

# FEDERAL GOVERNMENT OF NIGERIA

# INTEGRATED PERSONNEL AND PAYROLL INFORMATION SYSTEM

# (IPPIS)

# **ADMIN PORTAL**

Ву



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 9, NERDC Road,

Central Business District, Alausa Ikeja, Lagos State Phone: +23417403823, +23417403824 Email: support@softalliance.com

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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.

· · · · · · · · · · · · · · · · · · ·		··· · · · -
IPPIS	Service Wide Online Registration	
	Admin Login	
	Enter Admin Usercode	
	785394777	
	Admin Password	
	Login	
		Show hidden icons
		0.00.000

# 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.

IPPIS Service Wide Online Registration	
••• 	
	Logout
Welcome ippis admin.	
Manage IPPIS from h	ere
I Anage MDA's Anage UTH's Manage LOV's Manage MDA's Manage UTH's Manage LOV's Mana	Admins QIl Age Admins Search Employees Reports
	Activate Windows
	Go to Settings to activate Window
IPPIS Service Wide Online Registration	
HOME MDAS UTHS LOVS Admins Reports Search	Logout
HOME MDAS UTHS LOVS Admins Reports Search Manage All Ministries	Logout Add New Ministry
HOME MDAS UTHS LOVS Admins Reports Search Manage All Ministries	Logout Add New Ministry Search:
IPPIS Service Wide Online Registration         HOME       MDAS         UTHS       LOVS         Admins       Reports         Show       10         In       entries         MINISTRY / AGENCY	Logout          Add New Ministry         Search:         Limit MDA CODE         If
IPPIS Service Wide Online Registration         HOME       MDAS       UTHS       LOVS       Admins       Reports       Search         Manage All Ministries         Show       10       • entries         MINISTRY / AGENCY         ACCIDENT INVESTIGATION BUREAU	Logout          Add New Ministry         Search:         Image: Add New Ministry         Image: Add New Ministry         Search:         Image: Add New Ministry         Image: Add New Mi
IPPIS Service Wide Online Registration      HOME MDAS UTHS LOVS Admins Reports Search      Manage All Ministries      Show 10 • entries      MINISTRY / AGENCY      ACCIDENT INVESTIGATION BUREAU      ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME, JALINGO	Add New Ministry  Search:  Search: Sear
IPPIS Service Wide Online Registration         HOME       MDAS         UTHS       LOVS         Admins       Reports         Show       10         IO       entries         MINISTRY / AGENCY         Accident Investigation BUREAU         ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME, JALINGO         ADVERTISING PRACTITIONERS COUNCIL OF NIGERIA	Add New Ministry  Add New Ministry  Search:  Search:  Search:  159  CEXCTIVATE MANAGE  164  ACTIVATE MANAGE  322  ACTIVATE MANAGE
IPPIS Service Wide Online Registration   HOME MDAS UTHS LOVS Admins Reports Search   Manage All Ministries   Show 10 • entries   MINISTRY / AGENCY   Accident Investigation BUREAU   ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME, JALINGO   ADVERTISING PRACTITIONERS COUNCIL OF NIGERIA   AFRICAN REGIONAL CENTRE FOR SPACE SCIENCE AND TECH. ED	Add New Ministry         Search:         Image: Imag
IPPIS Service Wide Online Registration      HOME MDAS UTHS LOVS Admins Reports Search      Manage All Ministries      Show 10 • entries      MINISTRY / AGENCY      ACCIDENT INVESTIGATION BUREAU      ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME,JALINGO      ADVERTISING PRACTITIONERS COUNCIL OF NIGERIA      AFRICAN REGIONAL CENTRE FOR SPACE SCIENCE AND TECH ED      AGRICULTURAL AND RURAL MANAGEMENT TRAINING INSTITUTE ILORIN	Logout          Add New Ministry         Search:         Limit MDA CODE         159         DEACTIVATE         164         ACTIVATE         164         ACTIVATE         114         DEACTIVATE         114         DEACTIVATE         114         DEACTIVATE         114         DEACTIVATE         1187
IPPIS Service Wide Online Registration      HOME MDAS UTHS LOVS Admins Reports Search      Manage All Ministries      Show 10 • entries      MINISTRY / AGENCY      ACCIDENT INVESTIGATION BUREAU      ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME.JALINGO      ADVERTISING PRACTITIONERS COUNCIL OF NIGERIA      AFRICAN REGIONAL CENTRE FOR SPACE SCIENCE AND TECH.ED      AGRICULTURAL AND RURAL MANAGEMENT TRAINING INSTITUTE ILORIN      AGRICULTURAL RESEARCH COUNCIL OF NIGERIA (ARCN)	Logout          Add New Ministry         Search:         Limit MDA CODE         159         DEACTIVATE         164         ACTIVATE         164         322         ACTIVATE         114         DEACTIVATE         114         DEACTIVATE         187         ACTIVATE         102         ACTIVATE
IPPIS Service Wide Online Registration   HOME MDAS UTHS LOVS Admins Reports Search   Manage All Ministries   Show 10 • entries   MINISTRY / AGENCY   ACCIDENT INVESTIGATION BUREAU   ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME.JALINGO   ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME.JALINGO   ADVERTISING PRACTITIONERS COUNCIL OF NIGERIA   AFRICAN REGIONAL CENTRE FOR SPACE SCIENCE AND TECH ED   AGRICULTURAL AND RURAL MANAGEMENT TRAINING INSTITUTE ILORIN   AGRICULTURAL RESEARCH COUNCIL OF NIGERIA (ARCN)   AJAOKUTA STEEL COMPANY LIMITED	Logout          Add New Ministry         Search:         Image: Imag
IPPIS Service Wide Online Registration   HOME MDAS UTHS LOVS Admins Reports Search   Manage All Ministries  Show 10 • entries   Show 10 • entries    Accident Investigation Bureau   Advanced Manufacturing Technology Programme.jalingo   Advertising Practitioners council of Nigeria   African Regional Centre For Space Science and tech.edD   Agricultural and Rural Management Training Institute ILORIN Agricultural Research council of Nigeria (Arcn) AJAOKUTA STEEL COMPANY LIMITED ANAMBRA-IMO RIVER BASIN DEVELOPMENT AUTHORITY	Logout         Add New Ministry         Search:         Image: Image
IPPIS Service Wide Online Registration   HOME MDAS UTHS LOVS Admins Reports Search   Manage All Ministries  Show 10 • entries   Show 10 • entries    ACCIDENT INVESTIGATION BUREAU   ADVANCED MANUFACTURING TECHNOLOGY PROGRAMME.JALINGO   ADVERTISING PRACTITIONERS COUNCIL OF NIGERIA   AFRICAN REGIONAL CENTRE FOR SPACE SCIENCE AND TECH.ED   AGRICULTURAL AND RURAL MANAGEMENT TRAINING INSTITUTE ILORIN   AGRICULTURAL RESEARCH COUNCIL OF NIGERIA (ARCN)   AJAOKUTA STEEL COMPANY LIMITED   ANAMBRA-IMO RIVER BASIN DEVELOPMENT AUTHORITY   ANOTHER TEST MINISTRY	Logout         Add New Ministry         Search:         Image: Image

