



Understanding the Portal Dashboard



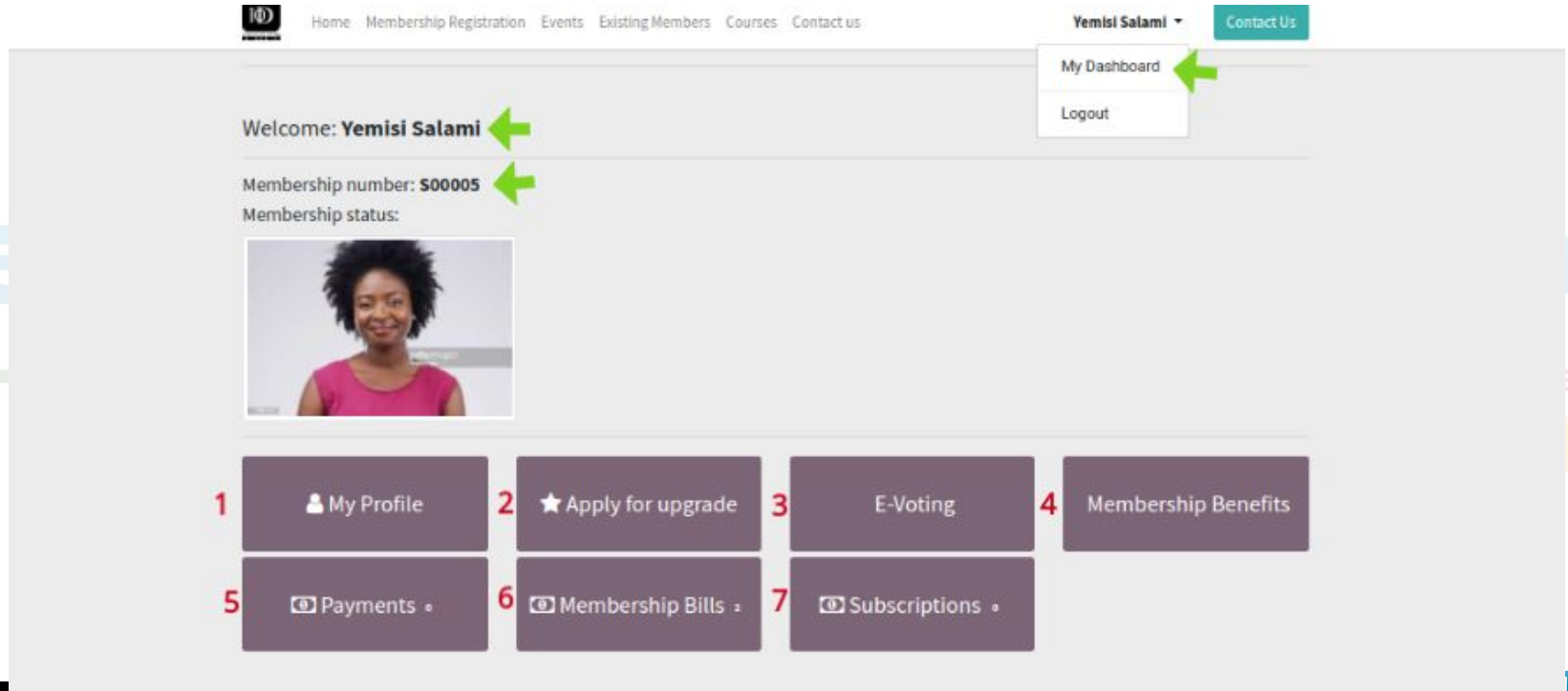
At the end of this guide, Members will be able to;



Understand the Portal Dashboard



- After a Successful Login , the dashboard will be seen as shown below
- The Numbered buttons will be explained in the following slides



1. My Profile

- When the profile button is clicked, Member can edit and click on confirm button to Save changes made

Home Membership Registration Events Existing Members Courses Contact us

Yemisi Salami [Contact Us](#)

