

# LUBIGA INFORMATION MANAGEMENT SYSTEM USER MANUAL

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#### **1.0 INTRODUCTION**

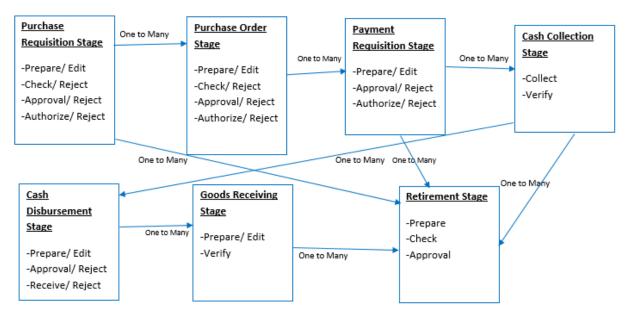
**LUBIGA Information Management System** Is an Information Management System whereby a system user can do an online Purchase Requisition, Payments, Approved Reports, Accounting Procedures Access, Stakeholders Access, Employees Registration, Financial Year Access and Auditing Procedures Access by considering on the different User's privileges including System Administrator, Normal Office Staff and a Client in the easiest modes of conducting.

A level of system security is on the highest level of expertise since it comprises the use of different Hash enabled languages (SHA, Deffie Helman Encryption etc) whereby a system user can interact with the system under the highest level of data security against unauthorized people across the system. Also, a system user on the aspect of System Administrator and office staffs can be well interact on the issues of both management and financial reports concerning on the data across the system in the easiest mode of conducting.

#### **2.0 SYSTEM DATA FLOW**

A system is formulated by considering the well sequence of data flow from the initial stage of system interaction to the final system subsections depending on the levels of system privileges among the different kinds of system users. The issue of data flow across the system is well described as follows;

#### PROCUREMENT/ LOGISITIC INFORMATON MANAGEMENT SYSTEM FLOWCHART



Credit: Fridolin, +255 683 168 429

#### **3.0 SYSTEM DASHBOARD**

A system is well developed under the consideration of an easy user interactivity whereby a system user can interact with the system without much complication of graphical user interface (GUI) to the different system subsections to reach their target across the system. From this point of view, a system user can do an online purchase under the two option modes of interactivity including; Purchase by Agreement or Purchase by Login Registration. A system dashboard appears as follow.

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#### **3.1 Purchase by Agreement**

On this section of the system, users can use to purchase/ make an online purchases booking through agreement including submitting their corresponding details and attachments on the system by clicking on the section named "**Agreement**" as appear on the system dashboard. Therefore, after clicking that section then the system will prompt him / her to submit important agreement required details. After submitting those required details the they will be well stored in database of the system for further procedures. It appears as follow;

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#### 3.2 Purchase by Login Registration

On this section, the system User can do an online purchases requests of service/ goods by first making a registration so as to have an access to the main dashboard of the system. Therefore, a system user will click on the section named **"Register"** whereby he will submit all the required details so as to complete the process of registration on the acquisition of system access / permission to the main dashboard. It appears as follow;

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#### **3.3 Reset Forgotten Credentials**

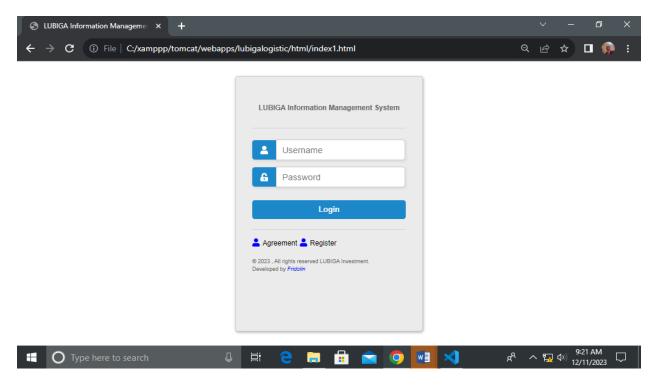
On this section, the system user can reset for his/ her forgotten passcode by clicking on the section named **"forgot"** where the system will prompt him to submit the email and phone number for the further reset passcode credentials procedures to be well undertaken. It appears as follow;

