



User Manual

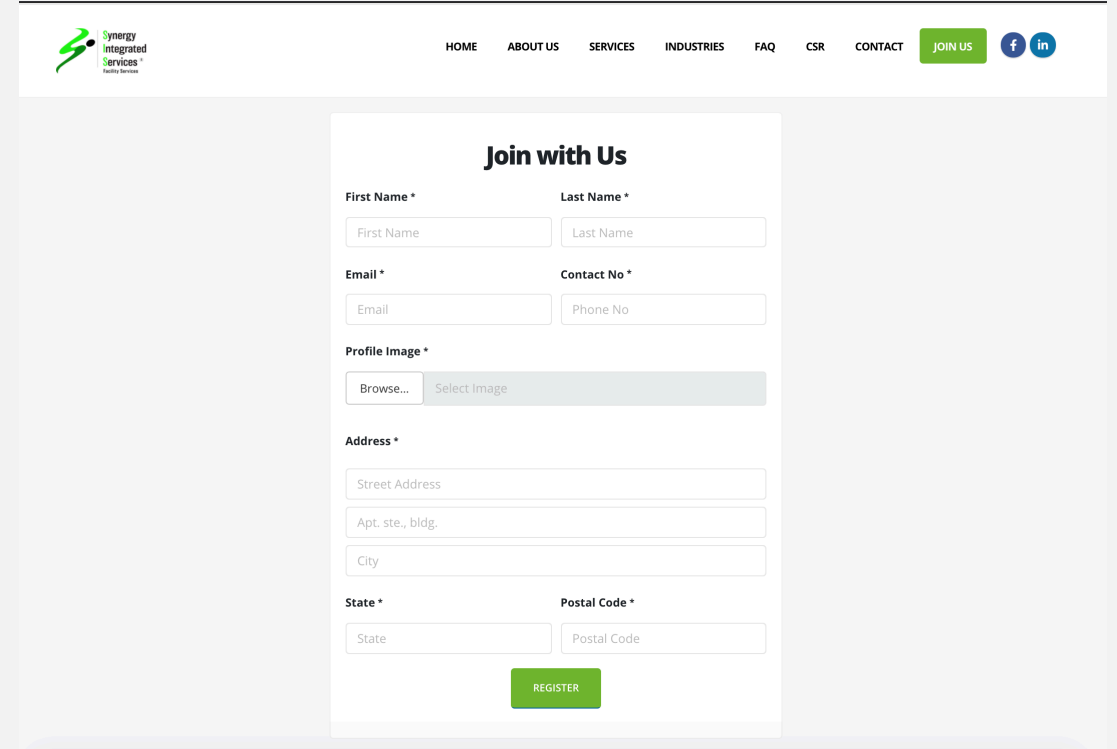
User guide for website and backend system.

1. Join Request – Web site

<https://sisfs.com.au/joinus>

Join with the SISFS Team.

- Fill the details and click register button.
- Then requester and admin@sisfs.com.au will received email.



The screenshot shows the 'Join with Us' form on the Synergy Integrated Services website. The form is titled 'Join with Us' and is located in the center of the page. The website header includes the Synergy Integrated Services logo and navigation links: HOME, ABOUT US, SERVICES, INDUSTRIES, FAQ, CSR, CONTACT, and a prominent green 'JOIN US' button. Social media icons for Facebook and LinkedIn are also present.

The form fields are as follows:

- First Name ***: Input field for the user's first name.
- Last Name ***: Input field for the user's last name.
- Email ***: Input field for the user's email address.
- Contact No ***: Input field for the user's phone number.
- Profile Image ***: A section with a 'Browse...' button and a 'Select Image' button.
- Address ***: A section with three input fields: 'Street Address', 'Apt. ste., bldg.', and 'City'.
- State ***: Input field for the user's state.
- Postal Code ***: Input field for the user's postal code.

A green 'REGISTER' button is located at the bottom of the form.

2. Inquiry / Contact Page – Web site

<https://sisfs.com.au/contactus/>

Contact with the SISFS Team.

- Fill the details and click **Send Message** button.
- Then requester and admin@sisfs.com.au will received email.

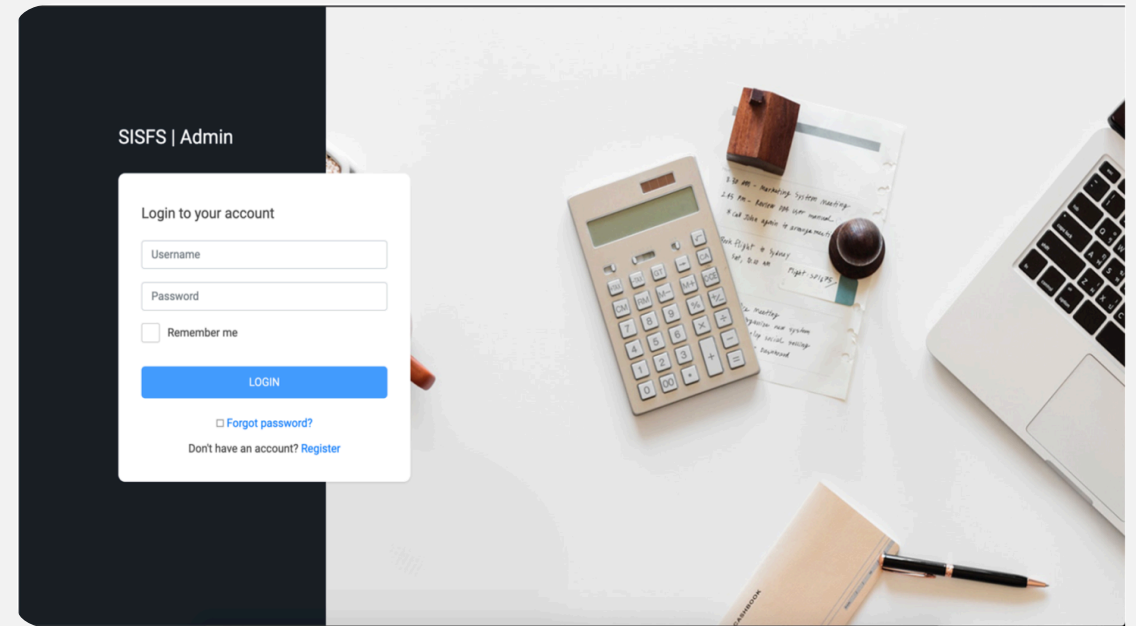
The screenshot shows the contact page for Synergy Integrated Services. At the top, there is a navigation menu with links for HOME, ABOUT US, SERVICES, INDUSTRIES, FAQ, CSR, CONTACT (highlighted in green), and JOIN US. Social media icons for Facebook and LinkedIn are also present. The main content area is titled "Contact Us" and includes a sub-header "Feel free to ask for details, don't save any questions!". Below this is a form with fields for First Name, Last Name, Email, Contact No, Subject, and Message. A green "SEND MESSAGE" button is located at the bottom of the form. To the right of the form, there is a section titled "Our Office" with contact details: 3/595, North East Road, Gilles Plains, South Australia; (08) 8367 7035; and inquiry@sisfs.com.au. Below this is a "Rapid Response" section with two entries: 0411 964 661 (Dino) and 0426 793 233 (Gayan). A "Business Hours" section indicates Monday - Friday - 9am to 4.30pm. At the bottom, there is a map showing the office location at 3/595 North East Road, Gilles Plains, SA 5086, Australia, with a "Directions" button and a "View larger map" link.

