



FEDERAL GOVERNMENT OF NIGERIA

**INTEGRATED PERSONNEL AND PAYROLL
INFORMATION SYSTEM**

(IPPIS)

ADMIN PORTAL

By



Soft Alliance and Resources Limited.

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

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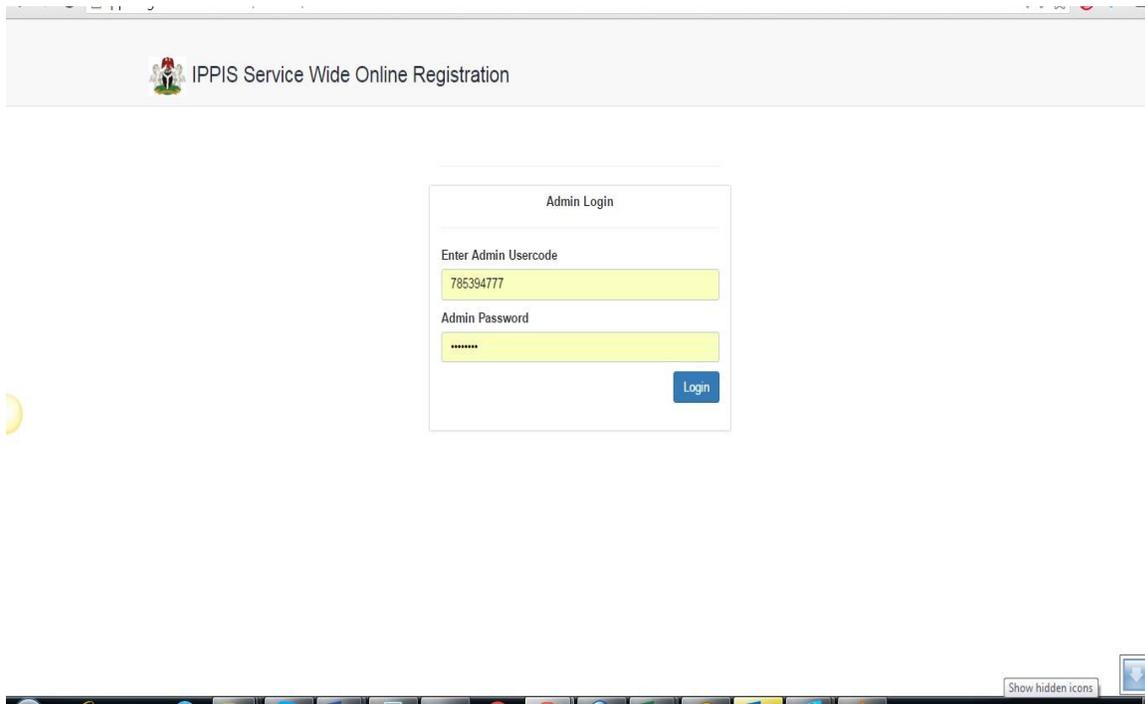
2 NAVIGATION AND ACCESS

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

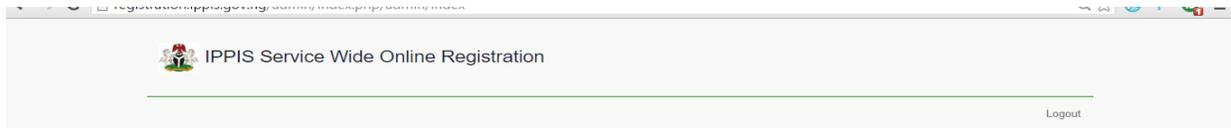
You must have been created as an administrator before you can gain access to the portal as shown in the image above. Login Credentials to access the portal will be sent to you via SMS/ Email notification. To login, follow the steps listed below:

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

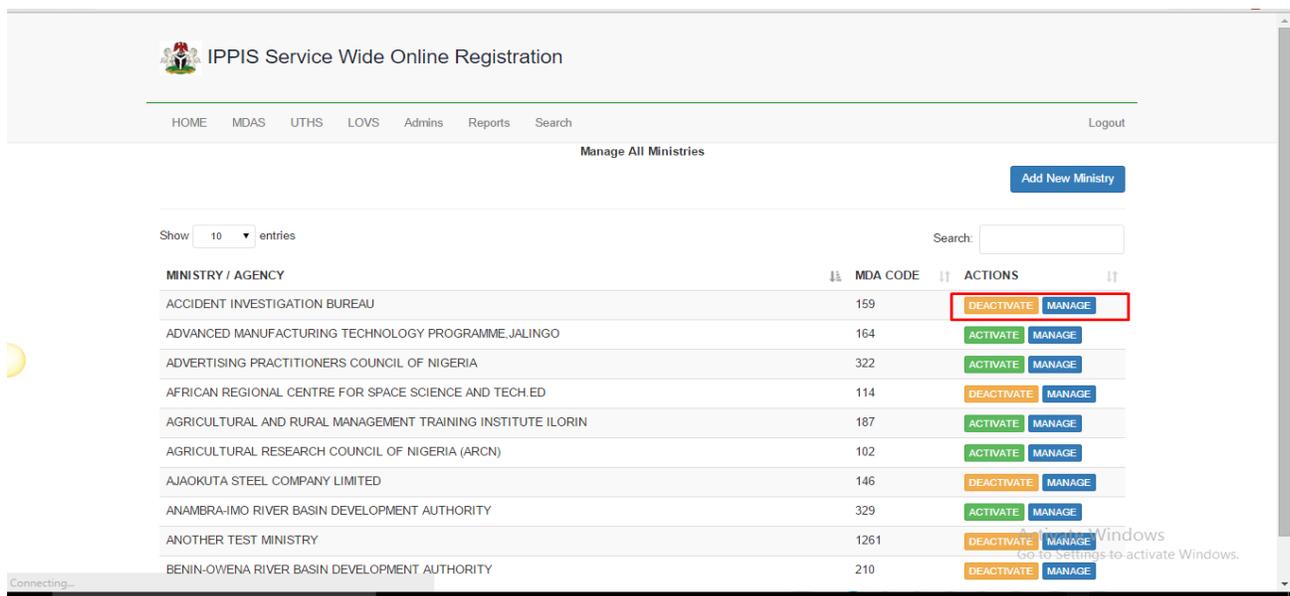
Note: Contact our support staff if you can't gain access to the portal with your login credentials.

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.



Activate Windows
Go to Settings to activate Windows.



Connecting...

11:10

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Reports Search Logout

Manage All Admins Add New Admin

Admin Name	Admin Code	Email	Phone	Created by	Role	Ministry	Created	Status	Actions
PERSON PERSON	446644983	OGUNNIRANESTHER@YAHOO.COM	08062176389	IPPIS ADMIN	HR	UNIVERSITY OF IBADAN	22-12-2015	INACTIVE	EDIT ACTIVATE
ADMIN HR	966931991	EXAMPLE1@YAHOO.COM	08077992432	IPPIS ADMIN	HR	UNIVERSITY OF IBADAN UNI	23-12-2015	INACTIVE	EDIT ACTIVATE
ADMIN HRR	448246153	EXAMP@YAHOO.COM	0987654567	IPPIS ADMIN	HR	UNIVERSITY OF IBADANN UNII	23-12-2015	ACTIVE	EDIT DEACTIVAT
WALE OKON	73147191	DIDITYREX5@YAHOO.COM	08023475356	IPPIS ADMIN	HR	TECHNOLOGICAL AFFAIRSS	23-12-2015	ACTIVE	EDIT DEACTIVAT
HUMAN RESOURCE ADMINISTRATOR	712807454	CORNELIUSADEOYE@HOTMAIL.COM	09030690129S	IPPIS ADMIN	HR	QUALITY ASSURANCE MINISTRY	30-12-2015	ACTIVE	EDIT DEACTIVAT
SUPPORT ANALYST	388999678	CORNELIUS.ADEOYE@GMAIL.COM	R2123447800	IPPIS ADMIN	SUPPORT	NONE	30-12-2015	ACTIVE	EDIT DEACTIVAT
YAHAYA12 SALEH12	57877229	OGUNNIRANESTHER@YAHOO.COM	0803AD41797	IPPIS ADMIN	HR	OFFICE OF THE ACCOUNTANT	07-01-2016	ACTIVE	EDIT DEACTIVAT

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

Logout

Welcome ippis admin.

