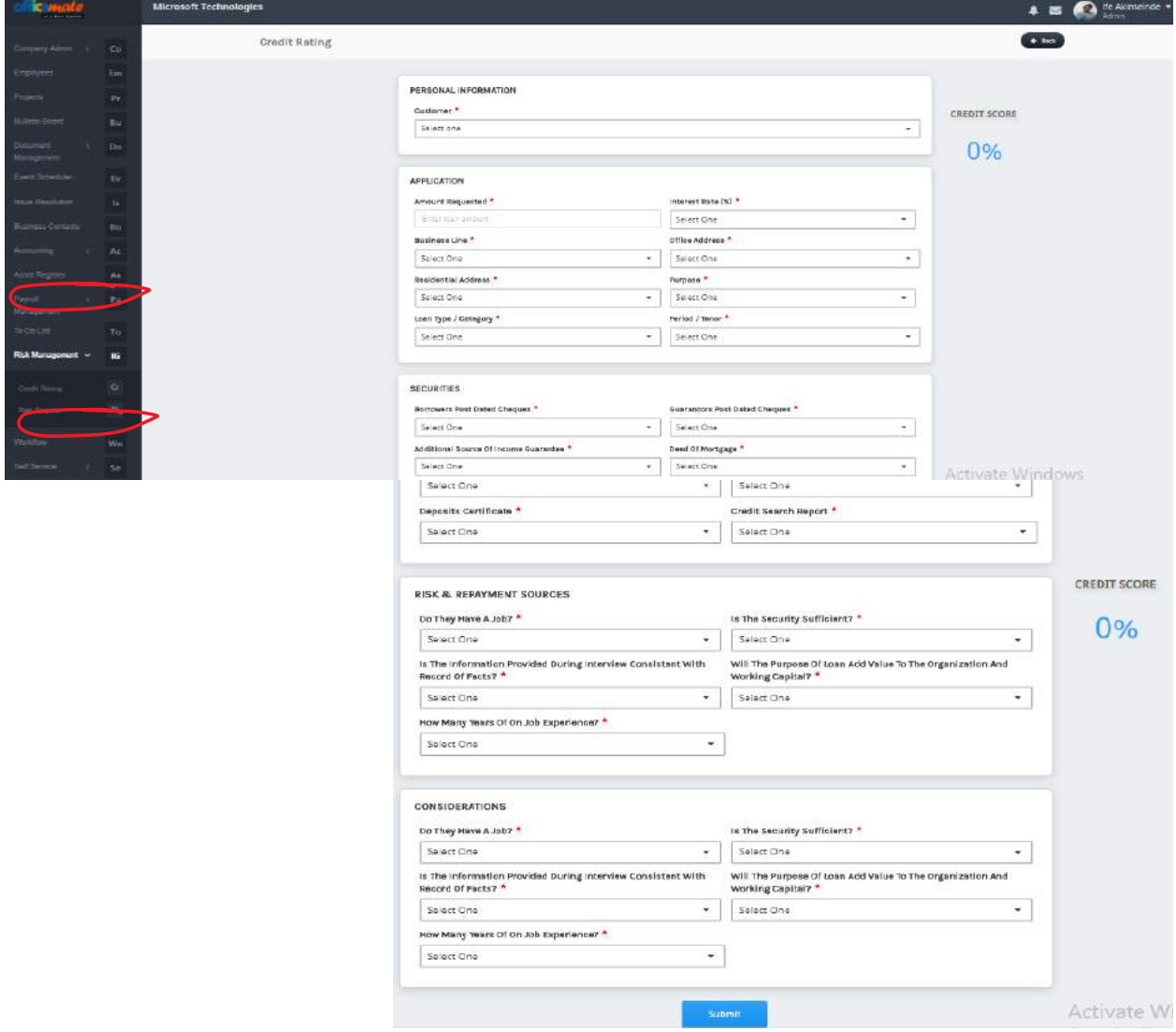


2

New Rating:

Click on New Risk Rating

Goto: Risk Management>>Credit Rating>>New Risk Rating

	 <p>The screenshot shows the 'Credit Rating' form in the Microsoft Technologies system. The left sidebar contains a navigation menu with 'Risk Management' expanded, and 'Risk Register' and 'New Risk Register' highlighted with red circles. The main form area is titled 'Credit Rating' and contains several sections: 'PERSONAL INFORMATION', 'APPLICATION', 'SECURITIES', 'RISK & REPAYMENT SOURCES', and 'CONSIDERATIONS'. Each section contains various dropdown menus and text input fields for collecting credit data. A 'CREDIT SCORE' of 0% is displayed on the right. The bottom of the form has a 'Submit' button.</p>
3	<p>Risk Register: It is used to monitor and manage the various risks involved in a project. It can be used to document various risk such as finance, project, human resources, and project timeline.</p> <p>Go to: Risk Management>>Risk Register>>New Risk Register</p>

Microsoft Technologies

OFFICEMATE > RISK-REGISTERS-INDEX

RISK REGISTERS LISTING

Risk Description	Related Objectives	Risk Score	Risk Rating	Control Eff. Score	Control Eff. Rating
Delivery Time Failure	Inconclusive Requirements	20%	Low	90%	High

Showing 1 out of 1 entries

Copyright © 2018 Officemate. All rights reserved. Terms of use Privacy Policy

Designed and Developed by Cackler Limited

Activate Windows

- 4 **Edit:** To make changes or update information, click on the 'edit' and effect changes and click the 'Update Entry'.

Officemate

Lekki Gardens

Edit General Ledger

Risk Description	Related Objectives
Delivery Time Failure	Inconclusive Requirements
Likelihood Of Risk score	Risk Type
20	Project
Controls: Why is it in place to prevent, detect and manage risk?	
Re-Negotiations on the timeline, Project Milestones	
Control Effectiveness Score	Residual Risk Rating
90	Very High
Risk Owner job Title	Risk Treatment
Programmer	Reduce

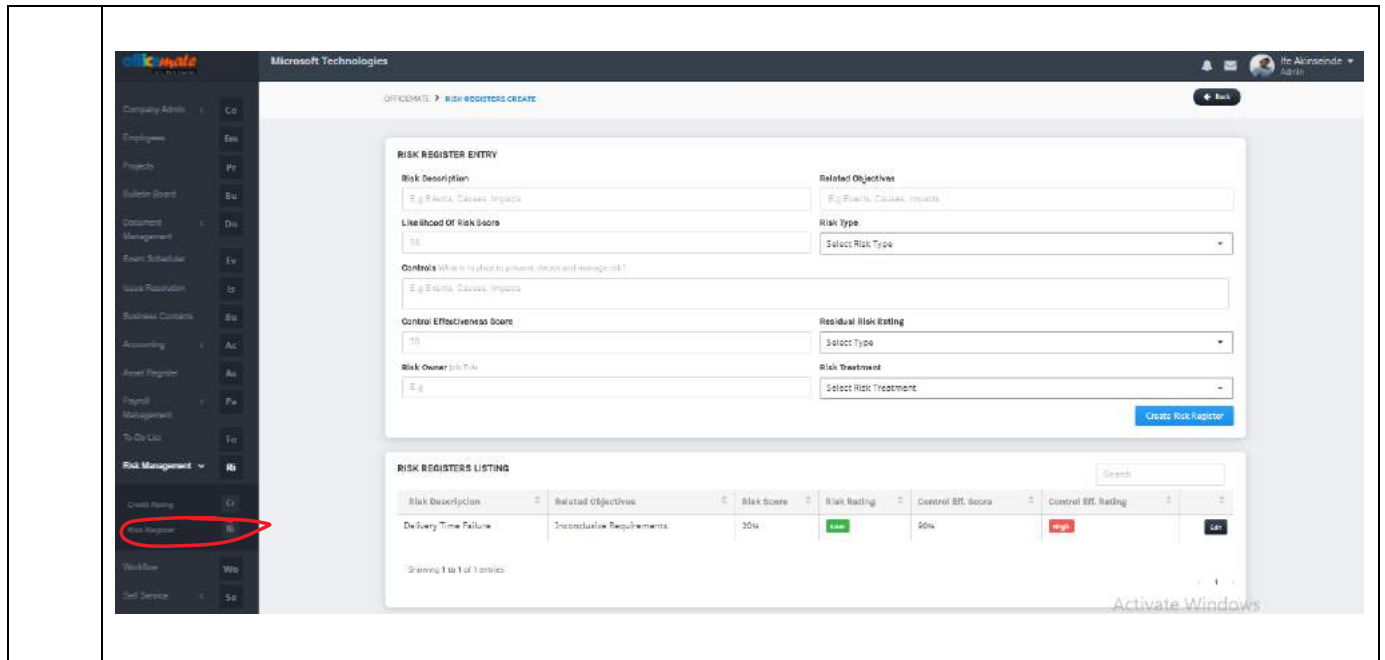
Update Entry

Copyright © 2018 Officemate. All rights reserved. Terms of use Privacy Policy

Designed and Developed by Cackler Limited

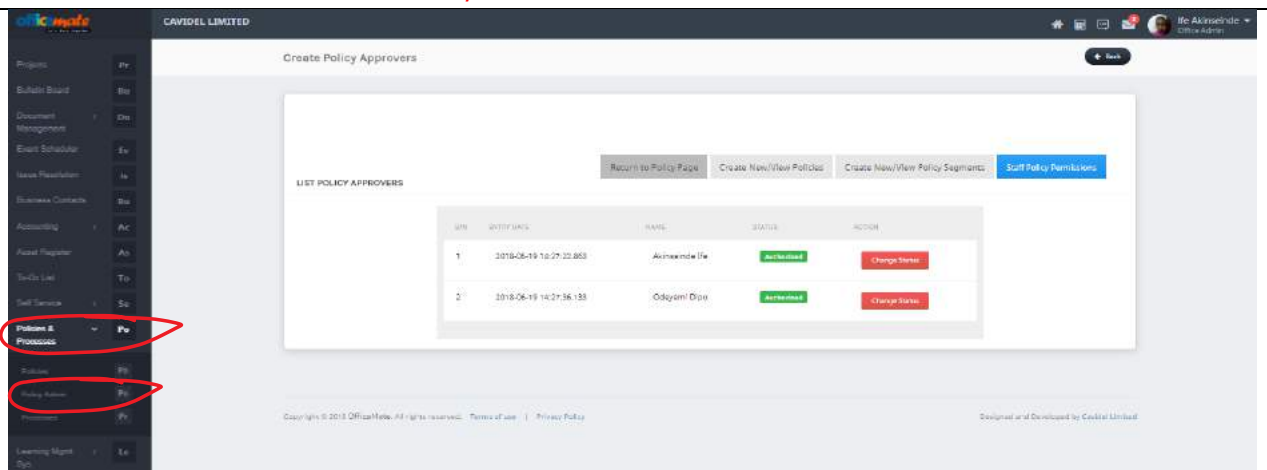
Activate Windows
Go to Settings to activate Windows.

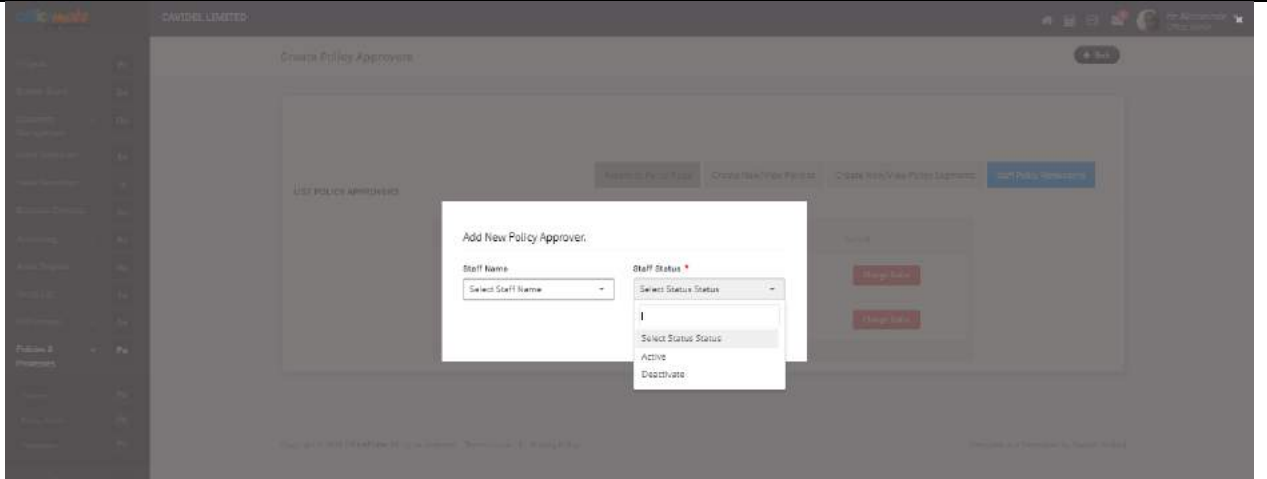
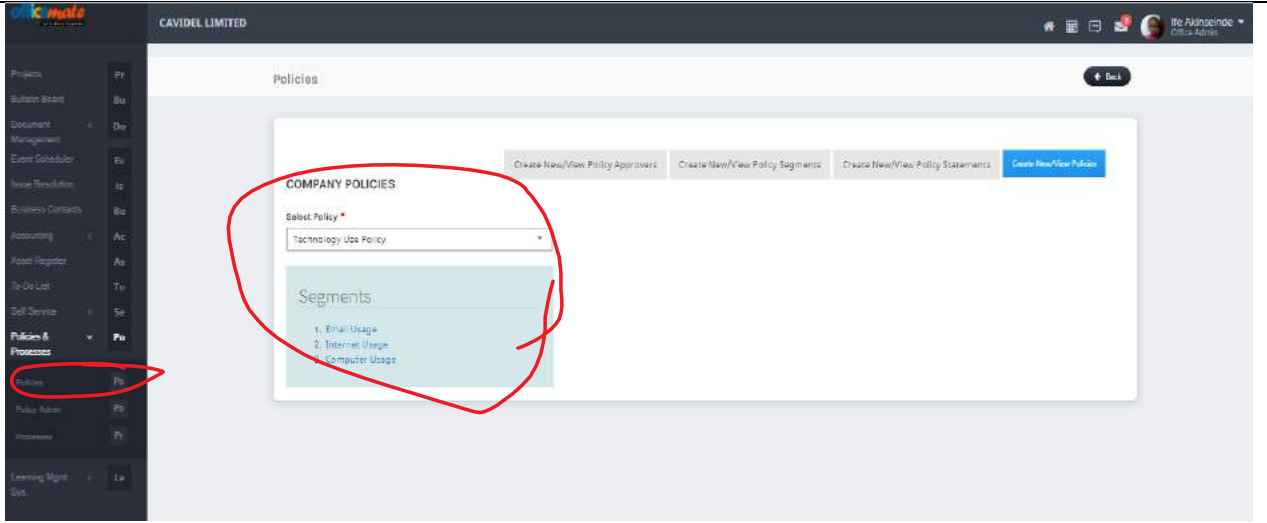
- 5 **New Risk Register:** After creating a new risk entry, the system automatically returns a report stating the risk level of the entry (high, low or medium).
Goto: Risk Management>>Risk Register>>New Risk Register

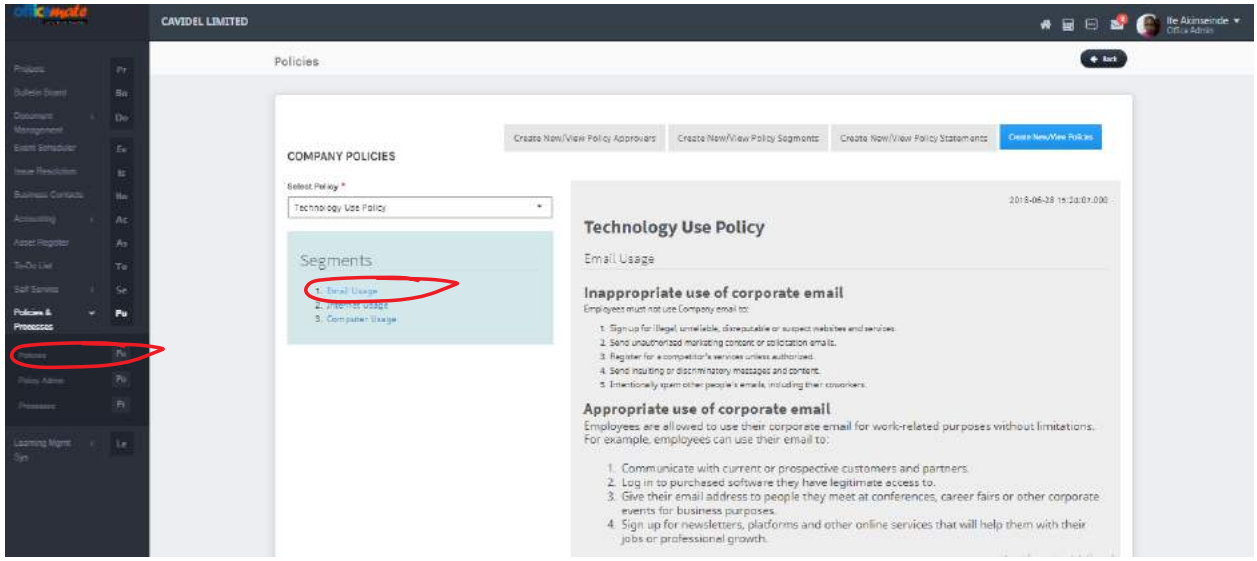
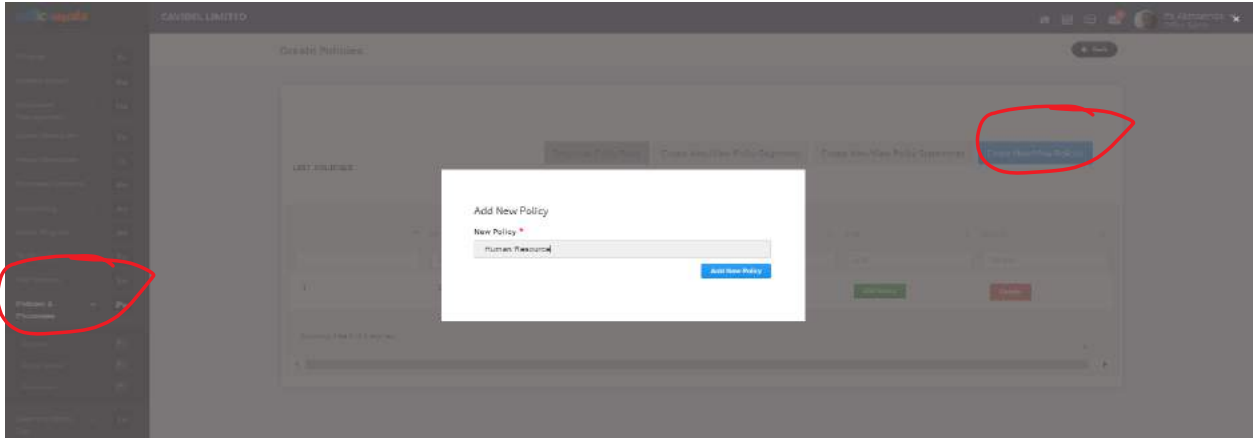


