# IKAZE, KURI!

# CUNGA SCHOOLS PORTAL

*IMICUNGIRE INOZE Y'ISHURI, HIFASHISHIJWE IKORANABUHANGA*

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# KWINJIRA MURI POROGARAMU (ABAKOZI B'IKIGO)

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✓ Icyanzu **umukozi** w'ikigo yinjiriramo kugirango abashe gukora akazi ashinzwe

# UKO UMUKOZI YINJIRA

1-Andikamo izina cyangwa email ukoresha winjira muri porogaramu

2-Shyiramo ijambo/umubare-banga, ukande kuri Login, winjire.

**IBICE BIGIZE POROGARAMU YA 'CUNGA School', BIGARAGARIRA UMUKOZI IYO AMAZE KWINJIRA MURI CUNGA Schools_"BACK-END WP PANEL"**

*##Icyitonderwa: Buri mukozi azabona igice kijyanye n'inshingano ze gusa, niba ari ushinzwe Icungamutungo, icyo gihe azasangamo "SM Accounting" gusa!*
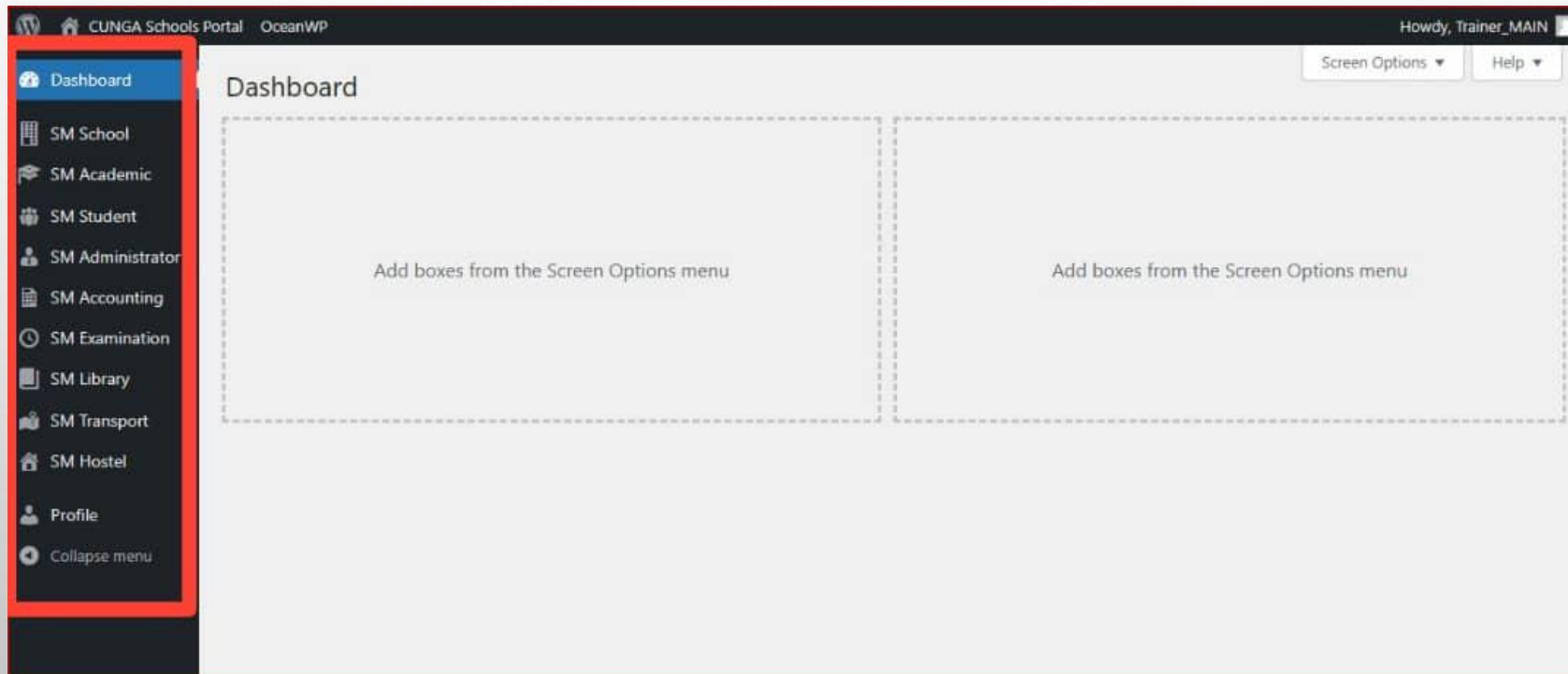
# IGICE CYA 1: **DASHBOARD**