3. Back Office Login – Admin Panel

<https://sisfs.com.au/admin/>

Log into the SISFS Backend.

- Enter User Name and Password
- Click **Login** button.



4. Registration Request List – Admin Panel

<https://sisfs.com.au/admin/registration/index>

Registration Request List.

- Admin user could **approve** request
- Admin user could **reject** request
- Admin user could **create employee** requested candidate

Registration Request Manage

Search here... City State Find

#	Full Name	Email / Contact No	Address	City	State	Request Date	Status	Action
1	jsndfj kjns dfjn	aska@gmail.com 0752398756	sn dfsd k nsdfjn	LNNDPK	KL SEP	2020-08-28 12:33:00	PENDING	✓ ⬇ ⬆
2	Nimali Priyangika	nimali@gmail.com 0779760880	sjk fksdf j kdfk	SDJFN KSD	SDKLNFKJ	2020-08-28 12:25:43	PENDING	✓ ⬇ ⬆
3	Kawshika Dilum	dilum@gmail.com 0652345456	Green Mountain Street No 221	ADALEIDY	SOUTH AUSTRALIA	2020-08-08 10:12:02	APPROVED	✓ ⬇ ⬆
4	Gayan Sampath	gayan@gmail.com 06578656345	Mapel Street Jungle Forest	ADALEIDY	SOUTH AUSTRALIA	2020-08-08 10:09:18	APPROVED	✓ ⬇ ⬆
5	Y Chathura Sriyarthne	csriyarthne@gmail.com 0755043593	No: 119 Reejancy Park	GALLE	SOUTHERN	2020-08-06 12:35:33	APPROVED	✓ ⬇ ⬆
6	Vanessa De Silva	vanessa@gmail.com 0778698765	No 86, Jasmin Garden	ADALEIDY	SOUTH AUSTRALIA	2020-08-08 07:53:05	REJECTED	✓ ⬇ ⬆

<< 1 >>

5. Approve registration request - Admin Panel

<https://sisfs.com.au/admin/registration/index>

Approve Registration Request.

- Click **Approve** Button
- Confirmation Pop-Up will Appear
- Click **Yes Accept** Button to Approve
- Click **Cancel** button to close popup

The screenshot displays the 'Registration Request Manage' interface. A confirmation pop-up is centered on the screen, asking 'Would you like to Accept this?' with 'Cancel' and 'Yes Accept' buttons. The background shows a table of registration requests with columns for #, Full Name, State, Request Date, Status, and Action.

#	Full Name	State	Request Date	Status	Action
1	jsndfj kjns dfjn	KL, SDP	2020-08-28 12:33:00	PENDING	✓ ⬇ ⬆ ✖
2	Nimali Priyangika	SDK, NFKJ	2020-08-28 12:25:43	PENDING	✓ ⬇ ⬆ ✖
3	Kawshika Dilum	SOUTH AUSTRALIA	2020-08-08 10:12:02	APPROVED	✓ ⬇ ⬆ ✖
4	Gayan Sampath	SOUTH AUSTRALIA	2020-08-08 10:09:18	APPROVED	✓ ⬇ ⬆ ✖
5	Y Chathura Sriyarthne	SOUTHERN	2020-08-06 12:35:33	APPROVED	✓ ⬇ ⬆ ✖
6	Vanessa De Silva	SOUTH AUSTRALIA	2020-08-08 07:53:05	REJECTED	✓ ⬇ ⬆ ✖

6. Reject registration request - Admin Panel

<https://sisfs.com.au/admin/registration/index>

Approve Registration Request.

- Click **Reject** Button
- Pop-Up will Appear
- Enter reason to reject
- Click **Ok** Button to Reject
- Click **Cancel** button to close popup

The screenshot displays the 'Registration Request Manage' interface. A 'Reject!' dialog box is overlaid on the table, prompting the user to 'Enter reason to reject' with a text input field and 'Cancel' and 'OK' buttons. The background table lists registration requests with columns for #, Full Name, State, Request Date, Status, and Action.

#	Full Name	State	Request Date	Status	Action
1	jsndfj kjns dfjn	QLD	2020-08-28 12:33:00	PENDING	✓ ⬇️ ⬆️
2	Nimali Priyangika	NSW	2020-08-28 12:25:43	PENDING	✓ ⬇️ ⬆️
3	Kawshika Dilum	SOUTH AUSTRALIA	2020-08-08 10:12:02	APPROVED	✓ ⬇️ ⬆️
4	Gayan Sampath gayan@gmail.com 06578656345	ADALEIDY SOUTH AUSTRALIA	Mapel Street Jungle Forest 2020-08-08 10:09:18	APPROVED	✓ ⬇️ ⬆️
5	Y Chathura Sriyaratne csriyaratne@gmail.com 0755043593	GALLE SOUTHERN	No: 119 Reejancy Park 2020-08-06 12:35:33	APPROVED	✓ ⬇️ ⬆️
6	Vanessa De Silva vanessa@gmail.com 0778698765	ADALEIDY SOUTH AUSTRALIA	No 86, Jasmin Garden 2020-08-08 07:53:05	REJECTED	✓ ⬇️ ⬆️

7. Create employee for registration request – Admin Panel

<https://sisfs.com.au/admin/registration/index>

Approve Registration Request.

