NAGEMAX DOCUMENTATION

**Introduction**

Welcome to the documentation for NageMax – your ultimate solution for streamlined and efficient construction site record management. In this documentation, you'll find comprehensive guides, tutorials, and resources aimed at optimizing your record-keeping processes with NageMax. Whether you're responsible for data entry, record supervision, or project planning, this documentation will serve as your go-to resource for mastering the record management capabilities of NageMax. Let's delve right into NageMax environment and explore its rich features that will help you revolutionize the way you manage construction site records.

1. **Login and access**
   Access your NageMax account securely by logging in with your credentials provided to you by admin. User authentication ensures that only authorized users can access sensitive information, protecting your data from unauthorized access. This is the first page of NageMax.
   **NageMax** name may be change with the company name on request
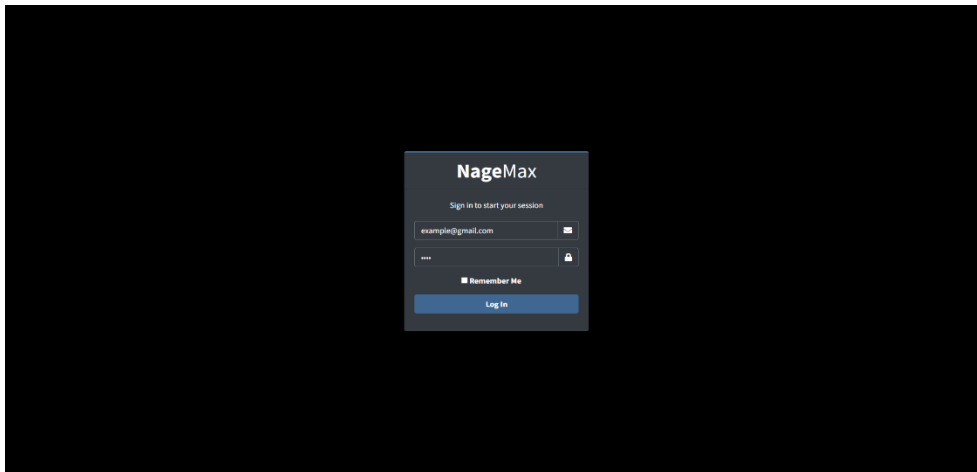
2. Navigation:

On successful login you get to main page with various navigation features. Project are automatically loaded with details including percentage progress which is automatically updated as data is keyed in. Access the project by clicking on the row. The page looks like this on successful login (version 1.9.1).
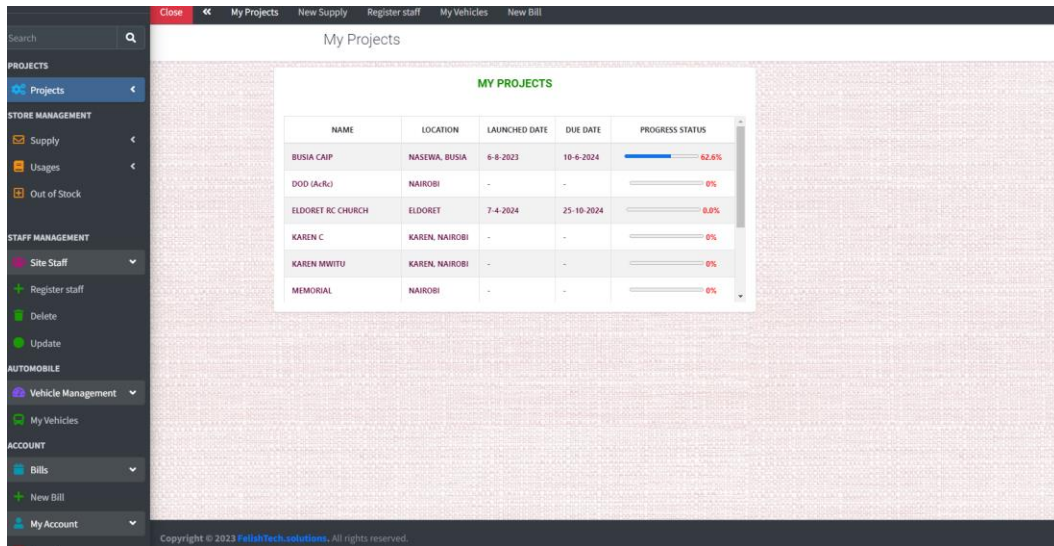
2.1. Projects