Iki nigice usangamo amakuru yose y'ikigo, ari ayashyizwemo vuba ndetse n'aya kera. Muri yo twavuga nka: amashuri n'ibyiciro byayo, abanyeshuri ikigo gifite ubu, abo cyohereje ku bindi bigo, abavuye ku bindi bigo, ubwishyu bwabo, ubusabe bw'abashaka imyanya, abakozi bose b'ikigo, ayerekeranye n'ibizamini, ibitabo n'ibindi..
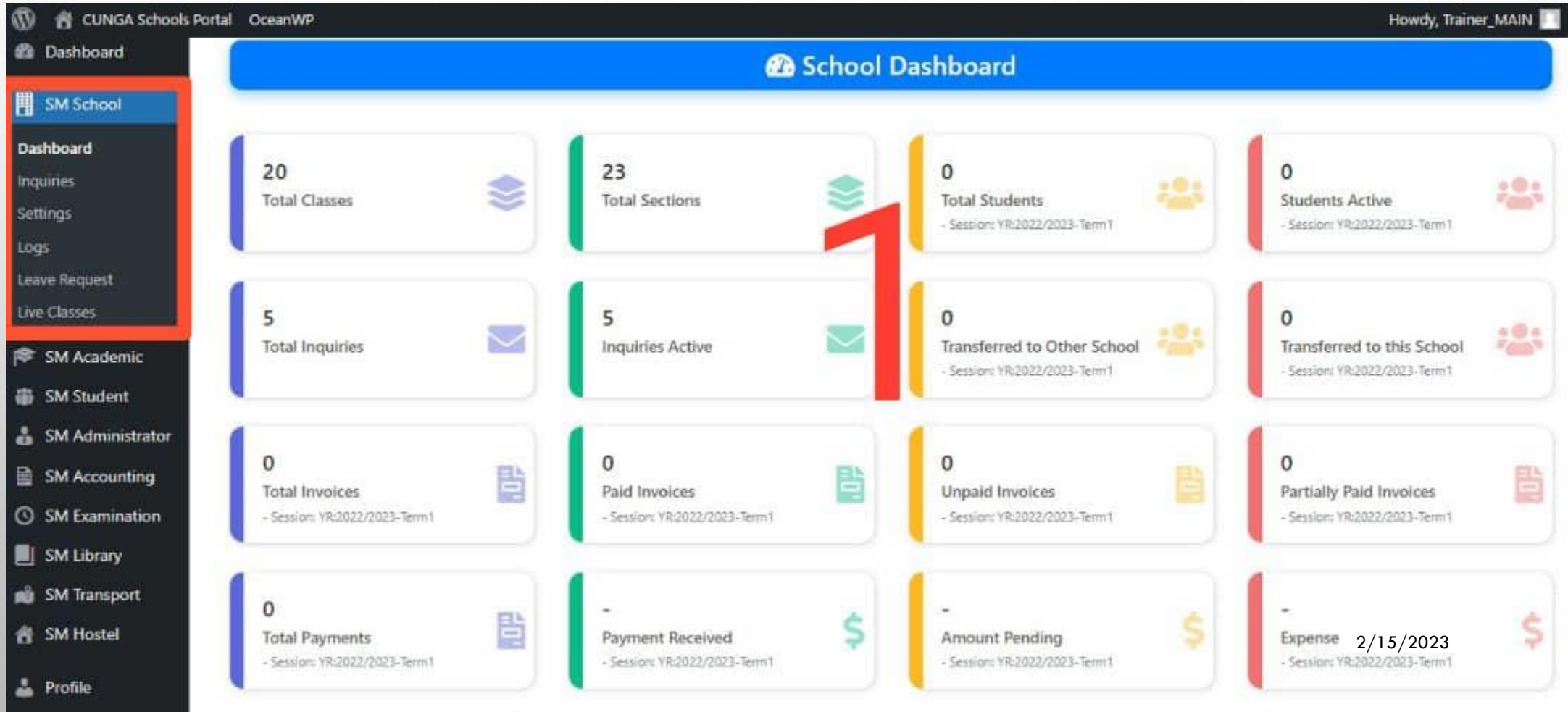
# IGICE CYA 1: **DASHBOARD……Birakomeza…….**