HOME MDAS	UTHS	LOVS Admins Reports Search	h						Logout
			Manage All A	dmins				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 Activ	Va EDIT ViacioWS
YAHAYA12	57877229	OGUNNIRANESTHER@YAHOOCOM	0803AD41797	IPPIS ADMIN	HR	OFFICE OF THE	07-01-	ACTIVE	EDIT

# 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 Admine Cover Co		
Activat Go to Set	e Windows ttings to activate Windows	s.

	IPPIS Service Wide Online Registration			
-	HOME MDAS UTHS LOVS Admins Reports Search		Logout	
	Manage All Ministries		Add New Ministry	
	MINISTRY / AGENCY	MDA CODE	ACTIONS	
	ACCIDENT INVESTIGATION BUREAU	159	DEACTIVATE	
	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	
	AJAOKUTA 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 Windows	
	BIMBO MINISTRY	1274	ACTIVATE MANAGE	)WS.
				-

100	ME MOAS UTHS LOVS Admin	s Search			Logout
		CREATE NEW M	NISTRY / UTH		
	DETALS	DEPARTMENTS	SECTIONS	UNITS	
	Ministry / UTH Name in Ministry / UTH Nam	quired)			
	Nominal Roll (required)				
	NOMINAL ROLL				

HOME N	IDAS UTHS LOVS Admin	ns Search			Log
- L		CREATE NE	W MINISTRY / UTH		
	DETAILS	DEPARTMENTS	SECTIONS	UNITS	
		Add E	Departments		
	Select from Existing de	partments (Hold Ctrl to select m	ultiple departments)		
	ABIA STATE COMMA ABUJA LIAISON OFFI ARULA OPERATION O Or add a new departme DEPARTMENT NAME	ND CE PFRCF nt			
	+ Add another Departme	ent		NEXT	