Annual Turnover/Budget *
6000000.0

Number of Directors *
3

Number of Employees *
50

Company Registration Number
RC9906352

Liaison Officer - Name
James Collins

Liaison Officer - Phone
070606000060

Liaison Officer - Email
james@yahoo.com

Next of Kin - Name
Mr Segun Abiona

Next of Kin - Email
segun@gmail.com

Next of Kin - Phone
070606000060

Previous Organisations

Organisation Name	Job Title	Turn Over	Number of Years	
Access bank	Manager		4	Delete
				Delete

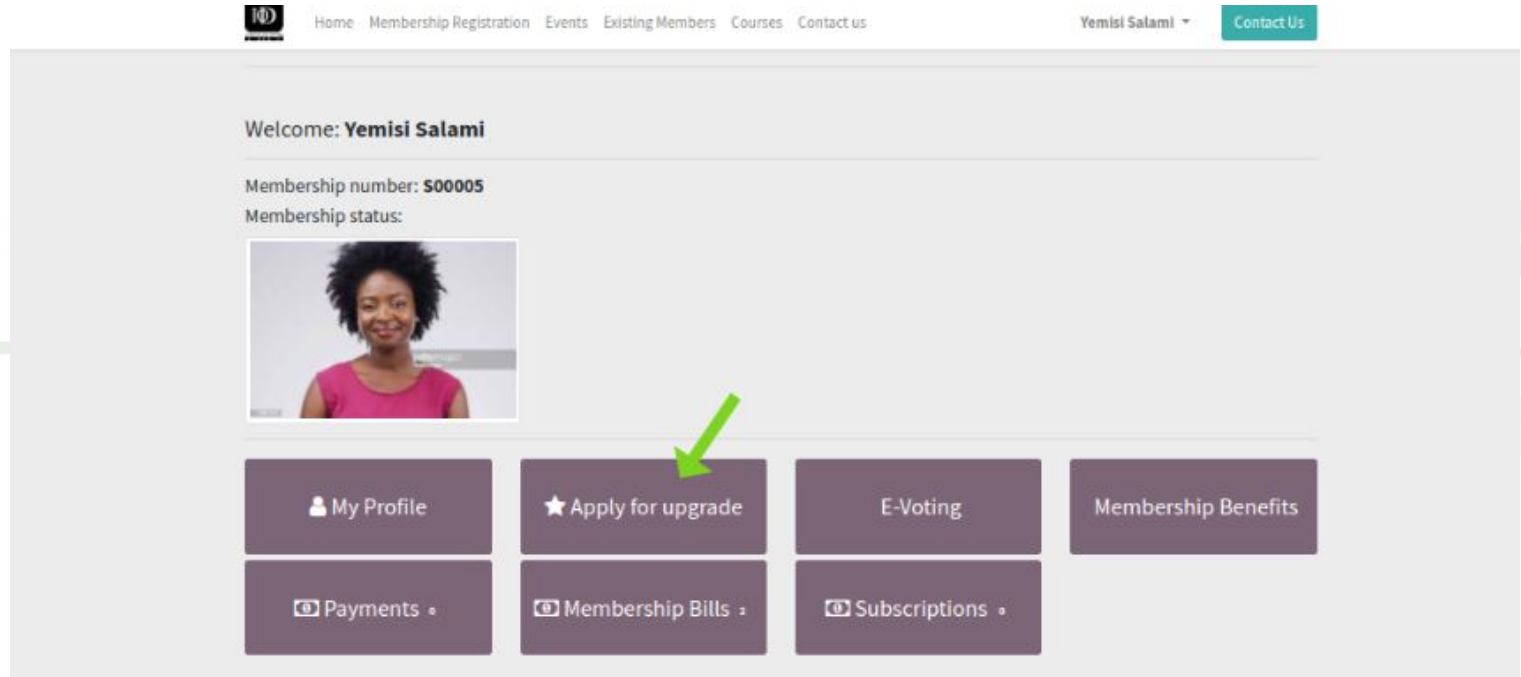
[Add Line](#)

[Confirm](#)