- Click **Create Employee** Button
- Pop-Up will Appear
- Fill the employee details
- Click **Create** Button to save employee details
- Click **Cancel** button to close popup

The screenshot displays the 'Create Employee' modal form in the admin panel. The form is overlaid on a background of a registration request management interface. The modal contains the following fields:

- First Name: Kawshika
- Last Name: Dilum
- Employee No: Employee No
- Phone: 0652345456
- Email: dilum@gmail.com
- Supervisor: - No Supervisor -
- Department: - Select Department -
- Gender: Male, Female

At the bottom of the modal are two buttons: 'CREATE' (blue) and 'CLOSE' (red). The background interface shows a table of registration requests with columns for #, Request Date, Status, and Action. The table contains 6 rows of data.

#	Request Date	Status	Action
1	2020-08-28 12:33:00	PENDING	✓ + - ✗
2	2020-08-28 12:25:43	PENDING	✓ + - ✗
3	2020-08-08 10:12:02	APPROVED	✓ + - ✗
4	2020-08-08 10:09:18	APPROVED	✓ + - ✗
5	2020-08-06 12:35:33	APPROVED	✓ + - ✗
6	2020-08-08 07:53:05	REJECTED	✓ + - ✗

8. Employee List– Admin Panel

<https://sisfs.com.au/admin/employee/list>

List of Employee.


The screenshot displays the 'Employee List' page within an admin panel. The page features a search bar at the top right and a navigation menu on the left. The main content area shows a table of employees with the following data:

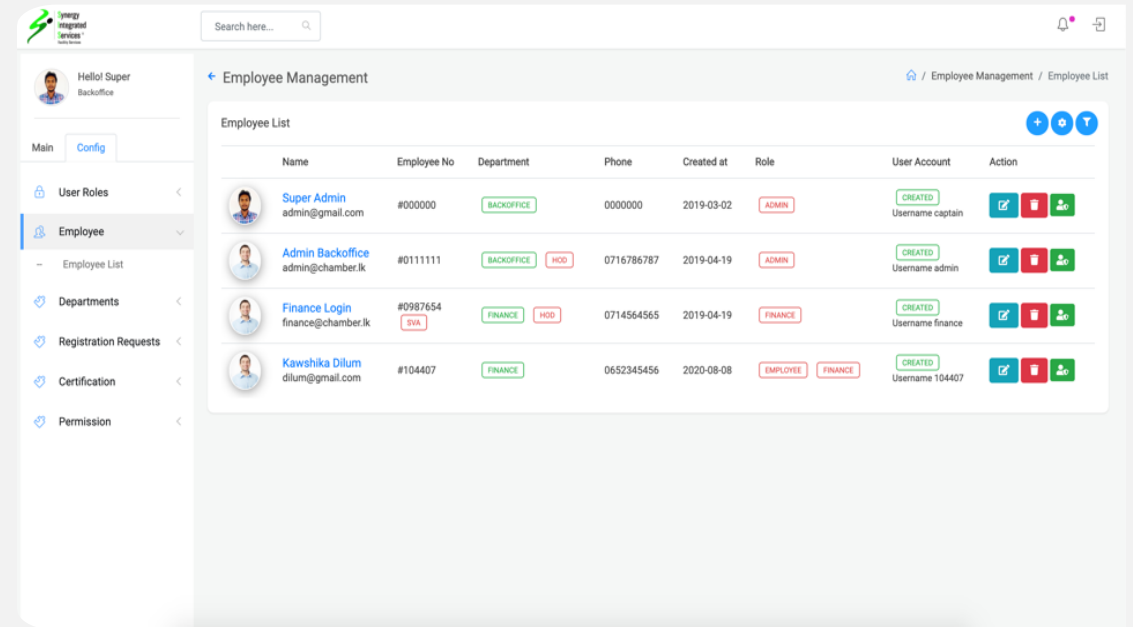
Name	Employee No	Department	Phone	Created at	Role	User Account	Action
Super Admin admin@gmail.com	#000000	BACKOFFICE	0000000	2019-03-02	ADMIN	CREATED Username captain	[Edit] [Delete] [Add]
Admin Backoffice admin@chamber.lk	#0111111	BACKOFFICE HOD	0716786787	2019-04-19	ADMIN	CREATED Username admin	[Edit] [Delete] [Add]
Finance Login finance@chamber.lk	#0987654 SVA	FINANCE HOD	0714564565	2019-04-19	FINANCE	CREATED Username finance	[Edit] [Delete] [Add]
Kawshika Dilum dilum@gmail.com	#104407	FINANCE	0652345456	2020-08-08	EMPLOYEE FINANCE	CREATED Username 104407	[Edit] [Delete] [Add]

9. Create Employee – Admin Panel

















<https://sisfs.com.au/admin/employee/list>

Create Employee.

- Click on  Plus Icon in top of the right corner.
- Popup will appear
- Fill the employee details
- Click on **Save Changes** button to **save data**
- Click on **Close** button to **exit** from popup



The screenshot displays the 'Employee Management' interface. On the left is a sidebar with navigation options: Main, Config, User Roles, Employee (selected), Employee List, Departments, Registration Requests, Certification, and Permission. The main content area shows a table of employees with columns for Name, Employee No, Department, Phone, Created at, Role, User Account, and Action. The table contains four entries: Super Admin, Admin Backoffice, Finance Login, and Kawshika Dilum. Each entry has a 'CREATED' status and an 'Action' column with icons for edit, delete, and add.

Name	Employee No	Department	Phone	Created at	Role	User Account	Action
 Super Admin admin@gmail.com	#000000	BACKOFFICE	0000000	2019-03-02	ADMIN	CREATED Username captain	  
 Admin Backoffice admin@chamber.lk	#0111111	BACKOFFICE HOD	0716786787	2019-04-19	ADMIN	CREATED Username admin	  
 Finance Login finance@chamber.lk	#0987654 SVA	FINANCE HOD	0714564565	2019-04-19	FINANCE	CREATED Username finance	  
 Kawshika Dilum dilum@gmail.com	#104407	FINANCE	0652345456	2020-08-08	EMPLOYEE FINANCE	CREATED Username 104407	  

10. Create User / edit employee detail– Admin Panel

<https://sisfs.com.au/admin/employee/list>

List of Employee.

