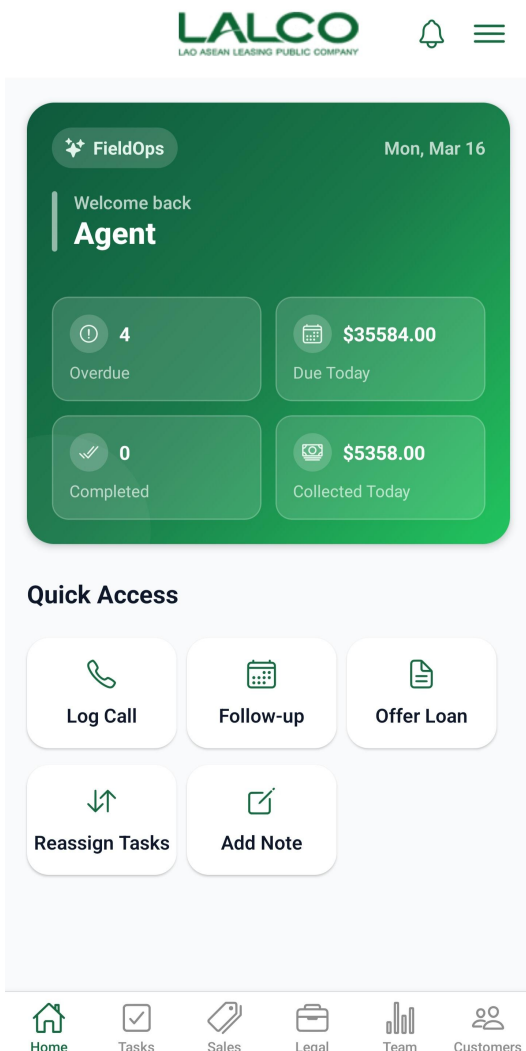


# Home Screen



The **Home Screen** is the main screen of the **LALCO Staff** application. It provides agents with a quick overview of their daily tasks, collections, and customer activities.

From this screen, staff members can quickly access important features such as logging calls, scheduling follow-ups, offering loans, and managing tasks.

---

# Header Section

## 1. Company Logo

The **LALCO logo** at the top represents the company and confirms that the user is logged into the official staff application.



## 2. Notification Icon

The **bell icon** shows notifications such as:

- New assigned tasks
- Follow-up reminders
- Customer updates
- System alerts



FieldOps Mon, Mar 16

Welcome back  
**Agent**

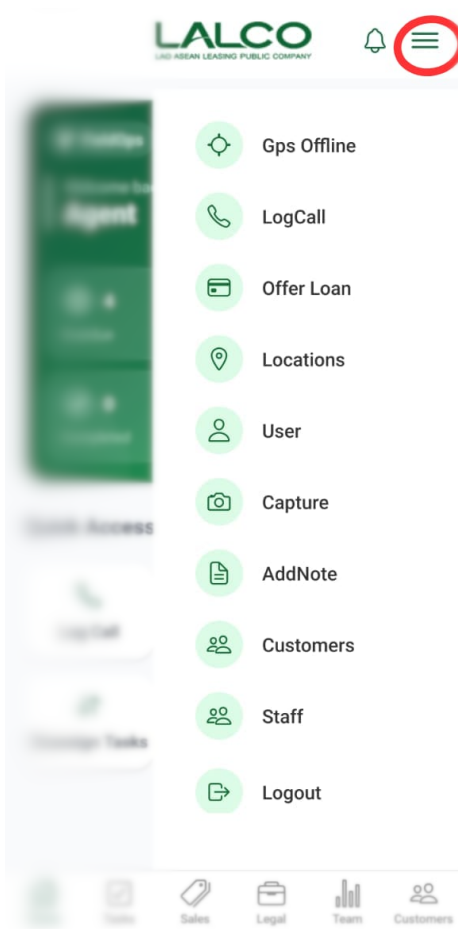
|                  |                                |
|------------------|--------------------------------|
| 🕒 4<br>Overdue   | 📅 \$35584.00<br>Due Today      |
| ✅ 0<br>Completed | 💬 \$5358.00<br>Collected Today |