To access projects, click on "**Projects** -> **My projects**" and select a project you want to access.
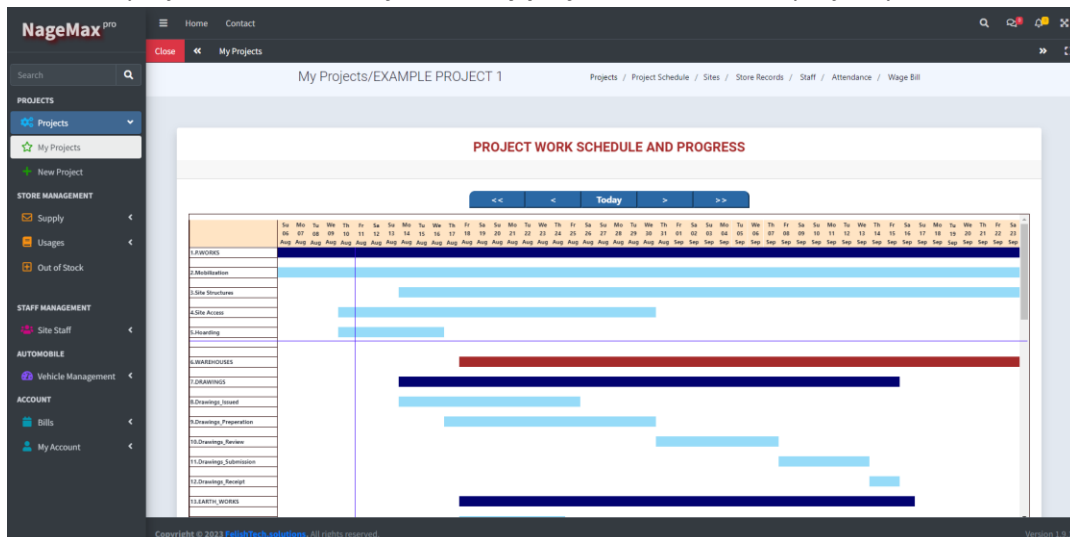
On project loading, you get to project work schedule and progress page, here all information about project plan including start date and deadlines as well as % progress is shown on a calendar. To add work program, click on the plus (**+**) sign and fill the form as required. There are other features that will help you manage the project.

These features are located on the top bar as shown in fig 4 bellow.
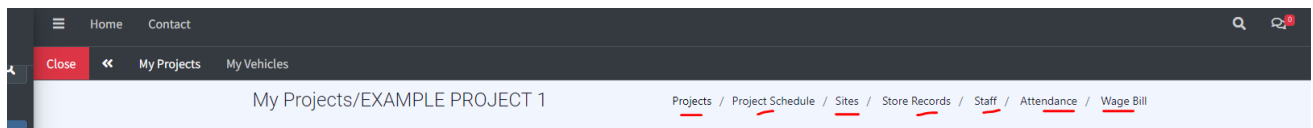

Fig 4

You can always access other project features here. Such as **Projects**, **Project Schedule**, **Sites**, **Store Records**, **Staff**, **Attendance** and **Wage bill.**

2.2. Sites

Here you'll be able to access sites within the project. Note that a project can be considered as a site if it doesn't have other sites in it. That is to mean that the project will have one site called **General** that contains all information on the project.

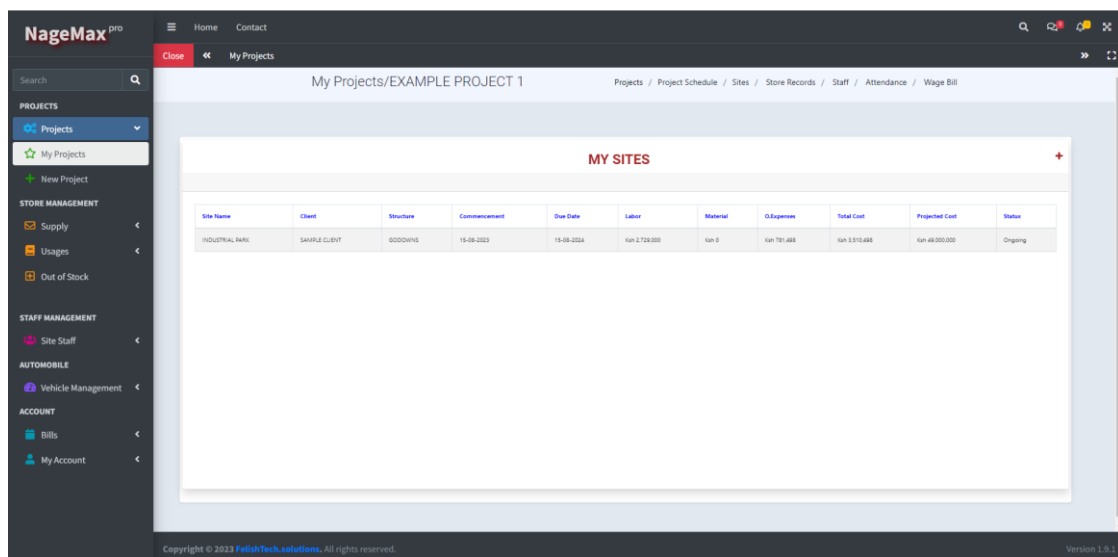To access sites, click on **Sites** to open sites page.