- Click **Edit** button, popup will appear.
- Edit employee details
- Click **Save Changes** button

Create User

- Click **Edit** button, popup will appear
- Enter **Username & Password**
- Select **User Roles**
- Click the **Save Changes** button

The screenshot displays the 'Edit Employee' form in an admin panel. The form is a modal window with the following fields and options:

- First Name:** Finance
- Last Name:** Login
- Employee No:** 0987654
- Phone:** 0714564565
- Email:** finance@chamber.lk
- Supervisor:** Super Admin
- Department:** Finance
- Update this employee as HOD:** Head Of Department
- Gender:** Male, Female
- SVA:** SVA, DVA
- Tick this if you want to change username and password:**
- Username:** finance
- Password:** Password
- Conf Password:** Conf. Password
- Select roles to assign, search roles from below:** Admin, Employee

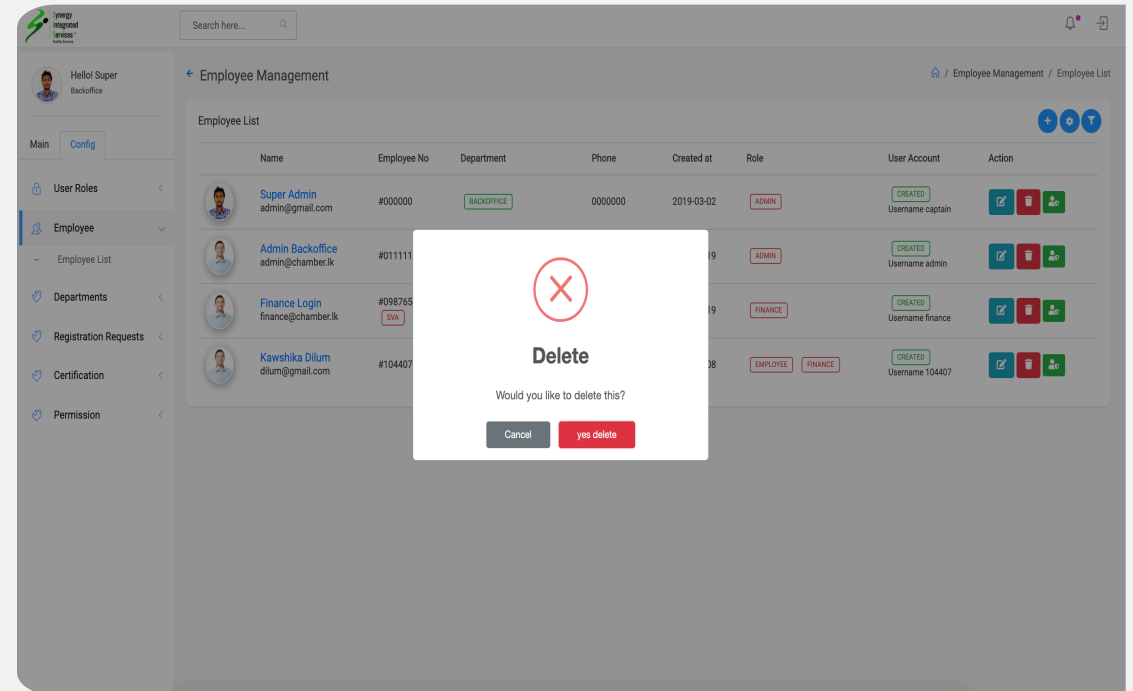
The background shows the 'Employee Management' section with a list of employees and a sidebar with navigation options like 'User Roles', 'Employee', 'Departments', 'Registration Requests', 'Certification', and 'Permission'.

11. Delete employee – Admin Panel

<https://sisfs.com.au/admin/employee/list>

Delete Employee.

- Click **Delete** button, confirm popup will appear.
- Click on **Yes Delete** button. Employee will delete
- Click on **Cancel** button to close popup



The screenshot displays the 'Employee Management' interface. A table lists employees with columns for Name, Employee No, Department, Phone, Created at, Role, User Account, and Action. A modal popup is centered over the table, asking 'Would you like to delete this?' with 'Cancel' and 'yes delete' buttons.

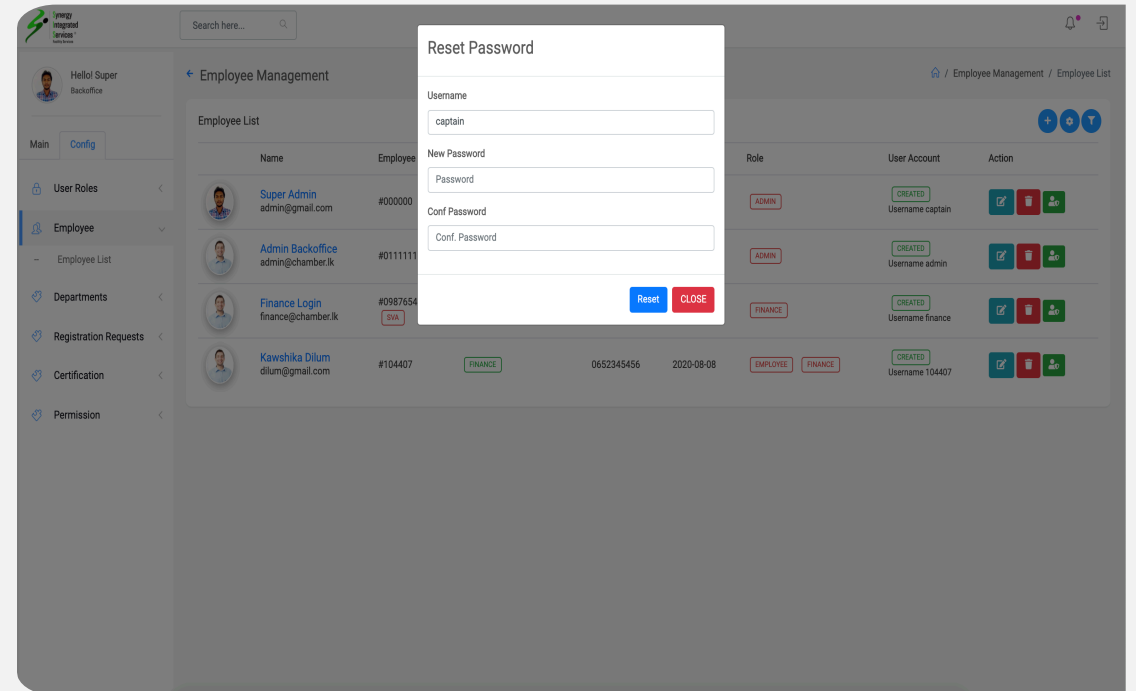
Name	Employee No	Department	Phone	Created at	Role	User Account	Action
Super Admin admin@gmail.com	#000000	BACKOFFICE	0000000	2019-03-02	ADMIN	CREATED Username captain	[Edit] [Delete] [Add]
Admin Backoffice admin@chamber.lk	#011111			19	ADMIN	CREATED Username admin	[Edit] [Delete] [Add]
Finance Login finance@chamber.lk	#098765	SVA		19	FINANCE	CREATED Username finance	[Edit] [Delete] [Add]
Kawshika Dilum dilum@gmail.com	#104407			18	EMPLOYEE FINANCE	CREATED Username 104407	[Edit] [Delete] [Add]

12. Reset User Password – Admin Panel

<https://sisfs.com.au/admin/employee/list>

Password reset.

