1  PREFACE

This document describes the roles and responsibilities assigned to the different administrators created on the IPPIS Admin Interface.

1.1.1  HOW THE MANUAL IS ORGANIZED

This User Guide and Reference Manual handles specifically activities on the Integrated Personnel and Payroll Information System Administration Portal. The instructions on how to manage admins, manage MDA’s/ UTH’s, create employees are illustrated with pictures in this document. The following processes are treated in the user guide.

- Admin creation
- Employee creation
- MDA/ UTH management
- LOV management
- Report generation

1.1.2  YOUR COMMENTS ARE WELCOME

SoftAlliance and Resources Limited values and appreciates your comments as a user and reader of this manual. As we write, revise, and evaluate our documentation, your comments are the most valuable input we receive. If you would like to contact us regarding comments and suggestions on future releases of the Integrated Personnel and Payroll Information System, please use the following address or telephone numbers: SoftAlliance and Resources Limited
9, NERDC Road,
Central Business District,
Alausa Ikeja,
Lagos State
Phone: +23417403823, +23417403824
Email: support@softalliance.com
2 NAVIGATION AND ACCESS

IPPIS Admin Portal is a web based application for users/organization administration. To access the application, you would require:

1. An internet enabled device such as a computer system
2. A browser of your choice on the computer system.
3. Microsoft Office Suite
4. Access to the internet

If all of the above requirements have been met, start the browser and enter the URL: registration.ippis.gov.ng/admin in the address bar and connect.

You will be redirected to the page in the image below.
2.1 How To LOGIN TO THE ADMIN PORTAL

You must have been created as an administrator before you can gain access to the portal as shown in the image above. Login Credentials to access the portal will be sent to you via SMS/Email notification. To login, follow the steps listed below:

1. Enter your admin user code
2. Enter you admin password
3. Click on login button to be logged in.

Note: Contact our support staff if you can’t gain access to the portal with your login credentials.
2.2 HOW TO CREATE A SUPER ADMIN

The Super Administrator will be created and given login credentials by the System Administrator. The super admin will be able to manage UTH's/MDA's, LOV's, Admins, Search for users and generate reports. The super admin will also be able to activate and deactivate MDA'S/ UTH'S and other admins created when need arise as shown in the diagram below.
2.3 HOW TO MANAGE MDA’S (SUPER ADMIN ROLE)

When an MDA is formed, the Super admin is expected to create the new ministry on the portal and update ministry details when need arise. To create a new Ministry/ update ministry details, follow the steps listed below the diagram.
### IPPIS Service Wide Online Registration

#### Manage All Ministries

<table>
<thead>
<tr>
<th>MINISTRY / AGENCY</th>
<th>MEA CODE</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCIDENT INVESTIGATION BUREAU</td>
<td>159</td>
<td>DEACTIVATE</td>
</tr>
<tr>
<td>ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME, KALINAGO</td>
<td>164</td>
<td>DEACTIVATE</td>
</tr>
<tr>
<td>ADVERTISING PRACTITIONERS COUNCIL OF NIGERIA</td>
<td>322</td>
<td>ACTIVATE</td>
</tr>
<tr>
<td>AFRICAN REGIONAL CENTRE FOR SPACE SCIENCE AND TECH ED</td>
<td>114</td>
<td>ACTIVATE</td>
</tr>
<tr>
<td>AGRICULTURAL AND RURAL MANAGEMENT TRAINING INSTITUTE, ILORIN</td>
<td>187</td>
<td>ACTIVATE</td>
</tr>
<tr>
<td>AGRICULTURAL RESEARCH COUNCIL OF NIGERIA (ACRON)</td>
<td>102</td>
<td>ACTIVATE</td>
</tr>
<tr>
<td>AJAKUTI STEEL COMPANY LIMITED</td>
<td>146</td>
<td>ACTIVATE</td>
</tr>
<tr>
<td>ANAMBRA AND RIVER BASIN DEVELOPMENT AUTHORITY</td>
<td>329</td>
<td>ACTIVATE</td>
</tr>
<tr>
<td>ANOTHER TEST MINISTRY</td>
<td>1261</td>
<td>ACTIVATE</td>
</tr>
<tr>
<td>BENIN-OVIA RIVER BASIN DEVELOPMENT AUTHORITY</td>
<td>214</td>
<td>DEACTIVATE</td>
</tr>
<tr>
<td>BIBO MINISTRY</td>
<td>1274</td>
<td>ACTIVATE</td>
</tr>
<tr>
<td>BORDER COMMUNITIES DEVELOPMENT AUTHORITY</td>
<td>435</td>
<td>ACTIVATE</td>
</tr>
</tbody>
</table>