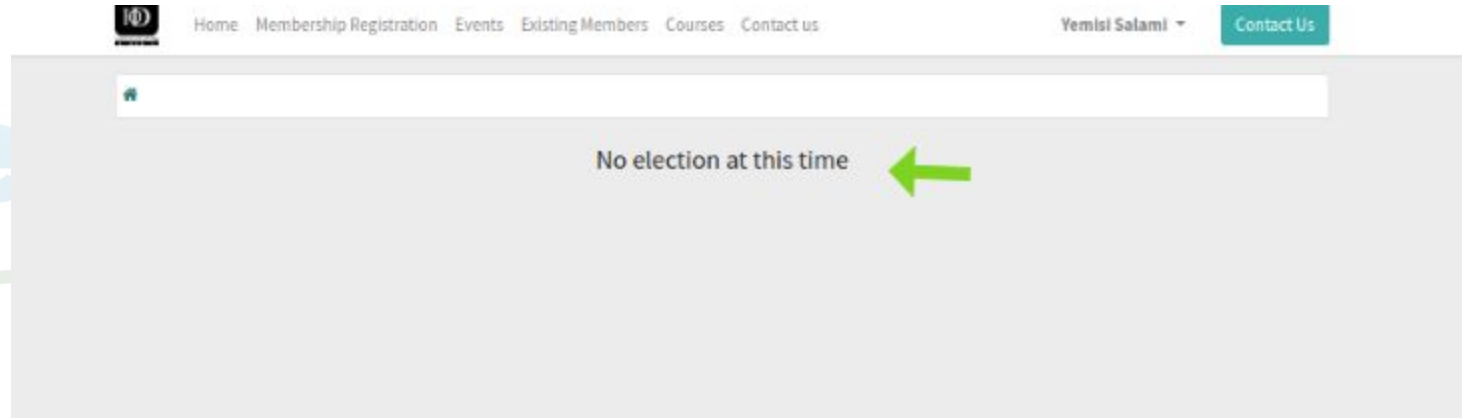
2. Apply for upgrade

- Here, members can upgrade their member status when all necessary requirements are fully met



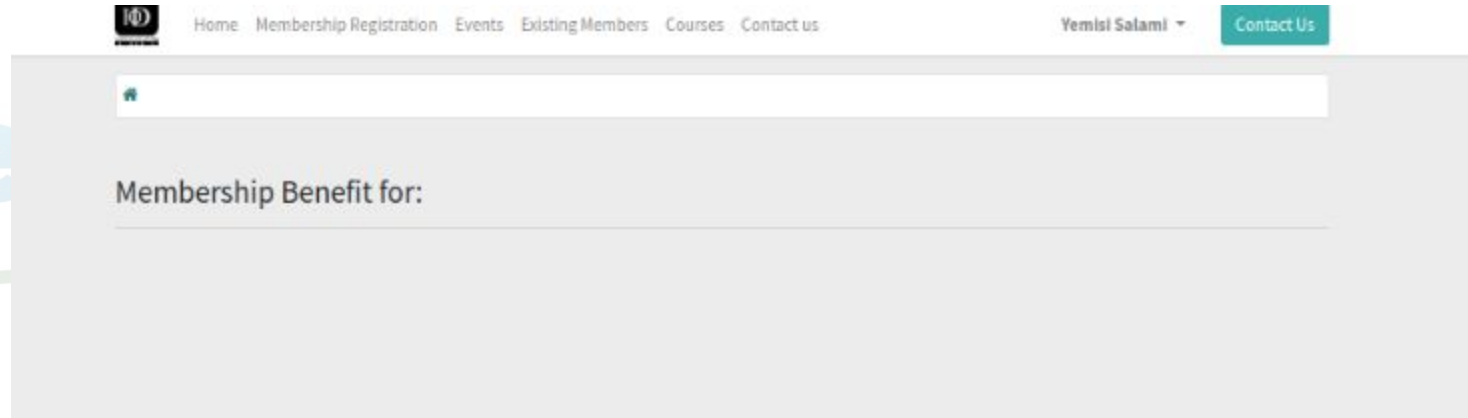
3. **E.Voting**

- When this button is clicked, members will be able to cast votes online on elected members for different posts