Fig 5

Here you can get more information and insight about the site including Labor force, materials used, and other expenses incurred on the site. This gives you total amount of money used on the site. Also included is accounting feature that records credit and debits of the site. From the sites list, select any project to view this account information. Example shown in figure 6
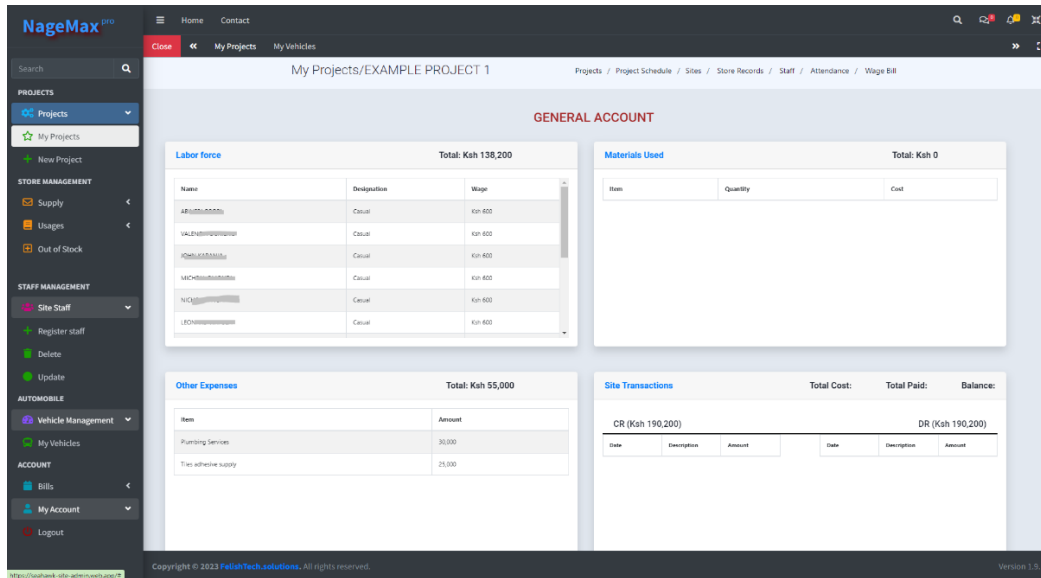
Fig 6

2.3. Staff

Work force management is one of the main features of NageMax. Here you'll be able to know who works where, their names, ID number, location of residence, their designation and at which site they are at any particular day. This enables accountability and eliminates ghost workers.
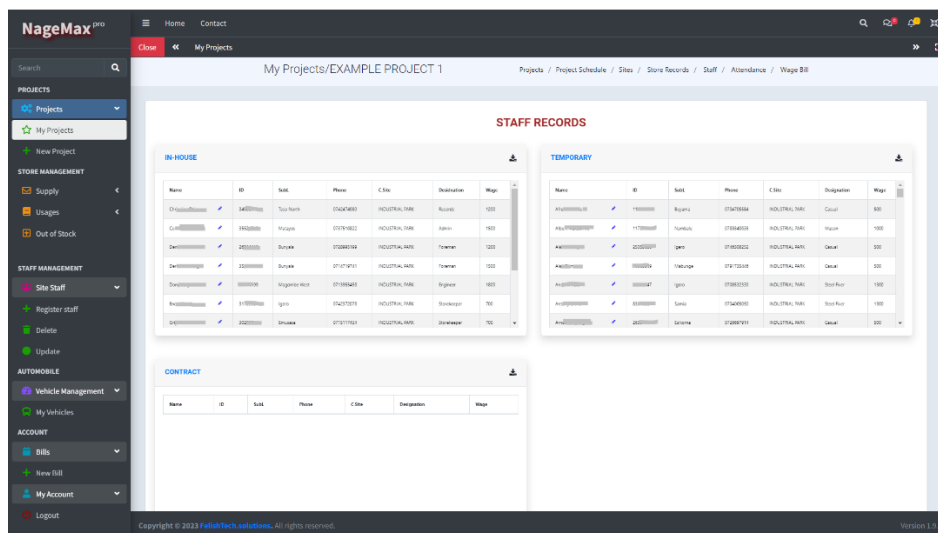

Fig 7

The quality assurance and accountability team at FelishTech complements this feature by conducting unsolicited prompt visit at sites to confirm whether the information provided on the system matches those on the ground. To access this page, while on projects, click on **Staff** label on the navigation bar.