		CREATE NEW	MINISTRY / UTH		
			SECTIONS		пs
		Add S	Sections		
	Section Name Select Department	Select from Exis	ting Section En	nter New Section	_
	ABUJA LIAISON OFFICE	▼ SELECT A DE	PARTMENT •	TEST	
	+ Add another Section PREVIOUS				NEXT
					6
LASG_Billing Type Mxlsx	LASG_Billing Type Mxlsx	LIST_TEMPLATcsv * 🖪 in	nage.png t	STAFFLIST_TEMPLATcsv	Show all downloads

HOME	E MDAS UTHS LOVS Admins Search					Logout
	DETAILS DEF	CREATE NEV	W MINISTRY SECTIO	NS	UNITS	
		Add Units	to sections			
	Unit Name Select Section	Select from Existi	ng Unit	Enter New Unit name		
	TEST •	SELECT A SEC	TION FIRST V	TEST		
	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:

IPPIS Service Wide Online Registration	
	Logout
Welcome ippis admin.	
Manage IPPIS from here	
Image MDA's     Image UTH's     Image LOV's     Image Admins     Q mail	
Activate Go to Setti	Windows ngs to activate Windows.

IPPIS Service Wide Online Registration		
HOME MDAS UTHS LOVS Admins Reports Search		Logout
Manage All University and teaching hospitals		Add New University
Show 10 • entries		Search:
UNIVERSITY / TEACHING HOSPITAL	1 UTH CODE	LT 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 UINVERSITY 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 AKURE	1207	ACTIVATE MANAGE
FEDERAL COLLEGE OF AGRICULTURE IBADAN	1199	ACTIVATE MANAGE Windows
FEDERAL COLLEGE OF AGRICULTURE ISIHAGU	1234	

HOME	PPIS Service Wide Online Registration MDAS UTHS LOVS Admins Search	Logout
	CREATE NEW MINISTRY / UTH	
	DETAILS DEPARTMENTS SECTIONS UNITS	
	Ministry / UTH Details	
	Ministry / UTH Name (required)	
	MINISTRY / UTH NAME	
	Nominal Roll (required)	
	NOMINAL ROLL	
	NEXT	
LASG_Billing Type Mxl	tex * 🛱 LASG_Billing Type Mtex * 🖳 STAFFLIST_TEMPLATcsv * 💽 image.png * 🛱 STAFFLIST_TEMPLATcsv *	Show all downloads

	DIS Service Wide Online Re	distration			
	To Service wide Offinie Re	gistiation			
HOME	MDAS UTHS LOVS Admins S	earch			Logout
- 1	DETAILS	DEPARTMENTS	SECTIONS	UNITS	
		Add Depa	artments		_
	Select from Existing departmen	nts (Hold Ctrl to select multip	le departments)		
	ABIA STATE COMMAND ABUJA LIAISON OFFICE			-	
	Or add a new department				
	DEPARTMENT NAME				
	+ Add another Department				
	PREVIOUS			NEXT	
		ar a			···· , 👻
IPF	PIS Service Wide Online Re	gistration			
HOME	PIS Service Wide Online Re	gistration			Logout
номе п	PIS Service Wide Online Re	gistration earch CREATE NEW M	INISTRY / UTH		Logout
номе	PIS Service Wide Online Re MDAS UTHS LOVS Admins Si DETAILS	gistration earch CREATE NEW M DEPARTMENTS	INISTRY / UTH SECTIONS	UNITS	Logout
HOME	PIS Service Wide Online Re MDAS UTHS LOVS Admins Su	gistration earch CREATE NEW M DEPARTMENTS Add Se	INISTRY / UTH SECTIONS	UNITS	Logout
HOME	PIS Service Wide Online Re MDAS UTHS LOVS Admins Su DETAILS Section Name Select Department	gistration earch CREATE NEW M DEPARTMENTS Add Se Select from Existin	INISTRY / UTH SECTIONS Inctions	UNITS	Logout
HOME	PIS Service Wide Online Re MDAS UTHS LOVS Admins Su DETAILS Section Name Select Department ABUJA LIAISON OFFICE	gistration earch CREATE NEW M DEPARTMENTS Add Se Select from Existin SELECT A DEPA	INISTRY / UTH SECTIONS ictions Ing Section Enter New Sec ARTMENT TEST	UNITS	Logout
HOME 1	PIS Service Wide Online Re MDAS UTHS LOVS Admins So DETAILS Section Name Select Department ABUJA LIAISON OFFICE Add another Section	gistration earch CREATE NEW M DEPARTMENTS Add Se Select from Existin SELECT A DEPA	INISTRY / UTH SECTIONS Ing Section Enter New Sec ARTIMENT T TEST	UNITS	Logout
HOME	PIS Service Wide Online Re MDAS UTHS LOVS Admins Section Name Select Department ABUJA LIAISON OFFICE + Add another Section PREVIOUS	gistration earch CREATE NEW M DEPARTMENTS Add Se Select from Existin SELECT A DEPA	INISTRY / UTH SECTIONS Ing Section Enter New Sec ARTMENT V TEST	UNITS	Logout
HOME	PIS Service Wide Online Re MDAS UTHS LOVS Admins Section Name Select Department ABUJA LIAISON OFFICE + Add another Section PREVIOUS	gistration earch CREATE NEW M DEPARTMENTS Add Se Select from Existin SELECT A DEPA	INISTRY / UTH SECTIONS Ing Section Enter New Sec ARTIMENT • TEST	UNITS tion	Logout
HOME	PIS Service Wide Online Re MDAS UTHS LOVS Admins Si DETAILS Section Name Select Department ABUJA LIAISON OFFICE + Add another Section PREMOUS	gistration earch CREATE NEW M DEPARTMENTS Add Se Select from Existin SELECT A DEPA	INISTRY / UTH SECTIONS Ing Section ARTMENT TEST	UNITS	Logout
HOME 1	PIS Service Wide Online Re MDAS UTHS LOVS Admins Si DETAILS Section Name Select Department ABUJA LIAISON OFFICE + Add another Section PREVIOUS	gistration earch DEPARTMENTS Add Se Select from Existin SELECT A DEPA	INISTRY / UTH SECTIONS Ing Section Enter New Sec ARTIMENT • TEST	UNITS tion	Logout