15. Module: Policies & Processes

Step	Procedure
1	<p>This module gives you access view and create policies and procedures that determine the operations of the company or business.</p> <p>Here, staff can view the list of policy approvers</p> <p>Go to: Policies & Processes>>Policy Admin</p>
2	<p>Setting Policy Permissions: Staff can be granted different access based on their roles.</p> <p>Goto: Policies & Processes>>Policy Admin>>click on 'Staff Policy Permission'</p>



	
3.	<p>View Policies: To view company policies that have already been created.</p> <p>Goto: Policies & Processes>>Policies>>Click on 'Select Policy'</p>
	
4.	<p>Policies & Segments: Staff can view and read policies created based on their different segments.</p> <p>Goto: Policies & Processes>>Policies>>click on the drop down of policies >> Click on the segments.</p>

	
<p>5</p>	<p>New Policies: Creating new company policies.</p> <p>Goto: Policies & Processes>>Policies>>click on 'Create New/View Policies'>>type the name of the new policy and click enter.</p>
	
<p>6</p>	<p>New Policy created: This displays the new policy created.</p>

CAVIDEL LIMITED

Create Policies

Return to Policy Page Create New/View Policy Segments Create New/View Policy Statements **Create New/View Policies**

LIST POLICIES

SERIAL NO	ENTRY DATE	POLICY	APPROVED BY	STATUS	REMARKS
1	2018-07-22 16:57:07.000	Human Resource	Ife Akinnade	Add Policy	Delete
2	2018-06-28 18:13:12.000	Technology Use Policy	Dipo Odeyemi	Add Policy	Delete

Copyright © 2018 OffshoreMaid. All rights reserved. Terms of use Privacy Policy

Designed and Developed by Cavidel Limited

- 7 **Policy Segment:**
Goto: Policies & Processes>>Policies>>click on 'Create New/View Policies'>>click on the name of the policy>>click on 'Create New/view Policy Segment'.
Note: This page displays the all the policy segment created. For this new policy created, we can see that no segment has been created

CAVIDEL LIMITED

Policies

Create New/View Policy Approvals **Create New/View Policy Segments** Create New/View Policy Statements **Create New/View Policies**

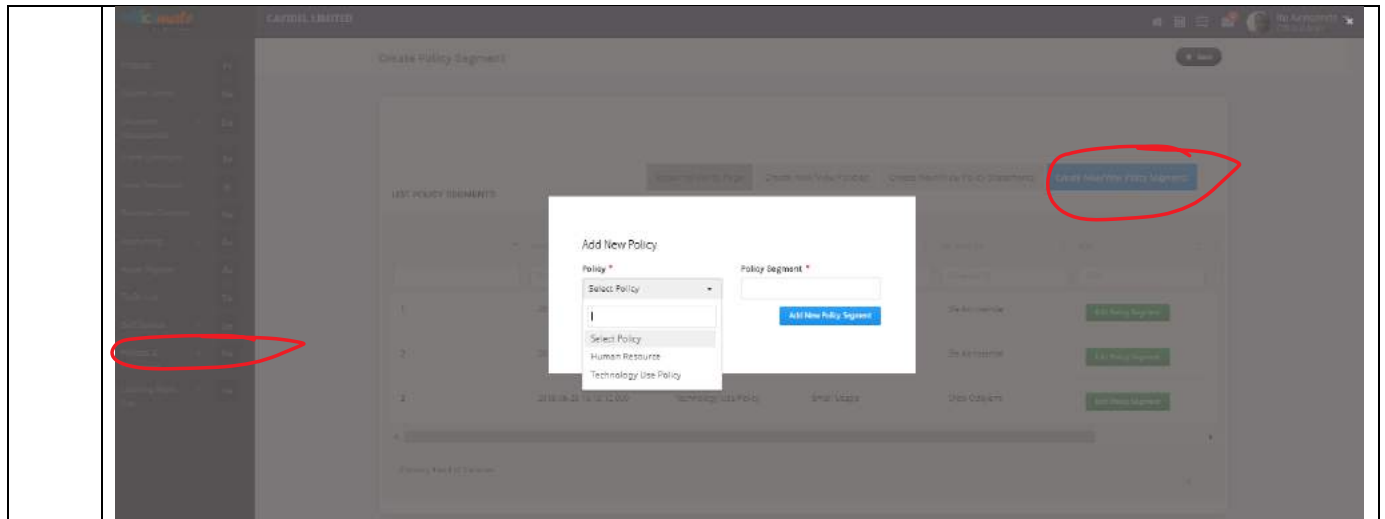
COMPANY POLICIES

Select Policy *

Human Resource

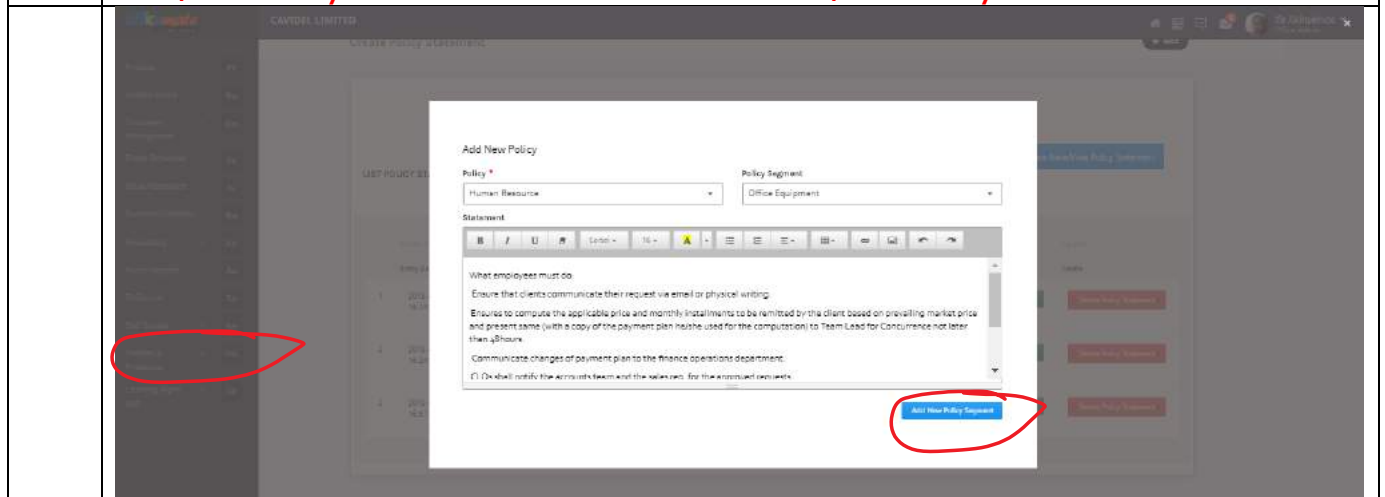
Segments

- 8 **New Policy Segment:**
Goto: Policies & Processes>>Policies>>click on 'Create New/View Policies'>>click on the name of the policy>>click on 'Create New/view Policy Segment' >> click on 'Create New/view Policy Segment'.

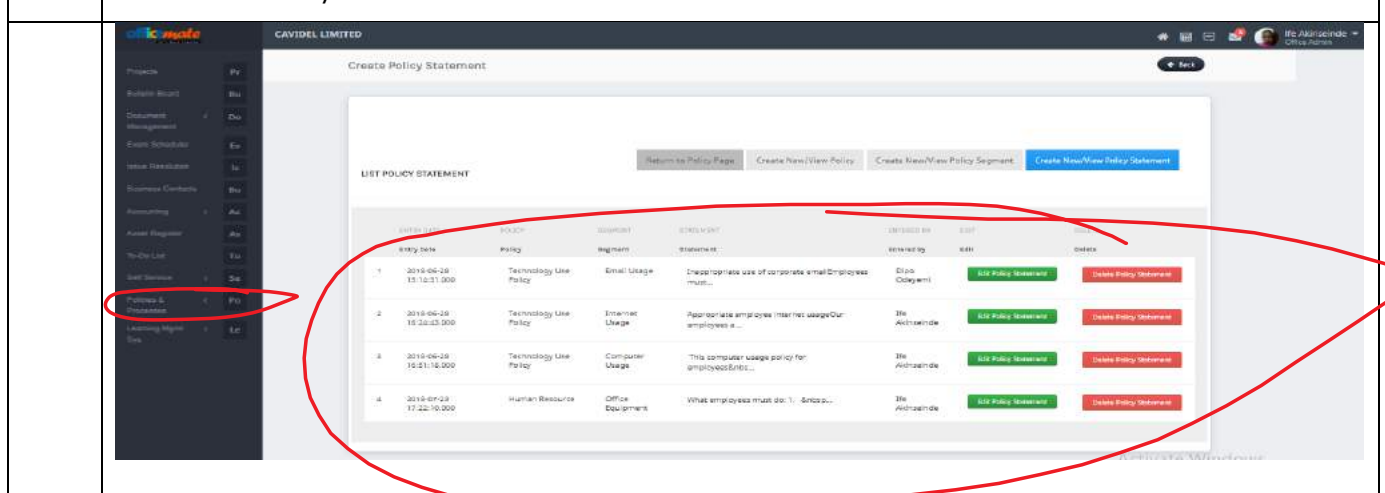


Policy Statement:

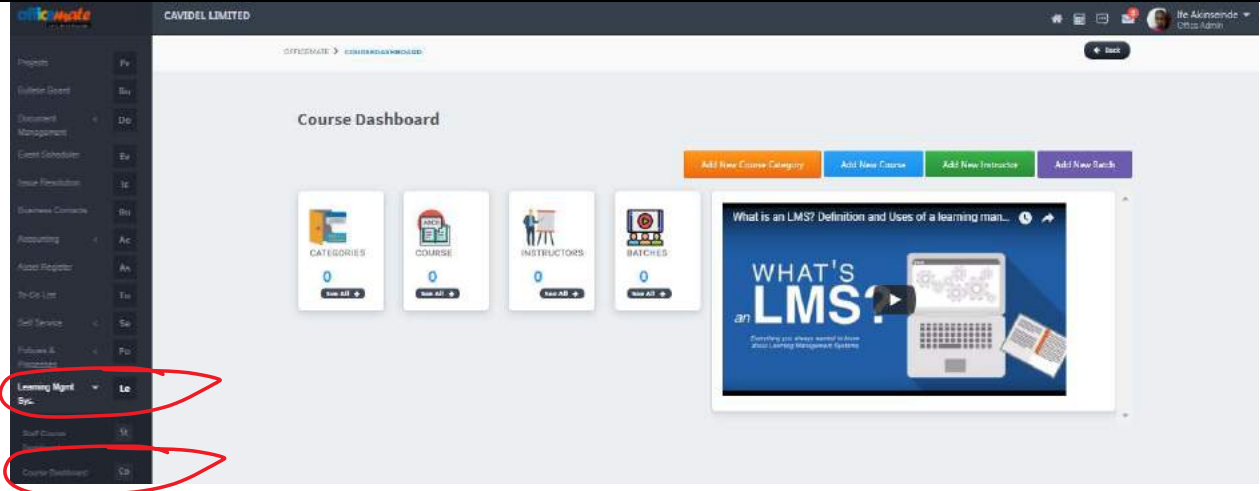
click on 'Create New/View Policies' >> click on the name of the policy >> click on 'Create New/view Policy Statement' >> click on 'Create New/view Policy Statement'.



View New Policy Statement created.

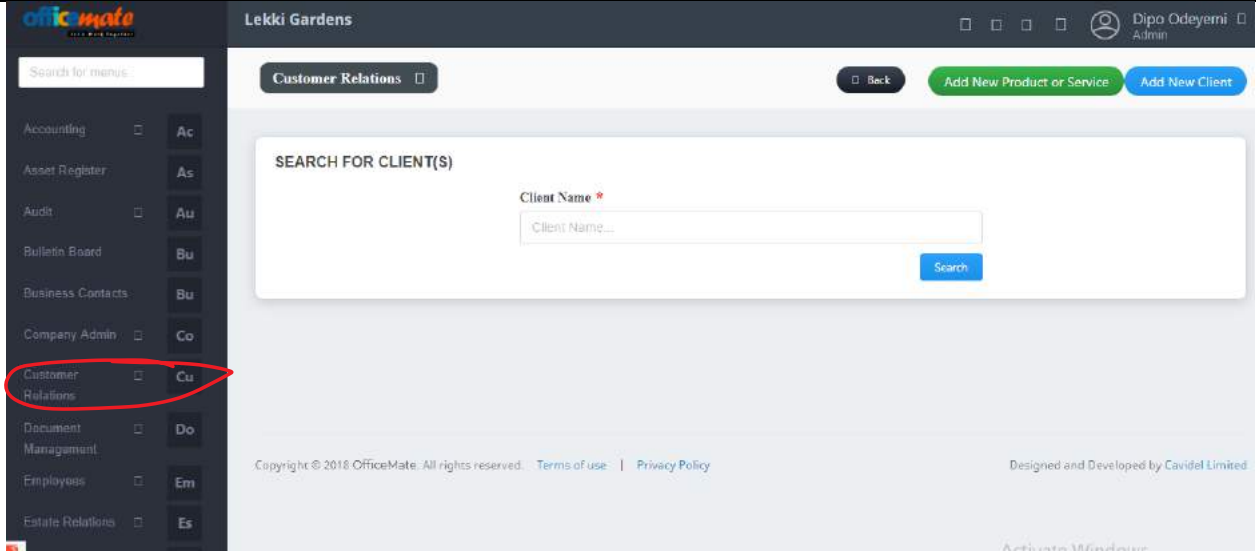
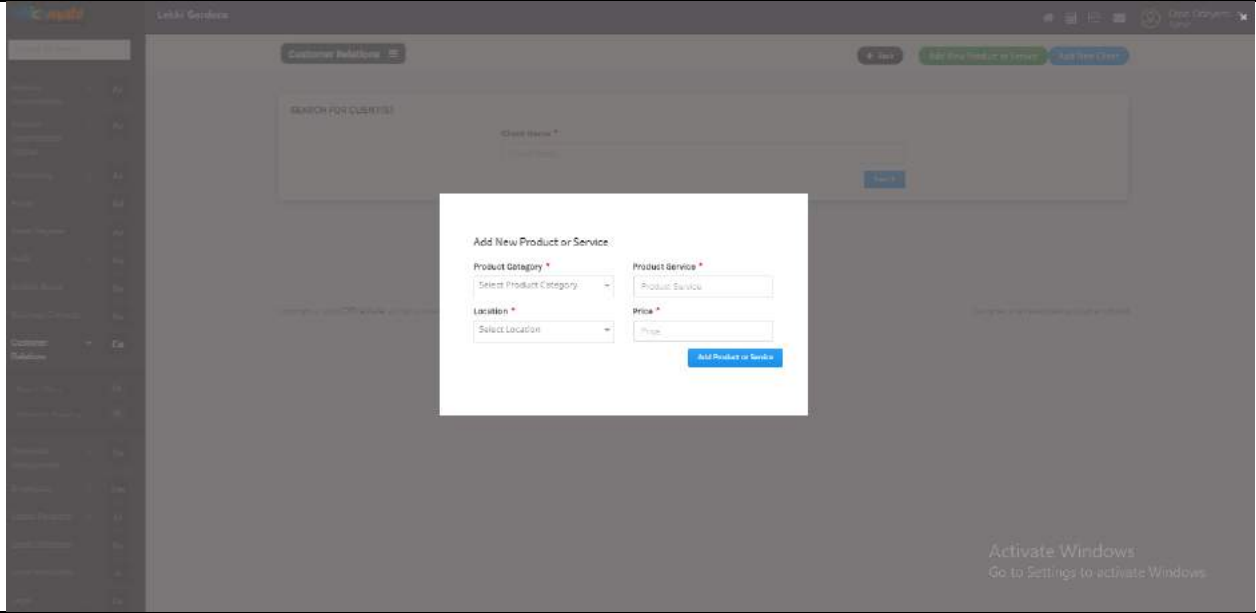


16. Module: Learning Management System

Step	Procedure
1	<p>The learning management system (LMS) module is a software application for the administration, documentation, tracking, reporting and delivery of educational courses or training programs.</p> <p>Course Dashboard: Shows the list of courses required of staff to do.</p> <p>Goto: Learning Mgt Sys>>Course Dashboard</p>
	

17. Module: Audit

Step	Procedure
1	<p>Audit Trail: This is a system that traces the detailed activities relating to any action taken by an individual or user on the system. The activities it keeps track of are 'Login and Timeout activities of the system. The actions it keeps track of actions are editing or updating of information carried out in the system.</p> <p>Goto: Audit>>Click on Sign-On Log</p> <p>Note: User can print the audit log to view the actions</p>

	
2	<p>Add New Product or Service: Click on the 'Add New Product or Service' and select the appropriate information.</p> <p>Goto: Customer Relations>>Search Client>>Add New Product ro Service</p>
	
3	<p>Add New Client: To add a new client, click on the 'add new client'</p> <p>Goto: Customer Relations>>Search Client>>Add New Client</p>

Add New Client

Client Info

File No *

Block/Allocation *

Email

Nationality

Payment Plan

Property Reference

Default Period

Employer

Remarks

Name

Client Name

Unit Allocation

Title

Marital Status

Enrolment Data

Amount Paid

Delivery Period

Address

Date of Birth

House of Birth

Contact Source

House Type

Select House Type

Phone

Phone Number

Gender

Select Gender

Account Manager

Select Account Manager

Property Good

Enter Property Good

Amount Outstanding

Enter Amount Outstanding

House Unit Status

Enter House Unit Status

Submit

- 4 **Search for Clients:** Enter the name of the clients and click on the search button. You can create bill(s), view bills, view client documents and edit the details of the clients to make changes.