Here you can update workers details such name, sub-location, role/designation, wage, phone number and current site. To do this, click on the "pencil" icon next to worker's name to start editing. A form with worker's details prefilled will be opened. Make changes as you may and click "**Submit**" to save. See fig 8.
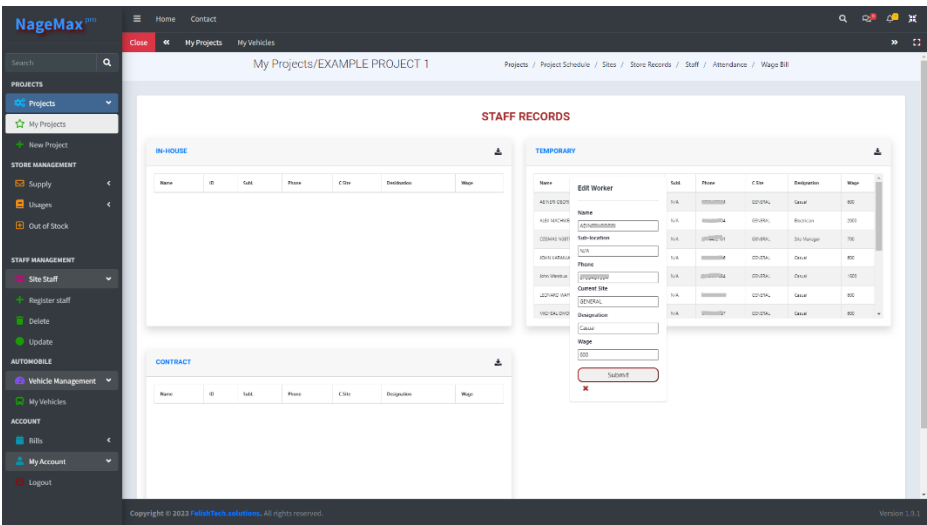

Fig 8

2.4. Attendance

One of the key features of NageMax is its advanced attendance tracking system, designed to streamline the process of monitoring worker attendance at construction sites. This feature plays a crucial role in calculating workers' wages accurately and efficiently at the end of each week. Access Attendance by clicking "**Attendance**" label on the navigation menu. Select week date (Sunday of that week) and click view to load week's register.
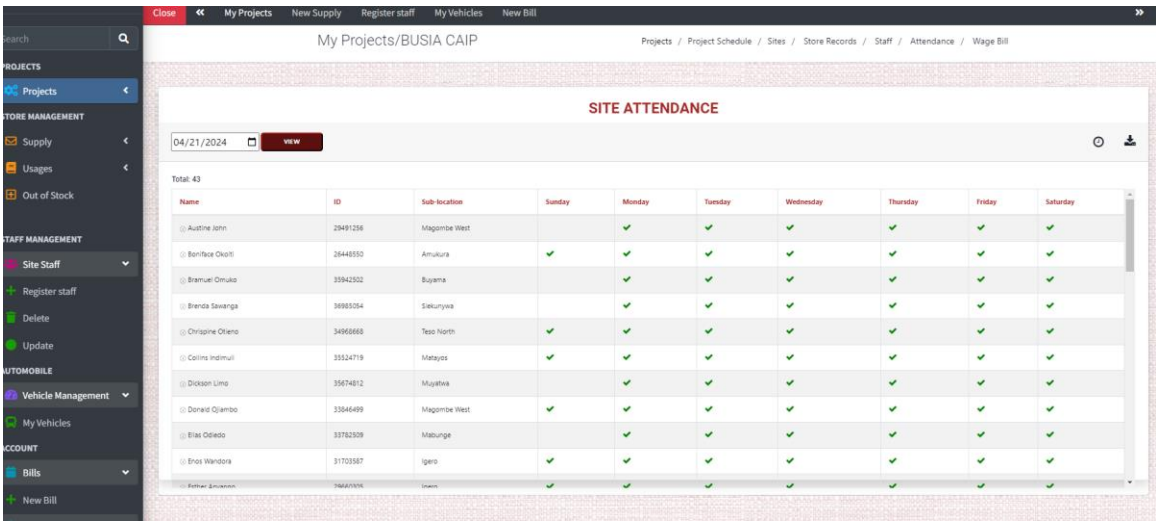
Once loaded, you can mark and unmark worker as present. This enables auto generation of wage bill. Just click on the worker's name and confirm marking them as present. To revert to absent, just click on the cell corresponding to the day you wish to revert, and confirm. The worker will be marked as absent