HOME	MDAS UTHS LOVS Admins	Search			Logout
		CREATE NE	WMINISTRY		
	DETAILS	DEPARTMENTS	SECTIONS	UNITS	
		Add Units	to sections		
	Unit Name Select Section	Select from Exist	ing Unit Enter New Unit	name	
	TEST	▼ SELECT A SEC	TEST		
	+ Add another Section				
	PREVIOUS			FINISH	

- 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.

	IPPIS Servi	ce Wide Online	e Registration				
Wolc	romo innic admin					Logout	
Welc	ome ippis aumin.		Manage	IPPIS from here			
Ма	anage MDA's	<b>∱</b> Manage UTH's	I Manage LOV's	L Manage Admins	Q Search Employees	.il Reports	
						Activate Windo Go to Settings to act	WS ivate Wind

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

To add a new cadre, follow the steps listed below the diagram

HOME	MDAS	UTHS.	LOVS	Admins	Reports	Search				Logi
						Mana	ge LOVS from he	e		

E IPPIS Service Wide Online Registration	
HOME MDAS UTHS LOVS Admins Reports Search	Logoul
Manage Coop's	
	Add New Cadre
CADRE	ACTION
ACCOUNT OFFICER	ЕДП
ACCOUNTANT	EDIT
ACCOUNTANT-GENERAL	EDIT
ACCOUNTING ASSISTANT	EDIT
ACCOUNTING OFFICER	ЕОП
ACP-ASSISTANT COMMISSIONER OF POLICE	EDIT
ACTING DEPUTY DIRECTOR	EDIT

HOME M	DAS UTHS	LOVS Admins	Reports Search	Logout
			Cadre	
		Cadre Name:	CADRE NAME	
			Save	

- 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



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
	CONDORR	ACTIVE

	Manage Paystrue	cture	
Paystructure Name:	PAYSTRUCTURE NAME		
Paystructure Code:	PAYSTRUCTURE CODE		
Grade:	Grade Abbr	Enter Step(s) seperated by comma:	
GRADE	GRADE ABBR		
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:

HOME MDAS UTHS LOVS	3 Admins Reports Search				Logo
	Manaç	ge LOVS from here			
Cadres Paystructure	Departments Sections	Units	frade Unions	Cooperatives	PFAS

	Manage Se	ections	
Select Department		Section Name	
PLEASE SELECT A DEPARTM	ENT •	SECTION NAME	
Add Sections			
	Add Section		

- 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



HOME MDAS UTHS LOVS Admins Re	eports Search	Logou
	Add New Units	
Select a section	Unit Name	
PLEASE SELECT A SECTION	UNIT NAME	
Add Units		
Add	d Umit	

.

- 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

IPPIS Service Wide Online Registration	
HOME MDAS UTHS LOVS Admins Reports Search	Logout
Manage LOVS from here	
Cadres Paystructure Departments Sections Units Trade Unions Cooperatives PFAS	
Activate Wind Go to Settings to a	OWS ctivate Windows.