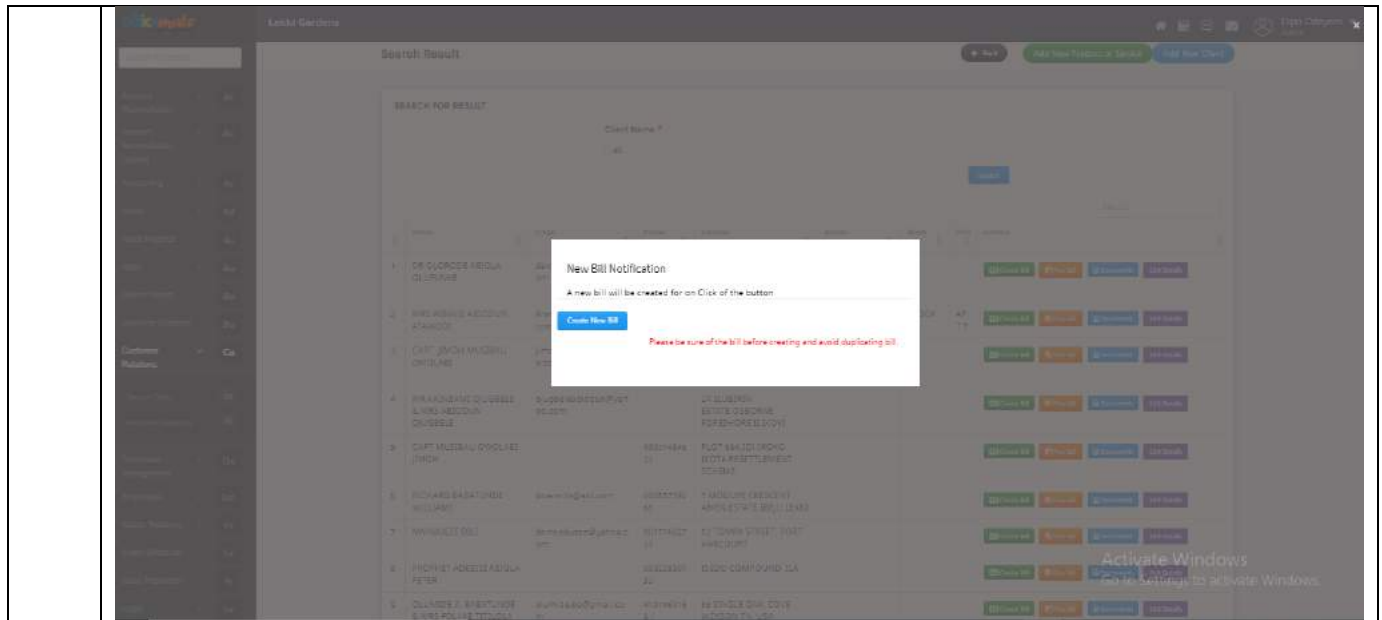
Search Result

Client Name *

Search

S/N	Name	Email	Phone Number	Address	State	Block	Unit	Actions
1	DR OLORODE ABDUL OLUFUNKE	drulorode@yahoo.com	08034085274	HOUSE 11 MURTALA MUHAMMED CLOSE, LOKOGONA, ABUJA				Create Bill View Bill Documents Edit Details
2	MRS WINNIE ABIODUN ATAYODI	firstatayodun@hotmail.com	08033143488	3 ERIE CFS, OFF NICE STREET MINTAMA, ABUJA	BANANA ISLAND	BLOCK B	AP 7	Create Bill View Bill Documents Edit Details
3	CAPT. JIMOW MUSTIBAU OWOLABI	jimoh_mustibau@yahoo.com	08077484821	PLOT 66A, IDE OROKO, KOTA RESETTLEMENT SCHEME OFA				Create Bill View Bill Documents Edit Details
4	MR AKINDAMI OJUGBELE & MRS ABIODUN OJUGBELE	ajugbeleakindami@yahoo.com		2A BLUBORN ESTATE OSORNE FORERHORE IKHOYI				Create Bill View Bill Documents Edit Details
5	CAPT MUSTIBAU OWOLABI JIMOH		08077484821	PLOT 66A IDE OROKO KOTA RESETTLEMENT SCHEME				Create Bill View Bill Documents Edit Details
6	RICHARD SABATUNDE WILLIAMS	boornwilliams@gmail.com	08056759286	7 MODUPE CRESCENT AMEN ESTATE OBEJU LERKI				Create Bill View Bill Documents Edit Details
7	NIWABUEZE DILI	dornnabueze@yahoo.com	08111683951	52 TOMPA STREET, PORT HARCOURT				Create Bill View Bill Documents Edit Details
8	PROPHET ADEBISI ABDUL PETER		08022880922	65 EDO COMPOUND, IJA				Create Bill View Bill Documents Edit Details
9	OLUNDE A. SABATUNDE & MRS POLAKE TITILELA	olundea.sabatunde@gmail.com	01010680168	19 SINGLE OAK, CONE JACKSON TNS, USA				Create Bill View Bill Documents Edit Details

- 5 **New Bill:** Creating a new bill for the client, click on the 'create bill'



18.1. Module: Customer Relations – Allocation Mapping

Step	Procedure
1	Allocation Mapping: Goto: Customer Relations>>Allocation Mapping
	<p>Enter the details of the estate to view the information needed. Staff can click on the status to enter the current status of the building or room e.g. if it has been occupied or building uncompleted. Thereafter, click the 'update' to update the new information or changes made.</p>

	<p>generates a trial balance, balance sheet, cash flow, a report listing all the accounts and each account's balance.</p> <p>Goto: Accounting>>General Ledger</p> <p>Staff view the general ledgers of different account types.</p>
2	<p>New General Ledger: To create a new general ledger</p> <p>Goto: Accounting>>General Ledger>>Click on Create New GL</p>

19.2. Module: Accounting – Management Reports

Step	Procedure
------	-----------

- 1 **Management Reports:** Different managerial reports can be viewed here
Trial Balance: This shows the trial balance report.
Here we can see the trial balance report along with sub- sections/sub-modules.
Note: The 'fetch' button can be used to sort the data based on certain dates needed. The report can also be printed.

The screenshot shows the 'Accounting' module in the 'oticmate' system for 'Lekki Gardens'. The left sidebar lists various accounting functions, with 'Accounting' and 'Management Reports' circled in red. The main area displays the 'Trial Balance' report. A 'Fetch' button is visible, and a table shows the trial balance data.

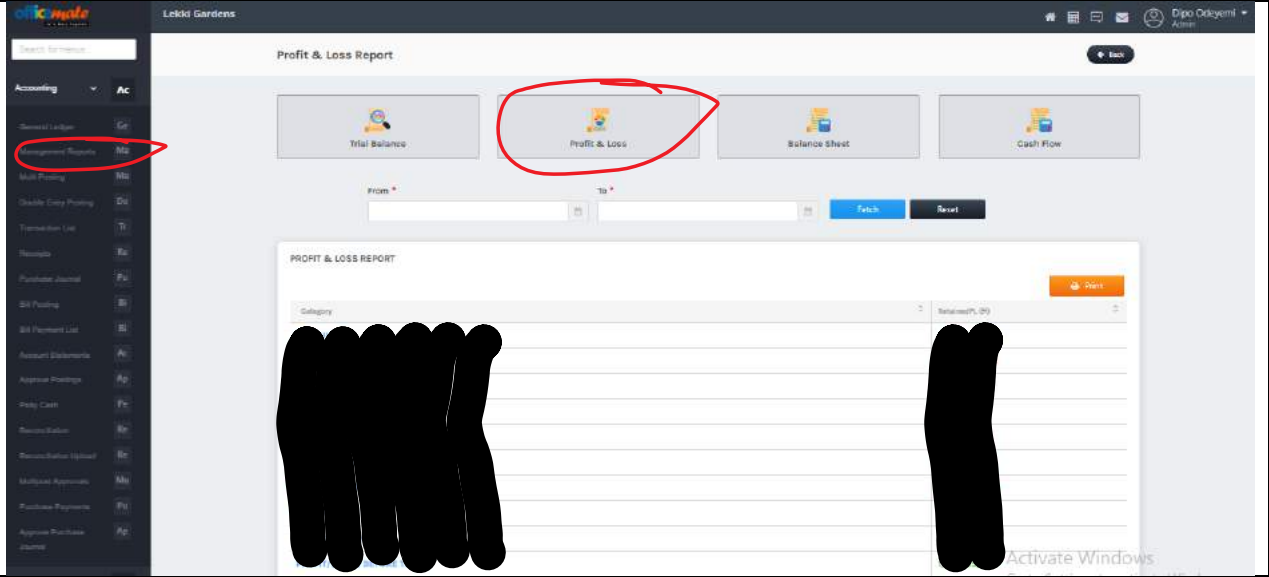
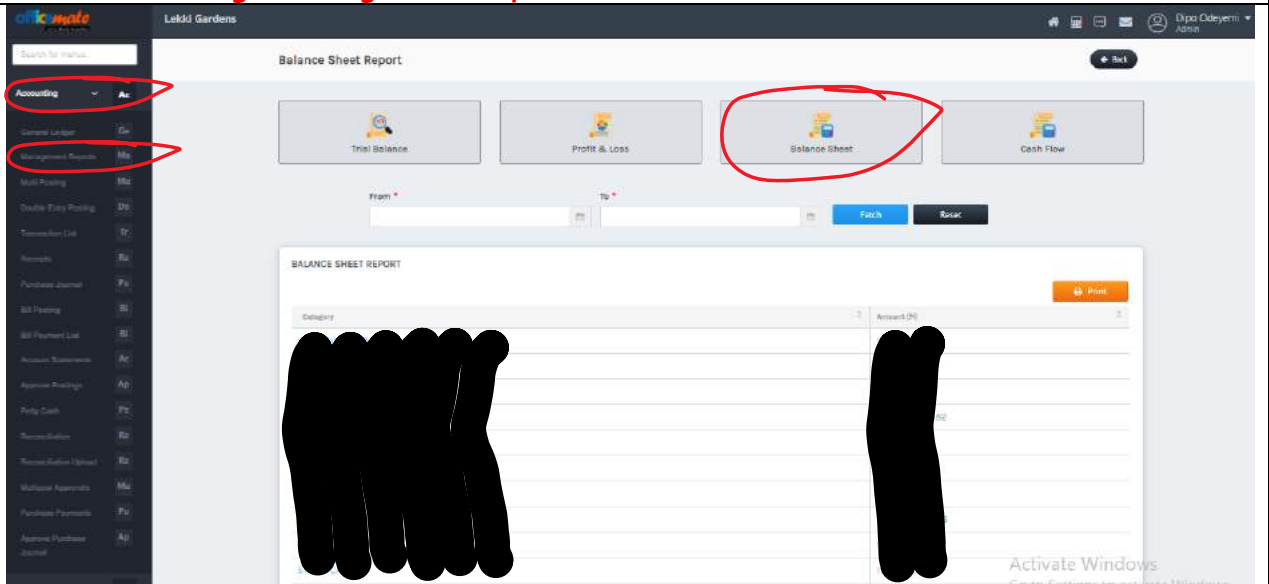
Category	Name	Debit Balance (N)	Credit Balance (N)
TRADE & OTHER PAYABLES	CC REALITY AND TECHNICAL SERVICES	21,151,000	0
TRADE & OTHER PAYABLES	GOSH PROJECTS LTD	1,308,660	0
TRADE & OTHER PAYABLES	MARIK SCHMIDT LTD	1,585,341	0
TRADE & OTHER PAYABLES	NAEBASS INT SERV NIG LTD	0	150,000,000

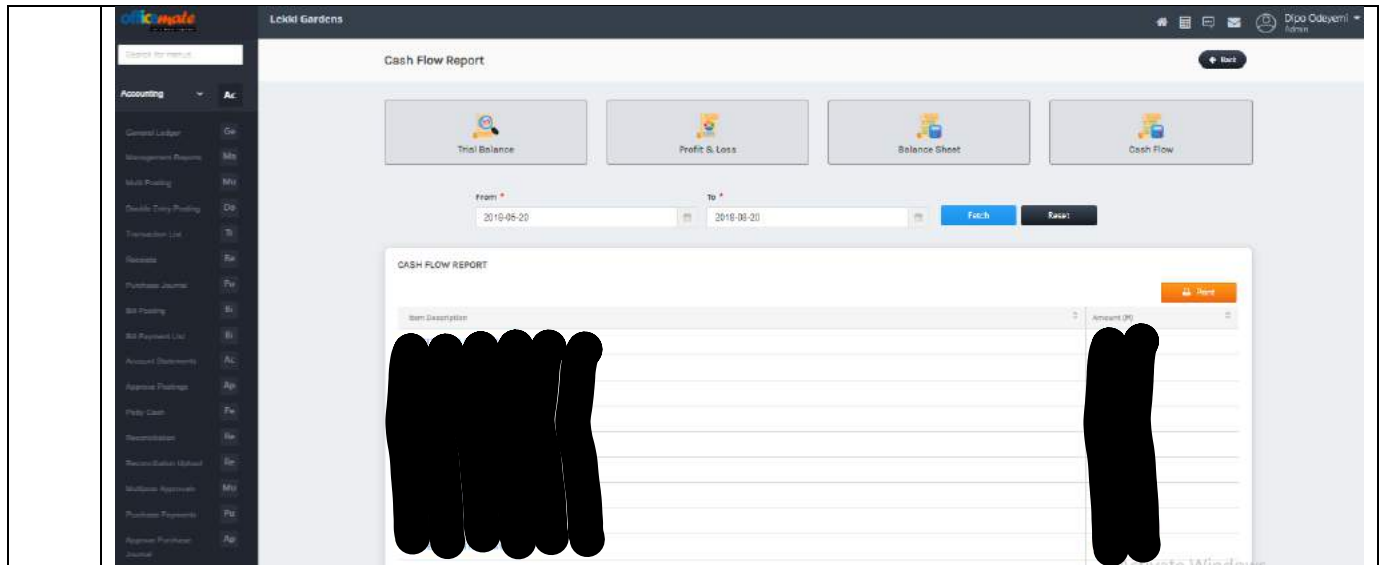
- 2 Accounting short cut to the sub- menus.
Goto: Accounting>>General Ledger>>Accounting

The screenshot shows the 'Accounting' module in the 'oticmate' system for 'Lekki Gardens'. The left sidebar lists various accounting functions, with 'Accounting' and 'Management Reports' circled in red. The main area displays the 'General Ledger' sub-menu. A 'Fetch' button is visible, and a table shows the trial balance data.

Name	Debit Balance (N)	Credit Balance (N)
CC REALITY AND TECHNICAL SERVICES	0	0
GOSH PROJECTS LTD	0	0
MARIK SCHMIDT LTD	0	0
NAEBASS INT SERV NIG LTD	150,000,000	0

- 3 **Profit & Loss:** Staff can view the profit and loss report here. It can also be sorted based on certain dates entered and fetched.
Goto: Accounting>>Management Report>> Click on 'Profit & Loss'

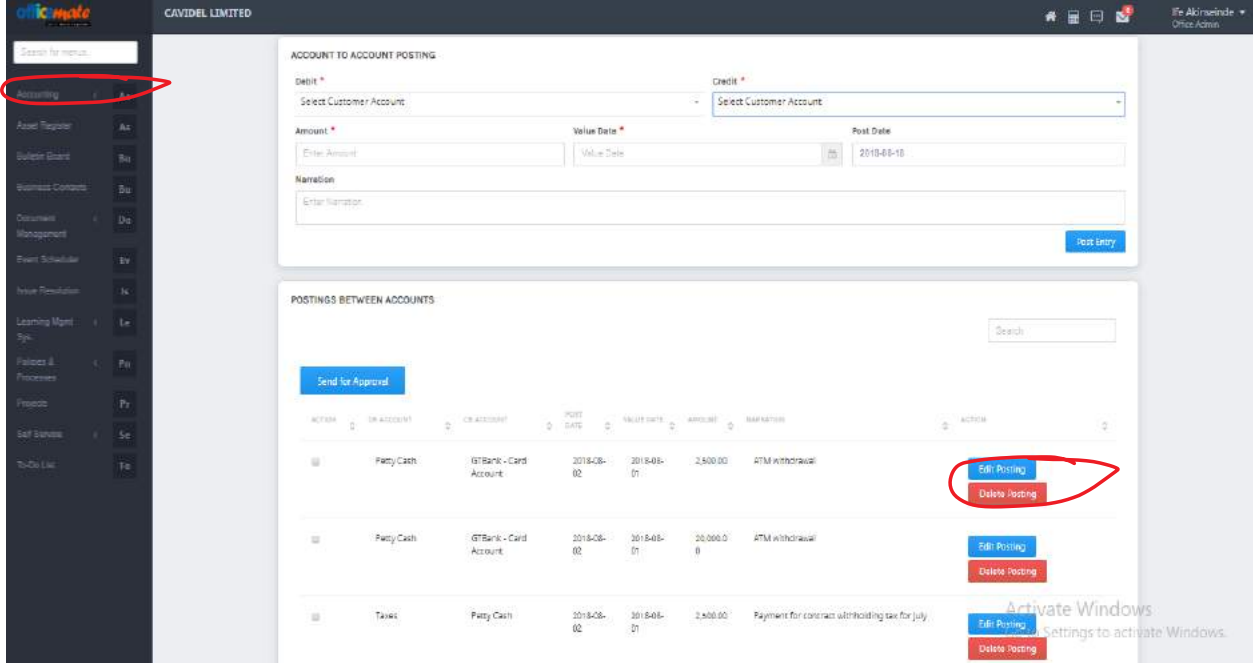
	
4	<p>Balance Sheet: Staff can view the balance sheet report here. It can also be sorted based on certain dates entered and fetched.</p> <p>Goto: Accounting>>Management Report>> Click on 'Balance Sheet'</p>
	
5	<p>Cash Flow: Staff can view the cash flow report here. It can also be sorted based on certain dates entered and fetched.</p> <p>Goto: Accounting>>Management Report>> Click on 'Cash Flow'</p>



19.3. Module: Accounting – Multi posting

Step	Procedure
1	<p>Multi posting: Multi-post transactions are carried out when the need to do so many double entry transactions at the same time. They are posted here and are sent to the approvals' log for approval</p> <p>Goto: Accounting>>Multi posting</p> <p>The 'Add Row' can be used to add more rows to existing rows.</p>