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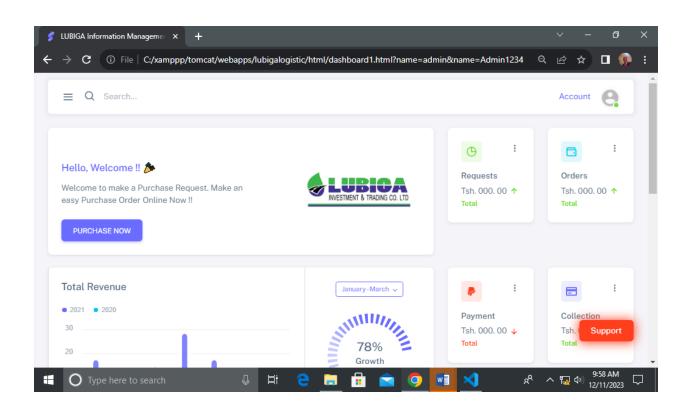
# 3.4 Login Access / Permission [ Registered User]

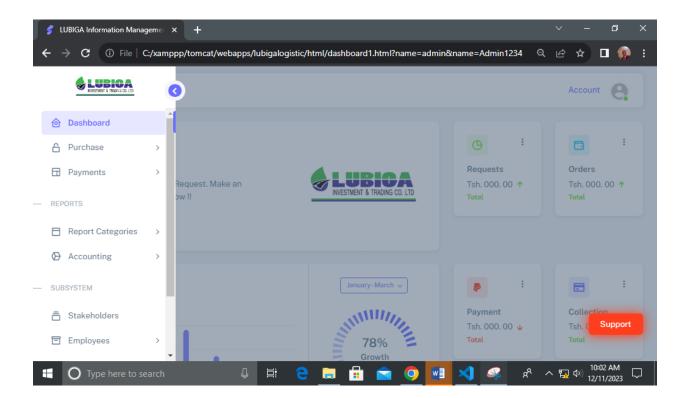
On this section, the system user can now have a login access after completing the process of registration across the system through the point of view of the system dashboard section by submitting their username and password as registered on the previous section of registration on the system. It appears as follow;



#### 4.0 SYSTEM MAIN DASHBOARD

On this section, the system user can view the main system functionalities from the point of navigation section on the left-hand side of the system whereby he / she can choose on what kind of process he needs to interact with. It appears as follow;

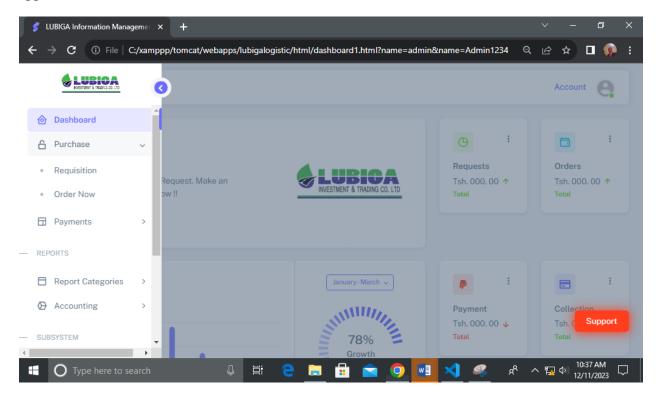




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### **5.0 PURCHASES FUNCTIONALITY**

On this section, the system user can do an online purchase processes in the easiest mode of interactivity. Including the Purchases Requisition and Purchases Order Now. Therefore, the system user will click on the corresponding sections depend on the kind of his choice of functionality. It appears as follow;



#### **5.1 Purchases Requisition**

On this section, the system user can do an online Purchases Request by clicking on the section named "**Requisition**" where the system will prompt the user to submit required details and finally he will finalize the process of Purchases Request. It appears as follow;

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#### **5.2 Purchases Order**