…ubwishyu bwabo, ubusabe bw'abashaka imyanya, abakozi bose b'ikigo n'ibyo bashinzwe, ayerekeranye n'ibizamini, ibitabo, amanita y'ibizamini n'ibindi..

# IGICE CYA 2: **AMASOMO N'IMYIGIRE**

Aha usangamo ibyerekeye ibyiciro by'amashuri, amasomo, ubwitabire bw'abanyeshuri, imfashanyigisho, imikoro, amatangazo agenewe abanyeshuri cyangwa ababyeyi n'ibikorwa biteganijwe.

# IGICE CYA 3: **ABANYESHURI**

Aha niho umukozi ubishinzwe anyura yandika abanyeshuri bemerewe imyanya, aho asanga amakuru y'abanyeshuri bose, amakarita abaranga, uko bimurwa mu myaka, amakuru ajyanye n'abanyeshuri boherejwe ku bindi bigo n'abakiriwe bavuye ku bindi bigo ndetse n'impamyabumenyi zabo ku bazikoreye.

# IGICE CYA 4: **UBUYOBOZI N'ABAKOZI**

Aha niho hagenewe gushyirwa amakuru y'abakozi bose b'ikigo (harimo n'ushinzwe ibikorwa by'ikoranabuhanga ry'iyi porogaramu) hamwe n'inshingano za buri mukozi.

# IGICE CYA 5: **ICUNGAMUTUNGO**

Iki gice nicyagenewe icungamutungo ryose ry'ikigo aho usanga ubwishyu, inyemezabwishyu, uko amafranga yinjiye n'ayasohotse, icyo yakoze, ibirarane n'andi makuru yose y'ingenzi yerekeranye n'icungamutungo.

# IGICE CYA 6: **ISUZUMABUMENYI**

Amakuru ajyanye n'ibizamini byateguye, uko byakozwe, ikosora n'amasesengura y'ibizamini n'amanota, itangwa ry'amakarita y'abanyeshuri bemerewe gukora ibizamini, ndetse no gusohora za raporo zihabwa abo bigenewe.

## IGICE CYA 7: **ISOMERO**

Amakuru ajyanye n'ibitabo byose ikigo gifite mu bubiko, amakuru y'uko byagiye bitangwa ku banyeshuri bihe bitandukanye, amakarita agenewe abanyeshuri n'ikoreshwa ryayo mu gihe bagannye isomero.

## IGICE CYA 8: **IMIDOKA Z'IKIGO ZITWARA ABANYESHURI**

Iki gice gikubiyemo amakuru yose arebana n'imodoka zagenewe gutwara abanyeshuri, abakozi bazishinzwe, gahunda irambuye n'ingengabihe z'ingendo, ndetse n'amakuru ku mihanda (lignes/routes) zigomba kucamo.

# IGICE CYA 9: **AMACUMBI Y'IKIGO**

Ku bigo bicumbikira bamwe mu banyeshuri babyo, bibasha gushyira amakuru yose ajyanye n'amacumbi n'ikoreshwa ryayo.



2/15/2023

Umukozi ashobora guhindura amabara n'imitere ya konti ye, ashobora guhindura se **ijambo/umubarebanga** akoresha yinjiramo, yahuza konti ye n'uburyo by'irakure **(Zoom)** no guhindura amakuru anyuranye ya konti ye.

##**Iburyo (hejuru)** niho akanda igihe asoje akazi kugirango asohoke **(Log Out)** muri porogaramu mu buryo bunoze.