19.4. Module: Accounting – Double Entry Posting

Step	Procedure
1	<p>Double Entry Posting: This is a system of bookkeeping where every entry to an account requires a corresponding and opposite entry to a different account. The double entry has two equal and corresponding sides known as debit and credit.</p> <p>Goto: Accounting>>Click on 'Double Entry Posting'</p> <p>Note: For example, a staff can debit the petty cash account and credit the card account of a business, while stating the amount disbursed along with the date of disbursement and the purpose for which the amount was disbursed. This can be used to post single entry transactions.</p> <p>Note: To send for Approval, tick the check box and click on the 'send for approval'.</p>
	 <p>The screenshot displays the 'double entry' software interface for 'CAVIDIEL LIMITED'. On the left is a sidebar menu with 'Accounting' highlighted. The main window is divided into two sections. The top section, 'ACCOUNT TO ACCOUNT POSTING', contains fields for 'Debit *' (Select Customer Account), 'Credit *' (Select Customer Account), 'Amount *', 'Value Date *', 'Post Date', and 'Narration'. The bottom section, 'POSTINGS BETWEEN ACCOUNTS', features a 'Send for Approval' button and a table of transactions. The table has columns for 'ACTION', 'DR ACCOUNT', 'CR ACCOUNT', 'POST DATE', 'VALUE DATE', 'AMOUNT', 'NARRATION', and 'ACTION'. Three transactions are listed: 1) Petty Cash to GTBank - Card Account for 2,500.00 on 2018-08-02; 2) Petty Cash to GTBank - Card Account for 20,000.00 on 2018-08-01; 3) Taxes to Petty Cash for 2,500.00 on 2018-08-02. For each transaction, 'Edit Posting' and 'Delete Posting' buttons are available. A red circle highlights these buttons for the first transaction. An 'Activate Windows' watermark is visible in the bottom right corner.</p>
	<p>Editing a Post: To make changes to a post, click on the 'edit posting' while to delete a post wrongly entered, click on the 'delete posting' and there after click on the 'Update Entry' to effect changes.</p>

CAVIDEL LIMITED

Accounting To Account Posting

Debit * CAVIDEL Limited - Cash at Hand (NGN) ---103314.00

Credit * CAVIDEL Limited - Cash at Bank (NGN) ---184992.00

Amount * ₦ 2,500.00

Value Date * 2018-09-01

Post Date 2018-09-18

Narration ATM withdrawal

Update Entry

Copyright © 2018 OfficialNig. All rights reserved. Terms of use Privacy Policy

Designed and Developed by Cavidel Limited

19.5. Module: Accounting – Transaction List

Step	Procedure																																																															
1	<p>Transaction List: Shows the list of transactions carried out.</p> <p>Goto: Accounting>>Transaction List</p> <p>Note: Staff can search for transactions was carried out within a certain period using the 'search' button.</p>																																																															
	<p>Lekki Gardens</p> <p>Accounting</p> <p>Search Using Date Range</p> <p>Start Date * End Date *</p> <p>Search</p> <p>Transaction List</p> <p>Print</p> <table><tr><th>Ref</th><th>Account Number</th><th>Account Name</th><th>Post Date</th><th>Value Date</th><th>Debit</th><th>Credit</th></tr><tr><td>25109</td><td>8430</td><td>DIAMOND BANK - GT RICH REALTY</td><td>2018-08-14</td><td>2018-08-14</td><td>2,000,000.00</td><td>0.00</td></tr><tr><td>25110</td><td>5720</td><td>L22/0152 - ODEYEM</td><td>2018-08-14</td><td>2018-08-14</td><td>0.00</td><td>2,600.00</td></tr><tr><td>25111</td><td>9472</td><td>ACCESS BANK - GET TOO RICH INVESTMENT 2</td><td>2018-08-14</td><td>2018-08-15</td><td>23,000.00</td><td>0.00</td></tr><tr><td>25112</td><td>8994</td><td>AS/001 - MR ADUNGBI ISRAHIM OJAYUNLE</td><td>2018-08-14</td><td>2018-08-15</td><td>0.00</td><td>28,000.00</td></tr><tr><td>25113</td><td>8480</td><td>DIAMOND BANK - GT RICH REALTY</td><td>2018-08-14</td><td>2018-08-14</td><td>2,000,000.00</td><td>0.00</td></tr><tr><td>25114</td><td>5720</td><td>L22/0152 - ODEYEM</td><td>2018-08-14</td><td>2018-08-14</td><td>0.00</td><td>2,000.00</td></tr><tr><td>25115</td><td>8480</td><td>DIAMOND BANK - GT RICH REALTY</td><td>2018-08-14</td><td>2018-08-14</td><td>2,000,000.00</td><td>0.00</td></tr><tr><td>25116</td><td>5720</td><td>L22/0152 - ODEYEM</td><td>2018-08-14</td><td>2018-08-14</td><td>0.00</td><td>2,000.00</td></tr></table> <p>Showing 16 of 16 Records</p> <p>Activate Windows Go to Settings to activate Windows.</p>	Ref	Account Number	Account Name	Post Date	Value Date	Debit	Credit	25109	8430	DIAMOND BANK - GT RICH REALTY	2018-08-14	2018-08-14	2,000,000.00	0.00	25110	5720	L22/0152 - ODEYEM	2018-08-14	2018-08-14	0.00	2,600.00	25111	9472	ACCESS BANK - GET TOO RICH INVESTMENT 2	2018-08-14	2018-08-15	23,000.00	0.00	25112	8994	AS/001 - MR ADUNGBI ISRAHIM OJAYUNLE	2018-08-14	2018-08-15	0.00	28,000.00	25113	8480	DIAMOND BANK - GT RICH REALTY	2018-08-14	2018-08-14	2,000,000.00	0.00	25114	5720	L22/0152 - ODEYEM	2018-08-14	2018-08-14	0.00	2,000.00	25115	8480	DIAMOND BANK - GT RICH REALTY	2018-08-14	2018-08-14	2,000,000.00	0.00	25116	5720	L22/0152 - ODEYEM	2018-08-14	2018-08-14	0.00	2,000.00
Ref	Account Number	Account Name	Post Date	Value Date	Debit	Credit																																																										
25109	8430	DIAMOND BANK - GT RICH REALTY	2018-08-14	2018-08-14	2,000,000.00	0.00																																																										
25110	5720	L22/0152 - ODEYEM	2018-08-14	2018-08-14	0.00	2,600.00																																																										
25111	9472	ACCESS BANK - GET TOO RICH INVESTMENT 2	2018-08-14	2018-08-15	23,000.00	0.00																																																										
25112	8994	AS/001 - MR ADUNGBI ISRAHIM OJAYUNLE	2018-08-14	2018-08-15	0.00	28,000.00																																																										
25113	8480	DIAMOND BANK - GT RICH REALTY	2018-08-14	2018-08-14	2,000,000.00	0.00																																																										
25114	5720	L22/0152 - ODEYEM	2018-08-14	2018-08-14	0.00	2,000.00																																																										
25115	8480	DIAMOND BANK - GT RICH REALTY	2018-08-14	2018-08-14	2,000,000.00	0.00																																																										
25116	5720	L22/0152 - ODEYEM	2018-08-14	2018-08-14	0.00	2,000.00																																																										

19.6. Module: Accounting – Receipts

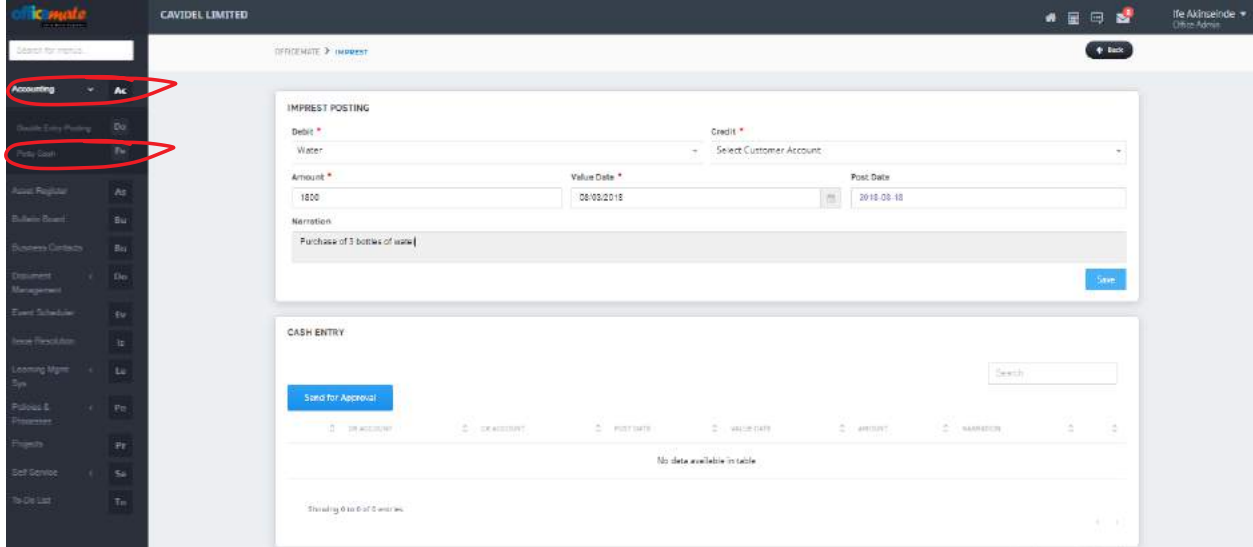
Step	Procedure
------	-----------

1	New Receipts: Staff can create receipts for different products. Goto: Accounting>>Receipts Fill in the appropriate information required and click 'save'
---	--

	Approve Receipts: After creating the new receipts. We can see below that the newly created receipt is unproved. To approve receipt, tick the check box and click on the 'Send Receipt for Approval' Edit Receipt: To make changes to the created receipt, click on the 'edit' button and make changes.
--	---

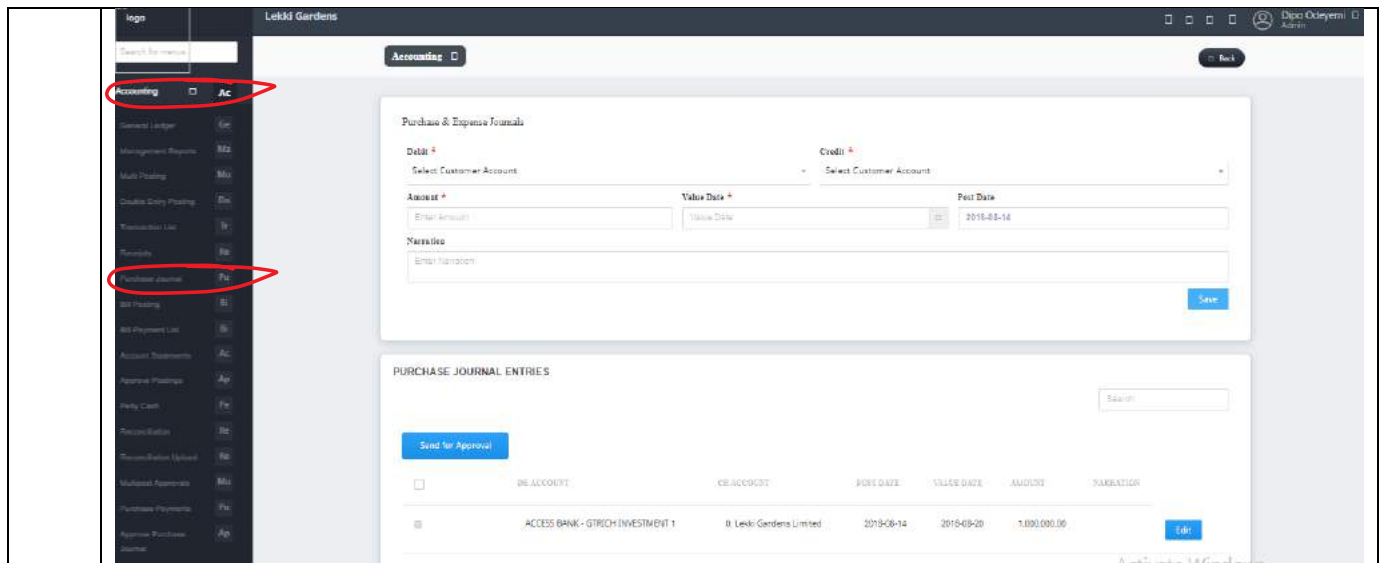
19.7. Module: Accounting – Petty Cash

Step	Procedure
------	-----------

1	<p>Petty Cash: Shows the list of transactions carried out.</p> <p>Goto: Accounting>>Petty Cash</p> <p>Note: Staff can enter their daily business expenditure.</p>
	

19.8. Module: Accounting – Purchase Journal

Step	Procedure
1	<p>Purchase Journal: The Purchases journal is used for recording credit purchases such as merchandise for resale to customers, business supplies, equipment, and other such purchases. (Cash purchases are not recorded here, they belong in the cash payments journal.) The transactions entered into the purchases journal involves a credit to the accounts payable account and a debit to the expense or asset account to which a purchase relates</p> <p>Goto: Accounting>>Purchase Journal</p>

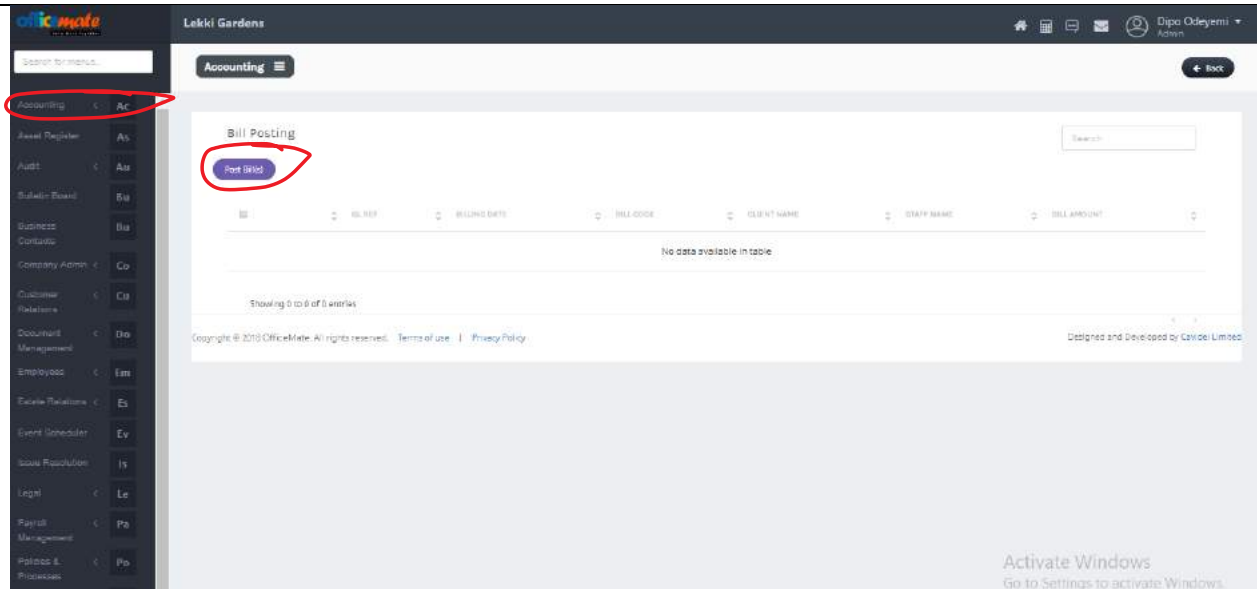


19.9. Module: Accounting – Bill Posting

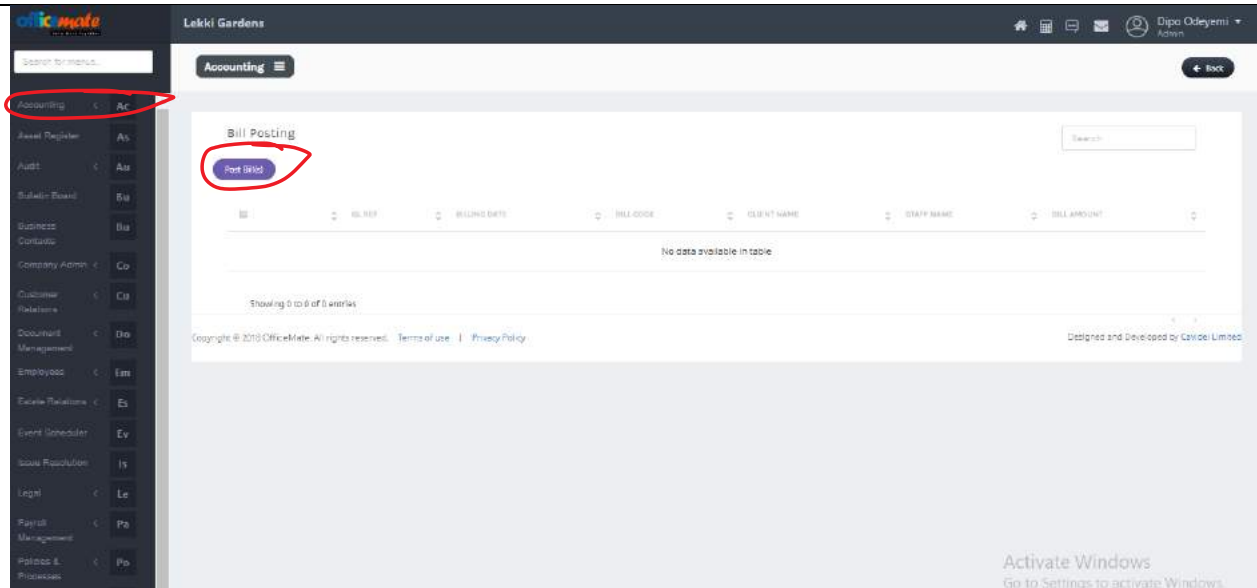
Step	Procedure
1	<p>Bill Posting: The transactions entered into the purchases journal involves a credit to the accounts payable account and a debit to the expense or asset account to which a purchase relates</p> <p>Goto: Accounting>>Purchase Journal</p>