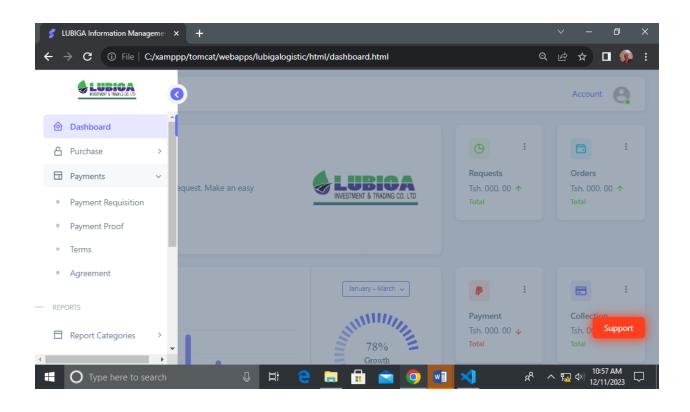
On this section, the system user can do an online Purchases Order by clicking on the section named **"Order Now"** whereby a system will prompt him to submit the required details. Therefore, the submitted Purchases Order by the system user will be well stored in the system database for the further process by the administration. It appears as follow;

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# **6.0 PAYMENT FUNCTIONALITY**

On this section, the system user can do an online Payment functionality by making a choice of several contained Payment functionalities including;



# 6.1 Payment Requisition

On this section, the system user can do an online Payment Requisition by clicking the section named **"Payment Requisition"** whereby the system will prompt to submit the required details. Therefore, the submitted data will be well stored in the system database for the further processes. It appears as follow;

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## **6.3 Payment Proof**

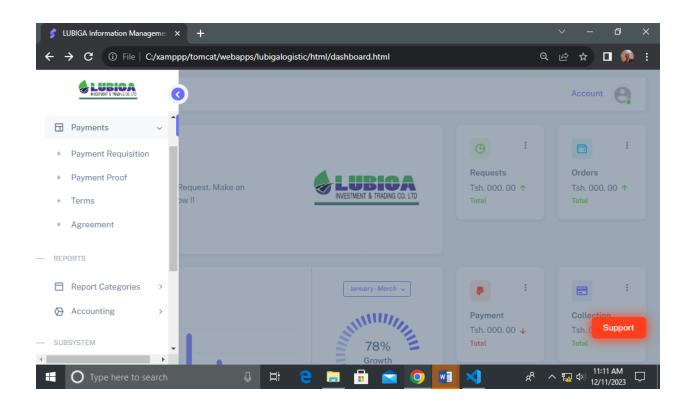
On this section, the system user can interact with the functionality of Payment Proof by clicking on the section named **"Payment Proof"** whereby the system will prompt the user to submit the required details then the data will be well stored in the system database for the further procedures. It appears as follow;

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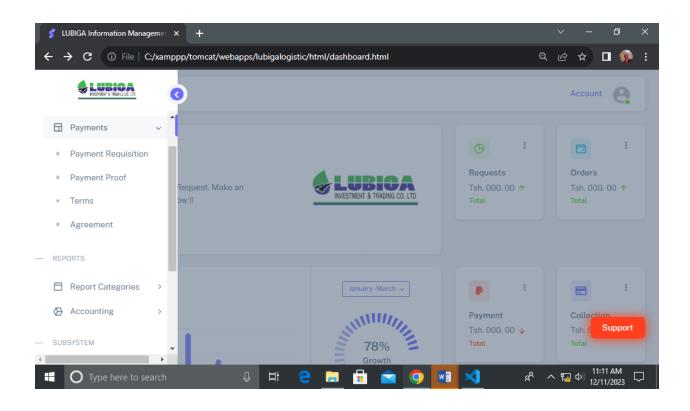
# 6.4 Terms

On this section, the system user can view the necessary Terms and Conditions provided by the Administration to their clients. Therefore, A system user will get updated terms by clicking on the section named **"Terms"** according to the system navigation section. It appears as follow;



#### 6.5 Agreement

On this section, the system user can view and download the Agreement attachment from the system by clicking on the section named **"Agreement"**. It appears as follow;