Manage IPPIS from here

Manage MDA's

Manage UTH's

Manage LOV's

Manage Admins

Search Employees

Reports

Activate Windows
Go to Settings to activate Windows.

Manage All Ministries

Add New Ministry

MINISTRY / AGENCY	MDA CODE	ACTIONS
ACCIDENT INVESTIGATION BUREAU	159	DEACTIVATE MANAGE
ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME,JALINGO	164	ACTIVATE MANAGE
ADVERTISING PRACTITIONERS COUNCIL OF NIGERIA	322	ACTIVATE MANAGE
AFRICAN REGIONAL CENTRE FOR SPACE SCIENCE AND TECH.ED	114	DEACTIVATE MANAGE
AGRICULTURAL AND RURAL MANAGEMENT TRAINING INSTITUTE ILORIN	187	ACTIVATE MANAGE
AGRICULTURAL RESEARCH COUNCIL OF NIGERIA (ARCN)	102	ACTIVATE MANAGE
AJAKUTA STEEL COMPANY LIMITED	146	DEACTIVATE MANAGE
ANAMBRA-IMO RIVER BASIN DEVELOPMENT AUTHORITY	329	ACTIVATE MANAGE
ANOTHER TEST MINISTRY	1261	DEACTIVATE MANAGE
BENIN-OWENA RIVER BASIN DEVELOPMENT AUTHORITY	210	DEACTIVATE MANAGE
BIMBO MINISTRY	1274	ACTIVATE MANAGE
BORDER COMMUNITIES DEVELOPMENT AGENCY	000	ACTIVATE MANAGE

CREATE NEW MINISTRY / UTH

DETAILS

DEPARTMENTS

SECTIONS

UNITS

Ministry / UTH Details

Ministry / UTH Name (required)

MINISTRY / UTH NAME

Nominal Roll (required)

NOMINAL ROLL

NEXT

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Search Logout

CREATE NEW MINISTRY / UTH

DETAILS DEPARTMENTS SECTIONS UNITS

Add Departments

Select from Existing departments (Hold Ctrl to select multiple departments)

ABIA STATE COMMAND
ABUJA LIAISON OFFICE
ARI LIA OPERATION OFFICE

Or add a new department

DEPARTMENT NAME

+ Add another Department

PREVIOUS NEXT

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Search Logout

CREATE NEW MINISTRY / UTH

DETAILS DEPARTMENTS SECTIONS UNITS

Add Sections

Section Name

Select Department: ABUJA LIAISON OFFICE

Select from Existing Section: SELECT A DEPARTMENT

Enter New Section: TEST

+ Add another Section

PREVIOUS NEXT

LASG_Billing Type M...xlsx LASG_Billing Type M...xlsx STAFFLIST_TEMPLAT...csv image.png STAFFLIST_TEMPLAT...csv Show all downloads...

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Search Logout

CREATE NEW MINISTRY

DETAILS DEPARTMENTS SECTIONS **UNITS**

Add Units to sections

Unit Name

Select Section: TEST

Select from Existing Unit: SELECT A SECTION FIRST

Enter New Unit name: TEST

+ Add another Section

PREVIOUS FINISH

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

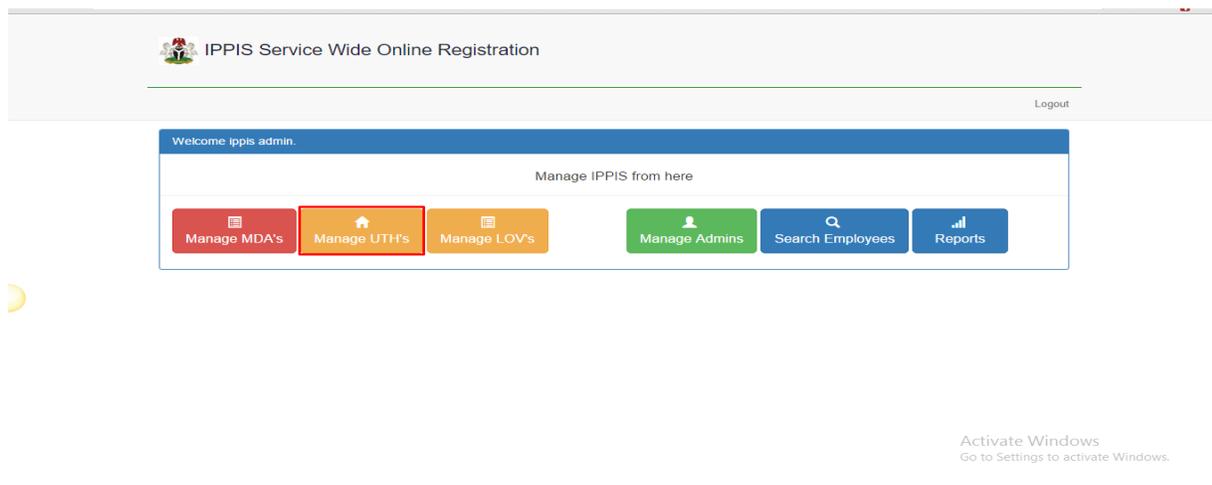
15. Click on finish button to save changes made

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:





Manage All University and teaching hospitals

Add New University

Show 10 entries

Search:

UNIVERSITY / TEACHING HOSPITAL	UTH CODE	ACTIONS
ABUBAKAR TAFAWA BALEWA UNIVERSITY TEACHING HOSPITAL BAUCHI	1235	ACTIVATE MANAGE
AHMADU BELLO UNIVERSITY TEACHING HOSPITAL, ZARIA	1126	ACTIVATE MANAGE
AHMADU BELLO UNIVERSITY, ZARIA	1127	DEACTIVATE MANAGE
AMINU KANO UINVERSTY TEACHING HOSPITAL, KANO	1128	ACTIVATE MANAGE
AUCHI POLYTECHNIC AUCHI	1257	DEACTIVATE MANAGE
BAYERO UNIVERSITY	1129	DEACTIVATE MANAGE
FEDERAL COLLEGE OF AGRICULTURAL PRODUCE TECHNOLOGY KANO	1203	DEACTIVATE MANAGE
FEDERAL COLLEGE OF AGRICULTURE AKJURE	1207	ACTIVATE MANAGE
FEDERAL COLLEGE OF AGRICULTURE IBADAN	1199	ACTIVATE MANAGE
FEDERAL COLLEGE OF AGRICULTURE ISIHAGU	1234	ACTIVATE MANAGE



CREATE NEW MINISTRY / UTH

DETAILS DEPARTMENTS SECTIONS UNITS

Ministry / UTH Details

Ministry / UTH Name (required)

MINISTRY / UTH NAME

Nominal Roll (required)

NOMINAL ROLL

NEXT



CREATE NEW MINISTRY / UTH

DETAILS DEPARTMENTS SECTIONS UNITS

Add Departments

Select from Existing departments (Hold Ctrl to select multiple departments)

ABIA STATE COMMAND
ABUJA LIAISON OFFICE
ARI LIA OPERATION OFFICE

Or add a new department

DEPARTMENT NAME

+ Add another Department

PREVIOUS

NEXT



CREATE NEW MINISTRY / UTH

DETAILS DEPARTMENTS SECTIONS UNITS

Add Sections

Section Name

Select Department

ABUJA LIAISON OFFICE

Select from Existing Section

SELECT A DEPARTMENT

Enter New Section

TEST

+ Add another Section

PREVIOUS

NEXT

The screenshot shows the 'CREATE NEW MINISTRY' interface with the 'UNITS' tab selected. The form is titled 'Add Units to sections' and contains the following elements:

- Unit Name:** A dropdown menu with 'TEST' selected.
- Select Section:** A dropdown menu with 'SELECT A SECTION FIRST' selected.
- Enter New Unit name:** A text input field with 'TEST' entered.
- Buttons:** An orange 'PREVIOUS' button, a blue '+ Add another Section' link, and a green 'FINISH' button (highlighted with a red arrow).

The browser's taskbar at the bottom shows several open files: 'LASG_Billing Type M....xlsx', 'STAFFLIST_TEMPLAT....csv', and 'image.png'. The system clock shows 12:33 PM.