	Add	department to Ministry / UTH	
	Select Ministry / Uth PLEASE SELECT A MINISTRY / UTH		•
S	elect from Existing department	New Department Name	
	PLEASE SELECT A DEPARTMENT	DEPARTMENT NAME	
Add	Department		
	Aud Section		

- 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

	Manage Visions			9
	Manage Unions		Add New	Trade Union
Show 10 • entries			Search:	
TRADE UNION		ΨĒ		
ACADEMIC STAFF UNION OF COLLEGES OF AGR	CULTURE AND RELATED DISCIPLINES		UNIVERSITY	MANAGE
ACADEMIC STAFF UNION OF POLYTECHNICS			MDA	MANAGE
ACADEMIC STAFF UNION OF RESEARCH INSTITU	TIONS (ASURI)		MDA	MANAGE
ACADEMIC STAFF UNION OF UNIVERSITIES			MDA	MANAGE
ACADEMIC STAFF UNION OF UNIVERSITIES (ASU	(L		UNIVERSITY	MANAGE
ADMINISTRATIVE DIRECTORATE WELFARE ASSO	CIATION		UNIVERSITY	MANAGE
AGRIC. AND ALLIED WORKERS UNION OF NIGERI	A (AAWUN)		MDA	MANAGE
AGRICULTURAL AND ALLIED EMPLOYEES UNION			MDA	MANAGE
IPPIS Service Wide Online	Registration			

•

- 1. Click on add trade union menu on the dashboard
- 2. Click on add new trade union button to add

Union Organisation:

3. Enter trade union name (This field accepts alphabets only)

SELECT AN ORGANISATION

- 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

#### HOW TO CREATE NEW COOPERATIVES (SUPER ADMIN ROLE) 2.5.7



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

Activate Windows

The registration	
HOME MDAS UTHS LOVS Admins Reports Search	Logout
Manage Coop's	
	Add New Cooperative
COOPERATIVE SOCIETY	ORGANISATION ACTION
DRIVERS ASSOCIATION (UNIJOS)	UNIVERSITY
ACADEMIC STAFF UNION OF UNIVERSITIES COOPERATIVE	UNIVERSITY MANAGE
NIGERIAN COMPUTER SOCIETY(NCS)	UNIVERSITY
NATIONAL ASSOCIATION OF ACADEMIC TECHNOLOGIST (NAAT) COOPERATIVE	UNIVERSITY
AMINU KANO TEACHING HOSPITAL COOPERATIVE SOCIETY	UNIVERSITY
LAGOS UNIVERSITY TEACHING HOSPITAL/CMUL COOPERATIVE	UNIVERSITY
UNITY ACADEMIC COOPERATIVE	UNIVERSITY
SENIOR STAFE COOPERATIVE SOCIETY	

Manage Coop Coop Name: COOP NAME	HOME MDAS UTHS LOVS Admin	s Reports Search	Logo
Coop Name: COOP NAME		Manage Coop	
	Coop Name:	COOP NAME	
Coop Organisation: SELECT AN ORGANISATION	Coop Organisation:	SELECT AN ORGANISATION	•

