



# SALARY SURVEY

Walk Through

## ABSTRACT

Operations Manual to facilitate the capture of data for the Agricultural Salary Survey and Reporting system.

admin

[www.laker.co.za](http://www.laker.co.za)



# Salary Survey

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# Salary Survey

## Introduction

This document serves as a help file on the operation of the data capturing portion of the Salary Survey package.

Once all data is captured, it will be collated and aggregated and reports will be sent to all participants.

## Registration

To partake in the Salary Survey, all participants will need to register. Use or click on the URL to accomplish this. <http://www.laker.co.za/register.aspx>



The screenshot shows a web form titled "SALARY SURVEY" with a green header. In the top right corner of the header is a "Log In" link. The form contains the following fields and controls:

- Company Name: Text input field
- Contact: Text input field
- Contact Number: Text input field
- Contact Email: Text input field
- Region: Dropdown menu with "Please Select" as the selected option
- Sector: Dropdown menu with "Please Select" as the selected option, accompanied by an "Add Sector" button
- A separate "Sector" text input field with a "No sectors added" message below it
- Register and Undo buttons

Please enter the following to register on the site:

- Enter Your Company Name.
- Contact Name.
- Contact Cell or Telephone Number (*e.g., 0218831234 for landline or 0813219876 for cell*).
- Contact Email address (*This will be used as the username for the login credentials*).
- Select your Region from the dropdown list.



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**SALARY SURVEY**

Company Name: Anybody Company

Contact: Joe Soap

Contact Number: 0732148888

Contact Email: joe@anybody.co.za

Region: [Dropdown]

Sector: [Dropdown] Add Sector

Register Undo

- Select your sector from the dropdown list and then click **Add Sector** to add your agriculture sector. If you have additional sectors then you would select a new sector and add once again.

Region: [Dropdown]

Sector: [Dropdown] Add Sector

Register Undo

Sector: No sectors added

- If you would like to remove a sector then click on the **X**.

Region: Ceres, Koue Bokke... [Dropdown]

Sector: Table Grapes/Tafel... [Dropdown] Add Sector

Register Undo

Sector:

Wine grapes/Wyndruiwe	X
Table Grapes/Tafeldruiwe	X

- To finalise your registration, click **Register** or click **Undo** to clear all fields.



# Salary Survey

Company Name	<input type="text" value="Anybody Company"/>
Contact	<input type="text" value="Joe Soap"/>
Contact Number	<input type="text" value="0732148888"/>
Contact Email	<input type="text" value="joe@anybody.co.za"/>
Region	<input type="text" value="Ceres, Koue Bokke..."/>
Sector	<input type="text" value="Table Grapes/Tafel..."/> <input type="button" value="Add Sector"/>

Succesfully Registered - Please check your mail for login credentials.

Sector	<input type="button" value="x"/>
Wine grapes/Wyndruiwe	

- Once registered you will receive a welcome email documenting your username and password.

## Login

Once you have registered you can login by clicking on the Log In link on situated in the top right-hand corner of the registration screen. <http://www.laker.co.za/>

**SALARY SURVEY** [Home](#)

[Capture](#) [Recover Deleted](#) [Register](#) [Change Password](#) [Reset Password](#) [Email Support](#) [Help](#)

### LOG IN

Please enter your username and password.

Account Information

Username:

Password:

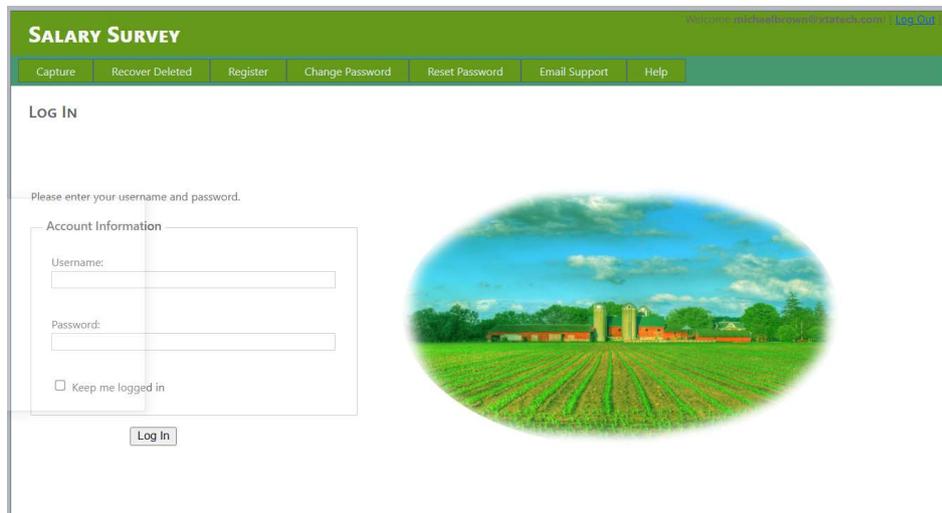
Keep me logged in



When you are successfully logged in you will see a welcome message on the top right-hand of your screen.



# Salary Survey

A screenshot of the "SALARY SURVEY" login page. The page has a green header with the title "SALARY SURVEY" and a navigation menu with links: "Capture", "Recover Deleted", "Register", "Change Password", "Reset Password", "Email Support", and "Help". The main content area is titled "LOG IN" and contains the instruction "Please enter your username and password." Below this is a form titled "Account Information" with fields for "Username:" and "Password:", and a checkbox for "Keep me logged in". A "Log In" button is at the bottom of the form. To the right of the form is a circular image of a farm with a red barn and silos under a blue sky.

If there are any errors when you log in, they will be displayed on the login screen.

## LOG IN

Please enter your username and password.

Your login attempt was not successful. Please try again.

A screenshot of the login form showing an error message. The form is titled "Account Information" and has fields for "Username:" and "Password:". The "Username:" field contains the text "all@here.co.za". Below the form is a "Log In" button. The error message "Your login attempt was not successful. Please try again." is displayed in red text above the form.

If the error persists or you need assistance, please email support at [andries@laker.co.za](mailto:andries@laker.co.za)



# Salary Survey

## Change Password

Once logged in for the first time, please go and change your password by selecting **Change Password** on the top of the page.

**SALARY SURVEY** Welcome back! Anybody can see | [Log Out](#)

[Capture](#) [Recover Deleted](#) [Register](#) [Change Password](#) [About](#)

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**CHANGE PASSWORD**

Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

Account Information

Old Password:

New Password:

Confirm New Password:



# Salary Survey

## Capture

To start capturing the salary details select **Capture** on top of the page once you have successfully logged in.

The screenshot shows the 'SALARY SURVEY' application interface. At the top, there is a green header with the title 'SALARY SURVEY' and a user greeting 'Welcome Joe@anybody.co.za | Log Out'. Below the header is a navigation bar with buttons for 'Capture', 'Recover Deleted', 'Register', 'Change Password', and 'About'. The main content area features a dropdown menu for 'Anybody Company' and a 'Survey Year' dropdown set to '2020'. A red 'Capture' label is positioned above a '+ Add new record' button and a 'Refresh' button. Below this is a table with columns: Sector, Position, NoEmployees, PayFrequency, BasicSalary, MedicalAid, Pension, Housing, ElecWater, Food, Other, and AnnualBonus. The table currently displays 'No records to display.'

Select **+ Add new record** to open record for capturing.

The screenshot shows the 'Capture' form in the application. It includes a '+ Add new record' button and a 'Refresh' button. The form fields are: Sector (dropdown), Position (dropdown), NoEmployees (text), PayFrequency (dropdown), BasicSalary (text), MedicalAid (text), Pension (text), Housing (text), ElecWater (text), Food (text), Other (text), and AnnualBonus (text). There are 'Insert' and 'Cancel' buttons at the bottom of the form. The text 'No records to display.' is shown below the form.

