



NAFDAC Allowances Calculator User Guide

1. Introduction

The NAFDAC Allowances Calculator is a web-based application designed to help NAFDAC staff compute various travel-related allowances accurately and efficiently. This guide provides step-by-step instructions on how to use the app.

2. Getting Started

2.1 Accessing the App

- Open a web browser (Chrome, Firefox, or Edge recommended).
- Navigate to the app URL (provided by NAFDAC IT).
- Log in using your NAFDAC credentials (if applicable).

2.2 Dashboard Overview

The app consists of multiple tabs for different allowance types:

- **Dashboard:** Summary of recent calculations.
- **Air Travel Allowance:** For flight-related claims.
- **Road Travel Allowance:** For road travel claims.
- **First 28 Days:** For short-term travel claims.
- **Estacode Allowance:** For international travel claims.
- **Estacode Supplement:** For additional international allowances.
- **Warm Clothing Allowance:** For cold-weather travel claims.

3. Using the Calculator

3.1 Air Travel Allowance

i. Enter Staff Details:

- Name of Staff
- Rank (select from dropdown)

ii. Travel Information:

- Departure City
- Destination City
- Arrival & Program End Dates

iii. Financial Details:

- Air Ticket Value (₦)

iv. Calculate:

- Click "**Calculate**" to generate the allowance breakdown.

v. Download Report:

- Export results as Word or CSV.

3.2 First 28 Days Allowance

i. Enter Staff Details:

- Name of Staff
- Rank (select from dropdown)

ii. Travel Information:

- Departure City
- Destination City

iii. Calculate:

- Click "**Calculate**" to generate the allowance breakdown.

iv. **Download Report:**

- Export results as **Word or CSV**.

3.3 Estacode Supplement

i. Enter Staff Details:

- Name of Staff
- Rank (select from dropdown)

ii. Travel Information:

- Departure Country (default: Nigeria)
- Destination Country
- Departure & Return Dates

iii. Supplement Details:

- Select **Supplement Type** (e.g., "boarding & lodging")
- Enter **Cash Received (\$)** (if applicable)
- Enter **Exchange Rate (₦/\$)**

iv. Calculate:

- Click "**Calculate**" to generate the allowance breakdown.

v. Download Report:

- Export results as ****Word or CSV**.

4. Features & Tips

✓ **Dashboard Tracking:**

- View recent calculations.
- Check frequently used ranks.

✓ **Input Validation:**

- The app ensures dates are logical (end date \geq start date).
- Mandatory fields are highlighted if left empty.

✓ **Reset Function:**

- Click "**Clear**" to reset the form.

✓ **Multiple Export Formats:**

- Download reports in **Word or CSV** for record-keeping.

✓ **Help Button:**

- Click "**User Guide**" in the sidebar for quick assistance.

5. Troubleshooting

✗ **Calculation Errors?**

- Ensure all required fields are filled.
- Check that dates are correctly entered.

✗ **Download Not Working?**

- Ensure pop-ups are allowed in your browser.
- Try using Chrome or Firefox.

✗ **App Freezing?**

- Refresh the page.
- Clear browser cache if issues persist.

6. Support

For technical assistance, contact:

Email: [support@nafdac.gov.ng](mailto:terhemen.hulugh@nafdac.gov.ng)

Helpdesk: +234 705 549 5506

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This guide ensures users can navigate the app efficiently while maintaining accuracy in allowance computations.