V

- 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

Image LOVS from here	HOME MDAS UTHS LOVS Admins Reports Search	Logout
	Manage L	OVS from here
	Cadres Paystructure Departments Sections	Units Trade Unions Cooperatives PFAS
IPPIS Service Wide Online Registration         Image FFA's         Image FFA's           Image FFA's         Image FFA's         Image FFA's		
PPIS Service Wide Online Registration     Invarge FFA     Is a CON     Invarge FFA     Invarge FFA     Is a CON     Invarge FFA     Is a CON     Invarge FFA     Invarge     FFA     FFA     FFA     FFA		
		A other to Allow Lower
IPPIS Service Wide Online Registration   HOME MDAS UTHS LOVS Admins Reports Search Lopat   IPA   Index Febricon MANAGERS MANAGERS MANAGERS MANAGERS   BANDO FFA III ACTON III   PAT III ACTON MANAGERS MANAGERS   BAND FFA IIII ACTON MANAGERS   BANDO MANAGERS MANAGERS   BAND FFA IIIII ACTON MANAGERS   BANDO MANAGERS MANAGERS   ITTUST FENSION MANAGERS MANAGERS   ITTUST FENSION MANAGERS MANAGERS   ITTUST FENSION MANAGERS Lapat		Go to Settings to activate V
IPPIS Service Wide Online Registration     NOME     INDE		
IPPIS Service Wide Online Registration   bME MARGE PFA's     friation Interview        friation Interview </th <th></th> <th></th>		
NM       MAS       UTHS       LOYS       Amage PFA's       Image PFA's	PPIS Service Wide Online Registration	
HOME       MARS       UTHS       LOVA       Amage FA's       Image FA's<		
Manage FFA's	HOME MDAS UTHS LOVS Admins Reports Search	Logout
how 10 entitles search	Manage	PFA's
how 10 entries: search: search		Add New F
Intell Intell   FFA   III. ACTION III   FFA   III. ACTION III   AMANAA PENSION MANAAGERS LIMITED   IMANAA IMANAAGERS LIMITED   ARM PENSION MANAAGERS LIMITED   IMANAA IMANAAGERS   ARM PENSION MANAAGERS LIMITED   IMANAA IMANAAGERS   IMANAAGERS   IMANAAGERS IMANAAGERS   IMANAAGERS IMA		
PFA II ACTON III ACTON III ACTON   ANAAA PENSION MANAGERS LIMITED IIIIACE   ARM PENSION MANAGERS LIMITED IIIIIACE   ARM PENSION MANAGERS IIIIIIACE   BAYO PFA IIIIIIACE   BAYO PFA IIIIIIIACE   BANDO PFA IIIIIIIACE   BANDO PFA IIIIIIIACE   BANDO PFA IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	10 • entries	Search:
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BAYO PFA INTRE PFA NAME	ARM PENSION MANAGERS	MANAGE
BAYO3 MARGE BIMBO PFA MARGE BIMBO2 MARAGERS LIMITED LIMITES PERSION PERS SEARCH LOGOUT PERS LIMITES PERS LIMITES PERS LIMITES LIMI		
BIMBO PFA INANAGERS LIMITED INANGERS LIMITES LIMITES LIMITE	SAYO PFA	MANAGE
BIMBO2 CITI TRUST PENSION MANAGERS LIMITED    IPPIS Service Wide Online Registration  HOME MDAS UTHS LOVS Admins Reports Search  Logout   PFA  PFA Name: PFA	3AYO PFA SAYOS	MANAGE
CITI TRUST PENSION MANAGERS LIMITED	3AYO PFA 3AYO3 3IMBO PFA	MANAGE MANAGE
IPPIS Service Wide Online Registration     HOME   MDAS   UTHS   LOVS   Admins   Reports   Search      PFA NAME Update t	3AYO PFA 3AYO3 3IMBO PFA 3IMBO2	MANAGE MANAGE MANAGE MANAGE
IPPIS Service Wide Online Registration     HOME   MDAS UTHS LOVS Admins Reports Search PFA PFA PFA NAME Update t Implate t <td>SAYO PFA SAYO3 SIMBO PFA SIMBO2 CITI TRUST PENSION MANAGERS LIMITED</td> <td>MANAGE MANAGE MANAGE MANAGE</td>	SAYO PFA SAYO3 SIMBO PFA SIMBO2 CITI TRUST PENSION MANAGERS LIMITED	MANAGE MANAGE MANAGE MANAGE
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HOME MDAS UTHS LOVS Admins Reports Search Logout	SAYO PEA SAYOS SIMBO PEA SIMBO2 CITI TRUST PENSION MANAGERS LIMITED	MANAGE MANAGE MANAGE MANAGE
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	SAYO PFA SAYO J SAYO PFA SAYO3 SIMBO PFA SIMBO PFA SIMBO2 SITI TRUST PENSION MANAGERS LIMITED SITI TRU	MANAGE MANAGE MANAGE MANAGE Logout
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	SAYO PFA	MANAGE MANAGE MANAGE MANAGE Logout
	AAYO PFA SAYO J SAYO PFA SAYO J SAYO SALVE	MANAGE MANAGE MANAGE MANAGE MANAGE Logout
	AAYO PFA SAYO 3 SIMBO PFA SIMBO PFA SIMBO 2 SITI TRUST PENSION MANAGERS LIMITED	MANAGE MANAGE MANAGE MANAGE MANAGE MANAGE Logout A

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.

a a	IPPIS Service Wide Online Registration	
		Logout
	Welcome ippis admin.	
	Manage IPPIS from here	
	Manage MDA's Manage UTH's Manage LOV's QI Manage Admins Carch Employees Reports	
	Activat Go to Se	e Windows ttings to activate Wir