- For a tooltip on what each field does, hover the mouse over the heading of that field.
- All monetary values that include cents need to be separated by a decimal point **.** and not a comma **,**.
- Select **Insert** to add the record, select **Cancel** to clear all fields and cancel.



# Salary Survey

Anybody Company 2020

**Capture**

+ Add new record Refresh

Sector	Position	NoEmployees	Pay/Frequency	BasicSalary	MedicalAid	Pension	Housing	ElecWater	Food	Other	AnnualBonus	
select	select		select									
Insert Cancel												
Wine grapes/Wyndruive	Seasonal worker	10	Weekly	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	X

- To edit an existing record, click on the pencil  , to delete, click on the  .
- When you complete with capture or want to logout, you may do so, the system will retain all captured information. When you login again and return to the capture screen all your data previously captured will be displayed and you can continue to capture, edit or delete.

## Undelete

If at any time you would like to recover any deleted information you can click on **Recover Deleted** on top of the page.

SALARY SURVEY Welcome joel@anybody.co.za | Log Out

Capture Recover Deleted Register Change Password About

Anybody Company Survey Year 2020

**UNDELETE** Refresh

Position	NoEmployees	Pay/Frequency	BasicSalary	MedicalAid	Pension	Housing	ElecWater	Food	Other	AnnualBonus	
Seasonal worker	10	Weekly	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	X

- By clicking on the  of the selected record you will recover the information to the captured screen where you can edit or delete again.



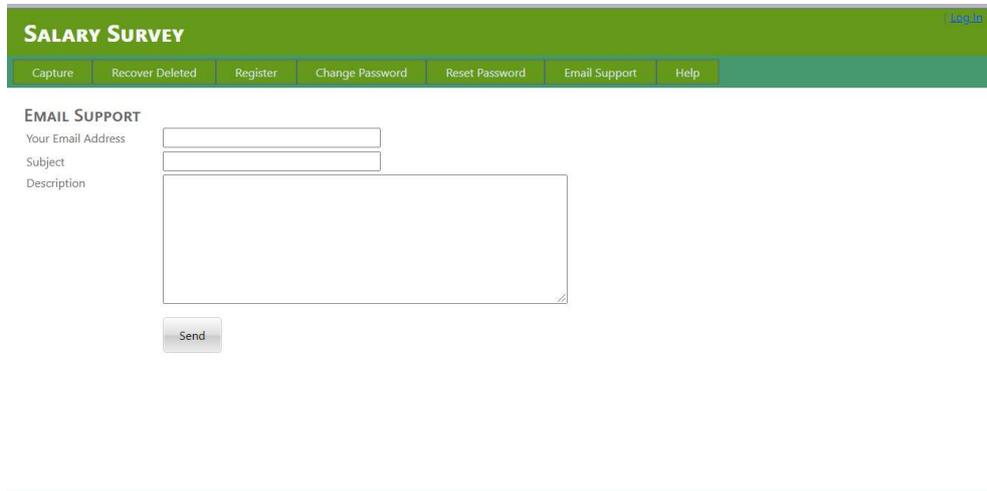
# Salary Survey

## Support

Please Contact support via email [andries@laker.co.za](mailto:andries@laker.co.za) and we will respond soonest.

-OR-

You could make use of the integrated Support Email page.