# ICYITONDERWA!

Ibi bice uko ari icumi bisobanuwe mu kanya (hejuru habanziriza iyi page), iyo ukanze kuri "Visit site" uhita wimukira mu gice kindi twakwita irembo rya site, nk'uko tugiye kubibona mu bice bikurikira iyi page.
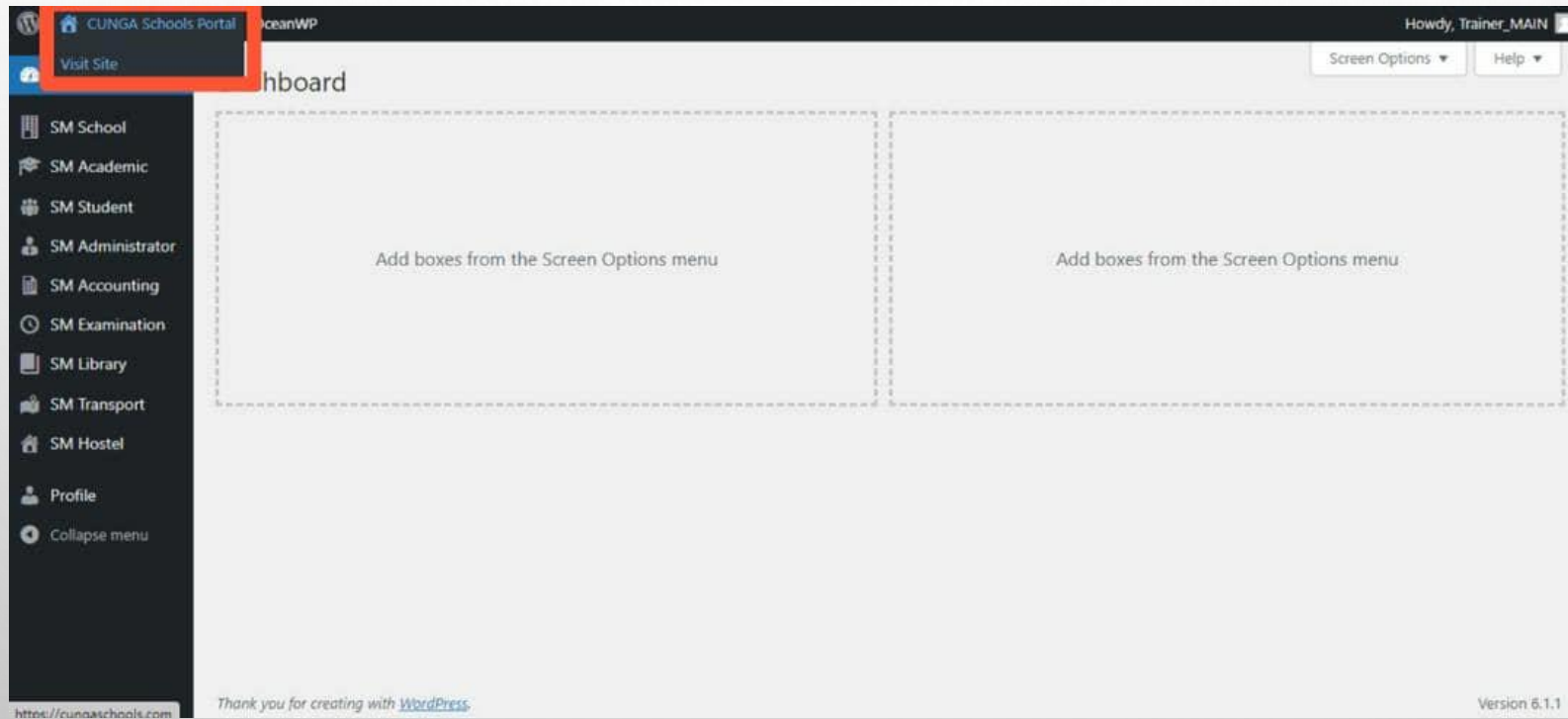
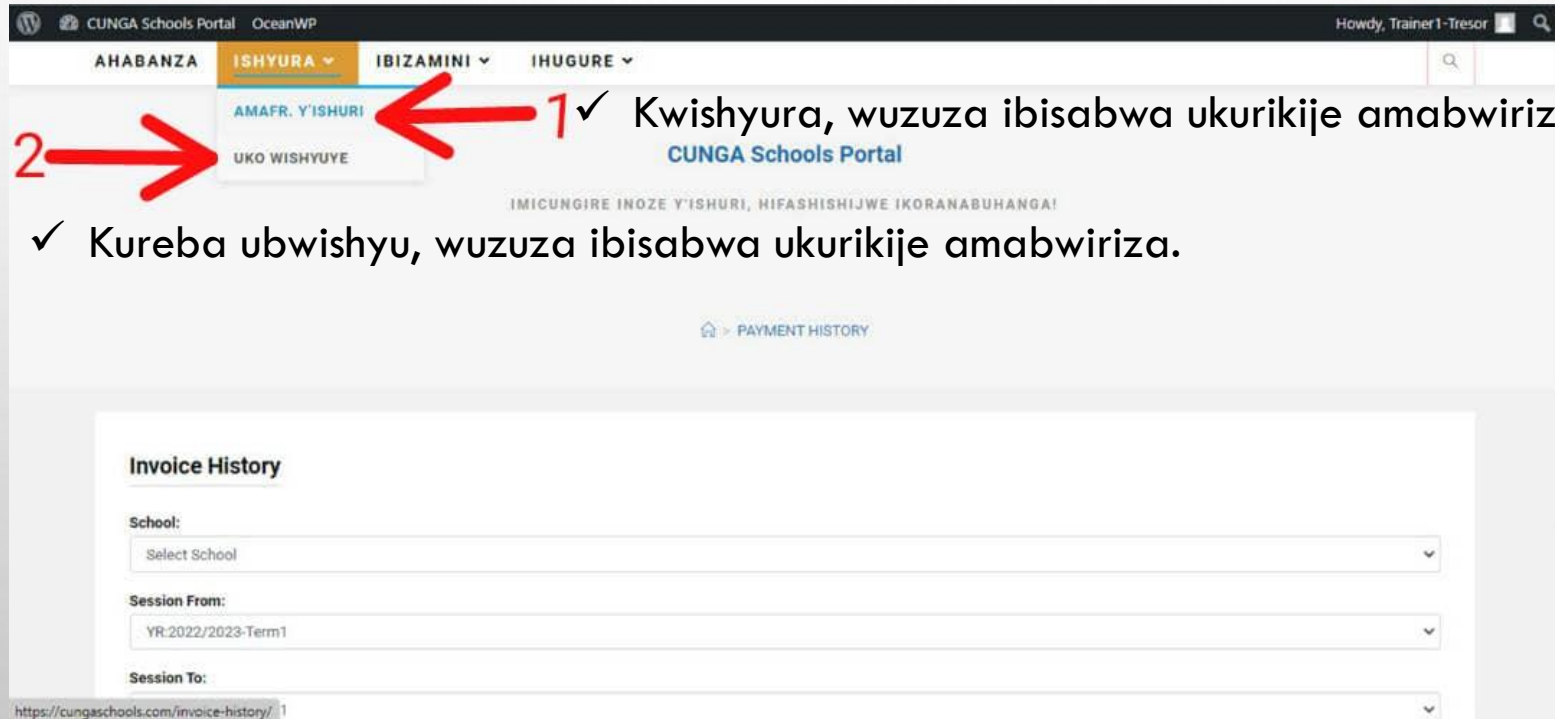## IBICE BINE (4) BIGIZE SITE, BIGARAGARIRA ABAKOZI B'IKIGO NYUMA YO KWIMUKA_ "FRONT-END BROWSER INTERFACE"