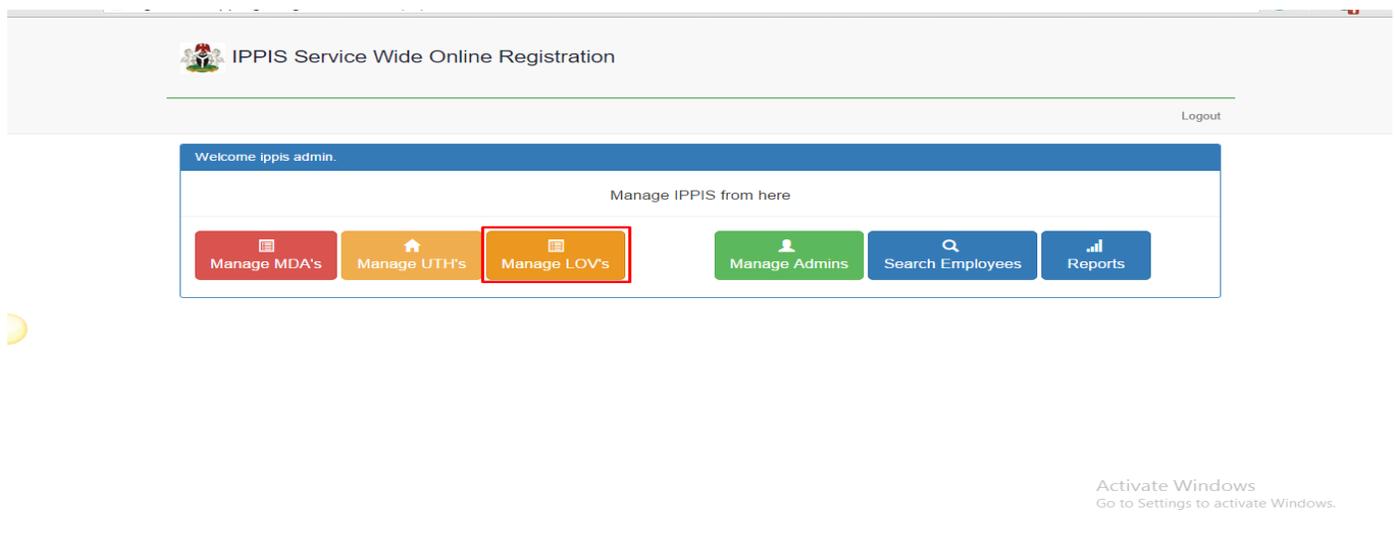
1. Click on manage UTH's on the dashboard
2. Click on add new UTH
3. Enter UTH name (This field accepts alphabets only)
4. Enter nominal roll (This field accepts numbers only)
5. Click on next button to continue
6. Select department / add new department on department column
7. Click on next button to 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



Manage LOVS from here



Cadre's



Paystructure



Sections



Units



Trade Unions



Cooperatives



Pfas



Manage Coop's

Add New Cadre

CADRE

ACCOUNT OFFICER

ACCOUNTANT

ACCOUNTANT-GENERAL

ACCOUNTING ASSISTANT

ACCOUNTING OFFICER

ACP-ASSISTANT COMMISSIONER OF POLICE

ACTING DEPUTY DIRECTOR

ACTING DIRECTOR

ACTING DIRECTOR GENERAL

ACTION

EDIT

EDIT

EDIT

EDIT

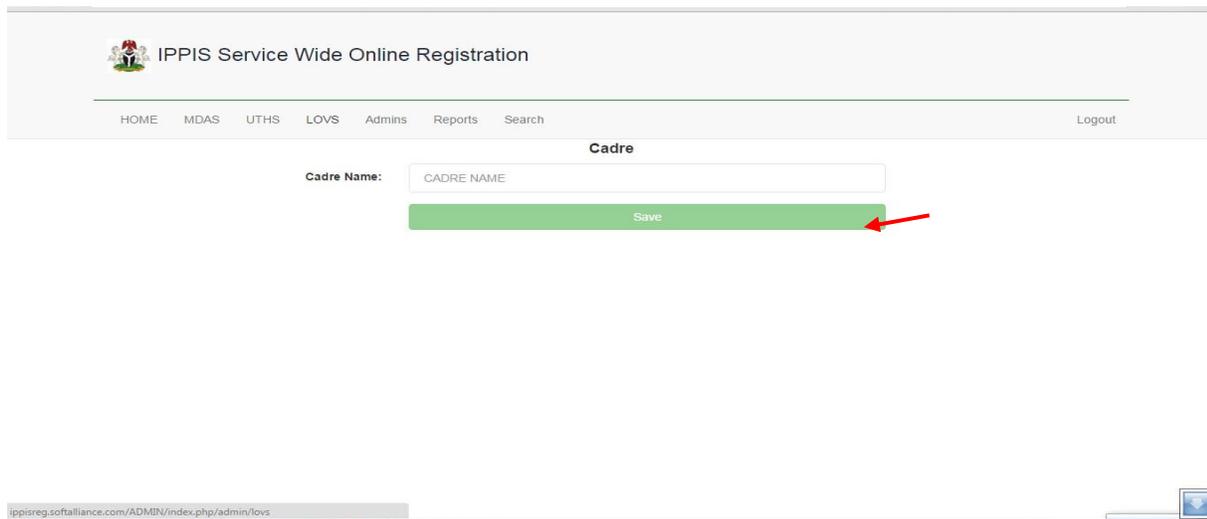
EDIT

EDIT

EDIT

EDIT

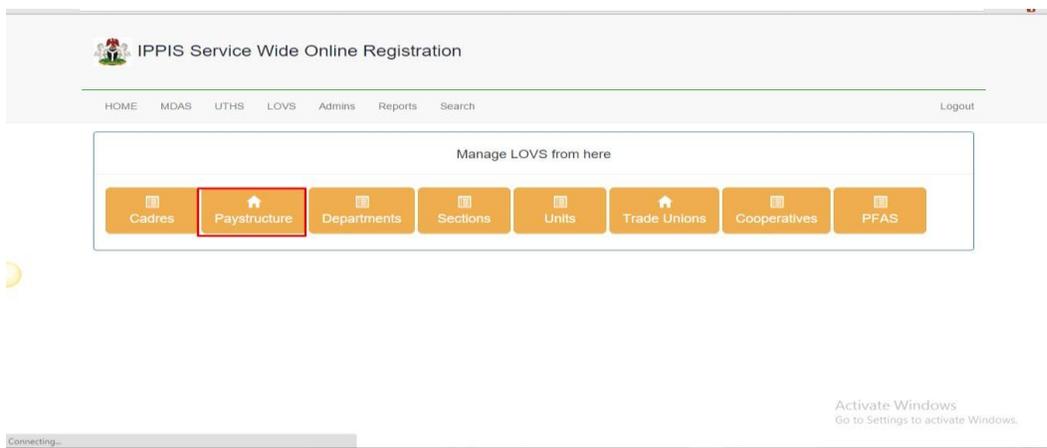
EDIT



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



IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Reports Search Logout

Manage Paystructure

Add New Paystructure

Show 10 entries Search:

PAY STRUCTURE	CODE	STATUS
CONSOLIDATED HEALTH SALARY STRUCTURE (CONHESS)	CONHESS	ACTIVE
CONSOLIDATED INTELLIGENT COMMUNITY SALARY STRUCTURE	CONICSS	ACTIVE
CONSOLIDATED LEGISLATIVE SALARY STRUCTURE	CONLESS	ACTIVE
CONSOLIDATED MEDICAL SALARY STRUCTURE	CONMESS	ACTIVE
CONSOLIDATED MEDICAL SALARY STRUCTURE (CONMESS)	CONMESS	ACTIVE
CONSOLIDATED PARA-MILITARY SALARY STRUCTURE	CONPASS	ACTIVE
CONSOLIDATED POLICE SALARY STRUCTURE	CONPOSS	ACTIVE
CONSOLIDATED POLYTECHNICS AND COLLEGES OF EDUCATION ACADEMIC STAFF SALARY STRUCTURE (CONPCASS)	CONPCASS	ACTIVE