19.10. Module: Accounting – Bill Posting

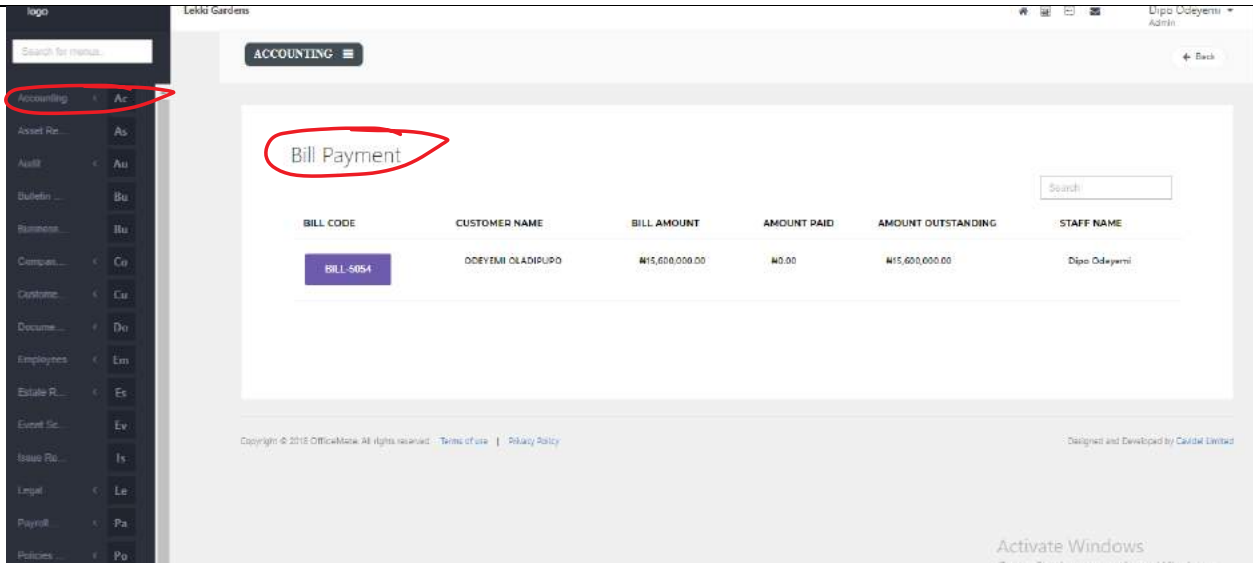
Step	Procedure
------	-----------

1	Bill Posting: Staff can post bills that have already been created. Goto: Accounting>>Post Bills
	 <p>The screenshot shows the OfficeMate Lekki Gardens Accounting module. On the left sidebar, the 'Accounting' menu item is circled in red. In the main content area, under the 'Bill Posting' heading, the 'Post Bills' button is also circled in red. Below the button is a table with columns: BILL REF, BILLING DATE, BILL CODE, CLIENT NAME, STAFF NAME, and BILL AMOUNT. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer includes copyright information for 2019 OfficeMate, terms of use, privacy policy, and a note that the system was designed and developed by Calvix Limited.</p>

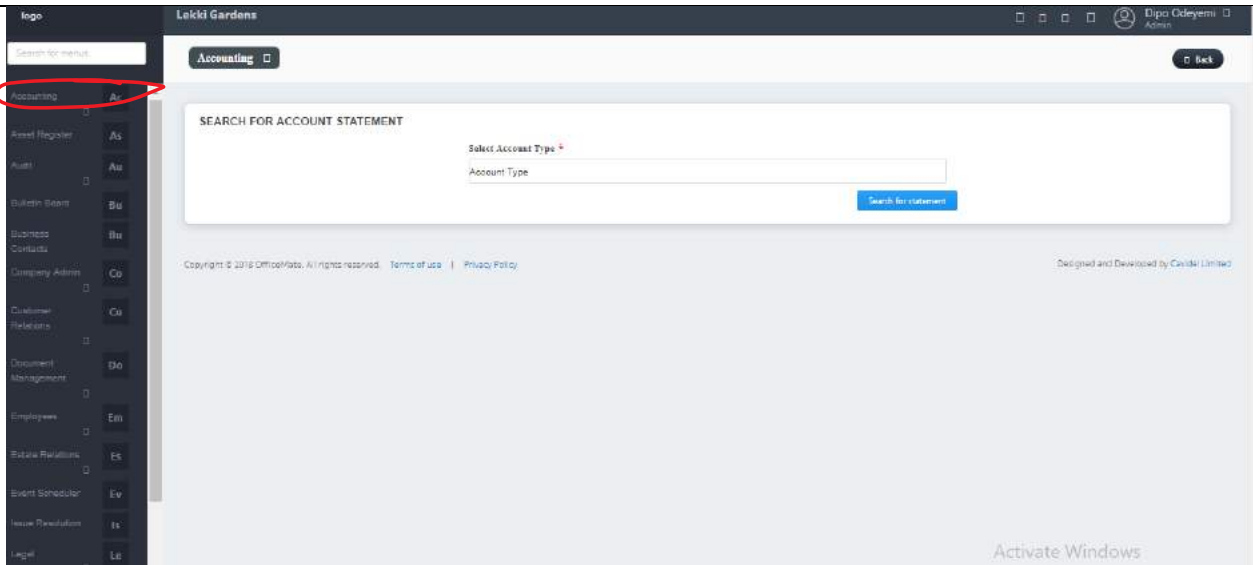
19.11. Module: Accounting – Bill Posting

Step	Procedure
1	Bill Posting: Staff can post bills that have already been created. Goto: Accounting>>Post Bills
	 <p>This screenshot is identical to the one above, showing the OfficeMate Lekki Gardens Accounting module with the 'Accounting' menu item and the 'Post Bills' button circled in red. It displays the same empty table structure and footer information.</p>

19.12. Module: Accounting – Bill Payment List

Step	Procedure
1	Bill Payment: Staff view bill payments that have already been created and posted. Goto: Accounting>>Bill Payment List
	

19.13. Module: Accounting – Account Statements

Step	Procedure
1	Account Statements: Staff can search for the account statements of different account type of the business. Goto: Accounting>>Account Statements
	

2

To view the account statement, select the account type you want to view and click on 'search for statement'.

3

3

To view the statement, click on View Statement.

19.14. Module: Accounting – Reconciliation

Step	Procedure
1	Reconciliation: It confirms whether the money leaving a company account matches the amount that's been spent, and making sure the two are balanced at the end of the recording period. Goto: Accounting>>Reconciliation

Accounting

Ac

General Ledger

Management Reports

Multi Posting

Double Entry Posting

Transaction List

Reverts

Purchase Journal

Bill Posting

Bill Payment List

Account Statements

Agencies Postings

Party List

Reconciliation

Reconciliation Upload

MultiPost Approvals

Purchase Payments

Agencies Payments

Print Payments

Vendor Postings

Lekki Gardens

Accounting

Ledger

Bank

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

Showing 1 to 10 of 2681 rows

10 rows per page

1

2

3

4

5

2681

Bank

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

2018-01-01

41,389.60

40.00

0

Showing 1 to 10 of 2760 rows

10 rows per page

1

2

3

4

5

2760

2

Reconciliation Upload: To upload reconciliation data

Go to: Accounting>>Reconciliation Upload

Enter the required details and click he 'Upload Data'.

3

Accounting

Ac

General Ledger

Management Reports

Multi Posting

Double Entry Posting

Transaction List

Reverts

Purchase Journal

Bill Posting

Bill Payment List

Account Statements

Agencies Postings

Party List

Reconciliation

Reconciliation Upload

MultiPost Approvals

Purchase Payments

Agencies Payments

Print Payments

Vendor Postings

Lekki Gardens

Accounting

Select Bank *

Select Branch *

Select Ledger *

Start Date *

End Date *

Upload Date

--select bank--

--select location--

--select ledger--

mm/dd/yyyy

mm/dd/yyyy

Upload Data

Showing 1 to 10 of 2681 rows

10 rows per page

1

2

3

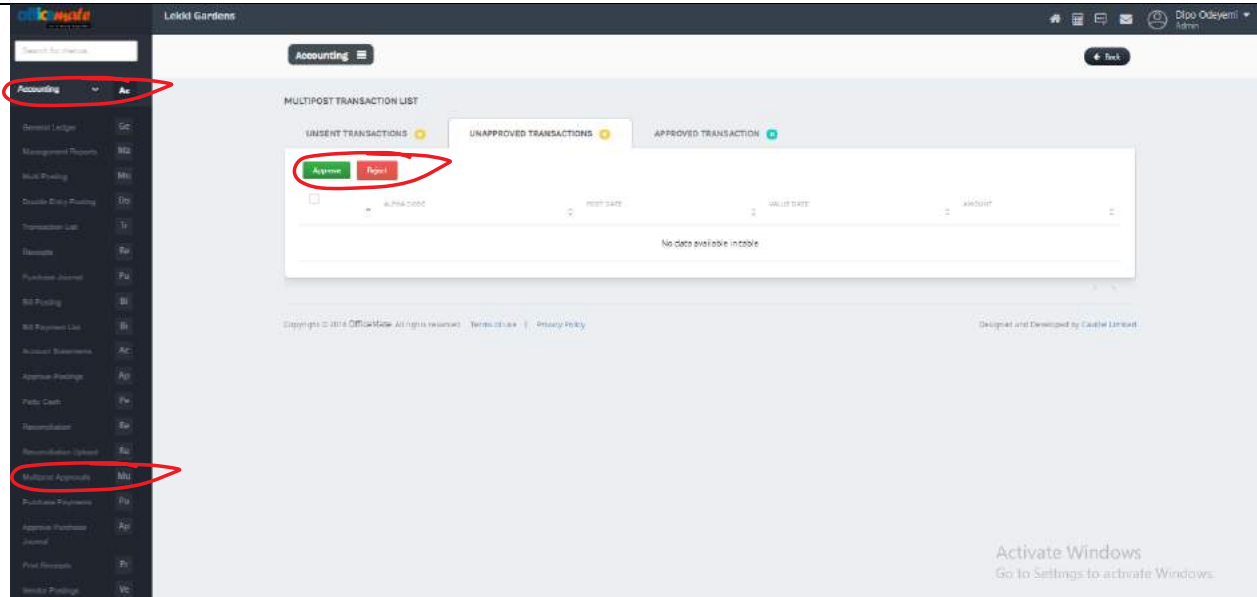
4

5

2681

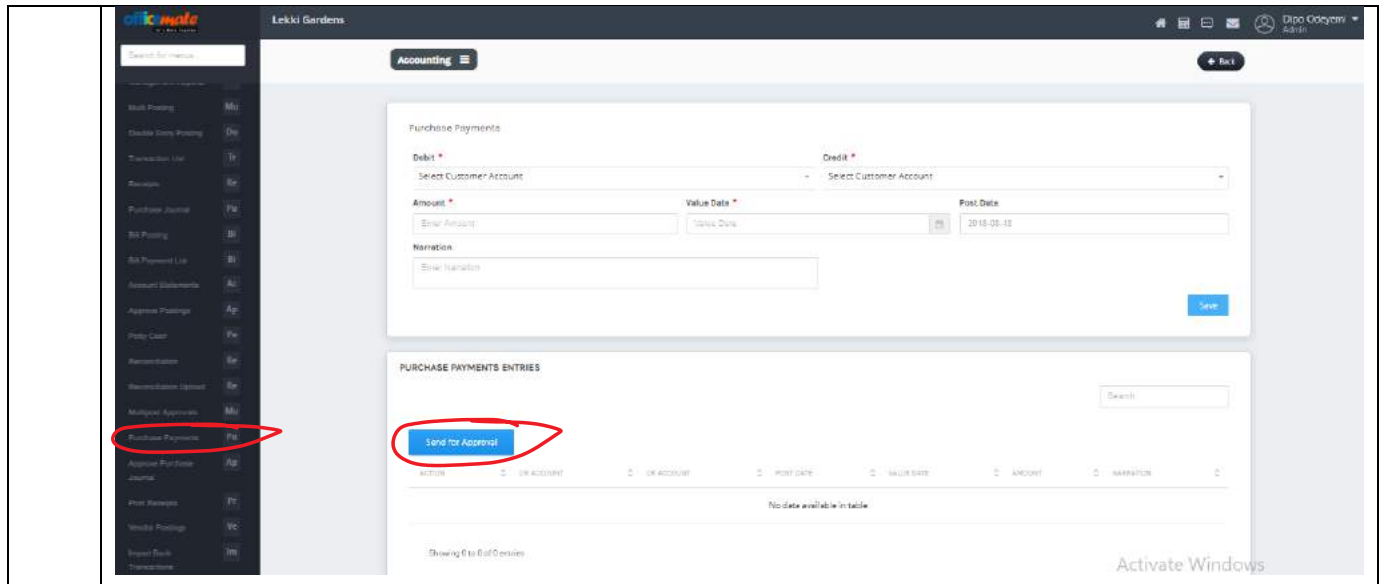
19.15. Module: Accounting – Multi-post Approvals

Step	Procedure
1	Multi-post Approvals: This is the multi-post transaction list. So, after submitting the multi post transactions from the multi post module, it goes to the approvals log and it appears in the unapproved transactions and when it has been approved it displays on the approved transaction.

	<p>Goto: Accounting>>Multipost Approvals Note: Not everyone has access to this module.</p>
	

19.16. Module: Accounting – Purchase Payments

Step	Procedure
1	<p>Purchase Payments: They are a type of journal entry that record a payment against a purchase invoice or purchase credit of a supplier.</p> <p>After entering the appropriate details and clicking on save, the user is required to click on the 'send for approval' to request for approval of the entry(s).</p> <p>Goto: Accounting>>Purchase Payments</p>

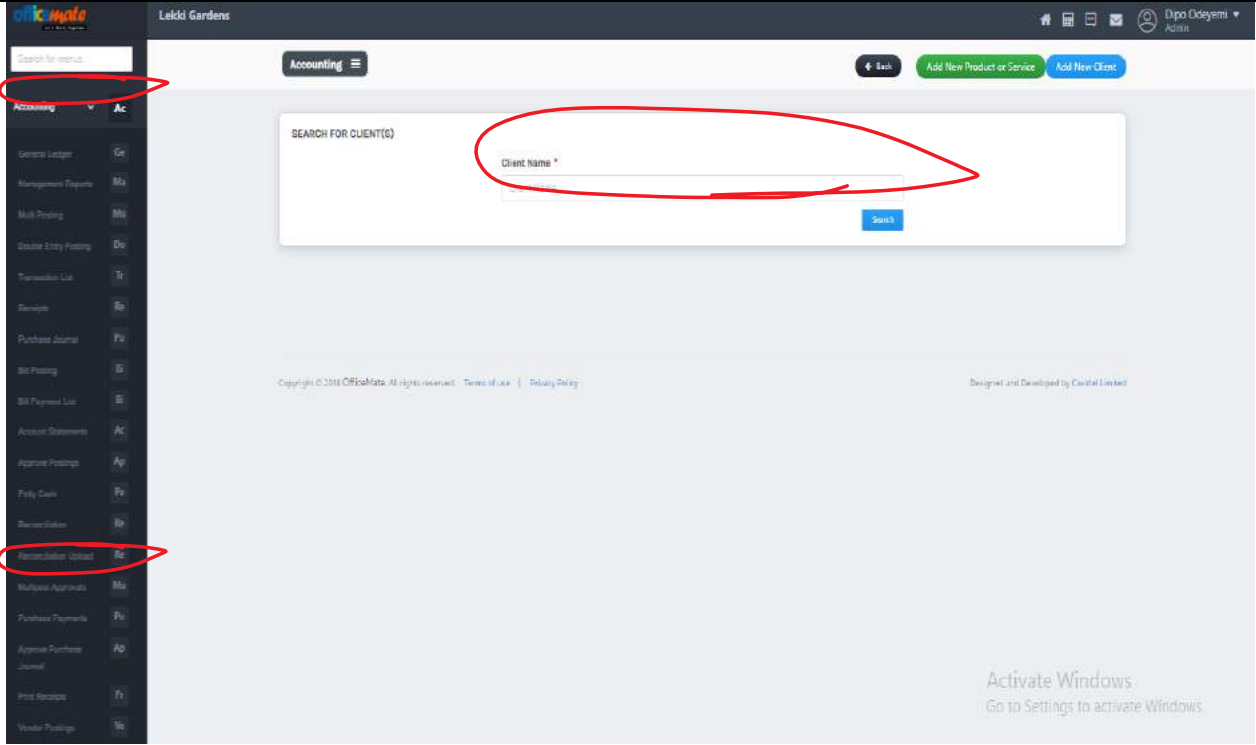
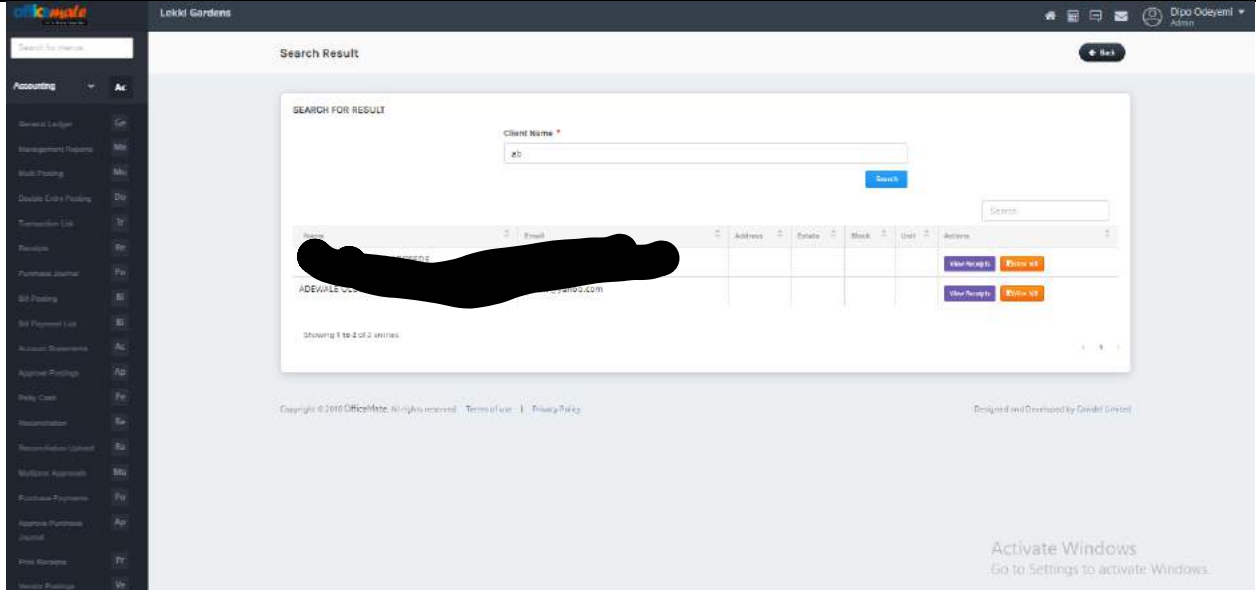