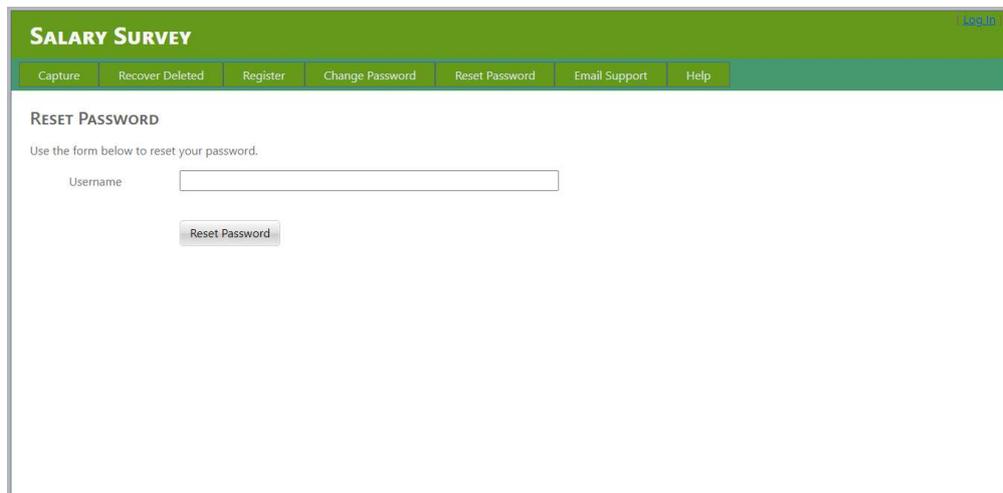


The screenshot shows the 'EMAIL SUPPORT' form within the 'SALARY SURVEY' application. The form has a green header with the title 'SALARY SURVEY' and a 'Log In' link. Below the header is a navigation bar with buttons for 'Capture', 'Recover Deleted', 'Register', 'Change Password', 'Reset Password', 'Email Support', and 'Help'. The 'EMAIL SUPPORT' section contains three input fields: 'Your Email Address', 'Subject', and 'Description'. A 'Send' button is located below the 'Description' field.

We will respond to these support emails as soonest.

## Reset Password

If you have forgotten your password, type in the username that you registered with and a password reset will be sent to your email account.

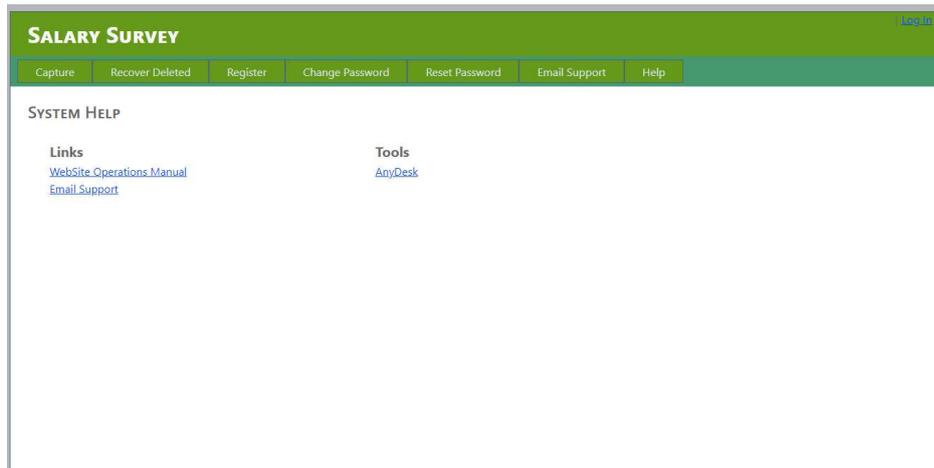


The screenshot shows the 'RESET PASSWORD' form within the 'SALARY SURVEY' application. The form has a green header with the title 'SALARY SURVEY' and a 'Log In' link. Below the header is a navigation bar with buttons for 'Capture', 'Recover Deleted', 'Register', 'Change Password', 'Reset Password', 'Email Support', and 'Help'. The 'RESET PASSWORD' section contains a text box for 'Username' and a 'Reset Password' button. The text 'Use the form below to reset your password.' is displayed above the input field.



# Salary Survey

## Help



This page contains a number of links to be able you to navigate the website as well as offer help by linking with a number of tools and links.

- If you need help remotely then we will be able to connect to your pc via the Anydesk application. (This is a very secure and is access to your pc is controlled only by you.)