#### Create NEW MINISTRY / UTH

**Details**

- **Ministry / UTH Name (required)**
  - MINISTRY / UTH NAME

- **Nominal Roll (required)**
  - NOMINAL ROLL
### CREATE NEW MINISTRY / LUTH

#### DEPARTMENTS

**Add Departments**

Select from existing departments (hold Ctrl to select multiple departments)

- ABA STATE COMMAND
- ABAU LIAISON OFFICE

Or add a new department:

**DEPARTMENT NAME:**

[Add another Department]

[PREVIOUS] [NEXT]

---

### CREATE NEW MINISTRY / LUTH

#### DEPARTMENTS

**Add Sections**

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Select Department</th>
<th>Select from Existing Section</th>
<th>Enter New Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABAU LIAISON OFFICE</td>
<td>SELECT A DEPARTMENT</td>
<td>TEST</td>
<td></td>
</tr>
</tbody>
</table>

[Add another Section]

[PREVIOUS] [NEXT]
1. Click on manage MDA’S on the dashboard

2. Click on add new ministry button

3. Enter ministry name (This field accepts alphabets only)

4. Enter nominal roll (This field accepts numbers only)

5. Select your Pay structure

6. Click on next button to continue

7. Select department / add new department on department column

8. Click on next button to continue

9. Select department on section column

10. Select a section/ enter a new section (This field accepts alphabets only)

11. Click on next button to continue

12. Select section on unit column
13. Select unit/ add new unit (This field accepts alphabets only)

14. Click on previous button to go back

15. Click on finish button to save changes made

16. Click on manage button to update MDA details

Note: The ministry/ agency name is displayed on the ministry listing page with reference code and an action button to activate or deactivate the created ministry

### 2.4 HOW TO MANAGE UTH’S (SUPER ADMIN ROLE)

When a new University/ Teaching Hospital is formed, the Super admin is expected to create the new UTH/ update UTH details on the portal when need arise. To do this, follow the steps listed below the diagram:
### IPPIS Service Wide Online Registration

#### University / Teaching Hospital

<table>
<thead>
<tr>
<th>UNIVERSITY / TEACHING HOSPITAL</th>
<th>UTH CODE</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABUBAKAR TAFWA BAUXA UNIVERSITY TEACHING HOSPITAL BAUXI</td>
<td>1235</td>
<td>MANAGE</td>
</tr>
<tr>
<td>ARAMOLO BEMO UNIVERSITY TEACHING HOSPITAL ZARA</td>
<td>1124</td>
<td>MANAGE</td>
</tr>
<tr>
<td>ARAMOLO BEMO UNIVERSITY, ZARA</td>
<td>1127</td>
<td>MANAGE</td>
</tr>
<tr>
<td>AMINU KANO UNIVERSITY TEACHING HOSPITAL, KANO</td>
<td>1128</td>
<td>MANAGE</td>
</tr>
<tr>
<td>AJUHI POLYTECHNIC AUCHI</td>
<td>1257</td>
<td>MANAGE</td>
</tr>
<tr>
<td>BAYERO UNIVERSITY</td>
<td>1129</td>
<td>MANAGE</td>
</tr>
<tr>
<td>FEDERAL COLLEGE OF AGRICULTURAL PRODUCE TECHNOLOGY KANO</td>
<td>1203</td>
<td>MANAGE</td>
</tr>
<tr>
<td>FEDERAL COLLEGE OF AGRICULTURE WIRE</td>
<td>1207</td>
<td>MANAGE</td>
</tr>
<tr>
<td>FEDERAL COLLEGE OF AGRICULTURE BIDAN</td>
<td>1199</td>
<td>MANAGE</td>
</tr>
<tr>
<td>FEDERAL COLLEGE OF AGRICULTURE SHAGU</td>
<td>1234</td>
<td>MANAGE</td>
</tr>
</tbody>
</table>

#### Create New Ministry / UTH

**Ministry / UTH Details**

- **Ministry / UTH Name (required)**
  - MINISTRY / UTH NAME

- **Nominal Roll (required)**
  - NOMINAL ROLL

**Next Button**
1. Click on manage UTH’s on the dashboard
2. Click on add new UTH
3. Enter UTH name (This field accepts alphabets only)
4. Enter nominal roll (This field accepts numbers only)
5. Click on next button to continue
6. Select department / add new department on department column
7. Click on next button to continue
8. Select department on section column
9. Select a section/ enter a new section (This field accepts alphabets only)
10. Click on next button to continue
11. Select section on unit column
12. Select unit/ add new unit (This field accepts alphabets only)
13. Click on previous button to go back

14. Click on finish button to save changes made

15. Click on manage button to update UTH details

Note: The University/Teaching Hospital name is displayed on the ministry listing page with reference code and an action button to activate or deactivate the created ministry

2.5 HOW TO MANAGE LOV’S (SUPER ADMIN ROLE)

The super admin will be in charge of managing new list of values. To add new list of values, select Manage LOV’s Menu on the dashboard to access each types of LOV’S.