and their account re-balanced. The beauty with this feature is that you can mark even for a different day. To do this Click on the "**clock"** icon on the right of the panel, confirm action to open the days' field.
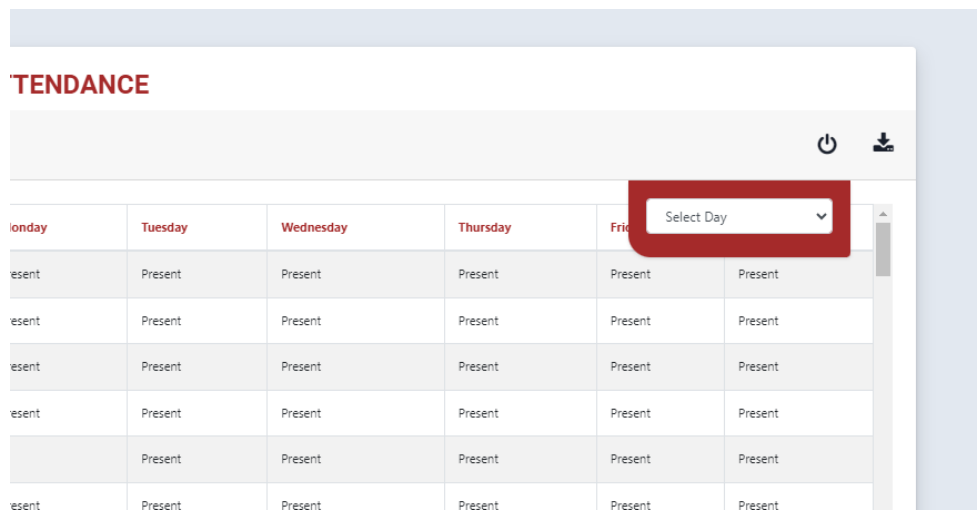
From the dropdown menu, select the day you wish to mark worker present for and continue as normal by clicking the worker's name and confirm the action. Once done, click on the "**power off**" icon to close the field and reset day to current day.
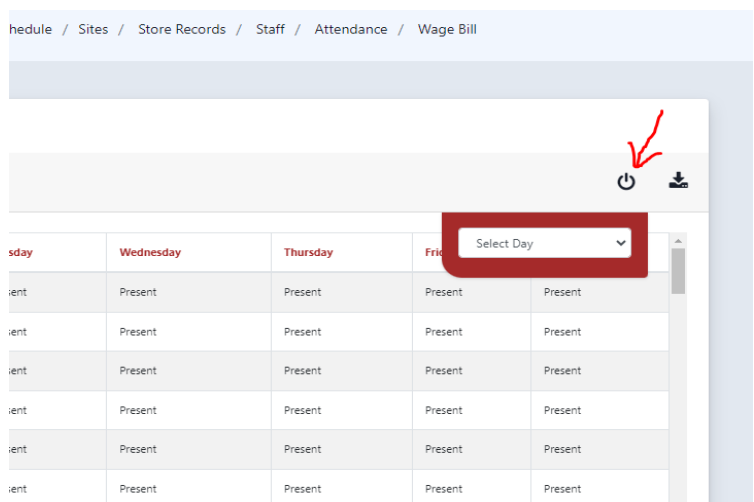

Fig 11

You can download the register by clicking on the **download** icon at the top right next to **clock** icon to save excel register

2.5. Wage bill

A master feature of NageMax. This feature has very useful functionalities such as;

- Loading week's wage bill
- Wage bill projection
- Calculating payable amount in percentage
- Updating overtime
- Updating arrears
- Update payment status
- Downloading wage bill
  Etc.

These functionalities are achieved through the following mini-dashboard. To get to this dashboard, click on "**Wage bill**" icon on the navigation bar of projects.
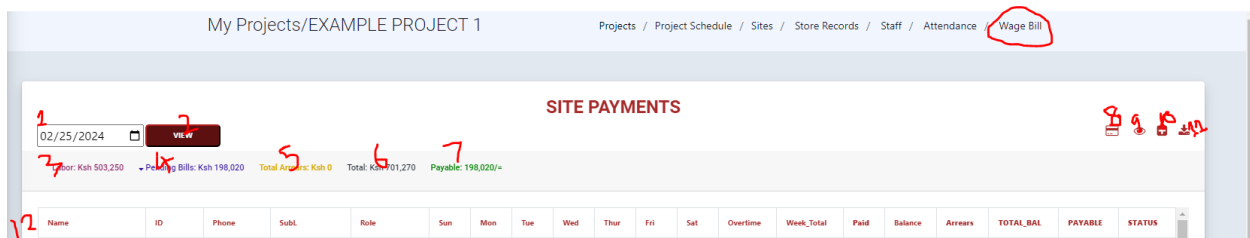
Loading week's wage bill: Once on this page, enter week date on the date field, (1) (week date is Sunday of the week you are loading its wage bill) and the click on the View button (2). This will load raw wage bill.

After the wage bill is loaded, you will get quick analysis as follows; (3) shows the total amount for labor for that week; (4) shows total pending bills accrued for that week; (5) shows total labor arrears owed to workers excluding the weeks total; (6) shows grand total amount that should be paid that week.

Wage bill projection: In many instances you may want to predict approximately amount of money you will need to pay at the end of the week. This may help you plan on acquiring finances on time to prevent last-minute rushes. To project wage bill, click on the "**eye**" icon (9). Just as simple as that, you will have a projected wage bill based on the workers registered for the week with total amount projected indicated in red. This can be done on any day of the week. You can download this projected wage bill by clicking the download icon on the top right (11).