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Reports Search Logout

Manage Paystructure

Paystructure Name: PAYSTRUCTURE NAME

Paystructure Code: PAYSTRUCTURE CODE

Grade: GRADE Grade Abbr: GRADE ABBR Enter Step(s) seperated by comma:

Add Grade and step

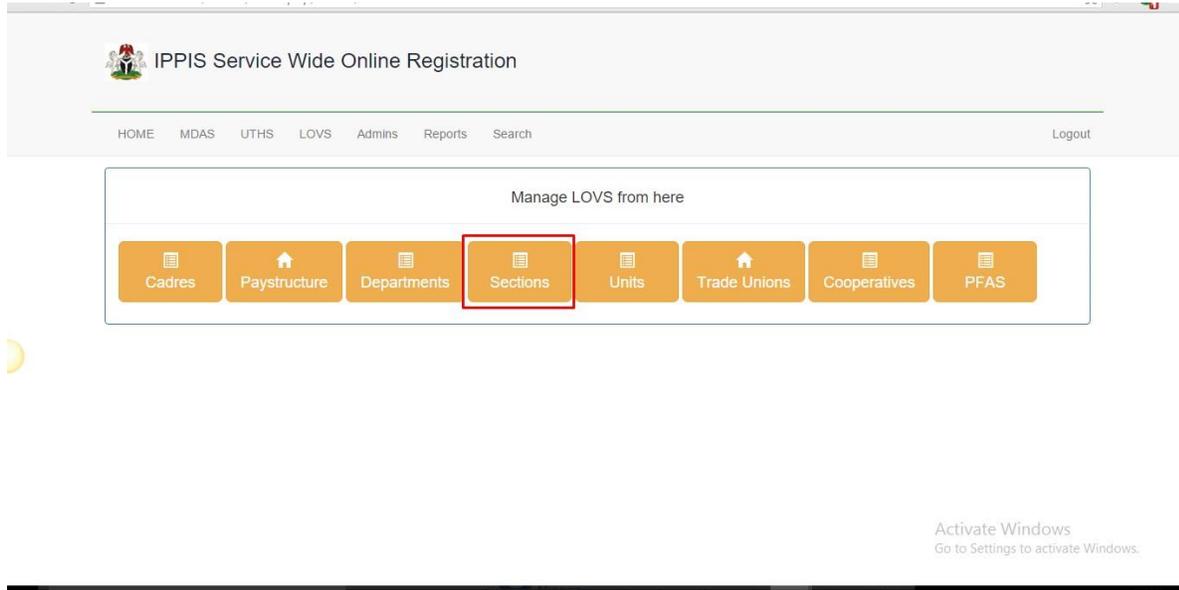
Update Paystructure

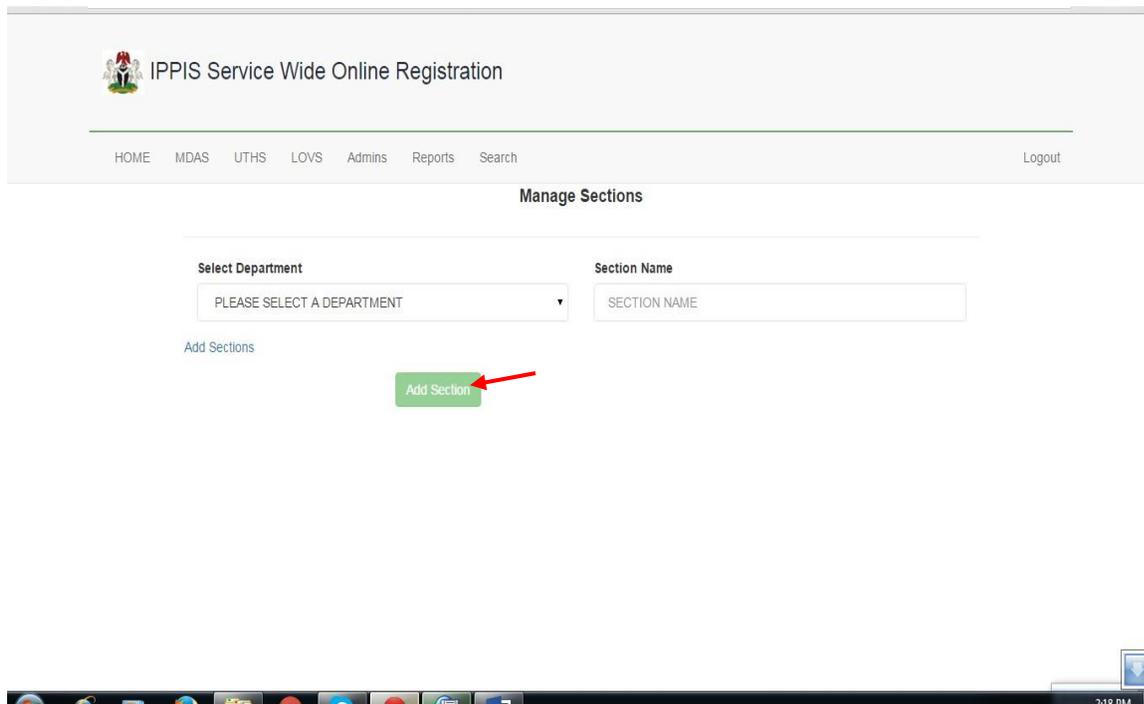
1. Click on pay structure of the dashboard
2. Click on add new pay structure button to add a new pay structure
3. Enter pay structure name (This field accepts alphabets only)
4. Enter pay structure code (This field accepts alphabets only)
5. Enter grade

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:



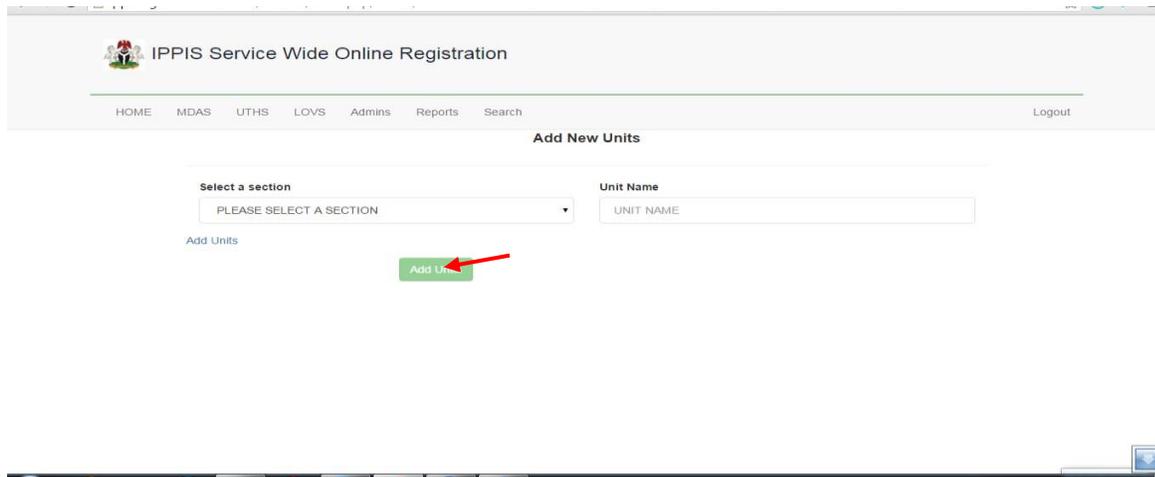


1. Click on sections on the dashboard
2. Select department
3. Enter Section name (This field accepts alphabets only)
4. Click on add section link to add more sections
5. Click on add section button to save