- Click **Password Reset** button, confirm popup will appear.
- Enter **New User Name & Password**
- Click on **Reset** button to save data
- Click on **Close** button to close popup



The screenshot displays the 'Employee Management' interface. A 'Reset Password' popup is open, showing the following fields and buttons:

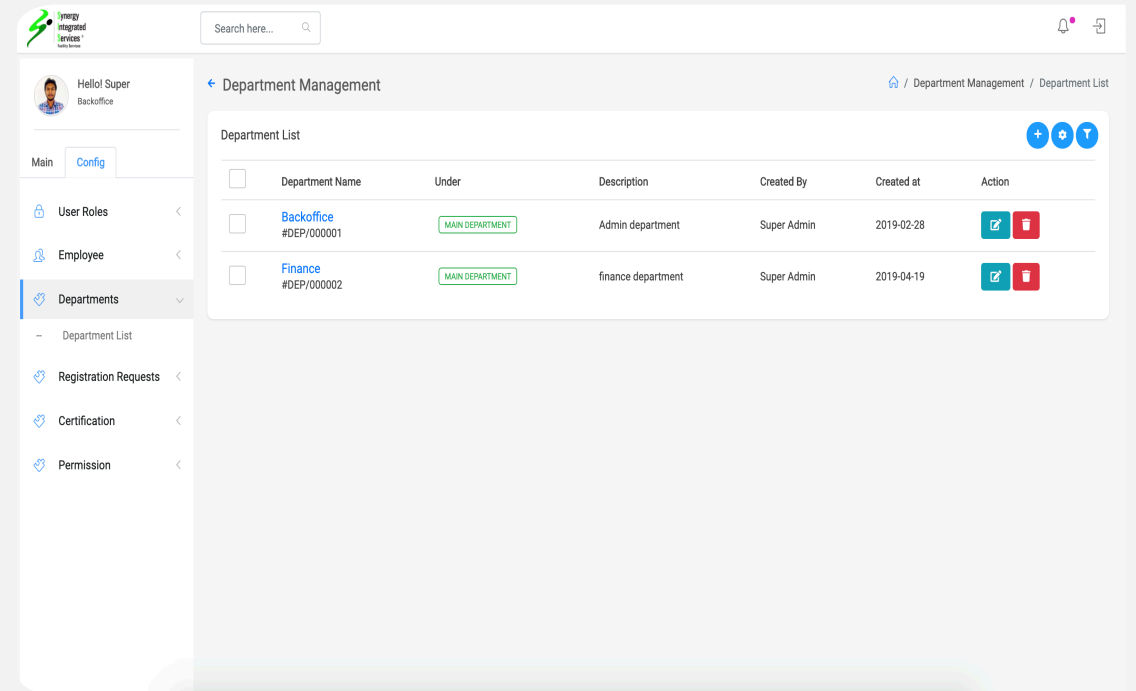
- Username: captain
- New Password: Password
- Conf Password: Conf. Password
- Buttons: Reset (blue), CLOSE (red)

The background interface shows an 'Employee List' table with columns: Name, Employee ID, Role, User Account, and Action. The table contains the following data:





Name	Employee ID	Role	User Account	Action
Super Admin admin@gmail.com	#000000	ADMIN	CREATED Username captain	[Edit] [Delete] [Add]
Admin Backoffice admin@chamber.lk	#011111	ADMIN	CREATED Username admin	[Edit] [Delete] [Add]
Finance Login finance@chamber.lk	#0987654	FINANCE	CREATED Username finance	[Edit] [Delete] [Add]
Kawshika Dilum dilum@gmail.com	#104407	FINANCE	CREATED Username 104407	[Edit] [Delete] [Add]

13. Department List – Admin Panel

<https://sisfs.com.au/admin/department/list>
List Of Department.




The screenshot shows the 'Department List' page in an admin panel. The page title is 'Department Management' and the breadcrumb is 'Department Management / Department List'. The user is logged in as 'Hello! Super Backoffice'. The left sidebar shows a navigation menu with 'Departments' selected. The main content area displays a table with the following data:

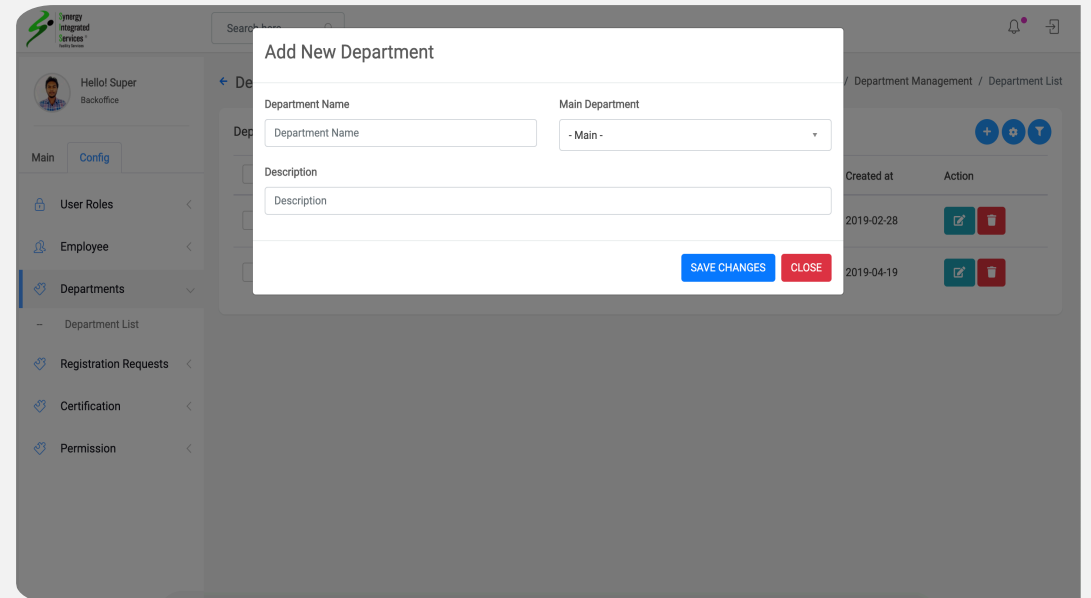
<input type="checkbox"/>	Department Name	Under	Description	Created By	Created at	Action
<input type="checkbox"/>	Backoffice #DEP/000001	MAIN DEPARTMENT	Admin department	Super Admin	2019-02-28	 
<input type="checkbox"/>	Finance #DEP/000002	MAIN DEPARTMENT	finance department	Super Admin	2019-04-19	 

14. Create Department – Admin Panel

<https://sisfs.com.au/admin/department/list>

Create Department.