Fig 12 projected wage bill

Calculating payable amount in percentage: There are scenarios where the amount available is not enough to pay all week's balances. NageMax gives you opportunity to set the percentage to pay by selected from several payment modes as follows:

i. **Full previous bal & full for this week**; this mode sets payment to 100% of total balances for workers. You can set this if you have all finances to pay for everything.

ii. **Only previous balances**; Incase the finances are scares and you wish to clear only pending balances, you need to set this mode. This will set payable to previous balances in full and save the current week's total as new pending balance that are carried forward to future weeks.

iii. **Only this week's total**; this mode allows you to pay only amount accumulated for the current week in full and carry any other balances forward.

iv. **Partial for this week**; when this mode is set, you can set a percentage of week's total amount to pay excluding all previous balances. Let's say the total amount of money to be paid is 100,000 for pending balances and 200,000 for the current week's total. And you only have 150,000 to pay. If you decide that this is the mode you want to use, you'll just calculate percentage i.e. (150,000/200,000) x 100 to give you 75%. Then enter 75 in the field and click "set". This will set total payable amount for the week to 150,000, add 50,000 balance to the pending arrears and carry the total forward to next week. It also set for every worker 75% of their week's total and carry the rest forward.

v. **Partial previous balances**; This mode is similar to iv above only that it allows you to clear part of arrears and carry forward the week's total plus the remaining pending arrears forward. You can use the same method above to calculate percentage to pay.

vi.   **Full previous bal & partial for this week**; Here, you can set percentage of the current week's total to pay but clear the previous arrears. Use the same example on iv above to calculate week's payable amount.

vii.   **Partial previous bal & full for this week;** In this mode, you are given an option to pay a percentage of previous balances and clear the week's total. To achieve this, let's assume the total pending arrears is 200,000 and week's total is 250,000. And the amount available to pay is 300,000. Firstly, we are clearing this week's total so the amount that should go for this week is 250,000. We therefore subtract 250,000 from 300,000 to get 50,000. This is the portion of pending arrears that shall be paid. So we take (50,000/200,000) X 100 to get 25%. And so we take percentage for previous balances to be paid as 25 and then set. All the balances shall be carried forward to the next weeks.

viii. **Partial for previous bal & partial for week's total;** This mode basically set a percentage of total balance to pay. Say a worker has arrears of 4000 and week's total of 5000. If this mode is selected and say 75% for previous balance and 50% for week's total, the worker will get a total of 5,500 i.e. 3,000 +2,500 and all balance added and carried forward.

ix.   **Carry all balances forward;** This mode is set when their no money to pay for either previous balances or week's total. It sets payable amount to zero and carries all balances forward.

NB: When setting payable using available amount, first set aside money for pending bills as the system calculates amount payables only for Labor. Unless you wish not to pay any pending bills. Subtract pending bills amount from available amount and use the balance to calculate payable percentage.

To set these noble modes, click on the "**credit card**" (8) icon on the top right to open modes panel on the left. Select the mode and fill as necessary and then click "**set**" button. This will load a new wage bill with "Payable" column filled in green. That is the amount a worker should get.

 Figure 12 shows payables set to mode 1

Fig 12 setting payable amount

Updating overtime; Sometimes some workers may work for odd hours or do some extra work that may attract additional payments as overtime. NageMax allows you to add overtime amount to workers. To do this, after loading the wage bill for the week the worker did extra work, click on the plus (**+**) sign on the top right corner (8) to open input field, enter the amount to be add to worker as overtime and then click on the overtime cell on the worker's row. Confirm when prompted. Close the input field when done.
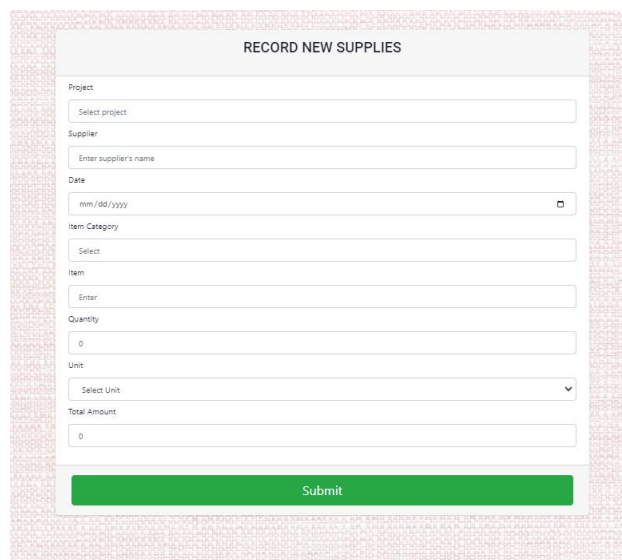
Updating pending balances; The procedure for this feature is similar to Updating overtime. The only difference is that you click on the Arrears cell instead on overtime cell. Another point to note here is that new balance recorded overrides the current balance. So you will have to manually calculate the new arrear before you add update. But it is in rear occasions will you need to update balances manually as all balances from previous weeks are automatically brought forward to the current week.