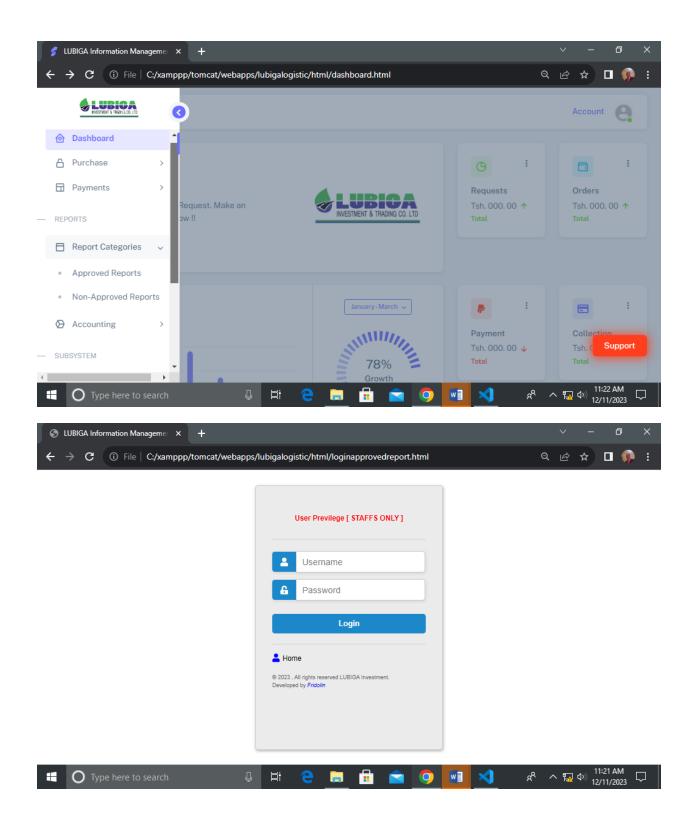


# **7.0 REPORT CATEGORIES**

On this section, the system user can interact with the functionality of both Approved Report and Non-Approved Report depends on their own choice of system interactivity.

# 7.1 Approved Report [Staff Only]

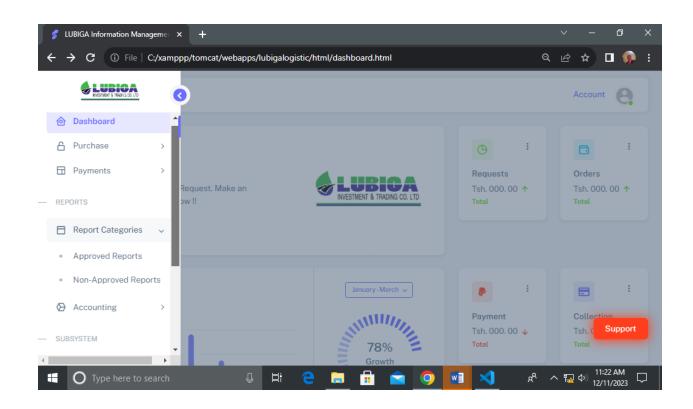
On this section, the system user can interact with the functionality of Approved Reports after being Approved by the Administration. Therefore, the system will enable the system user to get and view the approved reports by first Login as either System Administrator of Office Staff the selecting a certain Time Interval of required Approved Report and finally clicking on the button **"Search"**. It appears as follow;



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# 7.2 Non-Approved Reports [Staff Only]

On this section, the system user can interact with the functionality of Approved Reports since they are not Yet Approved (Non-Approved) by the Administration. Therefore, the system will enable the system user to get and view the approved reports by first Login as either System Administrator of Office Staff the selecting a certain Time Interval of required Non-Approved Report and finally clicking on the button **"Search"**. It appears as follow;

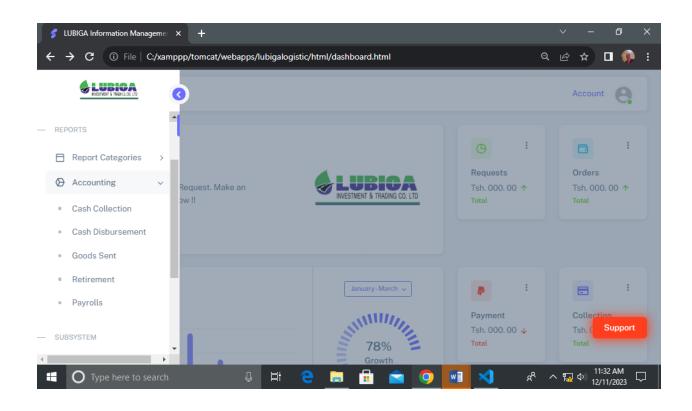


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# 8.0 ACCOUNTING [ Staff Only- Accountant]