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

To add new units, follow the steps listed below the diagram

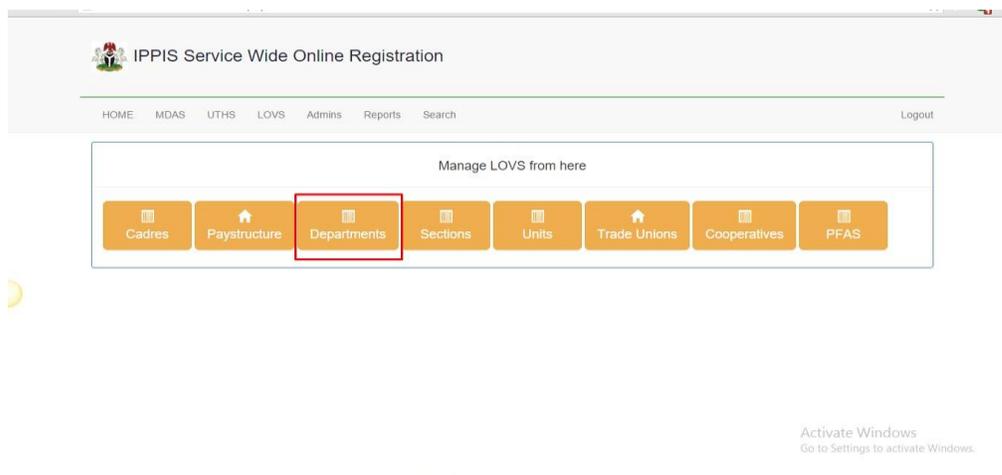


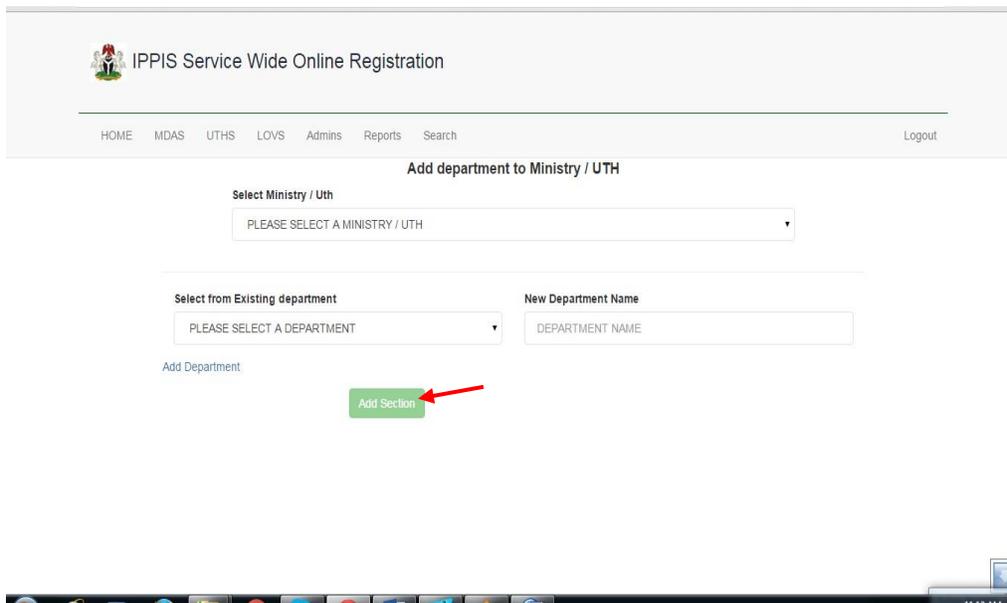


1. Click on units on the dashboard
2. Select section
3. Enter unit name (This field accepts alphabets only)
4. Click on add unit link to add more
5. Click on add units button to save

2.5.5 HOW TO CREATE NEW DEPARTMENTS (SUPER ADMIN ROLE)

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

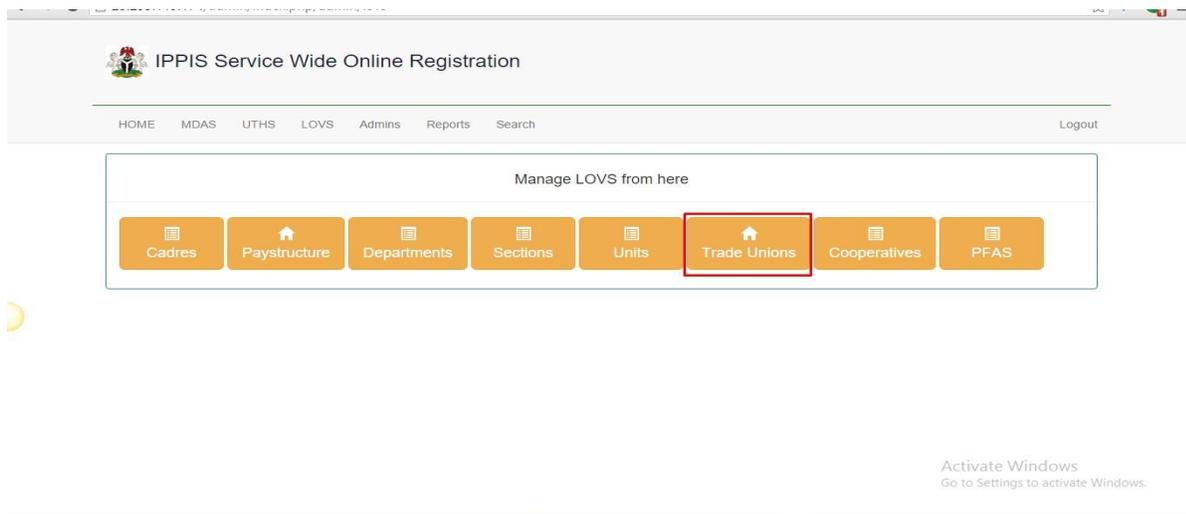




1. Click on department menu on the admin interface
2. Select Ministry/ UTH
3. Select department from existing department or enter department name if new
4. Click on add department link button to select or add another department
5. Click on add section to save

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

To add new trade union, follow the steps listed below the diagram



IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Reports Search Logout

Manage Unions

Add New Trade Union

Show 10 entries Search:

TRADE UNION	ORGANISATION	ACTION
ACADEMIC STAFF UNION OF COLLEGES OF AGRICULTURE AND RELATED DISCIPLINES	UNIVERSITY	MANAGE
ACADEMIC STAFF UNION OF POLYTECHNICS	MDA	MANAGE
ACADEMIC STAFF UNION OF RESEARCH INSTITUTIONS (ASURI)	MDA	MANAGE
ACADEMIC STAFF UNION OF UNIVERSITIES	MDA	MANAGE
ACADEMIC STAFF UNION OF UNIVERSITIES (ASUU)	UNIVERSITY	MANAGE
ADMINISTRATIVE DIRECTORATE WELFARE ASSOCIATION	UNIVERSITY	MANAGE
AGRIC. AND ALLIED WORKERS UNION OF NIGERIA (AAWUN)	MDA	MANAGE
AGRICULTURAL AND ALLIED EMPLOYEES UNION OF NIGERIA	MDA	MANAGE