Downloading wage bill; Exporting files from online resource is a key feature that any cloud based system should never lack. NageMax gives you power to export the wage bill for sharing and documentation. This can also be used to aid bulk payments which saves a lot of time. Click on the download icon (11) to save the wage bill in excel format.

Update payment status; This feature helps in marking who has been paid to avoid confusion and double payments during cash disbursement. It also balances workers account and forward any balance to next week. Once the payment for worker is done, the status changes from pending to either paid, partial or c/f. To access the feature, just click on the last cell (written pending) on the worker's row, and then confirm when prompted to.

3. **New Supply**

On the main navigation bar on the left, click on **Supply** and then **New Supply** to get to a page bellow

Fig 13 New Supply

Fill in all fields as needed and **submit** to save.

4. Usage

To record usage, go to **Projects** page then on **My Projects**, select the project you'd like to record usage on. On the top menu bar, click on **Store Records**. Under the **Current Stock** panel, find the item you'd like to record usage for and click on the pencil icon next to it under the **Usage** column. Fill the form that is presented and submit.

Fig 14 Record usage

5. New Staff

This is the first stage on onboarding workers on the system and it remains a crucial part of the system. It is done every first day of the week. The beauty with it is that once the worker details are fed in for the first time, only the ID number will be needed for subsequent entries as other data fields will be auto field from the database. To get to this page, on main menu bar, click on the **Site Staff** and then **Register Staff**.

Select project and the site the worker will be assigned to. Then fill in the worker's details. If the worker had ever worked at the project before on any capacity, just enter ID number after selecting project and site and then click on the ID icon at the right of the field to auto fill the details. This saves a significant amount of time.

Another cool feature here is ability to mark for a different day. Say you forgot to mark someone yesterday or maybe you had some uncertainties that make you not mark register for that day, you can easily mark it at any day within the week. Just note that this should be done latest by Friday to give easy time in processing wage bill for payments on Saturday. To use this feature, just toggle the button at the bottom and select the day you'd want to mark the worker present for, confirm the action and then submit.

6. Vehicle Management

NageMax allows you to track vehicle performance throughout the project life enhancing economic use of resources. Items like fuel consumption, trips, tonnage and mileage are used to generate index that is thus used to compare vehicles based on efficiency. On the main menu bar, click on **Vehicle Management** and then **My Vehicles**, choose a project and then click **View** button to see all registered vehicles.

Fig 15 Vehicle management

On a vehicle's row, you can;

    i.   Add fuel record (click on the **+** icon under the Total Fuel(L) column)
    ii.   Add service data (click on three dots icon under Service status column)
    iii.   Add job data (click on list icon under Action column).

To view these data, click on plate number cell. Click on download icon to save these data as excel. Quick analytics of how the vehicles are performing can be accessed by clicking on the green graph icon on the top right corner of the vehicles panel.

To register new vehicles, click on the plus icon on the top right corner of the vehicles panel and fill in the form as required.

Important point to note is that the mileage should be as read on the dashboard, not subjected to any form of calculation.

7. Bills

This feature allows you to capture any other expense that my not fall under Labor or Material. It also allows you to record any pending payments that will be paid or refunded at the end of the week. For example, a foreman uses his money to pay for rider who delivered 5kg of nails. As the nails will be recorded as materials, transport will be recorded as a bill/expense and should be marked as pending as the foreman is to be refunded the money at the end of the week. If the transport was paid using company money, then it will be recorded as bill/expense and marked as paid.

To get to this feature, click on **Bills** on the main menu and then on **New Bill**. Then fill in the form as required. If payment is pending, toggle the button under Amount and enter due date, then submit.
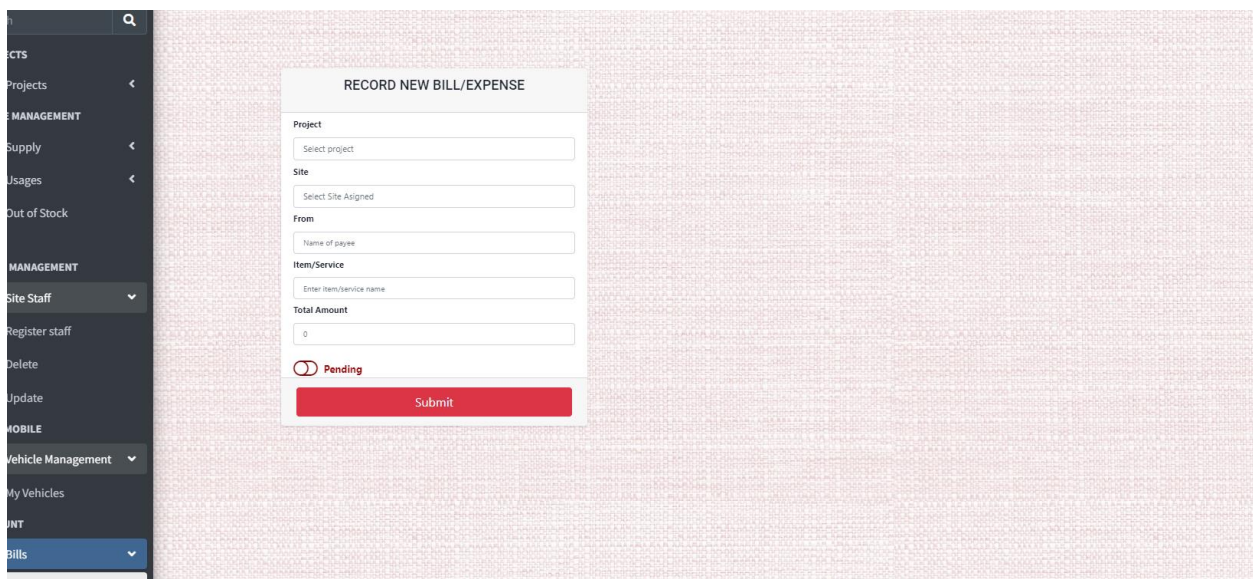