On this section, the system user can interact with the functionality of accounting depend on either kind of functionality including Cash Collection, Cash Disbursement, Goods Sent, Retirement or Payrolls. It appears as follow;



# 8.1 Cash Collection [Accountant Only]

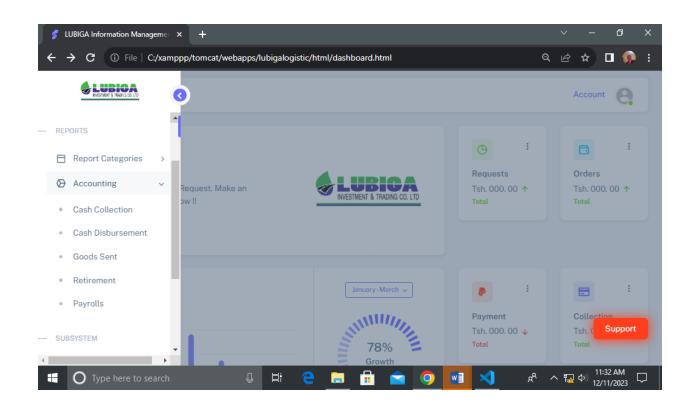
On this section, the system user[ Accountant] can interact with the functionality of Cash Collection by submitting on the required details and finally the stored information will be well received in the system database by clicking on the section named "Cash Collection". It Appears as follow;

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# 8.4 Cash Disbursement [Accountant Only]

On this section, the system user[ Accountant] can interact with the functionality of Cash Disbursement by submitting on the required details and finally the stored information will be well received in the system database by clicking on the section named **"Cash Disbursement"**. It Appears as follow;

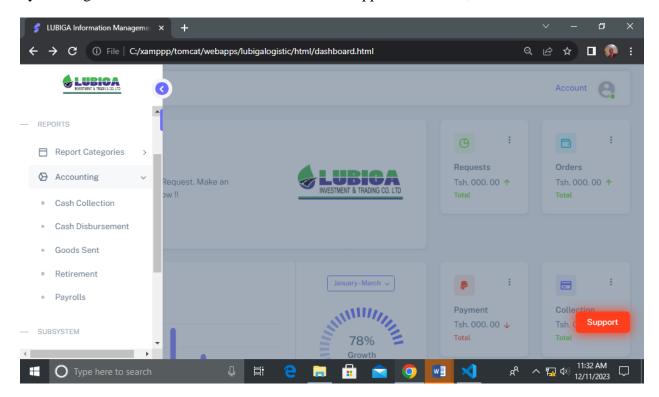


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#### 8.6 Goods Sent

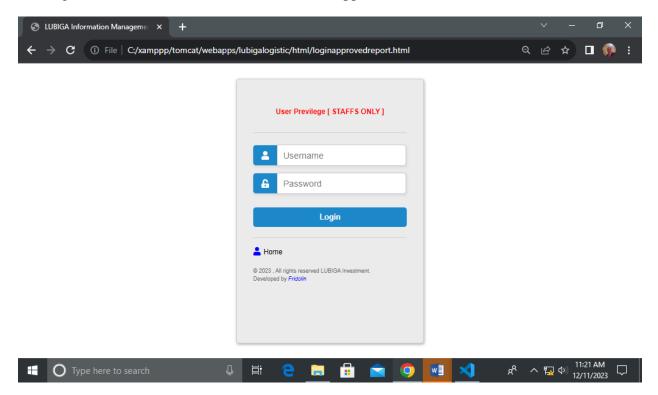
On this section, the system user can interact with the functionality of Goods Sent by submitting on the required details and finally the stored information will be well received in the system database by clicking on the section named **"Goods Sent"**. It Appears as follow;



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## 8.7 Retirement [Staff Only]

On this section, the system user[ Staff Only] can interact with the functionality of Cash Disbursement by submitting on the required details as well as attaching the necessary retirement documents and finally the stored information will be well received in the system database by clicking on the section named **"Retirement"**. It Appears as follow;