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Reports Search Logout

Manage Unions

Trade Union Name: UNION NAME

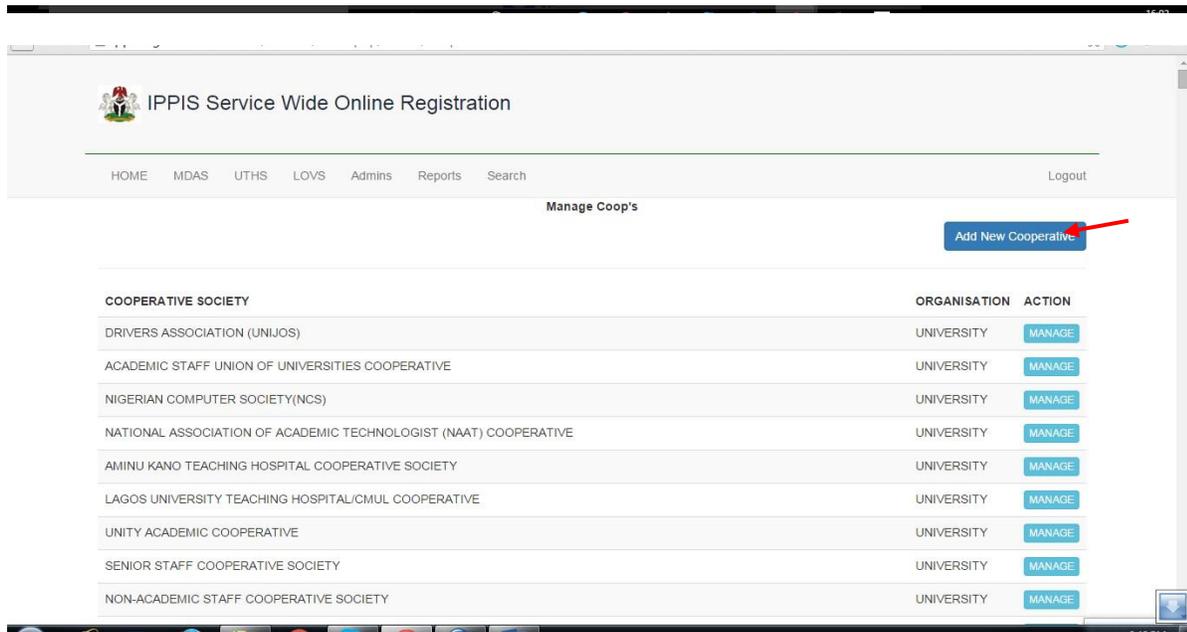
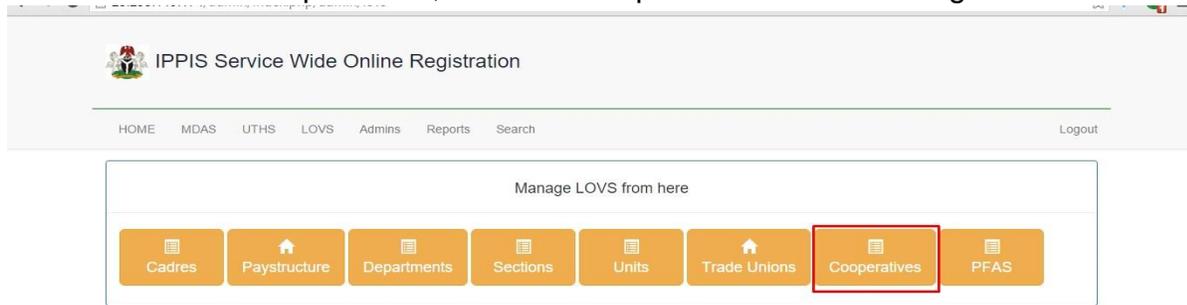
Union Organisation: SELECT AN ORGANISATION

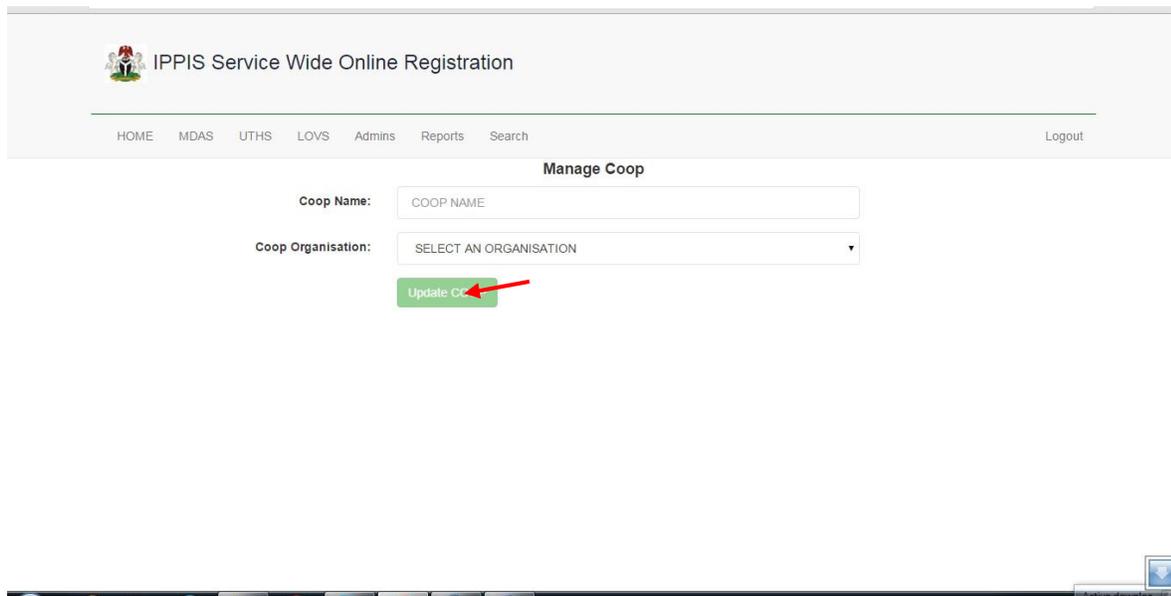
Update UNION

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

2.5.7 HOW TO CREATE NEW COOPERATIVES (SUPER ADMIN ROLE)

To add new cooperatives, follow the steps listed below the diagram

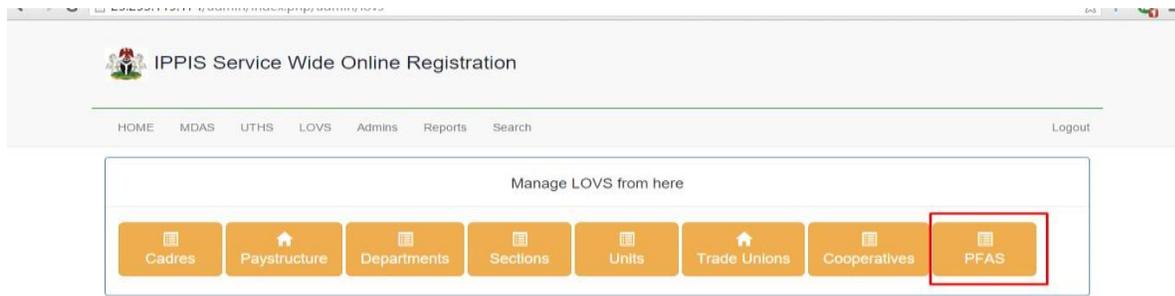




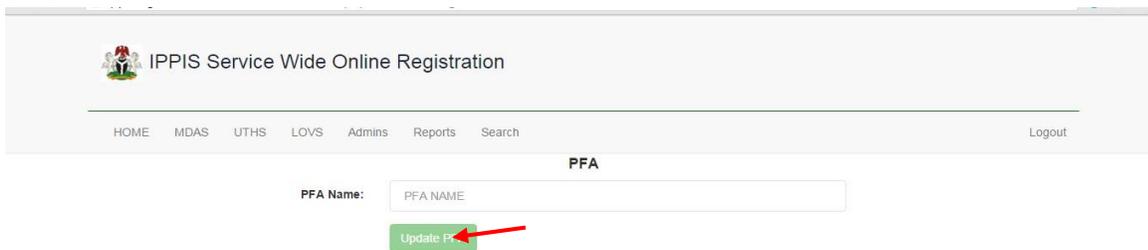
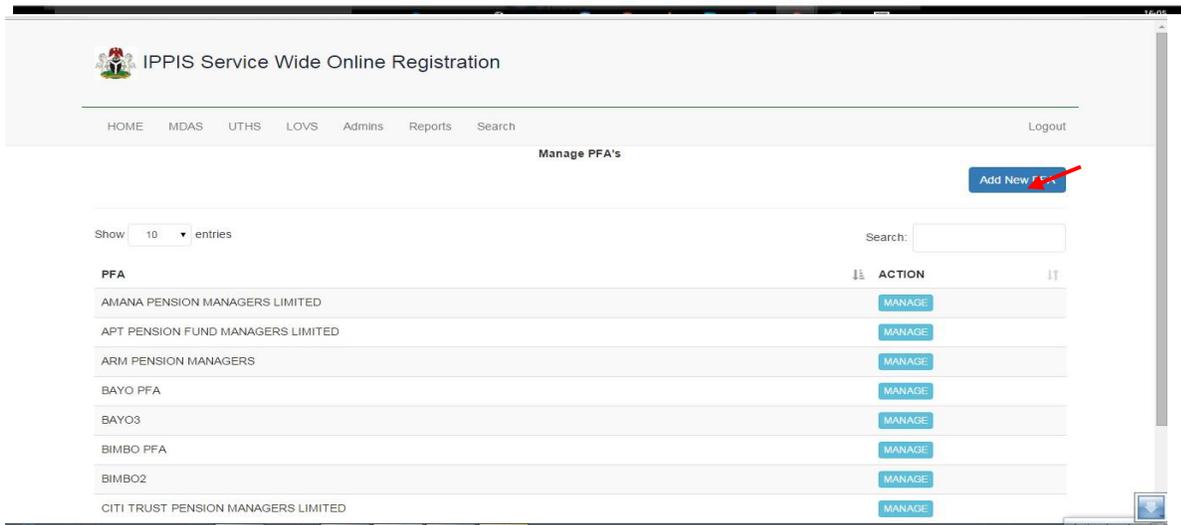
1. Click on cooperative menu on the dashboard
2. Click on add new cooperative button menu to add
3. Enter coop name (This field accepts alphanumeric characters)
4. Select coop organization
5. Click on save button to save
6. Click on edit button to edit
7. Click on update button to save changes made

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

To add new PFA's, follow the steps listed below the diagram



Activate Windows
Go to Settings to activate Windows.