2/15/2023
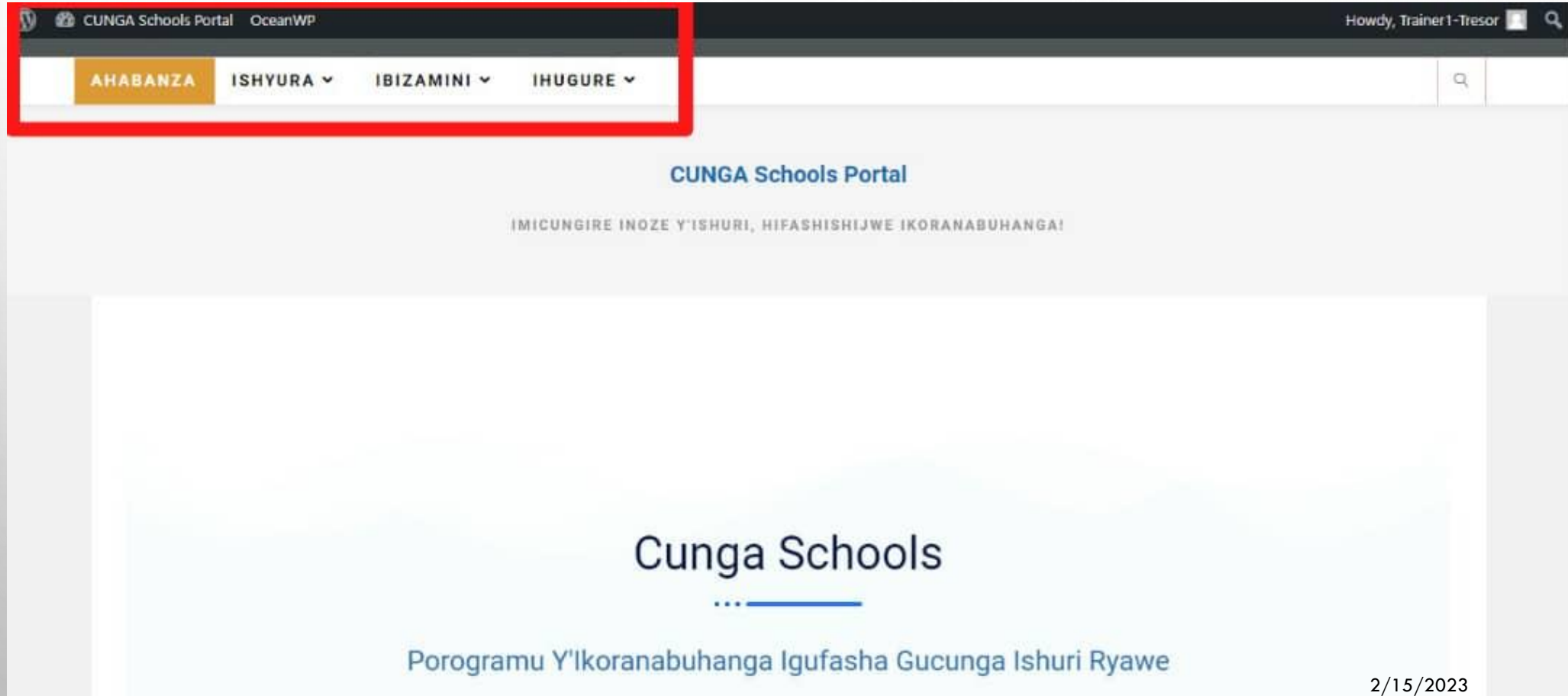
## IGICE CYA 2: **IREMBO RYO KWISHYURIRAHO (Igice cya mbere ni igice rusange: AHABANZA)**