IPPIS Service Wide Online	e Registration				
HOME MDAS UTHS LOVS Admin	s Search			Logout	
	Add New Admin				
Admin Firstname:	ADMIN FIRSTNAME				
Admin Lastname:	ADMIN LASTNAME				
Admin Phone:	ADMIN PHONE NUMBER				
Admin Email:	ADMIN EMAIL				
Admin Role:	SELECT ADMIN'S ROLE	۲	Please select an item in the list.		
Admin Organisation:	SELECT YOUR ORGANISATION	۲			
Admin's Ministry (MDA) (if applicable):	SELECT ADMIN'S MINISTRY	۲			
Admin's University Or Teaching Hospital (UTH) (if applicable):	SELECT UNIVERSITY OR TEACHING HOSPITAL				
	Create new Admin	-			

		-								
	🏦 IPPIS :	Service	Wide Online Registration							
-	HOME MDAS	UTHS	LOVS Admins Reports Search	1						Logout
				Manage All A	dmins					
									Add I	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 Activ	
	YAHAYA12 SALEH12	57877229	OGUNNIRANESTHER@YAHOOCOM	0803AD41797	IPPIS ADMIN	HR	OFFICE OF THE ACCOUNTANT	07-01- 2016	ACTIVE	EDIT

0 c 0 0 =

- 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

IPPIS Service Wide Online Registration	
	Logout
Welcome ippis admin.	
Manage IPPIS from here	
Manage MDA's Manage UTH's Manage LOV's Ql Manage Admins Search Employees Reports	
Activa Go to St	te Windows ettings to activate

Ippis Admin         Find employee by         Reference if:       REFERENCE ID         Phone No:       00002175389         Sumam:       SURNAME         Category:       ININSITRY AND AGENCY         ININSITRY AND AGENCY       ININSITRY AND AGENCY         Search       Search         S Service Wide Online Registration       Search         VEFERENCE ID       PHONE NUMBER       SurnAME         Image: SurnAme       Select MDA OR INSTITUTUTION       Search         VefERENCE ID       PHONE NUMBER       SurnAme       Select MDA OR INSTITUTUTION         AGEBAYO BAYO.       REF ID: 421440328020010:       REF ID: 4214403280701:         : 8022435079;       REF ID: 221430200702       MDA: 10:         REE ID: 221543079;       REF ID: 2215400700 ADVO.       REF ID: 221540700 ADVO.         REE ID: 202435079;       REF ID: 2215400200010;       MDA: 10:         REE ID: 2010 ADVO.       REF ID: 2215400200010;       MDA: 20:         REE ID: 2010 ADVO.       REF ID: 2215400200010;       MDA: 20:         REE ID: 2010 ADVO.       REF ID: 2010 ADVO.       REF ID: 2010 ADVO.
Find employee by   Reference id:   Reference id:   Od062175389   Sumame:   Sumame:   Sumame:   Sumame:   Sumame:   Sumame:   Sumame:   Sumame:   Search
Reference id: REFERENCE ID   Phone No: 00062175399   Sumame: SURNAME   Category: MINSITRY AND AGENCY   Search Search   Search  Search  Search  Search  Search  Search  Search  Search  Search  Search  REFERENCE ID  Phone NUMBER  Search  Search  REFERENCE ID  Phone NUMBER  Search  S
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Category:       MINSITRY AND AGENCY         Search       Search         S Service Wide Online Registration         DAS       UTHS         DAS       UTHS         LOVS       Admins         Reports       Search         Sunname       Select MDA OR INSTITUTION         Search       Search         Logou       PHONE NUMBER         SURNAME       Select MDA OR INSTITUTION         Search       Search         Stresult(s) found       Search         REFERENCE ID       PHONE NUMBER         SURNAME       Select MDA OR INSTITUTION         Search       Search         Stresult(s) found       Search         REF ID: 421446028020010.       REF ID: 421446028020010.         MDA: 010.       Phore No:         REEEMAN@YAHOO.COM.       Phore NO:
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: 8062435679. MDA: 010. REEMAN@YAHOO.COM. Phone No: 8062435679.
: 002433079. REEMAN@YAHOO.COM. Phone No: 8062435679. Email: 0EDEEMAN@YAHOO.COM
REEMAN@YAHOO.COM.
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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	
HOME MDAS UTHS LOVS Admin	ne Registration	Logout
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- 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.

(1) Facebook.html

Firstnam	Showing Staff for Et	Manage Staff CONOMIC AND FINANCIAL CRIMES C	COMMISSION - EFCC	Add New Staff	-
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	120010 aja0	20010 aja0 mayowa	120010 ajaO mayowa ajaomayor007@gmail.com	120010 aja0 mayowa ajaomayor007@gmail.com 08056281462	22010 aja0 mayowa ajaomayor007@gmail.com 08056281462 Regenerate Tokon

Show all downloads...

