

## Engine Room System



**User Login**

### Login

**Login**

[Forgot password?](#)

## Home

### Dashboard

Show

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Scheme Name	Scheme Ref	Insurer	Payment Method	Next Review Date	No of Members	Total Monthly Salaries	Total Premium	Last Month Contributed
<a href="#">Umzinto Hauliers</a>	102500	Sanlam	EFT	31/10/2019	56	750 800,00	13 514,40	Jul-19
<a href="#">PMB Panel Beaters</a>	143500	Hollard	Debit	01/02/2020	45	240 000,00	4 320,00	Aug-19
<a href="#">Wholistics Planning Group</a>	100250	Old Mutual	Debit	01/12/2019	15	550 600,00	9 910,80	Aug-19

## Inbox

### Inbox

Show

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No	Description	Type	Date Requested	Status
1	<a href="#">Xpress Financial Services</a>	Payment Statement	17/09/2019	In Progress
2	<a href="#">Ndlovu P- Benefit Statement</a>	Benefit Statement	30/08/2019	Completed
3	<a href="#">Kasinauyo E- Benefit Statement</a>	Benefit Statement	30/08/2019	Completed
4	<a href="#">Truman P- Benefit Statement</a>	Benefit Statement	22/08/2019	Completed
5	<a href="#">Payment Statement- Wholistics Planning (Aug 2018)</a>	Payment Statement	31/07/2019	Completed
6	<a href="#">Bulk Statements- Wholistics Planning Group</a>	Bulk Statements	20/07/2019	Completed

#### Notes

- If you click an item, it opens in PDF separate tab (user can select choose to save to preferred location)
- When a scheme is finalized, the Payment Statement will appear in the inbox
- When the payment statement is clicked, it opens the finalise page for the relevant period
- All inbox items will have a lifespan of 6 months, after which they are automatically deleted from all users' inboxes

## Selection Page

Please make a selection of what you want to do.

Process Submission

Upload Submission Data

Open Previous Month

### Notes

- This page only appears when the monthly process hasn't started
- Once the monthly process has started, the user will be taken to the monthly processing page (page doesn't load).

## Monthly Contribution Process

Processing Month : August 2019

The Wholistics Planning Group (1598672)

Active Member: 54

Members

Reports

Start Bulk Upload

Undo Bulk Update

Edit Salaries

Add Member

Finalise

Category

Only show changes

Show

50

Total Salaries **49 816,67**
Total Premiums **996,33**
Members **3**

Surname	First Name	ID No	Date of Birth	Gender	Category	Cover Period	Monthly Salary	Change <a href="#">Undo All</a>
<a href="#">Ndlovu</a>	Peter	9302066433082	06/02/1993	F	1	Aug-19	20 416,67	
<a href="#">Kasinauyo</a>	Edzai	7302066433082	06/02/1973	M	1	Aug-19	16 500,00	<a href="#">Salary Undo</a>
<a href="#">Truman</a>	Pieter	8402066433082	06/02/1984	M	3	Aug-19	12 900,00	<a href="#">New Member Undo</a>

### Notes

- All changes can be undone up to the point of submission
- After confirmation, submitted data goes into closed uneditable mode until payment is received and internal systems have been finalized
- The "Period" drop down allows user to switch the list of members per period showing
- Category drop down allows user to only display for one category
- When user chooses "Edit Members" at the top, system creates a draft copy for the next Cover Period
- Month at the top = Cover period showing. Default list showing is last submitted month/ data user is working on
- The whole grid becomes editable except Cover Period, Total Premium and Last Updated
- The button edit member only available for unfinalized data. Once finalized, data cannot be re-submitted
- During this closed period, all the tabs will be hidden except the Reports tab
- Once the internal process is completed, system is available again for further processing

## Monthly Contribution Process

Viewing Month: August 2019

 The Wholistics Planning Group (1598672)

 Active Member: 54

Members

Reports

Process Current Month

Category  ▼
 Period  ▼
 Show  ▼
 🔍

Total Salaries **49 816,67**
Total Premiums **996,33**
Members **3**

Surname	First Name	ID No	Date of Birth	Gender	Category	Cover Period	Monthly Salary	Total Premium
Ndlovu	Peter	9302066433082	06/02/1993	F	1	Aug-19	20 416,67	306,25
Kasinauyo	Edzai	7302066433082	06/02/1973	M	1	Aug-19	16 500,00	247,50
Truman	Pieter	8402066433082	06/02/1984	M	3	Aug-19	12 900,00	193,50