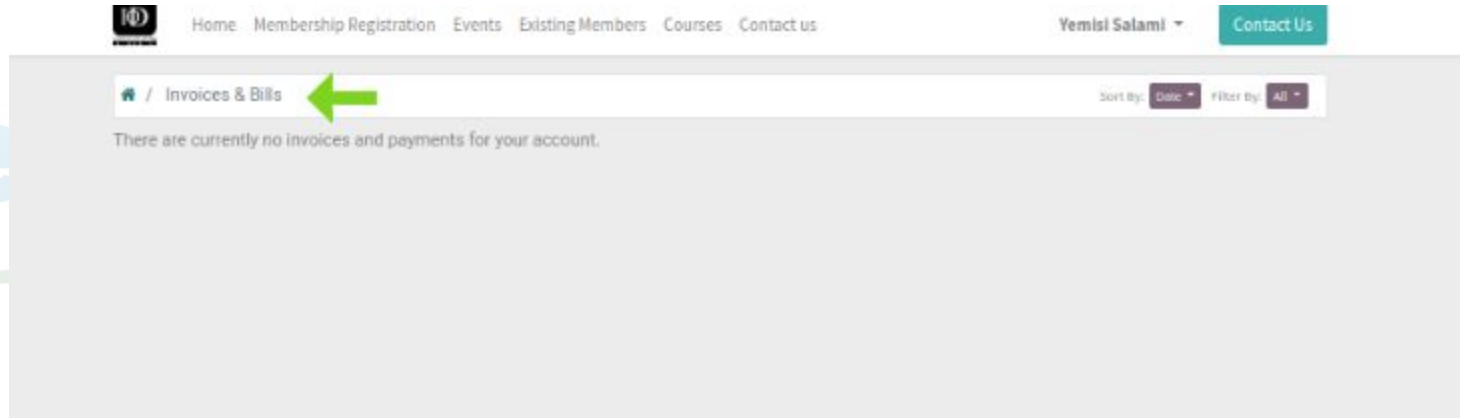
4. Membership Benefits

- Once the button is clicked, Member will be able to see benefits of current membership assigned and other grade benefits



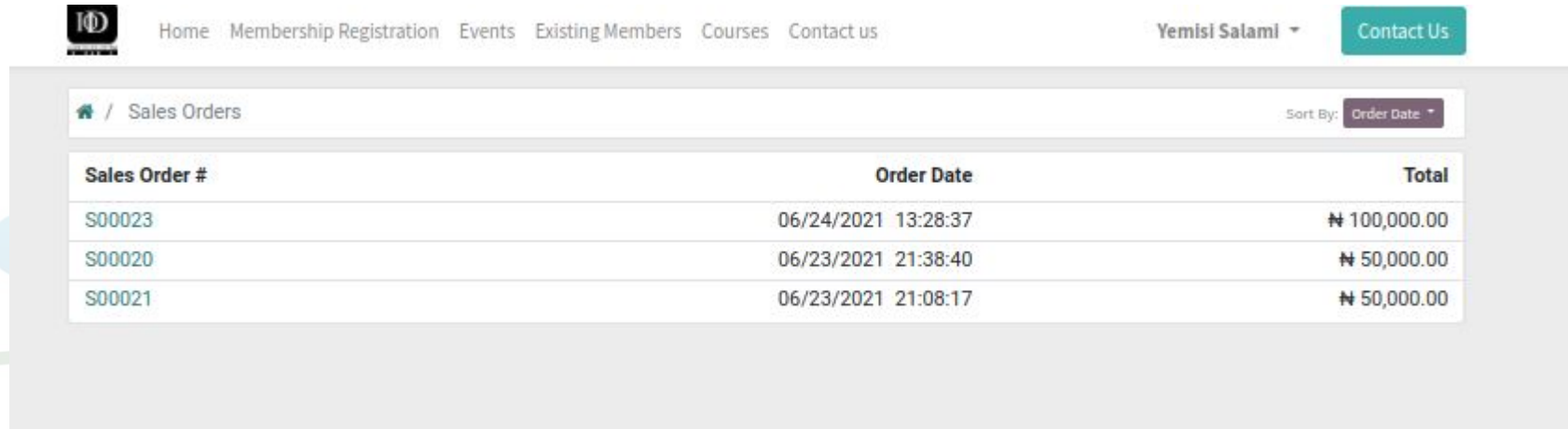
5. Payments

- When the button is clicked, Members invoices and payments will be displayed here .