2.5.1 HOW TO CREATE A NEW CADRE (SUPER ADMIN ROLE)

To add a new cadre, follow the steps listed below the diagram
1. Click on cadre on the dashboard

2. Click on add new cadre button

3. Enter cadre name (This field accepts alphabets only)

4. Click on save button to save

5. Click on edit button to edit

2.5.2 HOW TO CREATE A NEW PAYSTRUCTURE (SUPER ADMIN ROLE)

To add a new pay structure, follow the steps listed below the diagram
1. Click on pay structure of the dashboard
2. Click on add new pay structure button to add a new pay structure
3. Enter pay structure name (This field accepts alphabets only)
4. Enter pay structure code (This field accepts alphabets only)
5. Enter grade
6. Enter grade abbreviation (This field accepts alphanumeric characters)

7. Enter steps separated by commas (e.g. 01, 02, 03…….)

8. Click on add grade and step link to add more

9. Click on save button to save changes made

10. Click on edit button to edit

11. Click on update button to save changes made

2.5.3 HOW TO CREATE A NEW SECTION (SUPER ADMIN ROLE)

To add new sections, follow the steps listed below the diagram:
1. Click on sections on the dashboard
2. Select department
3. Enter Section name (This field accepts alphabets only)
4. Click on add section link to add more sections
5. Click on add section button to save

2.5.4 HOW TO CREATE A NEW UNIT (SUPER ADMIN ROLE)

To add new units, follow the steps listed below the diagram
2.5.5 HOW TO CREATE NEW DEPARTMENTS (SUPER ADMIN ROLE)

To add new departments, follow the steps listed below the diagram.

1. Click on units on the dashboard
2. Select section
3. Enter unit name (This field accepts alphabets only)
4. Click on add unit link to add more
5. Click on add units button to save
1. Click on department menu on the admin interface
2. Select Ministry/ UTH
3. Select department from existing department or enter department name if new
4. Click on add department link button to select or add another department
5. Click on add section to save

2.5.6 HOW TO CREATE NEW TRADE UNIONS (SUPER ADMIN ROLE)

To add new trade union, follow the steps listed below the diagram
1. Click on add trade union menu on the dashboard
2. Click on add new trade union button to add
3. Enter trade union name (This field accepts alphabets only)
4. Select union organization
5. Click on save button to save
6. Click on edit button to edit
7. Click on update button to update
To add new cooperatives, follow the steps listed below the diagram
1. Click on cooperative menu on the dashboard

2. Click on add new cooperative button menu to add

3. Enter coop name (This field accepts alphanumeric characters)

4. Select coop organization

5. Click on save button to save

6. Click on edit button to edit

7. Click on update button to save changes made

2.5.8 **HOW TO CREATE NEW PFA’S (SUPER ADMIN ROLE)**

To add new PFA’s, follow the steps listed below the diagram
1. Click on PFA on the dashboard
2. Click on add new PFA button to add
3. Enter PFA name
4. Click on save button to save
5. Click on edit button to edit
6. Click on update button to save changes made

2.6 HOW TO MANAGE ADMINS (SUPER ADMIN ROLE)

The super admin will be in charge of creating or setting up other admin account and also activating and deactivating their accounts. To create new admins/ activate and deactivate admin accounts, follow the steps listed below the diagram.
1. Click on manage Admin on the dashboard

2. Click on add new button

3. Enter Admin first name (This field accepts alphabets only)

4. Enter Admin last name (This field accepts alphabets only)

5. Enter Admin phone no (This field accepts numbers only)

6. Enter Admin Email address (This field accepts alphanumeric characters)

7. Select Admin role i.e Admin, HR, Support

8. Select Admin Organization (for Softalliance support staff)

9. Select Admin Ministry to add admin belonging to a ministry

10. Select Admin UTH to add an admin belonging to a University/ Teaching Hospital

11. Click on create new admin button to save

12. Click on edit button to edit Admin details

13. Click on activate button to activate Admin

14. Click on deactivate button to deactivate Admin

2.7 HOW TO SEARCH FOR EMPLOYEES (SUPER ADMIN/ SUPPORT ROLE)

Once an employee needs to make changes to record, employee can contact the super Admin or Support staff within the MDA/UTH to make changes to record. To search for employee and make changes to employee record when need arise, follow the steps listed below the diagram
1. Click on search employee menu on the dashboard

2. Enter employee reference id to search for employee record by Ref-ID

3. Enter employees Surname to search for employee by name
4. Enter employees phone no to search for employee by phone no

5. Select employees MDA/ UTH name to streamline employee search

6. Click on search button to display employee record

7. Click on edit button to make changes to employee record.

8. Click on update button to save changes made.

Note: Employees can be searched by Reference ID, Surname, Phone no and MDA/ UTH name only

### 2.8 HOW TO CREATE AN EMPLOYEE (HR ROLE)

The role of the HR is to create employees belonging to his/her MDA/UTH. Once a new employee is created, employee receives email/ SMS alert with ref id and token to access the registration portal. The HR is also allowed to regenerate token for users whose token has expired or users who no longer have access to the portal due to one or more reasons. Employees can be created in two ways i.e one at a time or by nominal roll upload.