### Notes

- This page is used to view previous months which have been finalized on the system

## Monthly Contribution Process

Upload Month: August 2019

 The Wholistics Planning Group (1598672)

 Active Member: 54

Members

Reports

Download Template

Upload Data

Confirm Upload

Cancel Upload

### Unmatched Members

*We suspect the following members uploaded already exist on your scheme. Tick in "Select to Link" column if you agree, otherwise we will create new records.*

Surname	First Name	ID No	Date of Birth	Gender	Monthly Salary	Category	Linked Member	Select to Link
Ndlovu	Peter	9302066433082	02/02/1993	F	20 416,67	1	Moyo Peter (9302066433182)	<input type="checkbox"/>
Kasinauyo	Edzai	7302066433082	06/02/1973	M	16 500,00	1	Kasinauyao E (7303066433082)	<input type="checkbox"/>
Truman	Pieter	BN118046	06/02/1976	M	12 900,00	3	Truman Peter (CN870265)	<input type="checkbox"/>

Surname	First Name	ID No	Gender	Category	Monthly Salary
Moyo	Peter	9302066433082	F	1	20 416,67
Kasinauyo	E	7302066433082	M	1	16 500,00
Truman	Pieter	CN870265	M	3	12 900,00

### Notes

- All other fields in the members table read only
- Only the Monthly Salaries table loads current salaries, editable
- Upload Data: Allow drag and drop
- Download template downloads a blank template
- Confirm Upload loads the Members page (page 5)

## Monthly Contribution Process

Month: August 2019

 The Wholistics Planning Group (1598672)

 Active Member: 54

Members

Reports

Cancel

Save

### Member Details

Member: Samson Choruwa- Date Joined 01052016

\*First Name

Middle Names

\*Surname

\*Title

### Personal Details

\*Date of Birth

\*Gender

\*Marital Status

\*Language

\*ID Type

\*ID/ Passport Number

\*Monthly Salary

\*Effective Date (ddmmyyyy)

### Membership Details

\*Category

[View Categories](#)

\*Date Joined Company

\*Date Joined Scheme

### Contact Details

\*Mobile Number

Is International

Email Address

Residential Address

Address Line 1

Address Line 2

City

Postal Code

### Status

Active

Exit

\*Exit Date (ddmmyyyy)

### Notes

- Same form used to add member
- To view/ edit member
- Exit a member on leaving the fund through resignation
- System to track data edits e.g. which field was changed and by who



## Monthly Contribution Process

Finalise: August 2019

 The Wholistics Planning Group (1598672)

 Active Member: 54

Members

Reports

Category	<input type="text" value=""/>	Period	<input type="text" value=""/>	Show	<input type="text" value="50"/>	<input type="text" value=""/>
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### Contribution Summary

Please finalise once you are satisfied all changes have been made to the system.

Download

Finalise

Description	No of Members	Monthly Salary	Total Contributions
Previous Month Totals	54	560 000,00	35 280,00
New Members	3	45 000,00	2 835,00
Salary Changes	5	12 000,00	756,00
Member Exits	2 -	9 800,00 -	617,40
Change of Category	1 -	500,00 -	31,50
<b>Closing Balance as at 31/08/2019</b>	<b>55</b>	<b>606 700,00</b>	<b>38 222,10</b>

**Total Amount Due**

**38 222,10**

#### Notes

- Shows detailed breakdown
- After finalising, the download button become active for that month
- Download button downloads the contribution summary in PDF, on a letterhead template
- The finalise button is only available to a person with the relevant rights to finalise
- If user switches period, the relevant previous period loads
- Finalise button disappears for previous periods

## Benefit Statements

Select Scheme

 The Wholistics Planning Group (1598672)

 Active Member: 54

Category  
 Show

Email to Member(s)