6 . Membership Bills

- When button is clicked, all sales order for bills will be displayed.
- These can include for membership or registration fees



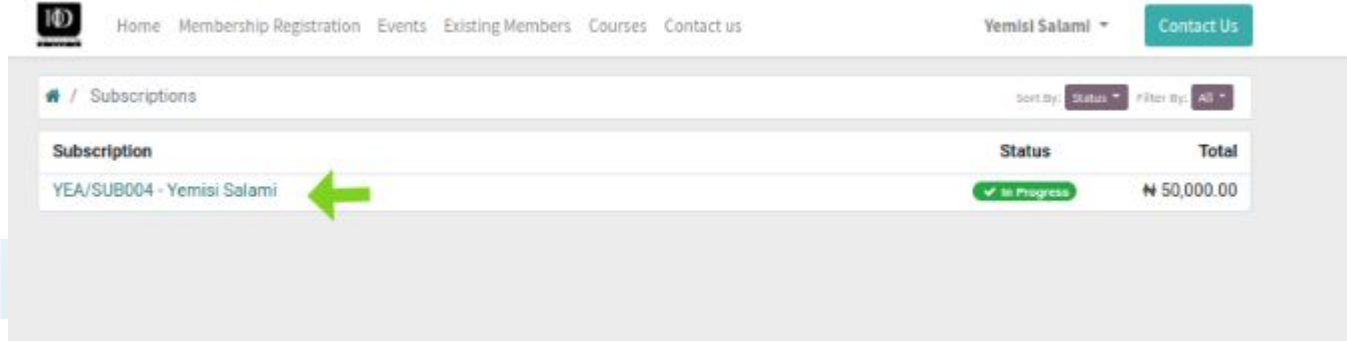
The screenshot shows a web application interface. At the top, there is a navigation bar with a logo on the left and links for Home, Membership Registration, Events, Existing Members, Courses, and Contact us. On the right of the navigation bar, the user name 'Yemisi Salami' is displayed with a dropdown arrow, and a teal 'Contact Us' button is present. Below the navigation bar, there is a breadcrumb trail showing a home icon followed by 'Sales Orders'. To the right of the breadcrumb, there is a 'Sort By:' dropdown menu currently set to 'Order Date'. The main content area displays a table with three columns: 'Sales Order #', 'Order Date', and 'Total'. The table contains three rows of data.

Sales Order #	Order Date	Total
S00023	06/24/2021 13:28:37	₦ 100,000.00
S00020	06/23/2021 21:38:40	₦ 50,000.00
S00021	06/23/2021 21:08:17	₦ 50,000.00



7. Subscriptions

- When the button is clicked, these will detail the members running subscription



Subscription	Status	Total
YEA/SUB004 - Yemisi Salami	In Progress	₦ 50,000.00

move your business to the next level

odoo Gold Partner



- When the record is clicked, subscription details would display showing the next invoice date

Subscriptions

Next Invoice: 06/24/2022
Amount: ₦ 50,000.00
Set Payment Method

Close Subscription

Subscription Manager:
IODTayo
Send Message

Powered by odoo

Subscription - YEA/SUB004 - Yemisi Salami In Progress

Your Plan

Current Plan: Yearly Subscription
Reference: SUB004
Billing: Every 1 years
Start Date: 06/24/2021
Next Invoice: 06/24/2022

Your Details

Yemisi Salami
36 Olowo Street
Camps Avenue
Ikeja LA
Nigeria
070606000060
yemisi@gmail.com
(Wrong address?)

Plan Details

Product	Quantity	Unit Price	Total Price
[AMG] Associate Membership Grade To qualify as an Associate member, an applicant must be over 25 years and be: * A sole proprietor of an unincorporated business existing for a minimum of three years. * A senior executive of a national company reporting directly to a board member for a minimum of two years. * A senior executive in an education or health authority or other public body of similar standing for a minimum of two years. * A company director or partner in a professional practice, or have a profession and be working in industry or commerce of less than three years.	1.0	₦ 50,000.00	₦ 50,000.00

Subtotal ₦ 50,000.00
Taxes ₦ 0.00
Next Billing Amount: ₦ 50,000.00





Thank you