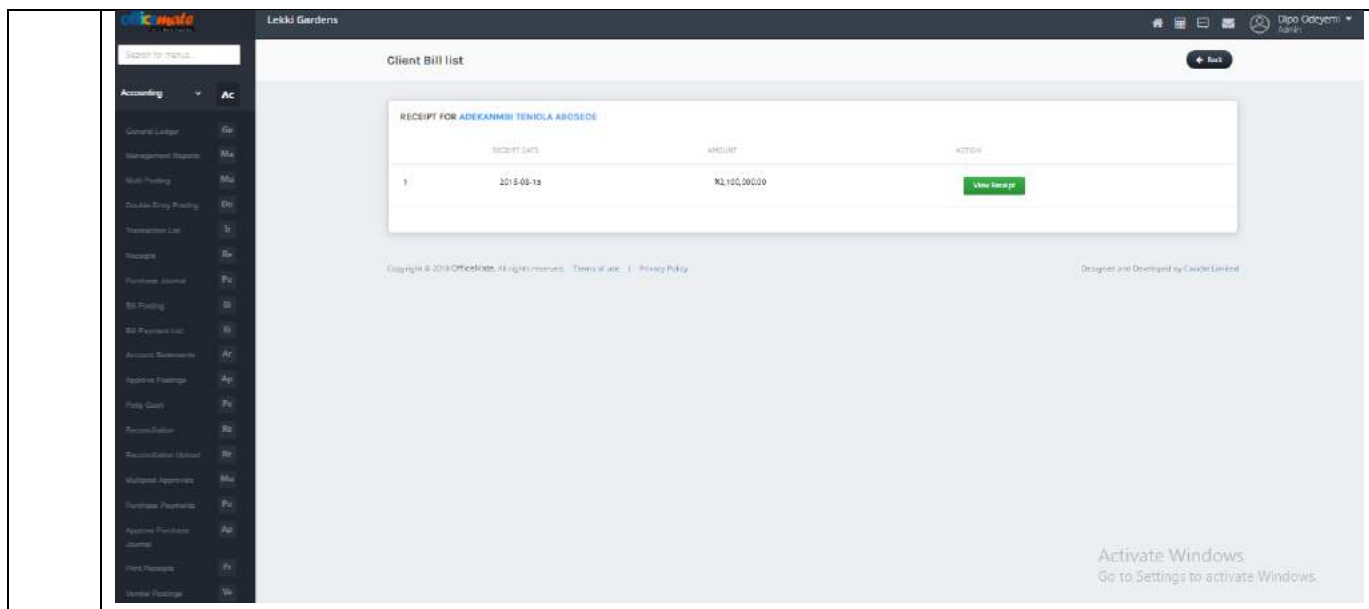
19.17. Module: Accounting – Approve Purchase Journal

Step	Procedure
1	<p>Approve Purchase Journal: The purchase journal posting are sent to the approver's log. The user can decide to approve or reject the purchase journal posting.</p> <p>Goto: Accounting>>Approve Purchase Journal>> Click on 'Approve Purchase Journal posting or reject purchase journal posting'</p>
	<p>The screenshot shows the 'Accounting' module in Lekki Gardens. The 'APPROVE PURCHASE JOURNAL POSTING' form is open, displaying a table with columns for ACTION, OK ACCOUNT, POST DATE, VALUE DATE, AMOUNT, and NARRATION. Two buttons, 'Approve Purchase Journal Posting' and 'Reject Purchase Journal Posting', are highlighted with a red circle. Another red circle highlights the 'Approve Purchase Journal' option in the left sidebar menu.</p>

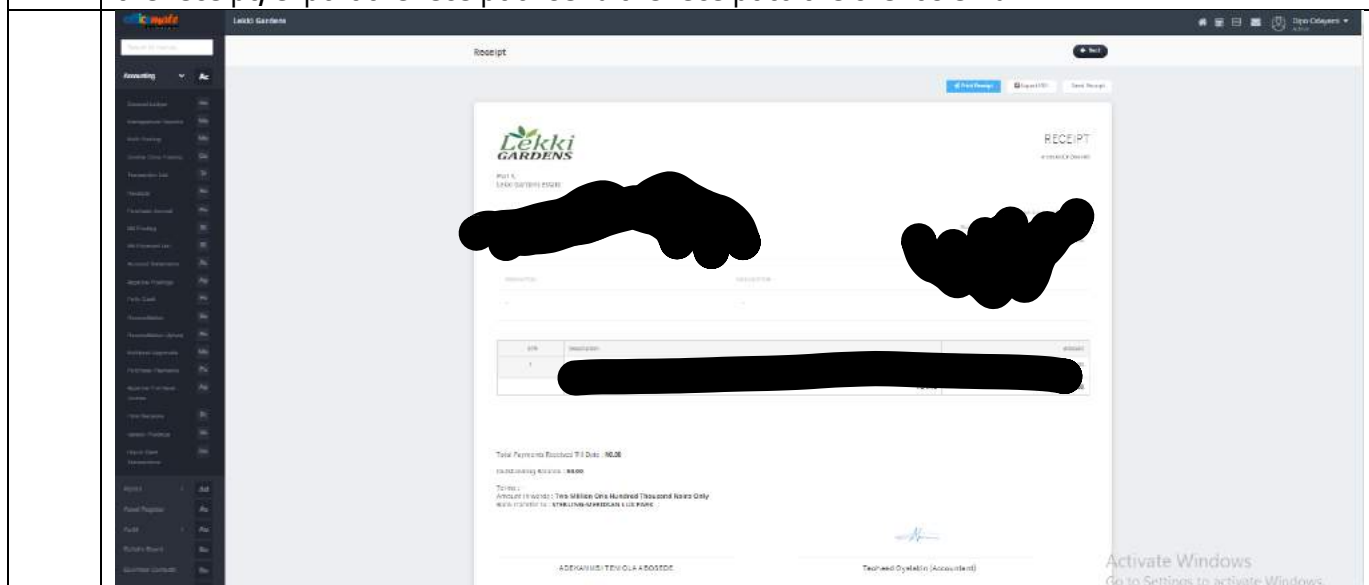
19.18. Module: Accounting – Print Receipts

Step	Procedure
------	-----------

1	<p>Print Receipts: The purchase journal posting are sent to the approver's log. The user can decide to approve or reject the purchase journal posting.</p> <p>Goto: Accounting>>Print Receipts</p> <p>Enter the name of the client you want to print receipt for and click on the 'search' button.</p>
	 <p>Enter the name of the client you want to print receipt for and click on the 'search' button.</p> <p>Click on the 'View Receipts'</p>
2	

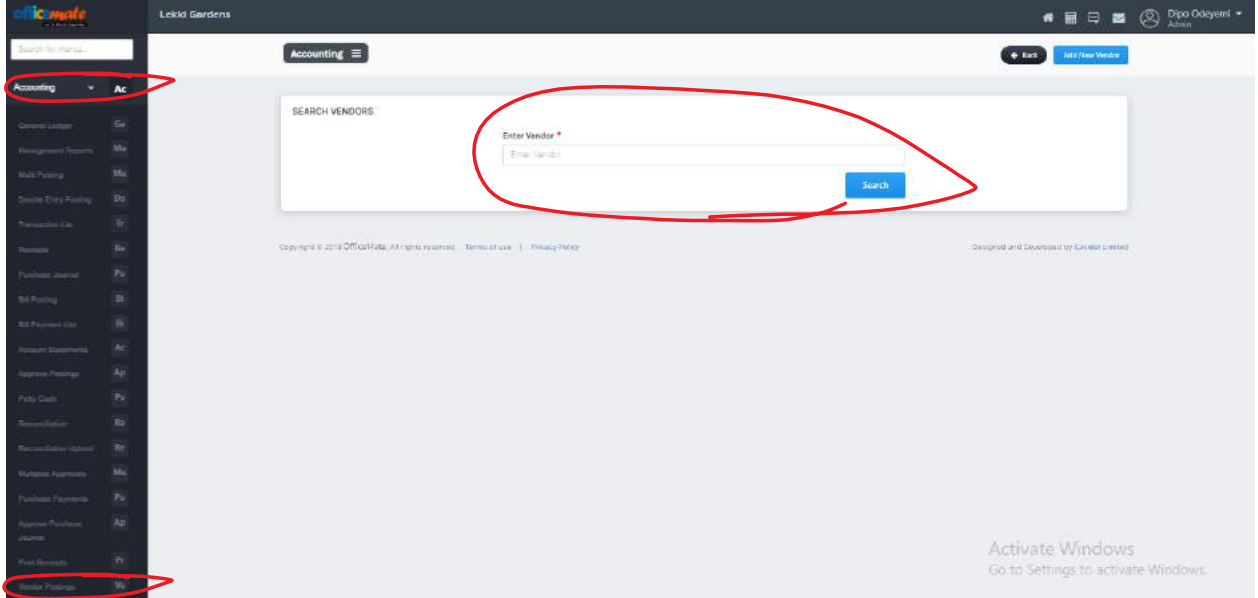
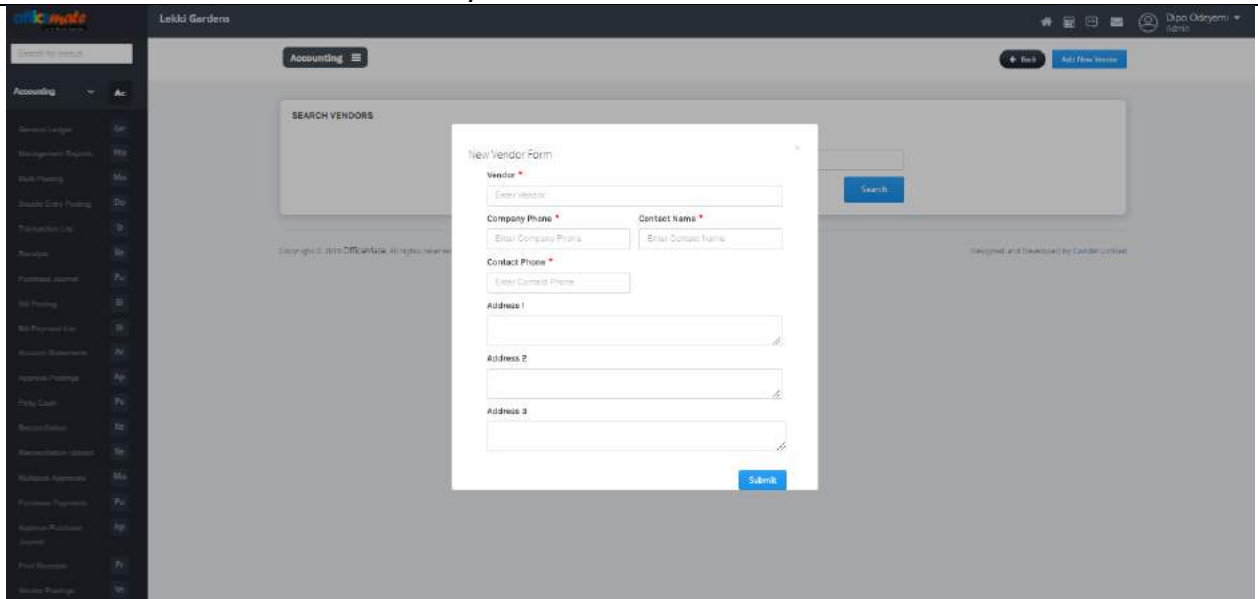


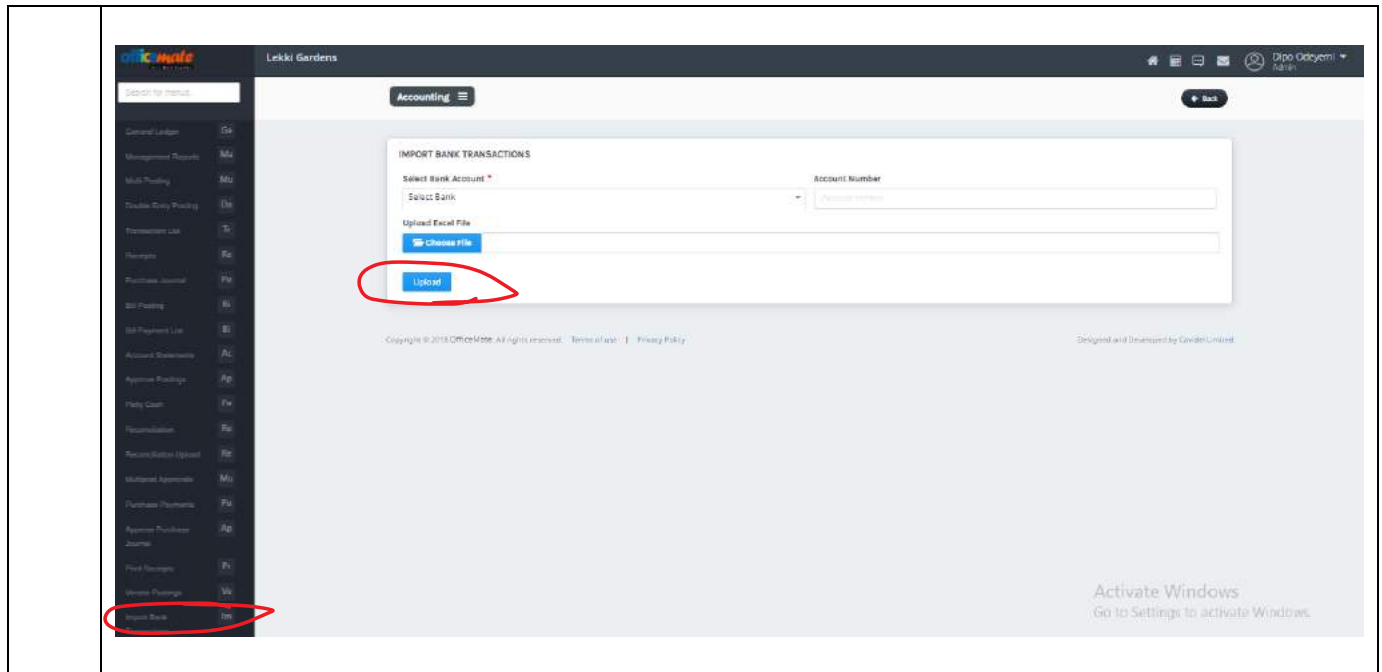
- 3 Click on the 'view receipt' to view the receipt of the client. The staff has option to either print the receipt, export the receipt or send the receipt to the client's email.



19.19. Module: Accounting – Vendor Posting

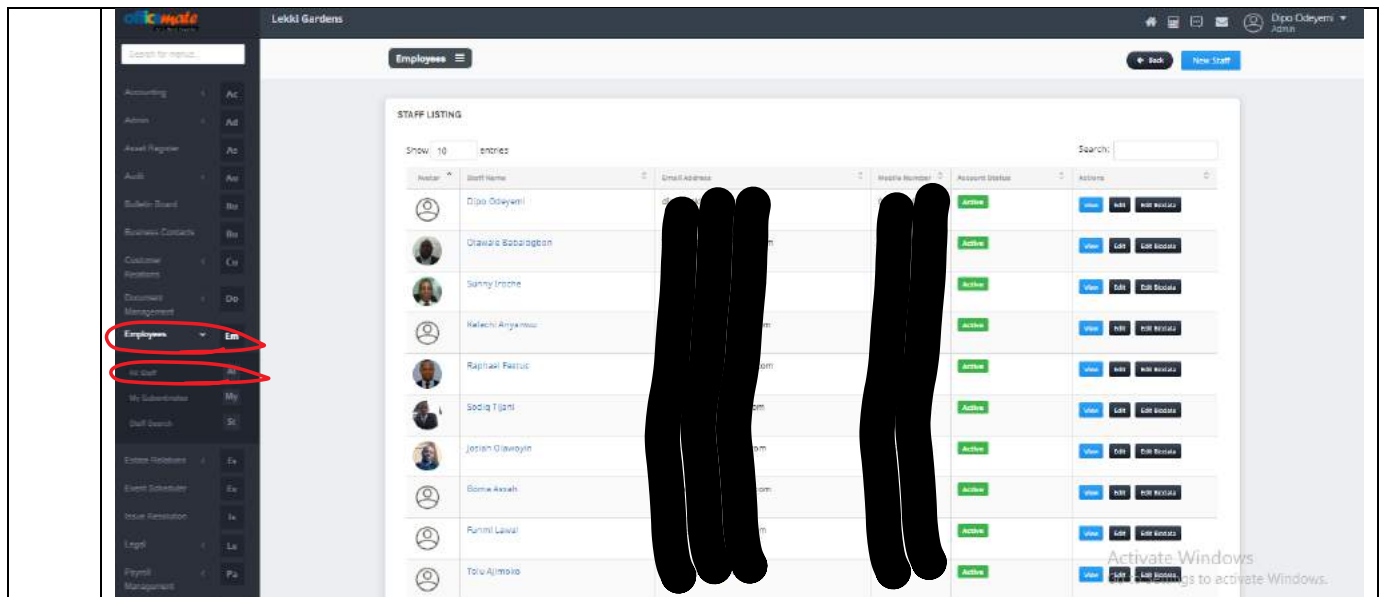
Step	Procedure
1	Vendor Postings: The vendors handle project for the company. Goto: Accounting>>Vendor Postings

	 <p>The screenshot shows the 'Accounting' module of Officemate. The sidebar on the left lists various accounting functions, with 'Accounting' and 'Vendor Payments' highlighted. The main area displays the 'SEARCH VENDORS' section, which includes a text input field for entering a vendor name and a 'Search' button. Red circles highlight the 'Accounting' menu item and the search input field/button area.</p>
2	<p>New Vendor: To add a new vendor, click on the 'add new vendor'</p>
	 <p>This screenshot shows the 'New Vendor Form' modal window. It contains several input fields: 'Vendor' (with a sub-label 'Enter Vendor'), 'Company Phone', 'Contact Name', 'Contact Phone', and three lines for 'Address'. A 'Submit' button is located at the bottom right of the form. The background shows the same 'SEARCH VENDORS' interface as the previous screenshot.</p>
3	<p>Search for Vendors: Enter the name of the vendor and click on the search button. You can create bill(s), view bills, view vendor documents and edit the details of the vendors to make changes.</p>