This is depicted in the diagrams below.
Method 1:

1. Login in with your user code and password

2. Click on add new staff button

3. Enter Surname (This field accepts alphabets only)

4. Enter Middle name (This field accepts alphabets only)

5. Enter first name (This field accepts alphabets only)

6. Enter phone number (This field accepts numbers only)

7. Enter email address (This field accepts alphanumeric characters)

8. Enter date of birth (dd-mm-yyyy)

9. Enter mother’s maiden name (This field accepts alphabets only)

10. Enter supervisor surname (This field accepts alphabets only)

11. Enter supervisor other name (This field accepts alphabets only)

12. Select hire date

13. Select salary structure

14. Select grade level

15. Enter step (This field accepts numbers only)

16. Click the check box to confirm you want to create employee

17. Click create staff and generate token button to create staff.

18. Click on regenerate button to regenerate token for employees
Method 2:
1. Click on "click to upload staff list button" highlighted in green to upload nominal roll

2. Click on “click to download button” to download csv template for nominal roll upload

3. Enter employee Surname (This field accepts alphabets only)

4. Enter employee Middle name (This field accepts alphabets only)

5. Enter employee first name (This field accepts alphabets only)

6. Enter employee phone number (This field accepts numbers only)

7. Enter employee email address (This field accepts alphanumeric characters)

8. Enter employee date of birth (dd- mm- yyyy)

9. Enter employee mother’s maiden name (This field accepts alphabets only)

10. Enter employee supervisor’s surname (This field accepts alphabets only)

11. Enter employee supervisor’s other name (This field accepts alphabets only)

12. Select hire date

13. Select salary structure

14. Select grade level

15. Enter step (This field accepts numbers only)

16. Once the template is filled will all required fields listed above, “click upload file” to upload nominal roll

17. Click on the check box

18. Click on create staff and generate token to create employee
19. Click on regenerate token button to regenerate token for employees.

Note: This token has an expiration period of 2 weeks.

2.9 REPORTS (SUPER ADMIN ROLE)

Reports for numbers of employees with complete registration/ incomplete registration with the total number of employees created on the portal and audit trail reports can be generated by exporting into different file formats. To generate reports, follow the steps listed below the diagram.
### IPPIS Service Wide Online Registration

#### Manage reports from here

- **3 Total Employees**
- **0 Completed Registration**
- **3 Incomplete Registration**
- **Audit Trail**

#### Showing all Employees

Filter results by date:

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>FIRSTNAME</th>
<th>NI</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>DOB</th>
<th>MOTHER'S FIRSTNAME</th>
<th>MOTHER'S LASTNAME</th>
<th>HIRE DATE</th>
<th>PAYSTRUCTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN</td>
<td>STAFF</td>
<td>0807785950</td>
<td><a href="mailto:STAFF@YAHOO.COM">STAFF@YAHOO.COM</a></td>
<td>12/01/1980</td>
<td>HUMAN</td>
<td></td>
<td></td>
<td>12/02/2018</td>
<td>CONSOLIDATED HEALTH SALARY STRUCTURE</td>
</tr>
<tr>
<td>ADMIN</td>
<td>HERIR</td>
<td>0807785950</td>
<td><a href="mailto:HERIR@YAHOO.COM">HERIR@YAHOO.COM</a></td>
<td>23/02/1980</td>
<td>HUMAN</td>
<td></td>
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<td>23/02/2018</td>
<td>CONSOLIDATED HEALTH SALARY STRUCTURE</td>
</tr>
<tr>
<td>OLA</td>
<td>ESTHER</td>
<td>0805275639</td>
<td><a href="mailto:OOLA@YAHOO.COM">OOLA@YAHOO.COM</a></td>
<td>01/02/1980</td>
<td>TAYO</td>
<td></td>
<td></td>
<td>01/02/2018</td>
<td>CONSOLIDATED PUBLIC SERVICE SALARY STRUCTURE</td>
</tr>
</tbody>
</table>

Showing 1 to 3 of 3 entries
1. Click on Reports on the dashboard

2. Click on total employee menu to view all employees created on the admin portal

3. Click on completed registration menu to view list of employees who has successfully completed the online registration forms

4. Click on incomplete registration menu to view list of employees who are yet to complete the online registration forms.

5. Click on search button to filter records by date, name, admin activity e.t.c

6. Click on copy, excel and print button to export reports in different file formats.