Download

Surname	First Name	ID No	Member No	Payroll No	Gender	Category	Branch	Start Date	Email Address	Select
Ndlovu	Peter	9302066433082	541425	A100	F	A	Head Office	01/05/2012	Peter@wholistics.co.za	<input type="checkbox"/>
Kasinauyo	Edzai	7302066433082	541426	A101	M	A	Head Office	01/06/2016	Edzai@wholistics.co.za	<input type="checkbox"/>
Truman	Pieter	BN118046	541427	A102	M	C	Head Office	01/08/2012	Pieter@wholistics.co.za	<input type="checkbox"/>

### Notes

- The system to generate statements immediately after finalization of workings for every scheme
- Statements are kept in a repository
- When a person requests statements, system is requesting from repository, not generating on the spot
- System to generate single and bulk statements every month after finalization of calculations.
- Bulk statements can be generated in one continuous PDF file or multiple files zipped together.
- After making selection to download bulk statements, Message to pop-up advising the user the password used to lock file = scheme reference no
- On clicking download button where multiple members are selected, user will be given an option to download individual or once continuous file
- The individual statements will be password protected with member ID and Bulk Statements password protected with scheme reference number
- Individual statements will be named "Surname Initials (IDNo.)-Benefit Statement"
- When "Email to members" is selected, system will loop through all members with email addresses and send each a statement password protected with their ID number
- If there are members on the list without email address, system will give a warning about those members.
- After emailing those members with valid email addresses, it will download the rest into user system inbox

## Monthly Contribution Process

### Reports

Report Name	<input type="text" value="v"/>	Period	<input type="text" value="v"/>
Category	<input type="text" value="v"/>		
<input type="button" value="Generate"/>			

#### Notes

- This page shows reports for the specific fund selected
- When user clicks generate, system downloads Excel spreadsheet

## Member Premiums Report

Period: August 2019

Category: All

Surname	First Name	ID No	Date of Birth	Gender	Category	Cover Period	Annual Salary	GLA Premium	LSD Premium	Trauma Premium	Spouse's Premium	Broker Fee	TSA	Total
Ndlovu	Peter	9302066433082	06/02/1993	F	1	Aug-19	245 000,00	306,25	183,75	265,42	204,17	142,92	102,08	1 204,58
Kasinauyo	Edzai	7302066433082	06/02/1973	M	1	Aug-19	198 000,00	247,50	148,50	214,50	165,00	115,50	82,50	973,50
Truman	Pieter	8402066433082	06/02/1984	M	3	Aug-19	154 800,00	193,50	116,10	167,70	129,00	90,30	64,50	761,10

## Member Covers Report

Period: August 2019

Category: All

Surname	First Name	ID No	Date of Birth	Gender	Category	Cover Period	Annual Salary	Benefit	Potential Cover	Accepted Cover
Ndlovu	Peter	9302066433082	06/02/1993	F	1	Aug-19	245 000,00	Group Life Assurance	490 000,00	490 000,00
Ndlovu	Peter	9302066433082	06/02/1993	F	1	Aug-19	245 000,00	Disability Cover	490 000,00	490 000,00
Ndlovu	Peter	9302066433082	06/02/1993	F	1	Aug-19	245 000,00	Critical illness	245 000,00	245 000,00
Kasinauyo	Edzai	7302066433082	06/02/1973	M	1	Aug-19	198 000,00	Group Life Assurance	396 000,00	396 000,00
Kasinauyo	Edzai	7302066433082	06/02/1973	M	1	Aug-19	198 000,00	Disability Cover	396 000,00	396 000,00
Kasinauyo	Edzai	7302066433082	06/02/1973	M	1	Aug-19	198 000,00	Critical illness	198 000,00	198 000,00
Truman	Pieter	8402066433082	06/02/1984	M	3	Aug-19	1 154 800,00	Group Life Assurance	3 464 400,00	2 500 000,00
Truman	Pieter	8402066433082	06/02/1984	M	3	Aug-19	1 154 800,00	PHI	72 175,00	45 000,00
Truman	Pieter	8402066433082	06/02/1984	M	3	Aug-19	1 154 800,00	Critical illness	1 154 800,00	1 000 000,00

## Change Password

Old Password	<input type="text"/>
New Pasword	<input type="text"/>
Confirm New Password	<input type="text"/>

**Notes**

- User needs to remember old password to be able to change password
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