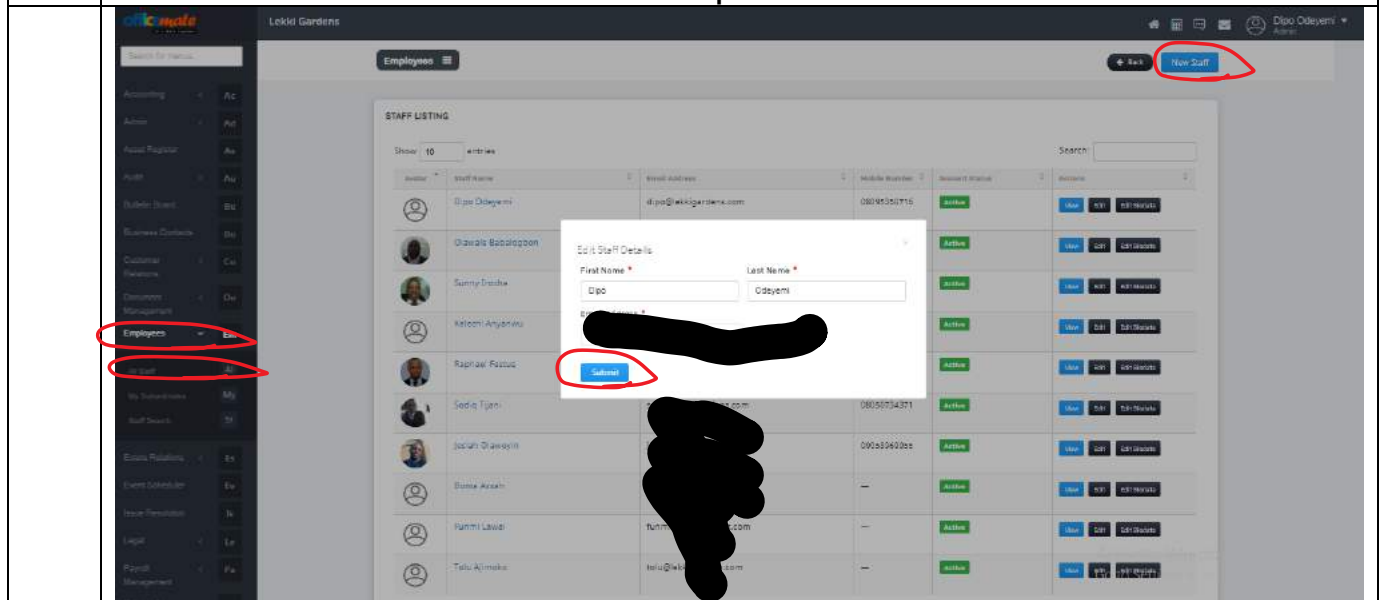


20. Module: Employees

Step	Procedure
1	<p>Employees: It is used to manage the employees of a company</p> <p>All staff: This page displays a view of all created staff. Admin can view and edit staff details here. Admin can view the list of all the employees in the company. Go to: Employees>>All Staff</p> <p>Note: Only the admin has access to the staff list under the employees module..</p>



2 To Edit Staff name and email address and Update it: Click on the 'Edit'



3 To view individual staff details: Click on the 'view'

oik mate Lekki Gardens

Search for menu...

Accounting > Ac
Admin > Ad
Asset Register > As
Audit > Au
Bulletin Board > Bu
Business Contacts > Bu
Customer Relations > Cu
Document Management > Du
Employees > Em
All Staff > Al
My Subscribers > My
Staff Search > St
Estates Relations > Es
Event Scheduler > Ev
Issue Resolution > Is
Legal > Le
Payroll Management > Pa

DIPO ODEYEM'S BIO DATA

BIODATA PROJECTS STATUS GANTT CHART TO-DO'S SCORE CARD TASK UPDATE REPORTS

First Name: Diyo Middle Name: Last Name: Odeyemi
Personal Email: Home Phone: Office Location:
Work Phone: Religion:
No. Of Children: 0 Town / City:
State: Country: Address 1:
Address 2: Date of Birth:
HMO: HMO Plan: HMO Number:
Next Of Kin: Next Of Kin Phone: Next Of Kin Email:
Beneficiary: Beneficiary Phone: Beneficiary Email:
Beneficiary Address:

Activate Windows
Go to Settings to activate Windows.

4

Edit Bio-data: click on the bio-data to make changes to the staff information and afterwards click on the 'update'

oik mate Lekki Gardens

Search for menu...

Accounting > Ac
Admin > Ad
Asset Register > As
Audit > Au
Bulletin Board > Bu
Business Contacts > Bu
Customer Relations > Cu
Document Management > Du
Employees > Em
All Staff > Al
My Subscribers > My
Staff Search > St
Estates Relations > Es
Event Scheduler > Ev
Issue Resolution > Is
Legal > Le
Payroll Management > Pa

EDIT BIO DATA - DIPO ODEYEMI

Upload Profile Picture
Choose File

First Name * Diyo Middle Name: Last Name * Odeyemi
Roles * Departments: All staff, Audit & Compliance, Operations/Health & Safety, Sales, Technology
Supervisor * Select Supervisor
Personal Email: Enter Personal Email
ID Number: Enter ID Number
Date of Birth: Date of Birth Home Phone Number: Enter Home Phone Number Mobile Phone: Enter Mobile Phone Number
Work Phone Number: Enter Work Phone Number Religion: Select your religion Marital Status: Marital Status
No of children: 0 Office Location: Select Office Location Date Of Marriage: Date of Marriage
Local Government: Choose your Local Government Country: Choose your Country State: Choose your State

Activate Windows
Go to Settings to activate Windows.

OFFICEmate Lekki Gardens

Search for manual

Accounting > Ac
Admin > Ad
Asset Register > As
Audit > Au
Subsidiary Board > Su
Business Contacts > Bu
Customer Relations > Cu
Document Management > Du
Employees > Em
Job Staff > Js
My Subscriptions > My
Staff Search > St
External Relations > Ex
Event Schedule > Ev
Invoice Resolution > Is
Legal > Le
Payroll Management > Pa

Beneficiary Name: Enter Beneficiary Name
Beneficiary Relationship: Enter Beneficiary Relationship
Beneficiary Phone Number: Enter Beneficiary Phone Number
Beneficiary Email Address: Enter Beneficiary Email Address
Beneficiary Address: Enter Beneficiary Address
University Attended (1st Degree): Enter University Attended
University Attended (2nd Degree): Enter University Attended
University Attended (3rd Degree): Enter University Attended
Professional Qualification (1st Degree): Enter Professional Qualification
Professional Qualification (2nd Degree): Enter Professional Qualification
Professional Qualification (3rd Degree): Enter Professional Qualification
NYSC Year: Enter NYSC Year
NYSC Location: Enter NYSC Location
MSWord Proficiency: MSWord Proficiency
MSExcel Proficiency: MSExcel Proficiency
MSAccess Proficiency: MSAccess Proficiency
PowerPoint Proficiency: PowerPoint Proficiency
BANK DETAILS
Choose Bank: Select a Bank
Bank Account Number: Enter Bank Account Number
PAYROLL DETAILS
Annual Life Assurance: .00
Payroll Group: Select a payroll group
Update No Data

Activate Windows
Go to Settings to activate Windows.

- 5 **Invite Staff:**
Go to: Employees>>All Staff>>Click on New Staff
Enter the details of the employee and select the appropriate role.

OFFICEmate Microsoft Technologies

COMPANIES > STAFF LISTING

Company Admin > Ca
Employees > Em
Projects > Pr
Subsidiary Board > Su
Document Management > Du
Event Schedule > Ev
Invoice Resolution > Is
Business Contacts > Bu
Accounting > Ac
Asset Register > As
Payroll Management > Pa
To Do List > To
Risk Management > Ri
Workflow > Wo
Cost Service > Se

STAFF LISTING

Staff Name	Email Address	Mobile Number	Account Status	Actions
Ife Akosende	ife@office.com	08130535917	Active	View Edit
Sam Smith	sam@office.com		Active	View Edit
John Snow	john@office.com		Active	View Edit
Mark Robinson	mark@office.com		Active	View Edit

Showing 1 to 4 of 4 entries

Invite New Staff

First Name *
Last Name *
Email Address *
Role *

Submit

Copyright © 2018 OFFICEmate. All rights reserved. Terms of use | Privacy Policy
Designed and Developed by Canva Limited

- 6 **Inactive account status**
It shows the list of all the employees in the company.
It shows the list of employees whose accounts are activated and inactive.

STAFF LISTING

Staff Name	Email Address	Mobile Number	Account Status	Actions
Ife Akinseinde	bigigigi@gmail.com	08130335817	Active	View Edit
Sam Smith	sam@email.com		Active	View Edit
John Snow	john@email.com		Active	View Edit
Mark Robinson	mark@mailinator.com	08044435585	Active	View Edit
Mercy Bigigigi	ife@mailinator.com		Inactive	View Edit

Showing 5 to 5 of 5 entries

Copyright © 2018 OfficeMate. All rights reserved. [Terms of use](#) | [Privacy Policy](#)

Designed and Developed by Cavall Limited

7 **My Subordinates:** Staff including supervisors and managers can view the staff under their supervision.

Goto: Employees>>My Subordinates

SUBORDINATES

Staff Name	Email Address	Mobile Number	Office Location
No data available in table			

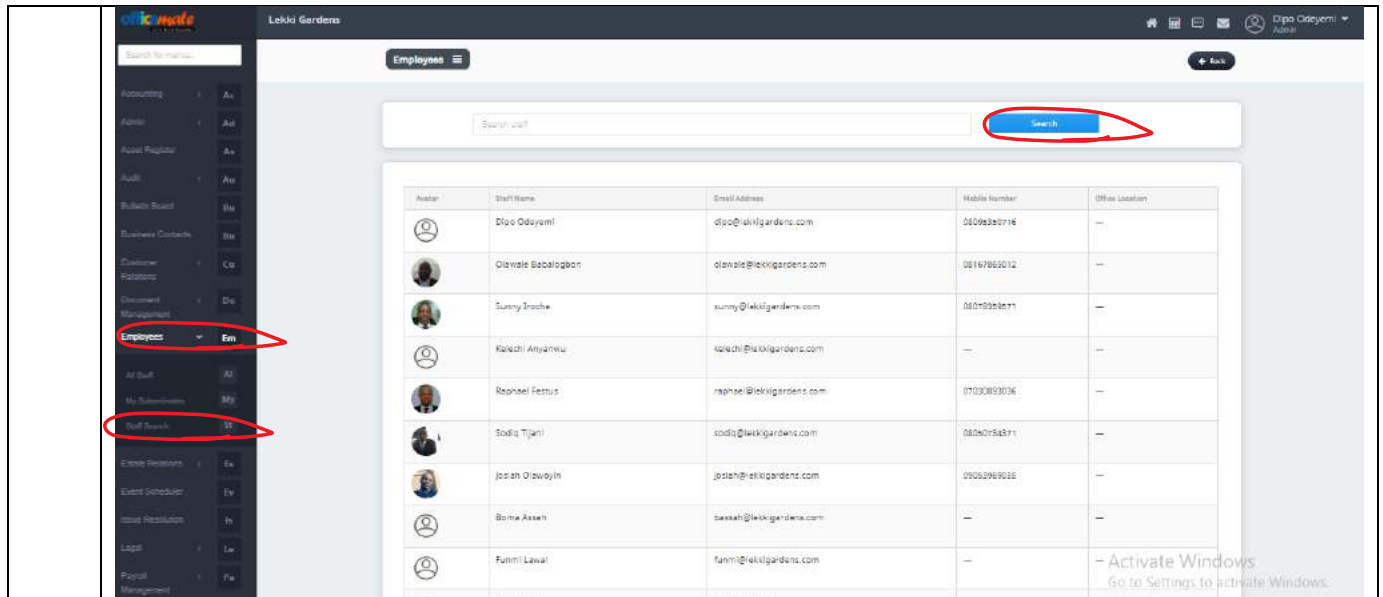
Showing 0 to 0 of 0 entries

Copyright © 2018 OfficeMate. All rights reserved. [Terms of use](#) | [Privacy Policy](#)

Designed and Developed by Cavall Limited

8 **Staff Search:** All staff can view staff information and search for any staff to retrieve staff information. No restriction is observed.

Go to: Employees>>Staff Search>> Enter the staff name and click on 'search'



21. Module: Estate Relations

Step	Procedure																							
1	<p>Estate Relations: Management of client houses and estates.</p> <p>Fix My House: Staff can log client complaints regarding their houses</p> <p>Goto: Estate Relate>>Fix My House</p> <p>Unsent complaints shows the complaints that have been sent but is awaiting that is pending.</p>																							
	<table><tr><th>CLIENTS NAME</th><th>LOCATION</th><th>COMMENTS</th><th>STATUS</th><th>NOTES</th></tr><tr><td>DUREKE-MODESTUS (KECHUKWA)</td><td>Block R25 Unit 5</td><td>HORIZON PREMIER 2</td><td>Spill: Door Lock</td><td>pending</td><td>Go to</td></tr><tr><td>AGUNDU IDEAT-OMOLARA</td><td>Block 1 Unit 4</td><td>HORIZON 2 EXTENSION</td><td>Nothing happened</td><td>pending</td><td>Go to</td></tr><tr><td>MRS Q/O FLORENCE & CHILDREN</td><td>Q2 flat 2</td><td>LEROI GARDEN PHASE 4</td><td>No balcony door...</td><td>pending</td><td>Go to</td></tr></table> <p>Showing 1 to 3 of 3 entries</p>	CLIENTS NAME	LOCATION	COMMENTS	STATUS	NOTES	DUREKE-MODESTUS (KECHUKWA)	Block R25 Unit 5	HORIZON PREMIER 2	Spill: Door Lock	pending	Go to	AGUNDU IDEAT-OMOLARA	Block 1 Unit 4	HORIZON 2 EXTENSION	Nothing happened	pending	Go to	MRS Q/O FLORENCE & CHILDREN	Q2 flat 2	LEROI GARDEN PHASE 4	No balcony door...	pending	Go to
CLIENTS NAME	LOCATION	COMMENTS	STATUS	NOTES																				
DUREKE-MODESTUS (KECHUKWA)	Block R25 Unit 5	HORIZON PREMIER 2	Spill: Door Lock	pending	Go to																			
AGUNDU IDEAT-OMOLARA	Block 1 Unit 4	HORIZON 2 EXTENSION	Nothing happened	pending	Go to																			
MRS Q/O FLORENCE & CHILDREN	Q2 flat 2	LEROI GARDEN PHASE 4	No balcony door...	pending	Go to																			
2	<p>Received Complaints: All complaints logged in would be displayed here for action to be taken.</p> <p>Goto: Click on the 'received complaints' tab</p> <p>To view the comment about each complement, click on the 'comment'</p>																							

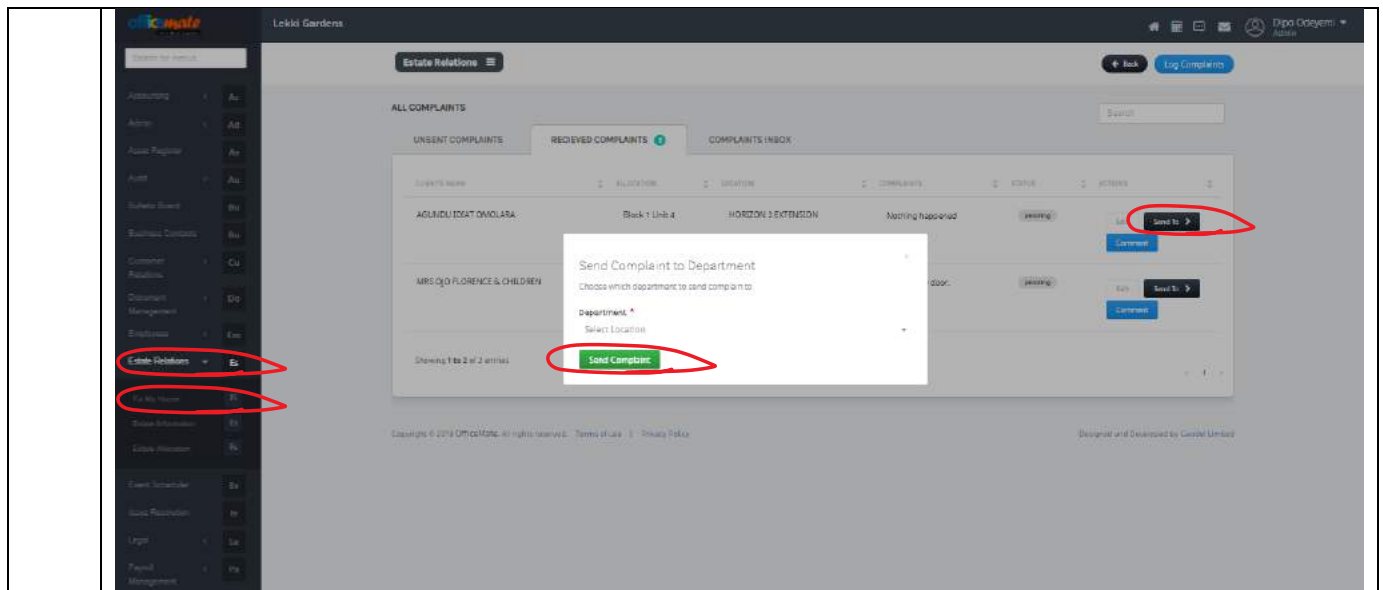
On-clicking 'send to' the complaints will be sent to the appropriate department chosen to take the required action to resolve the complaint.

The image displays two screenshots of the OfficeMate software interface, specifically the 'ALL COMPLAINTS' section for 'Lekki Gardens'.