Fig 16 Bills

8. Site Occurrences

In every construction project/site there must be issues arising either technical or in regards to security or safety. Capturing these issues in a well-organized manner can not only prevent future re-occurrences, but also enables better management and tracking from occurrence to solution. This helps in making informed decisions on project and also plays a very significant role in report making.

To access this feature, click on the **Occurrence Book** under **Projects.** Select the project and all the issues will be loaded categorized as either **Technical** or **Safety and Security** in different tables.
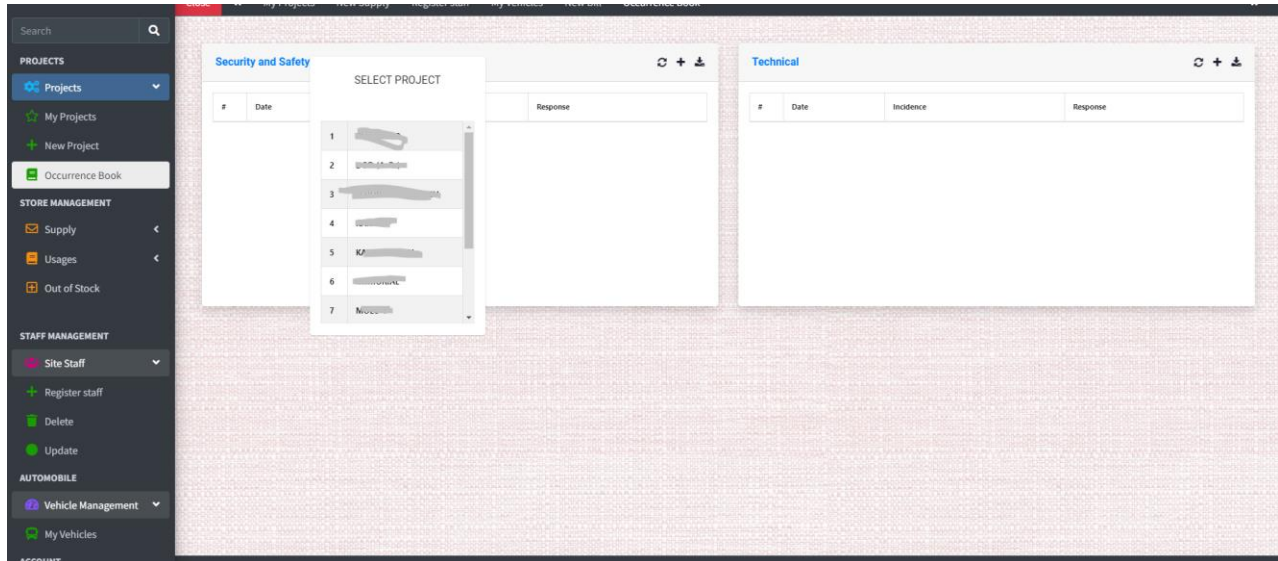

Fig 17 Site Occurrences

To add an issue, click on the plus icon and fill in the form.

9. Logout

To logout, click on the logout icon at the bottom of the main menu bar.

DAILY CHECKLIST

To realize maximum potential of NageMax, bellow checklist should be fulfilled on a daily basis by the record agent at the site:

1. Create/Mark register
2. Record all pending supplies (Must come before usage)
3. Record all pending usages
4. Record vehicle data; fuel, tonnage, trips, mileage reading and service data
5. Record bills
6. Record overtime (if any)
7. Record safety and security incidences
8. Record technical issues
9. Update work progress (mark completed milestones as done) – coordinate with site manager

GOOD LUCK ON YOUR RECORD KEEPING JOURNEY!