- Click on  Plus Icon in top of the right corner.
- Popup will appear
- Fill the department details
- Click on **Save Changes** button to **save data**
- Click on **Close** button to **exit** from popup

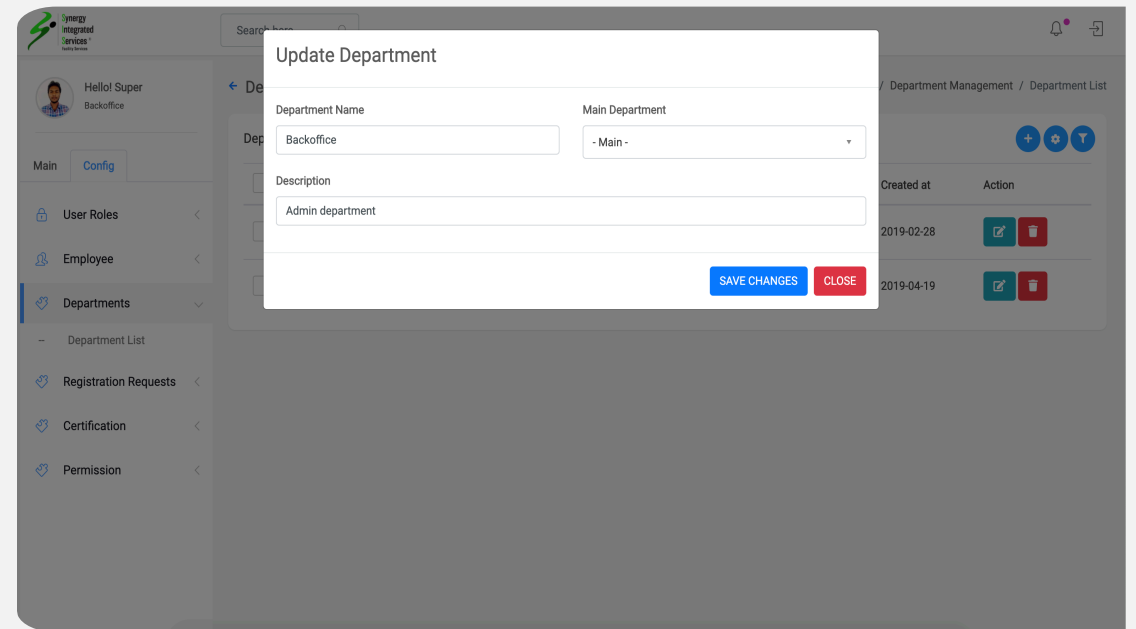


15. Update Department – Admin Panel

<https://sisfs.com.au/admin/department/list>

Update Department Details.

- Click on **Edit** button.
- Popup will appear
- Update the department details
- Click on **Save Changes** button to **save data**
- Click on **Close** button to **exit** from popup

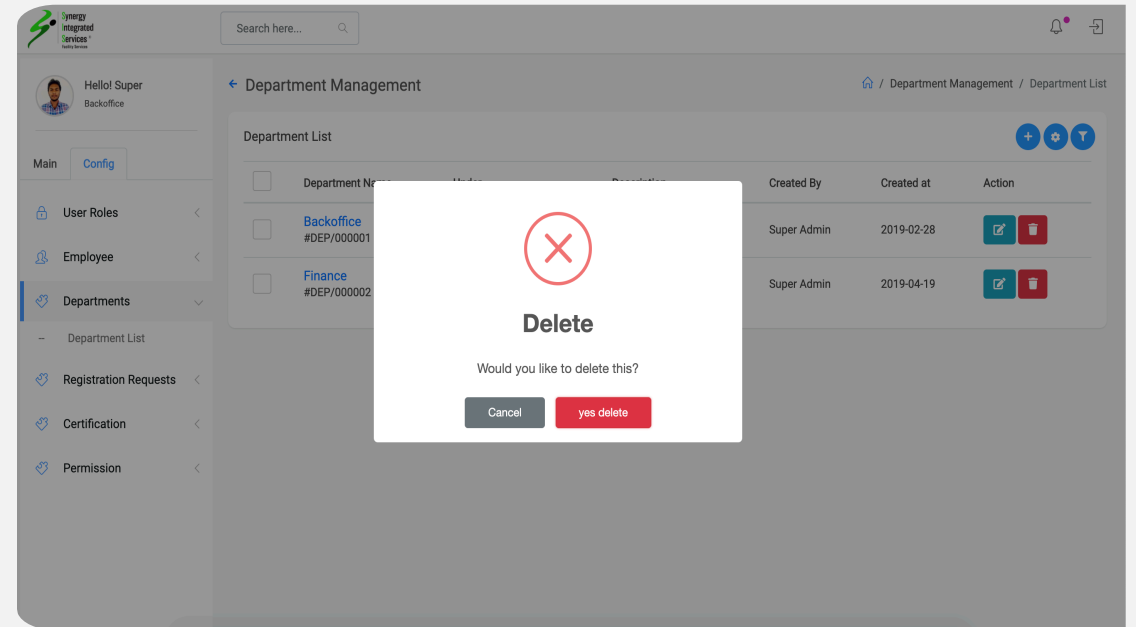


16. Delete Department – Admin Panel

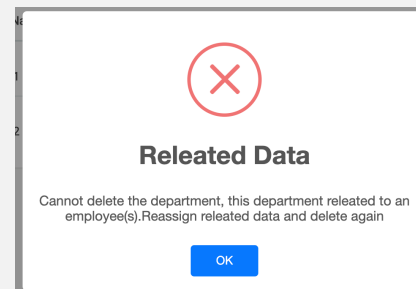
<https://sisfs.com.au/admin/department/list>

Delete Department.