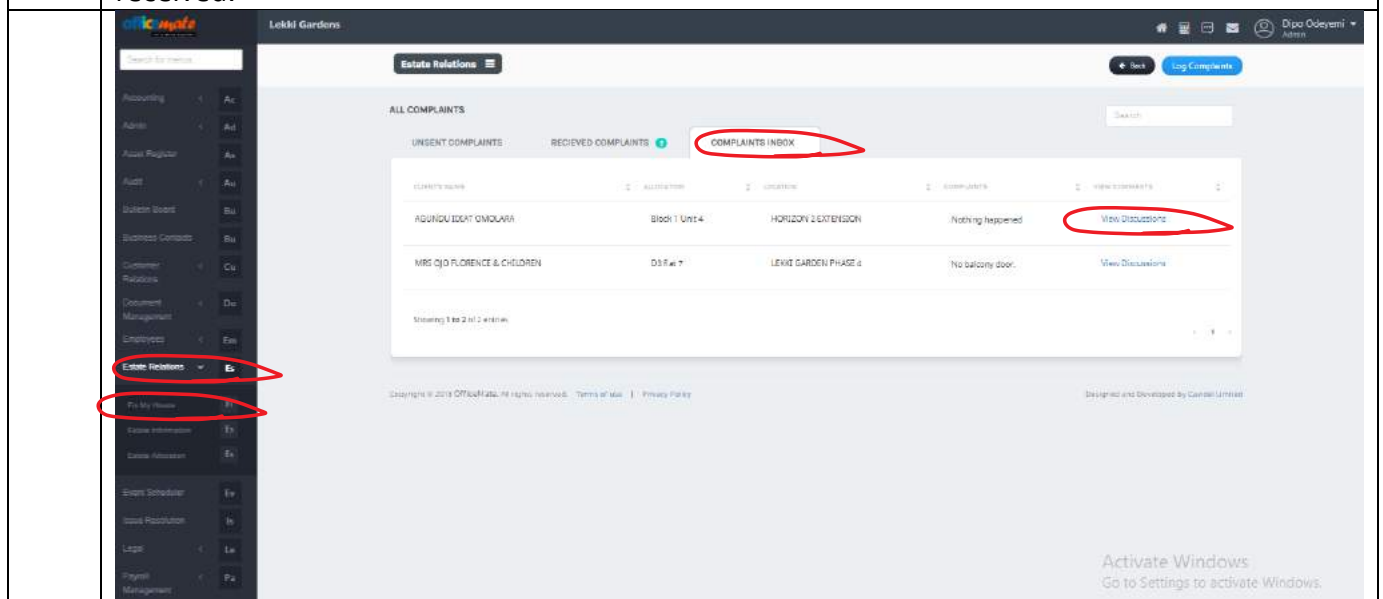
Top Screenshot: The 'RECEIVED COMPLAINTS' tab is selected. The table lists two complaints:

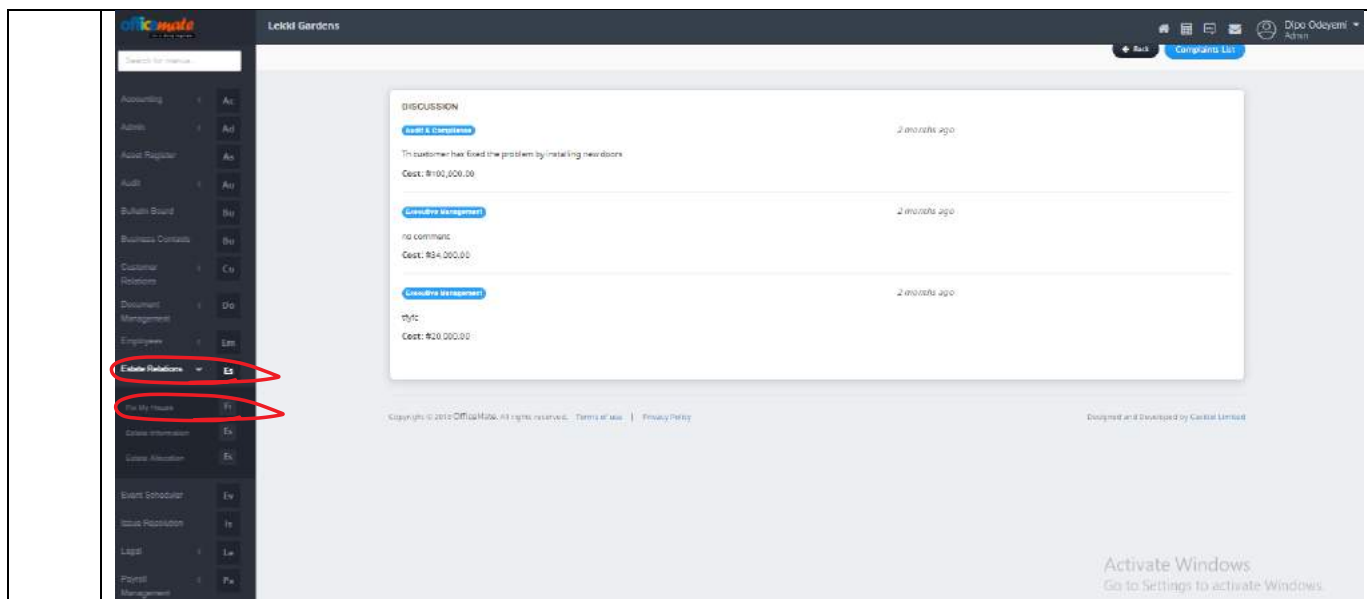
CLIENT'S NAME	ALLOCATION	CONCRETE	COMPLAINTS	STATUS	ACTIONS
AGUNDE IDEAT OMOLARA	Block 1 Unit 4	HORIZON 2 EXTENSION	Nothing happened	PENDING	Send To > Comment
MRS OJO FLORENCE & CHILDREN	D0 flat 7	LEKE GARDEN PHASE 4	No balcony door	PENDING	Send To > Comment

Bottom Screenshot: A 'Comment on:' dialog box is open, showing a text area for comments and a 'Post Comment' button. The background shows the same complaint table with the 'Send To' button highlighted.

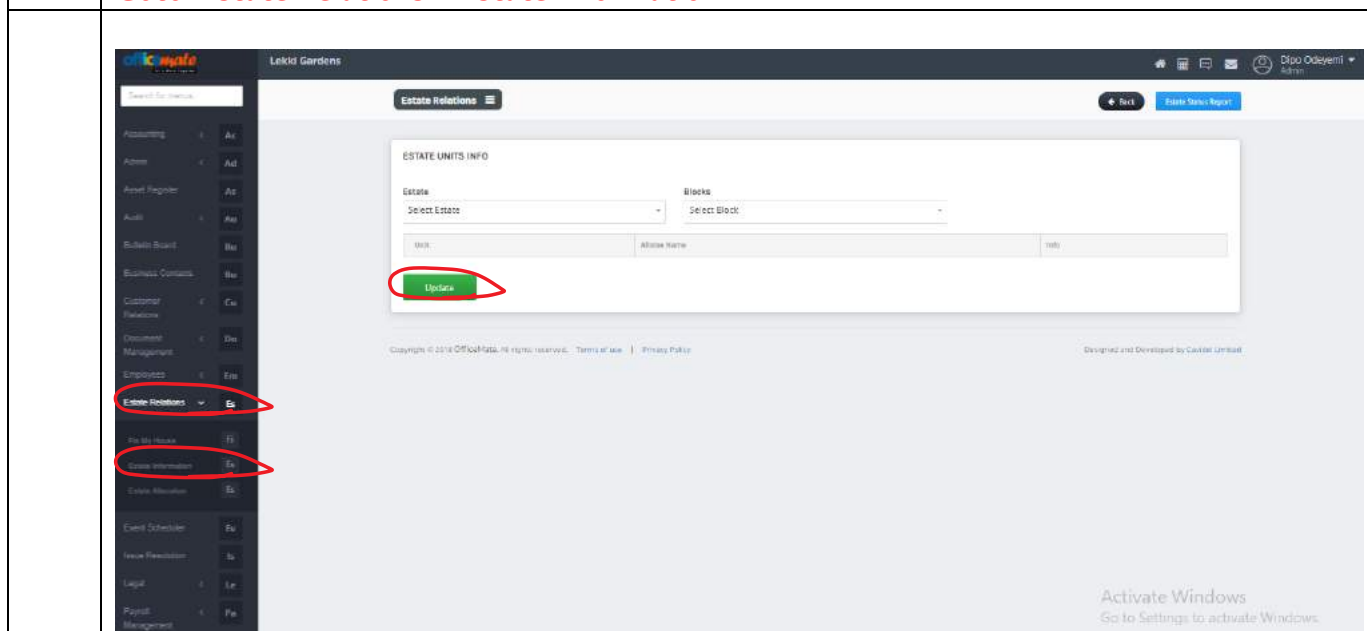


3 **Complaint Inbox:** This shows the actions that have been taken on logged in complaints received.





4 **Estate Information:**
Goto: Estate Relations>>Estate Information



5 Enter the details of the estate to view the information needed.
 Staff can click on the status to enter the current status of the building or room e.g. if it has been occupied or building uncompleted. Thereafter, click the 'update' to update the new information or changes made.

ESTATE UNITS INFO

Estate: BANANA ISLAND PARADISE Block: 2ND FLOOR

Unit	Assign Name	Stat
UNIT15	AZUBUIKE CHUKWUEMEKA	Select status
UNIT14	KIRIMWSE AGRO	Select status
UNIT15	Mr. Kenneth Sonuiken	Select status
UNIT16	ADUNNI UDU PAT	Select status
UNIT17	OLORODE ABIOLA OLUFUNKE /ONYEKA	Select status
UNIT18	MR AYODEJ MRS GBEMISOLA ADEGBOTE	Select status

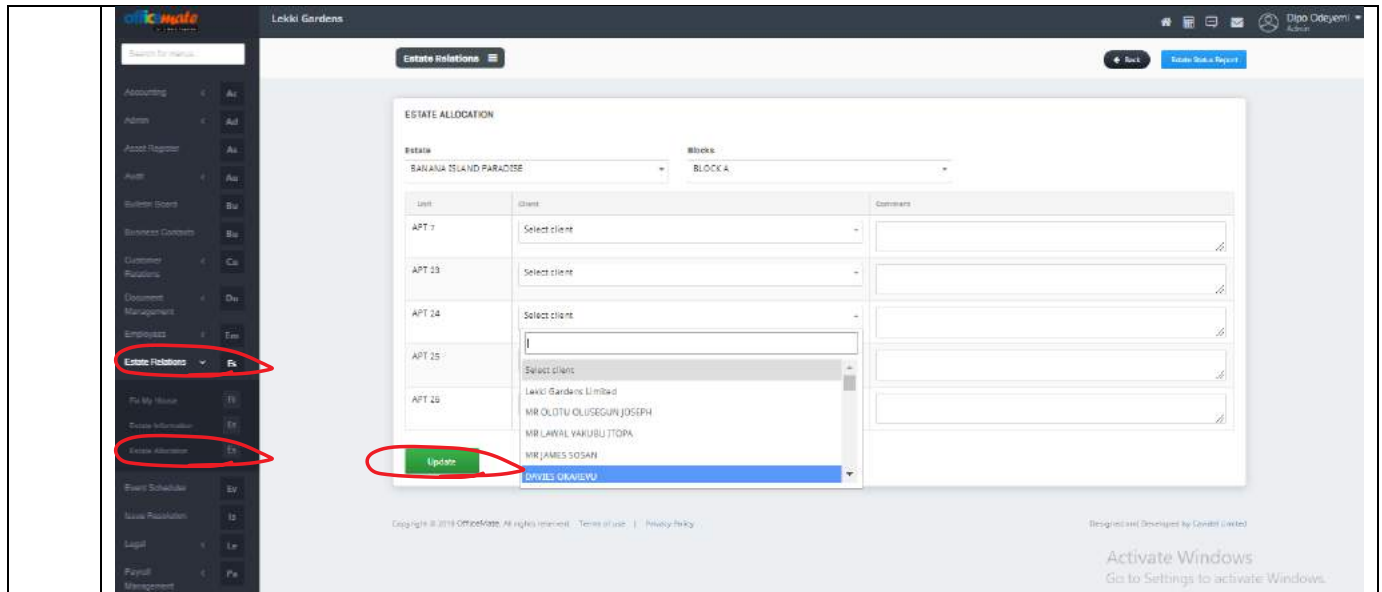
Update

- 6 **Estate Status Report:** This show a more ivid display about the current status of all the estates available.

ESTATE STATUS REPORT

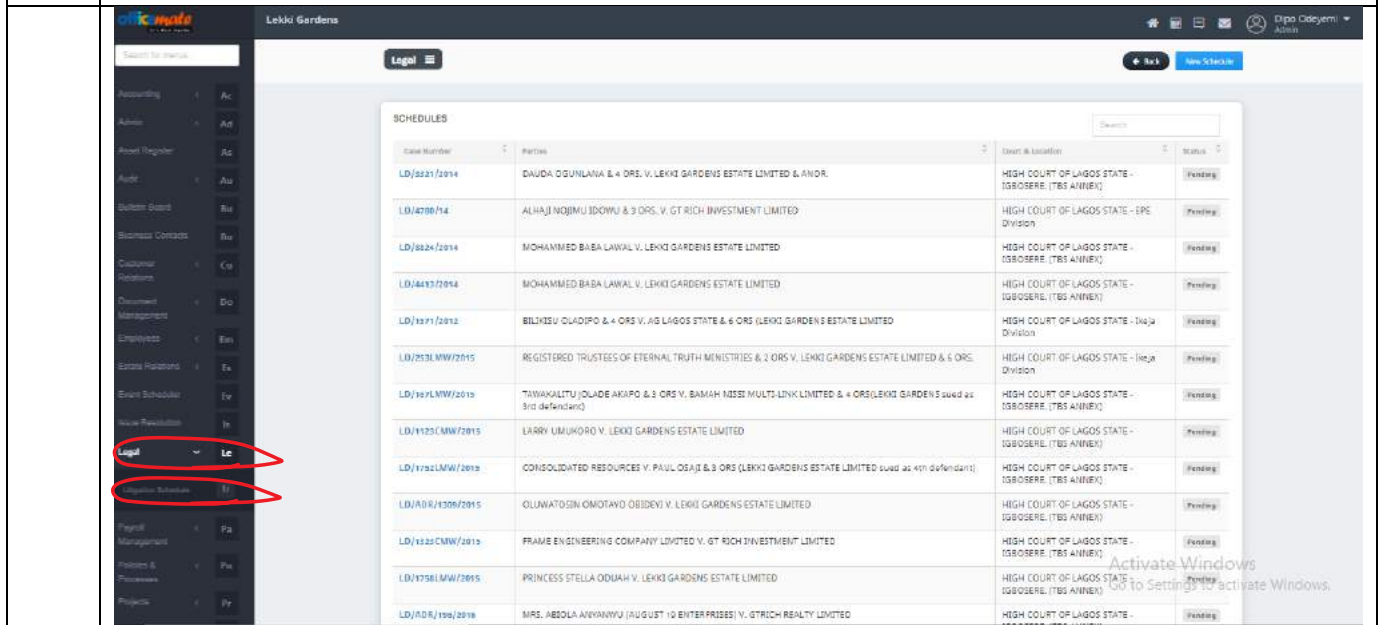
Estate Name	Owner Occupied	Rented	Finished Not Occupied	Not Finished	On-going Pending
BANANA ISLAND PARADISE	0	0	0	0	0
CHEVRON 1	0	0	0	0	0
CHEVRON 2	0	0	0	1	0
CHEVRON 3	0	0	0	0	0
HORIZON 1	0	0	0	0	0
HORIZON 1 EXTENSION	0	0	0	0	0
HORIZON 2	0	0	0	0	0
HORIZON 3 EXTENSION	0	0	0	0	0
HORIZON COURT	0	0	0	0	0
HORIZON EXPERIENCE	0	0	0	0	0
HORIZON HEIGHTS	0	0	0	0	0
HORIZON PREMIER 1	1	0	1	19	11
HORIZON PREMIER 2	0	0	0	0	0
HORIZON PREMIER 3	0	0	0	0	0
IDU KARIMU ABUJA 3	0	0	0	0	0
IKOYE/OSBORNE GARDENS	0	0	0	0	0
ISHERI GARDENS	0	0	0	0	0

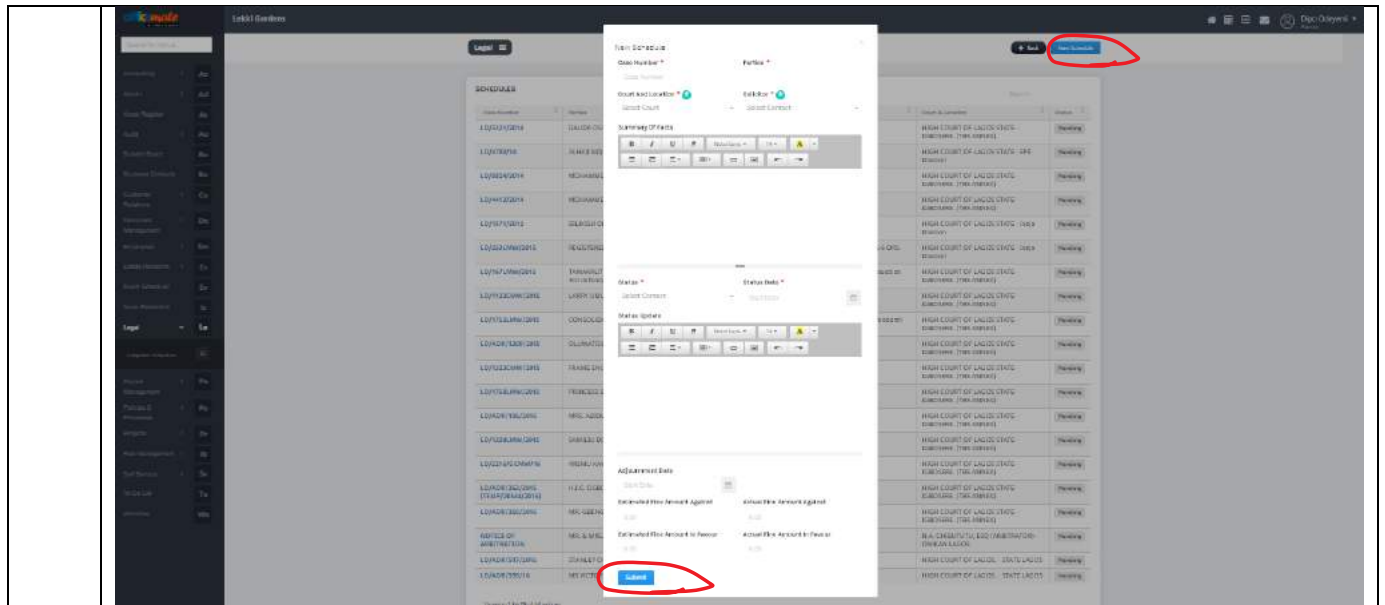
- 7 **Estate Allocation:** Staff can assign or allocate houses or flats based on blocks or units to different estates for clients who have made the necessary payments.
Goto: Estate Relations>>Estate Allocation>> Enter the details of the clients and the appropriate blocks



22. Module: Legal

Step	Procedure
1	<p>Legal: Handles all company and client legal matters</p> <p>Litigation Schedule: The company attorneys use this module to manage their client cases. Staff logs in all company court cases. It is restricted to certain roles.</p> <p>Goto: Legal>>Litigation Schedule</p>
2	<p>New Schedule: Restricted Staff can add new litigation schedule.</p>





23. Module: Payroll Management

24.