	HOME MDAS UTHS LOVS Admins	Search	Logout
		Add New Staff	
	Rememb	per you can upload your multiple staff list in csv format Ctick to updaed 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	
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(1) Facebook.html → C □ ipp	Hire Date: Disreg.softalliance.com/ADMIN/index.php/adm IPPIS Service Wide Online HOME MDAS UTHS LOVS Admins Date Of Birth: Mother's Maiden Name: Hire Date: Salary Structure: Grade:	In/usersAdd	Logout
(1) Facebook.html → C □ ipp	Hire Date: isreg.softalliance.com/ADMIN/index.php/adm isreg.softalliance.com/ADMIN/index.php/adm IPPIS Service Wide Online HOME MDAS UTHS LOVS Admins Date Of Birth: Mother's Maiden Name: Hire Date: Salary Structure: Grade: Step:	In/usersAdd   Registration  Search  DATE OF BIRTH  MOTHERS MAIDEN NAME  HIRE DATE  SELECT STAFF SALARY STRUCTURE  SELECT STAFF SALARY STRUCTURE FIRST  SELECT YOUR GRADE FIRST	Logout
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(1) Facebook.html → C ⊡ippi	Hire Date:	HIRE DATE         in/usersAdd         e Registration         Search         DATE OF BIRTH         MOTHER'S MAIDEN NAME         HIRE DATE         SELECT STAFF SALARY STRUCTURE         SELECT STAFF SALARY STRUCTURE         SELECT STAFF SALARY STRUCTURE FIRST         SELECT YOUR GRADE FIRST         ECONOMIC AND FINANCIAL CRIMES COMMISSION - EFCC         that the staff being created is genuine and works under my AgencylInstitution	Logout

#### 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:

	IPPIS Service Wide Online	Registration		
	HOME MDAS UTHS LOVS Admins	Search	Logout	
	Remem	Add New Staff ber you can upload your multiple staff list in csv format Cick to upload staff		
	Surname:	STAFF FIRSTNAME		
	Middle Name:	STAFF MIDDLENAME		
	First Name:	STAFF LASTNAME		
	Phone:	STAFF PHONE NUMBER		
	Email:	STAFF EMAIL		
	Date Of Birth:	DATE OF BIRTH		
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1. (	Click on	click to	upload	staff list	button"	highlighted	in g	green	to upload	nominal	roll
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- 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	
	Logout
Welcome ippis admin.	
Manage IPPIS from here	
Manage MDA's Manage UTH's Manage LOV's Admins Search Employees Report	ts
Ac Go	ctivate Windows to Settings to activate Windows.
	10:

	HOME MDAS UTHS LOVS Admins Reports Search	Logout
	Manage reports from here	
	3 0 3 Total Employees Completed Registration Incomplete Registration Audit Trail	
		Activate Windows Go to Settings to activate Windo
Search	the web and Windows 🔲 📄 🍋 🛱 📭 🥥 🎯 🙆 🕅 🕅	▲ 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一

		Showing all	Employees			
		Filter result	ts by date			
	MIN DATE	MAX DATE		Search	All Resul	ts
Copy Excel Print						Search:
SURNAME LASTNAME	OTHER PHON NAME ↓↑	NE EMAIL ↓↑	DOB	MOTHER'S MAIDEN NAME	HIRE DATE	PAYSTRUCTURE
ADMIN STAFF	09877	7765567 STAFF@YAHOO.COM	02/02/1976	HUMMAN	12/02/2009	CONSOLIDATED HEALTH SALARY STRUCTURE
ADMIN HRRR	09877	7765567 DIDITYREX@YAHOO.COM	23/12/1945	HUMMAN	23/12/2009	CONSOLIDATED HEALTH SALARY STRUCTURE
OLA ESTHER	OGUNNIRAN 08062	2176389 OOGUNNIRAN@SOFTALLIANCE	E.COM 01/02/1980	TAYO	03/02/2010	CONSOLIDATED PUBLIC SERVICE SALARY STRUCTURE
Showing 1 to 3 of 3 entries						Previous 1 Nevt
						rievious 1 Nexi

	PPIS Service Wide Online Registration										
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12-01 13:32	16 07	IPPIS ADMIN		ACTIVATE		ADMIN ACTIVATED NEW MINISTRY/UTH			NOM	E	
13-01 09:35	16 57	IPPIS ADMIN		ACTIVATE		ADMIN ACTIVATED ANOTHER ADMIN		PERSON PERSON	NON	E	
Showi	ng 1 to 4	4 of 4 entries (filtere	ed from 4	18 total entries)						Previous 1 Next	
										Activate Windo Go to Settings to act	

- 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.