- Click on **Edit** button, confirm popup will appear
- Click on **Yes Delete** to delete.
- Click on **Cancel** button to **exit** from popup

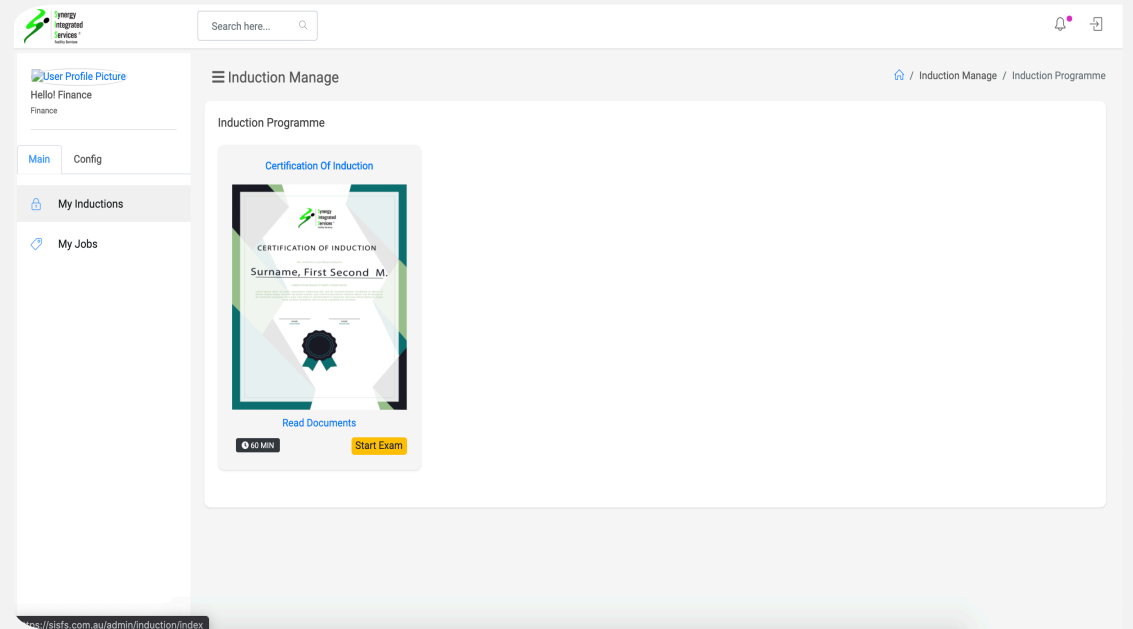


Employees could have assigned to the deleting department. Then you will get a error popup saying cannot delete department. You have to un assign employee from department before delete department.

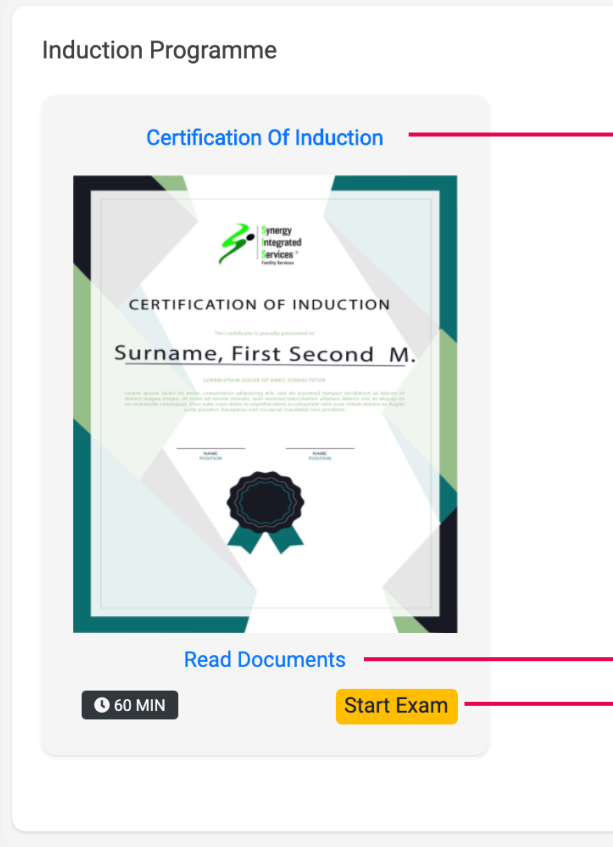


17. Induction Manage – Admin Panel

<https://sisfs.com.au/admin/induction/index>
Induction Program.



18. Induction Program – Admin Panel



Will show related documents to read according to induction

Will start the exam for induction certification



19. Related Document of Induction Program – Admin Panel

The screenshot displays the Synergy Integrated Services Admin Panel. The top navigation bar includes the company logo, a search bar, and notification icons. The left sidebar contains a user profile section and a main menu with options like Dashboard, Inquiries (with a notification badge), My Inductions, and My Jobs. The main content area is titled 'Induction Manage' and shows a 'Read Document' section with a grid of document thumbnails. The selected document, '1. Accident Incident Procedure', is displayed in a large viewer. The document content includes the Synergy Integrated Services logo and the following sections:

ACCIDENT/INCIDENT PROCEDURE

- Purpose:**

The purpose of this procedure is to define the requirements and steps to be undertaken in the event of an injury or illness.
- Scope:**

This procedure applies to all notifiable work-related injuries, illnesses or dangerous occurrences that happen at Synergy Integrated Services (SA) Pty Ltd that involves a worker or contractor during the course of their work activities.

It applies to all accidents and incidents that occur at Synergy Integrated Services (SA) Pty Ltd that involves a worker or contractor during their work activities.
- Definitions:**

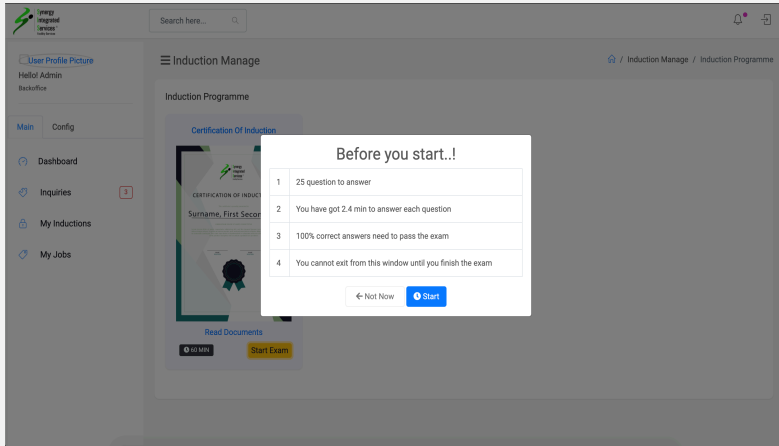
Notifiable Work-Related Injuries - means any work-related injury that causes death.