Aha, niryo rembo rikoreshwa n'umuntu ushaka kwishyura amafranga y'ishuri ndetse akaba yabasha no kureba amakuru yose ajyanye n'uburyo yagiye yishyurira umunyeshuri mu bihe bitandukanye byahise (historique cyangwa statement).



✓ Kwishyura, wuzuza ibisabwa ukurikije amabwiriza.

✓ Kureba ubwishyu, wuzuza ibisabwa ukurikije amabwiriza.

# IGICE CYA 3: **ISUZUMABUMENYI**

Iki nigice gikubiyemo ingengabihe y'isuzumabumenyi, ikarita iranga uwishyuye wemerewe gukora isuzumabumenyi hamwe n'ahashyirwa amanota y'umunyeshuri, yavuye mu isuzumabumenyi, aho umubyeyi cyangwa umunyeshuri abasha kuyareba.



1-Ahareberwa ingengabihe y'isuzumabumenyi
2-Ahaboneka ikarita y'uwishyuye wemerewe gukora isuzumabumenyi
3- Ahaboneka amanita y'umunyeshuri wakoze isuzumabumenyi.

2/15/2023

# IGICE CYA 4: **IHUGURE**

Iki gice ugisangamo inyandiko zisobanura mu nca make, **uko iyi porogaramu ikoreshwa** (User Guide) ndetse **n'amakuru ku bumenyi butandukanye** (Blog) ategurwa n'itsinda rya CUNGA Schools Portal.
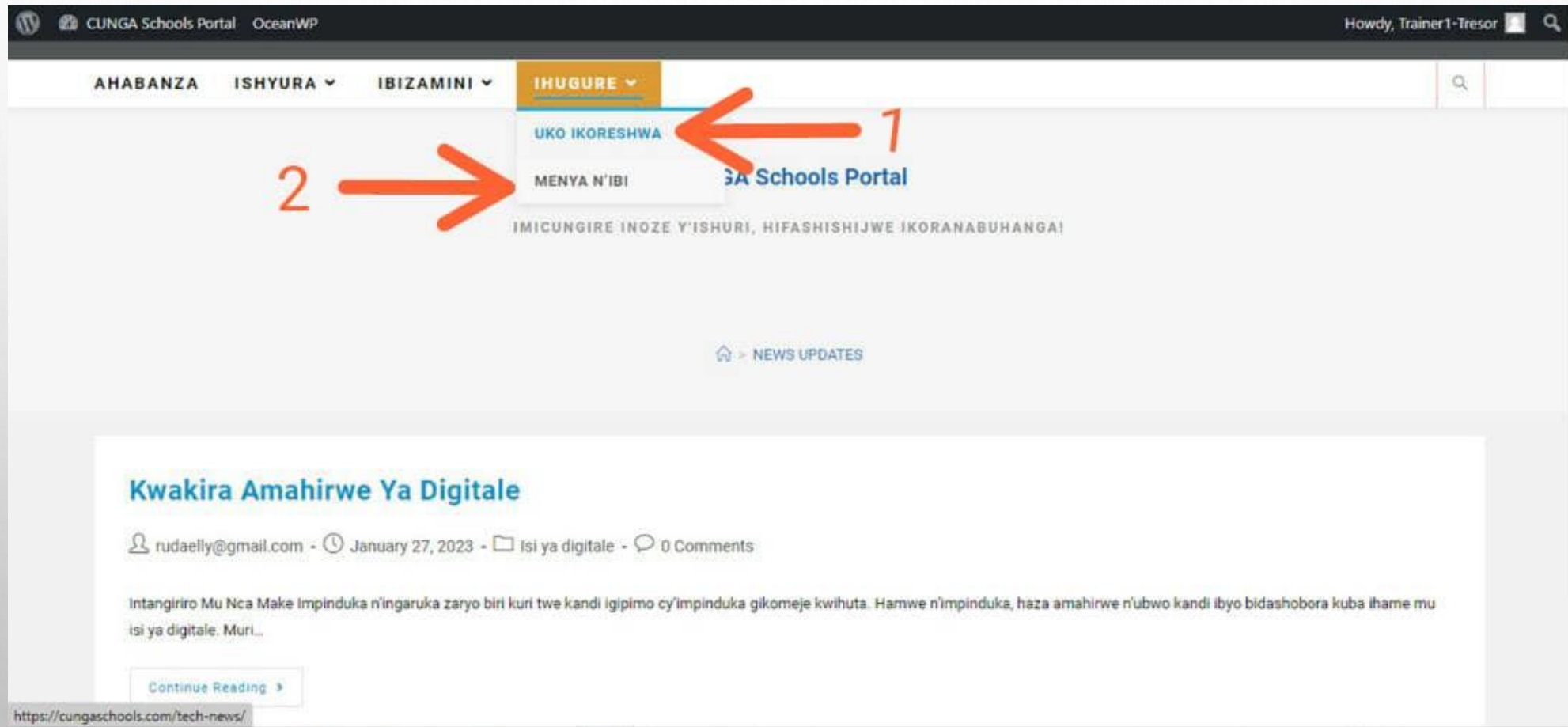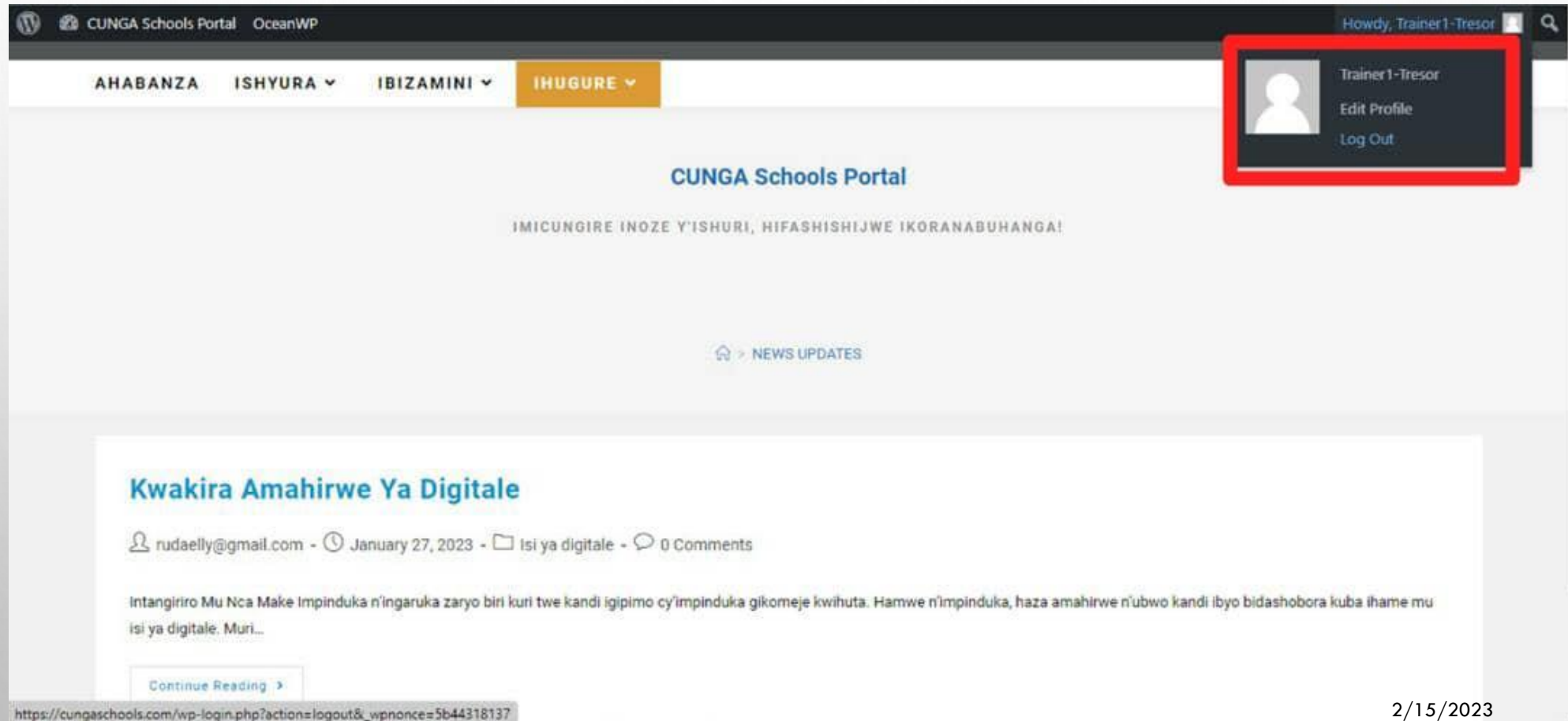
1- Aho usanga imfashanyigisho y'uburyo iyi porogaramu ikoreshwa (User Guide)

2-Aha uhasanga amakuru ku bumenyi butandukanye (Blog)

# GUSOHOKA MURI KONTE Y'UMUKOZI

##**Iburyo (hejuru)** niho ukanda igihe usoje akazi kugirango usohoke **(Log Out)** muri porogaramu mu buryo bunoze.

# MURAKOZE, KWIHUGURA!

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