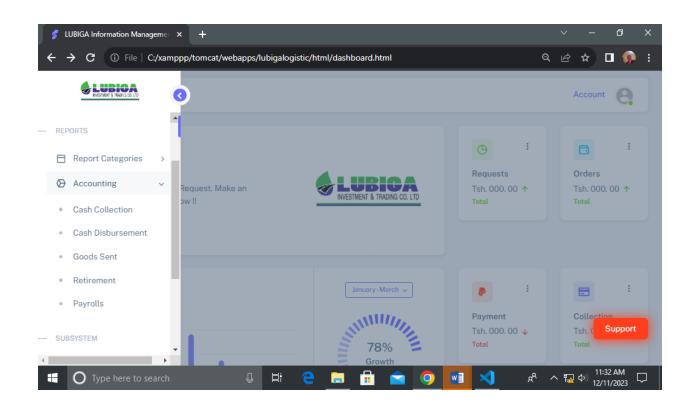


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# 8.8 Payrolls [Accountant Only]

On this section, the system user [Accountant] can interact with the functionality of making Payrolls to the Office Staffs by submitting the required details and attachment documents including the information about a certain Staff on either their full names, salary scale and other occupational information. Therefore, the submitted details will be well stored in the system database for the further processes by the administration. A system user will interact with this functionality by clicking on the section named **"Payrolls"** as appeared on the system navigation bar. It appears as follow;

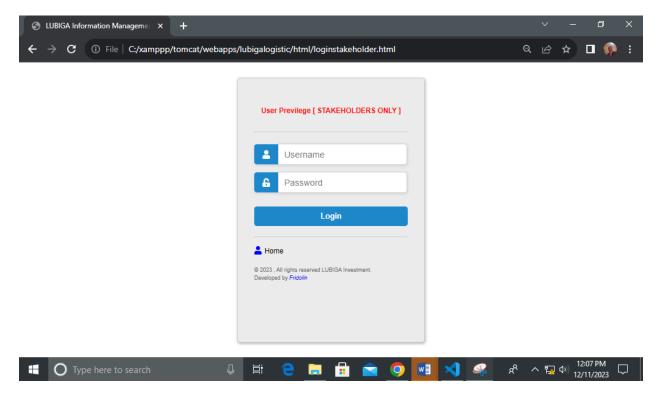


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### 8.9 Stakeholders [Stakeholders Only]

On this section, the system user [Stakeholder] can interact with the functionality of Stakeholders. Therefore, the submitted details will be well stored in the system database for the further processes by the administration. A system user will interact with this functionality by clicking on the section named **"Stakeholders"** as appeared on the system navigation bar. It appears as follow;

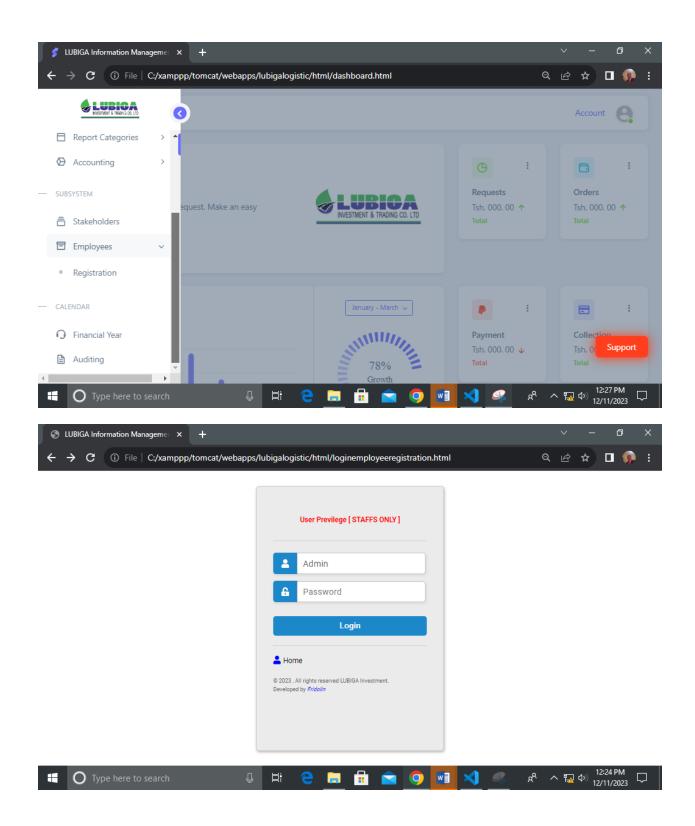


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# 9.0 EMPLOYEES [Administration Only]