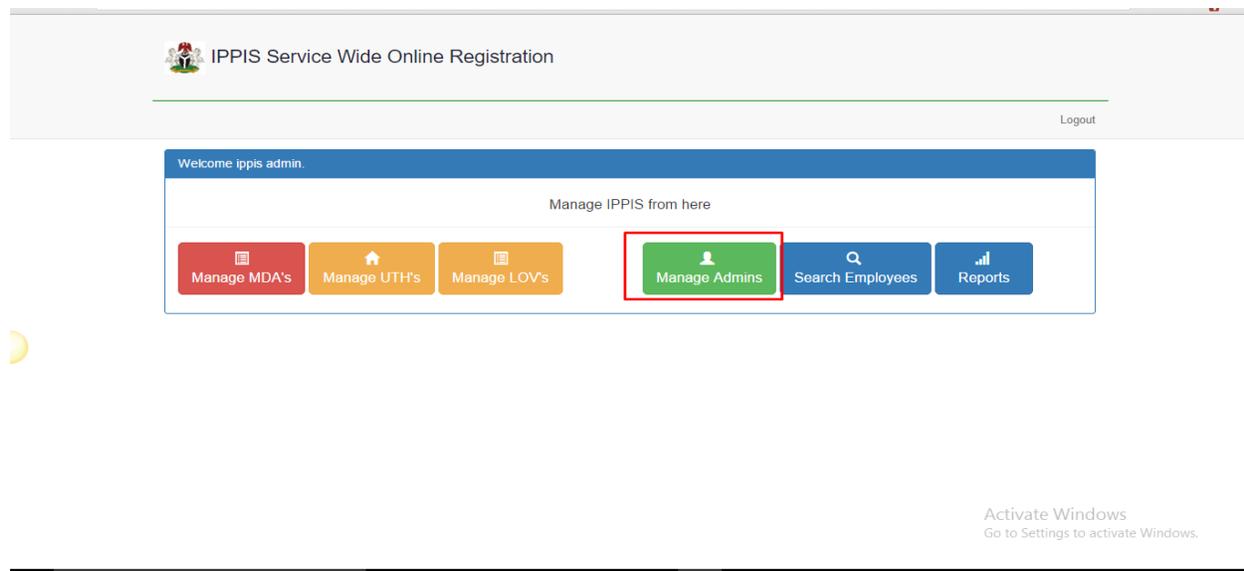


1. Click on PFA on the dashboard

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.



ippisreg.softalliance.com/ADMIN/index.php/admin/add

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Search Logout

Add New Admin

Admin Firstname:

Admin Lastname:

Admin Phone:

Admin Email:

Admin Role: Please select an item in the list.

Admin Organisation:

Admin's Ministry (MDA) (if applicable):

Admin's University Or Teaching Hospital (UTH) (if applicable):

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Reports Search Logout

Manage All Admins

Admin Name	Admin Code	Email	Phone	Created by	Role	Ministry	Created	Status	Actions
PERSON PERSON	446644983	OGUNNIRANESTHER@YAHOO.COM	08062176389	IPPIS ADMIN	HR	UNIVERSITY OF IBADAN	22-12-2015	INACTIVE	<input type="button" value="EDIT"/> <input type="button" value="ACTIVATE"/>
ADMIN HR	966931991	EXAMPLE1@YAHOO.COM	08077992432	IPPIS ADMIN	HR	UNIVERSITY OF IBADAN UNI	23-12-2015	INACTIVE	<input type="button" value="EDIT"/> <input type="button" value="ACTIVATE"/>
ADMIN HRR	448246153	EXAMP@YAHOO.COM	0987654567	IPPIS ADMIN	HR	UNIVERSITY OF IBADANN UNII	23-12-2015	ACTIVE	<input type="button" value="EDIT"/> <input type="button" value="DEACTIVAT"/>
WALE OKON	73147191	DIDITYREX5@YAHOO.COM	08023475366	IPPIS ADMIN	HR	TECHNOLOGICAL AFFAIRSS	23-12-2015	ACTIVE	<input type="button" value="EDIT"/> <input type="button" value="DEACTIVAT"/>
HUMAN RESOURCE ADMINISTRATOR	712807454	CORNELIUSADEOYE@HOTMAIL.COM	09030690129S	IPPIS ADMIN	HR	QUALITY ASSURANCE MINISTRY	30-12-2015	ACTIVE	<input type="button" value="EDIT"/> <input type="button" value="DEACTIVAT"/>
SUPPORT ANALYST	388999678	CORNELIUS.ADEOYE@GMAIL.COM	R2123447800	IPPIS ADMIN	SUPPORT	NONE	30-12-2015	ACTIVE	<input type="button" value="EDIT"/> <input type="button" value="DEACTIVAT"/>
YAHAYA12 SALEH12	57877229	OGUNNIRANESTHER@YAHOO.COM	0803AD41797	IPPIS ADMIN	HR	OFFICE OF THE ACCOUNTANT	07-01-2016	ACTIVE	<input type="button" value="EDIT"/> <input type="button" value="DEACTIVAT"/>

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

Welcome ippis admin.

Manage IPPIS from here

Manage MDA's

Manage UTH's

Manage LOV's

Manage Admins

Search Employees

Reports

Activate Windows
Go to Settings to activate Windows.

Ippis Admin

Find employee by

Reference Id:

Phone No:

Surname:

Category:

REFERENCE ID PHONE NUMBER SURNAME SELECT MDA OR INSTIUTION

3 result(s) found

Fullname: ADEBAYO BAYO.
REF ID: 121446134585010.
MDA: 010.
Phone No: 8062435679.
Email: AFREEMAN@YAHOO.COM.

Fullname: ADEBAYO BAYO.
REF ID: 421446028020010.
MDA: 010.
Phone No: 8062435679.
Email: AFREEMAN@YAHOO.COM.

Fullname: ADEBAYO BAYO.
REF ID: 521446123501016.
MDA: 016.
Phone No: 8062435679.
Email: AFREEMAN@YAHOO.COM.

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Reports Search Logout

Edit User Account

Ref Id: 121446134585010

Ministry: ECONOMIC AND FINANCIAL CRIMES COMMISSION - EFCC

Surname: ADEBAYO

First Name: BAYO

Middle Name: MIDDLE NAME

Date Of Birth: 1983-03-12

Phone No: 8062435679

Email: AFREEMAN@YAHOO.COM

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Reports Search Logout

Grade: GL01_CONPSS

Step: 1

Bank Type: COMMERCIAL BANKS

Bank Name: DIAMOND BANK NIGERIA PLC

Bank Branch: FHSKKFS

Account Number: FNNSJSF

Account Name: SHJJSJFJ

Account Type: CURRENT

Update User Data

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.