Worker - for the purpose of this document includes all employees, contractors, sub-

<https://sisfs.com.au/admin/induction/view-induction-document>

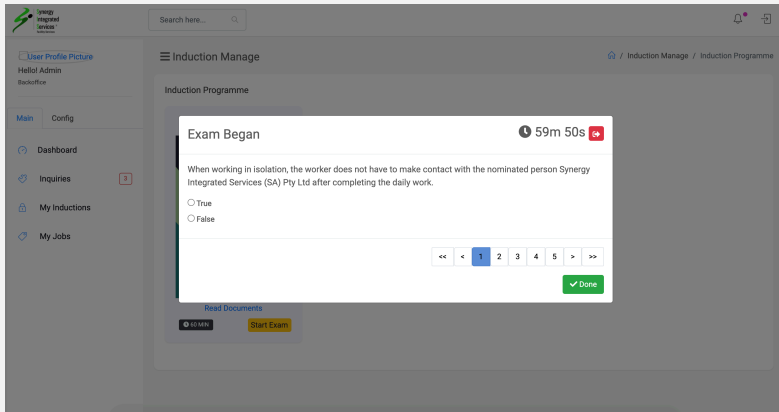
- Read all documents related to induction program.
- All question based on these documents

20. Exam - Induction Program – Admin Panel



<https://sisfs.com.au/admin/induction/index>

- Click on **Start Exam** button, popup will appear.
 1. 25 question to answer.
 2. 60 min for exam.
 3. 2.4 min for each question.
 4. All question need to be correct answers to pass.
 5. When you start exam, you cannot exit from this window until exam end.



<https://sisfs.com.au/admin/induction/index>

- Click on **Start** button
 1. Select answer for each question.
 2. Click on numbers to move next or previous question.
 3. Click on finish button to exit from exam.

21. Certification - Induction Program – Admin Panel

Induction Programme



<https://sisfs.com.au/admin/induction/index>

If you have passed induction exam. You could see follow certificate issued for you in induction list.

- Click on **Show Certificate** button to view certificate
- You could download your certificate in certificate view

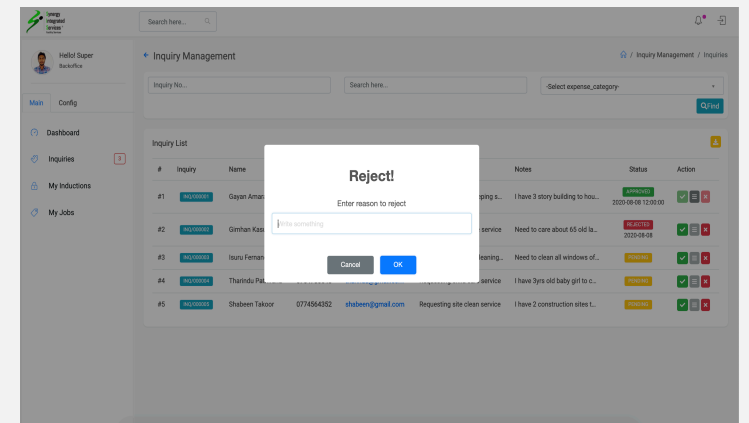
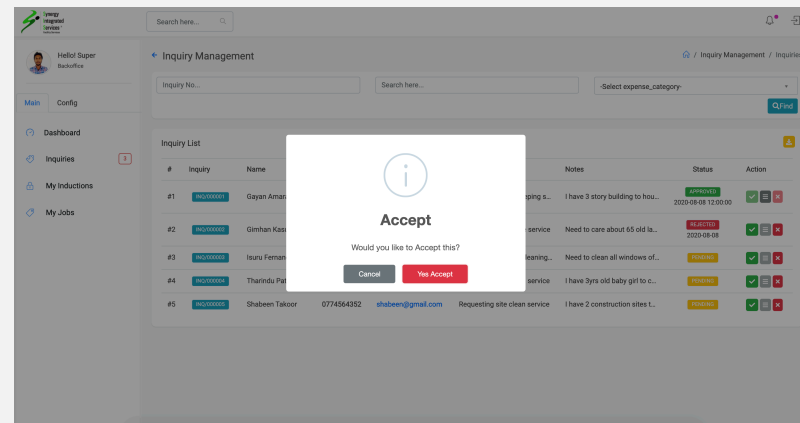
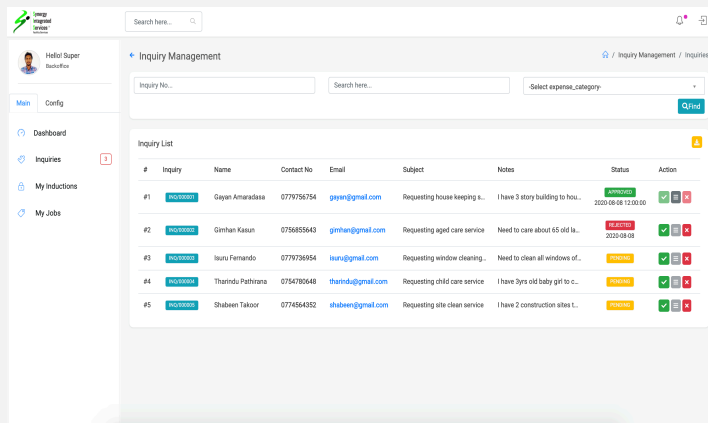


22. Inquiry Manage – Admin Panel

<https://sisfs.com.au/admin/inquiries>

Approve Inquiry

Reject Inquiry



When website visitors could request inquiry from the contact page. These inquiries will show in here

1. Click on **Yes Accept** button to **approve**
2. Click on **Cancel** button to exit from popup

1. Click on **Reject** button to **reject**
2. Enter reject reason
3. Click on **OK** button to save data
4. Click on **Cancel** button to exit from popup



Thank You

-  Synergy Integrated Service
-  (08) 8367 7035
-  inquiry@sisfs.com.au
-  www.sisfs.com.au