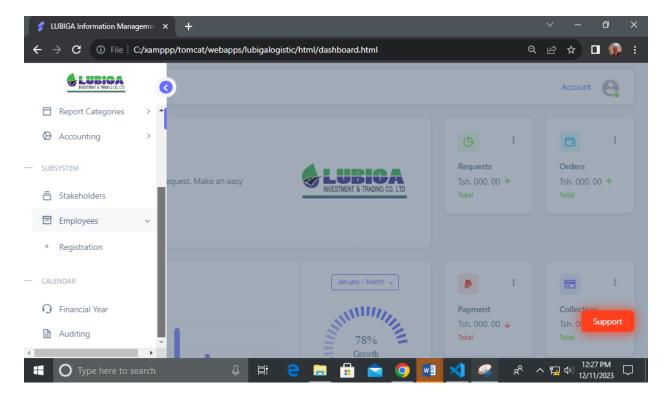
On this section, the system user can interact with the functionality of Employee Registration whereby the required details of the entire staffs such as Staff Name, gender, Department, bank Account Number etc. Therefore, a system user can interact with this functionality by clicking on the section named **"Employees"** then **"Registration"**. It appears as follow;



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### **10.0 FINANCIAL YEAR**

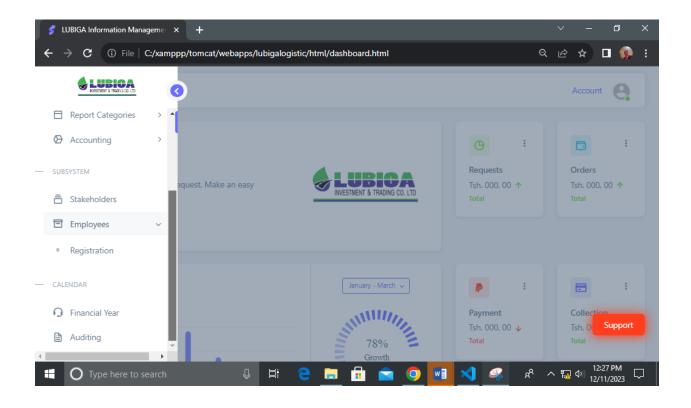
On this section, the system user can interact with the functionality of Financial Year, Whereby He/ she can view of a certain Time for the Financial year where for LUBIGA Investment the financial year is **From 1<sup>st</sup> January** to **31<sup>st</sup> December** Each Year. Therefore, a system user will click on the section named **"Financial Year"** as appear on the system navigation bar. It appears as follow;



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#### **11.0 AUDITING**

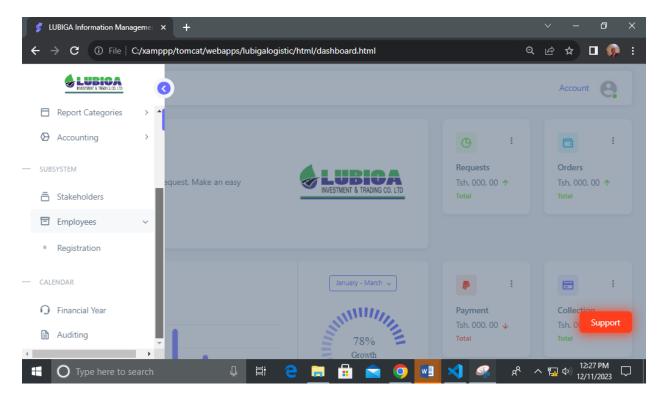
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# **12.0 CUSTOMER SUPPORT AND MAINTENANCE**

On this section, the system user can interact with the functionality of Customer Support and maintenance on the system whereby he/ she can click on the red colored button named "Support" to get an instant support from the person who is responsible for Customer Support. It appears as follow;



#### MAINTENANCE

On this section, a system user can get a periodic technical updates and maintenance of the system for the best targeted improvements and system great performance depend on the required aims of the system owner in cooperation to the technical developer.