The screenshot shows a web browser window with the URL `ippisreg.softalliance.com/ADMIN/index.php/admin/index`. The page title is "IPPIS Service Wide Online Registration". Below the header, there is a "Manage Staff" section. A button labeled "Add New Staff" is highlighted with a red arrow. Below this, it says "Showing Staff for ECONOMIC AND FINANCIAL CRIMES COMMISSION - EFCC". A table displays the following data:

Ref Id	Firstname	Lastname	Email	Phone	Actions
421446028020010	aja0	mayowa	ajaomayor007@gmail.com	08066281462	Regenerate Token

The "Regenerate Token" button in the Actions column is also highlighted with a red arrow. At the bottom of the browser window, there is a taskbar showing "(1) Facebook.html" and a "Show all downloads" button.

ippisreg.softalliance.com/ADMIN/index.php/admin/usersAdd

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Search Logout

Add New Staff

Remember you can upload your multiple staff list in csv format [Click to upload staff list](#)

Surname: STAFF FIRSTNAME

Middle Name: STAFF MIDDLENAME

First Name: STAFF LASTNAME

Phone: STAFF PHONE NUMBER

Email: STAFF EMAIL

Date Of Birth: DATE OF BIRTH

Mother's Maiden Name: MOTHER'S MAIDEN NAME

Hire Date: HIRE DATE

(1) Facebook.html Show all downloads...

ippisreg.softalliance.com/ADMIN/index.php/admin/usersAdd

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Search Logout

Date Of Birth: DATE OF BIRTH

Mother's Maiden Name: MOTHER'S MAIDEN NAME

Hire Date: HIRE DATE

Salary Structure: SELECT STAFF SALARY STRUCTURE

Grade: SELECT STAFF SALARY STRUCTURE FIRST

Step: SELECT YOUR GRADE FIRST

Admin's Ministry (MDA) (if applicable): ECONOMIC AND FINANCIAL CRIMES COMMISSION - EFCC

I confirm that the staff being created is genuine and works under my Agency/Institution

NB: All HR activities are being monitored at the federal level. Beware of falsifying data

[CREATE STAFF AND GENERATE ID](#)

(1) Facebook.html Show all downloads...

2:53 PM 10/28/2015

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

Method2:

ippisreg.softalliance.com/ADMIN/index.php/admin/usersAdd

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Search Logout

Add New Staff

Remember you can upload your multiple staff list in csv format [Click to upload staff file](#)

Surname: STAFF FIRSTNAME

Middle Name: STAFF MIDDLENAME

First Name: STAFF LASTNAME

Phone: STAFF PHONE NUMBER

Email: STAFF EMAIL

Date Of Birth: DATE OF BIRTH

Mother's Maiden Name: MOTHER'S MAIDEN NAME

Hire Date: HIRE DATE

(1) Facebook.html Show all downloads

ippisreg.softalliance.com/ADMIN/index.php/admin/uploadStaff

IPPIS Service Wide Online Registration

HOME MDAS UTHS LOVS Admins Search Logout

Add New Staff

Don't have the required csv format for upload? [Click to download](#)

Staff list file (CSV only): No file chosen

I confirm that the staff being created is genuine and works under my Agency/Institution

NB: All HR activities are being monitored at the federal level. Beware of falsifying data

[CREATE STAFF AND GENERATE TOKEN](#)

(1) Facebook.html Show all downloads

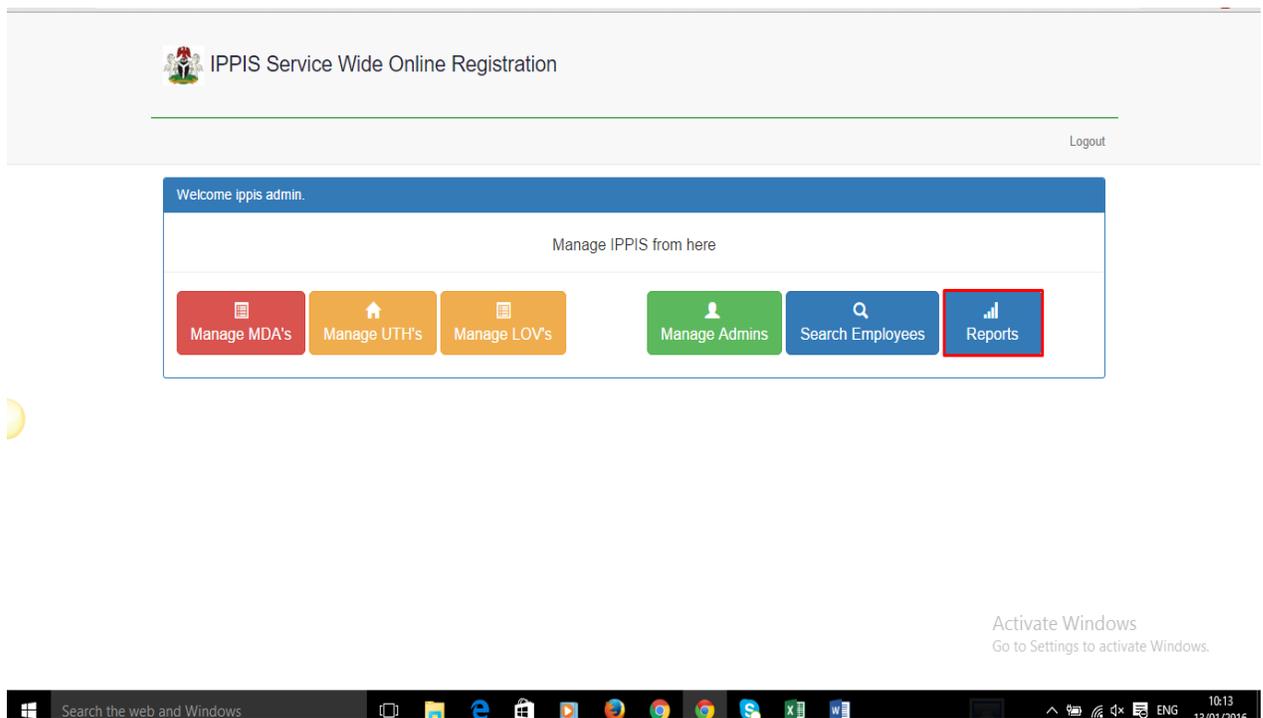
1. Click on "click to upload staff list button" highlighted in green to upload nominal roll
2. Click on "click to download button" to download csv template for nominal roll upload
3. Enter employee Surname (This field accepts alphabets only)
4. Enter employee Middle name (This field accepts alphabets 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 with 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



Manage reports from here

3 Total Employees | 0 Completed Registration | 3 Incomplete Registration | Audit Trail

Activate Windows
Go to Settings to activate Windows.



Showing all Employees

Filter results by date

MIN DATE [] MAX DATE [] Search []

All Results

Copy Excel Print

Search: []

SURNAME	LASTNAME	OTHER NAME	PHONE	EMAIL	DOB	MOTHER'S MAIDEN NAME	HIRE DATE	PAYSTRUCTURE
ADMIN	STAFF		09877765567	STAFF@YAHOO.COM	02/02/1976	HUMMAN	12/02/2009	CONSOLIDATED HEALTH SALARY STRUCTURE
ADMIN	HRRR		09877765567	DIDITYREX@YAHOO.COM	23/12/1945	HUMMAN	23/12/2009	CONSOLIDATED HEALTH SALARY STRUCTURE
OLA	ESTHER	OGUNNIRAN	08062176389	OOGUNNIRAN@SOFTALLIANCE.COM	01/02/1980	TAYO	03/02/2010	CONSOLIDATED PUBLIC SERVICE SALARY STRUCTURE

Showing 1 to 3 of 3 entries

Previous 1 Next

Activate Windows
Go to Settings to activate Windows.





Showing Audit Trail

Copy Excel Print

Search: ACTIVATE

DATE	ADMIN NAME	ADMIN ACTIVITY	ACTIVITY DESCRIPTION	PREVIOUS RECORD	NEW RECORD
12-01-16 11:31:08	IPPIS ADMIN	DEACTIVATE	ADMIN DEACTIVATED ANOTHER ADMIN	PERSON PERSON	NONE
12-01-16 11:31:15	IPPIS ADMIN	ACTIVATE	ADMIN ACTIVATED ANOTHER ADMIN	PERSON PERSON	NONE
12-01-16 13:32:07	IPPIS ADMIN	ACTIVATE	ADMIN ACTIVATED NEW MINISTRY/UTH		NONE
13-01-16 09:35:57	IPPIS ADMIN	ACTIVATE	ADMIN ACTIVATED ANOTHER ADMIN	PERSON PERSON	NONE

Showing 1 to 4 of 4 entries (filtered from 48 total entries)

Previous 1 Next

Activate Windows
Go to Settings to activate Windows.

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.