**Quick Access**

|                     |                |                 |
|---------------------|----------------|-----------------|
| 📞<br>Log Call       | 📅<br>Follow-up | 📄<br>Offer Loan |
| ↕<br>Reassign Tasks | 📝<br>Add Note  |                 |

Home Tasks Sales Legal Team Customers

### 3. Menu Icon ≡



The **Menu icon** (≡), located at the top-right corner of the screen, opens the **side navigation panel**. This panel provides quick access to additional features and system functions.

When tapped, a sidebar appears with the following options:

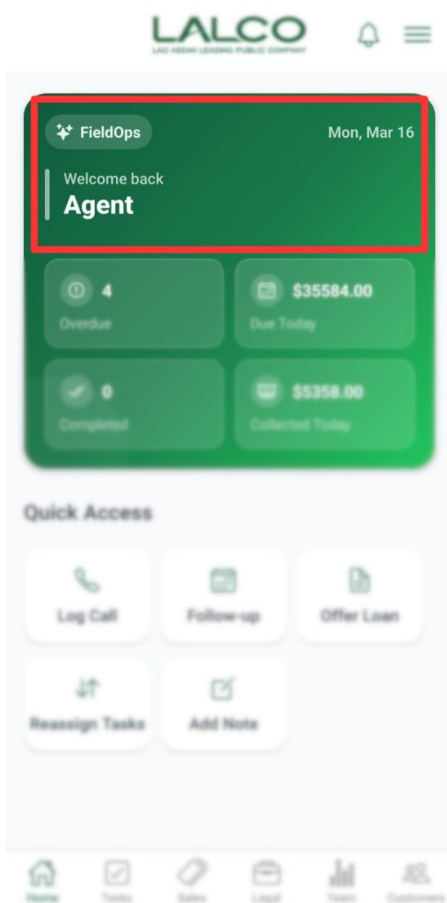
## Menu Options

- **GPS Offline**  
Indicates the current GPS status. This helps agents know whether location tracking is active or not.
- **Log Call**  
Quickly navigate to the call logging screen to record customer interactions.
- **Offer Loan**  
Access the loan offering feature to create or manage loan proposals.
- **Locations**  
View or manage location-related data (useful for field agents).
- **User**  
Access user profile information and settings.

- **Capture**  
Open the camera or capture feature to upload images or documents.
- **Add Note**  
Create and save notes related to customers or tasks.
- **Customers**  
Navigate to the customer management section.
- **Staff**  
View or manage staff-related information.
- **Logout**  
Securely log out of the application.

---

# Agent Overview Panel



This section shows a quick summary of the agent's daily activity.

## 4. FieldOps Badge

Indicates the user is operating in **Field Operations mode**.

---

## 5. Welcome Message

Displays the logged-in staff member's role or name.

Example:

Welcome back Agent

---

## 6. Current Date

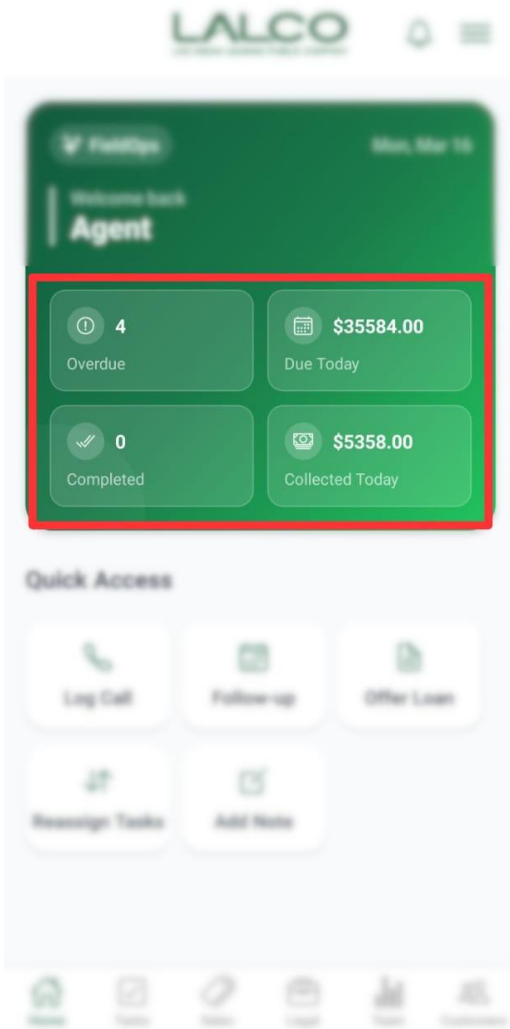
Shows the **current working date** for reference.

Example:

Mon, Mar 16

---

# Activity Summary Cards



These cards show important performance indicators for the day.

## 7.Overdue

Displays the number of **customers with overdue payments**.

Example:

4 Overdue

This helps agents prioritize collections.

---

## 8.Due Today

Shows the **total amount that needs to be collected today**.

Example:

\$35584.00

---

## 9.Completed

Displays the number of **completed tasks or collections for the day**.

Example:

0 Completed

---

## 10.Collected Today

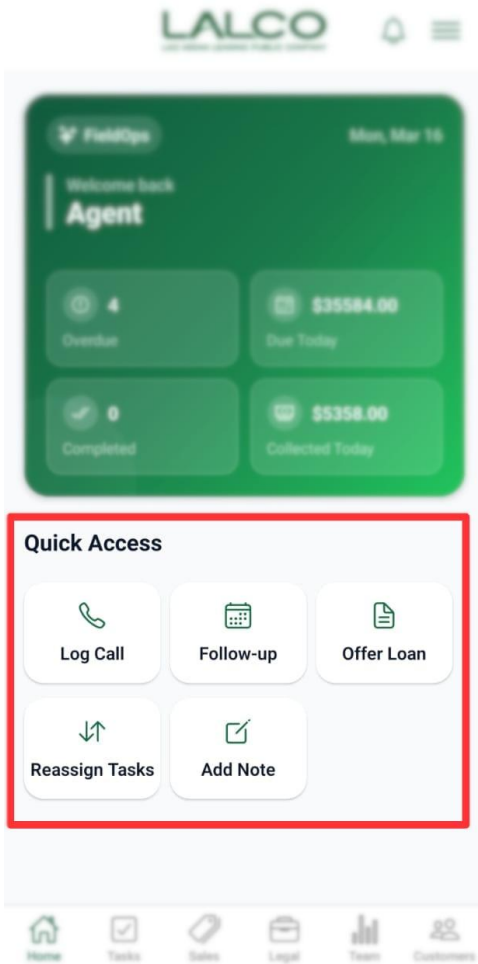
Shows the **total amount successfully collected today**.

Example:

\$5358.00

---

# Quick Access Section



The **Quick Access** panel provides shortcuts to frequently used actions.

---

## 11. Log Call

Allows agents to record details after contacting a customer.

Information that can be logged:

- Call result
  - Customer response
  - Payment commitment
- 

## 12. Follow-up

Used to schedule a **future reminder to contact a customer again.**

Agents can set:

- Follow-up date
  - Follow-up notes
- 

## 13. Offer Loan

Allows staff to create or propose **new loan offers to customers**.

This is typically used when:

- A customer requests a loan
  - A new sales opportunity is identified
- 

## 14. Reassign Tasks

Allows agents or supervisors to **transfer tasks to another staff member**.

Used when:

- The assigned agent is unavailable
  - Tasks need redistribution
- 

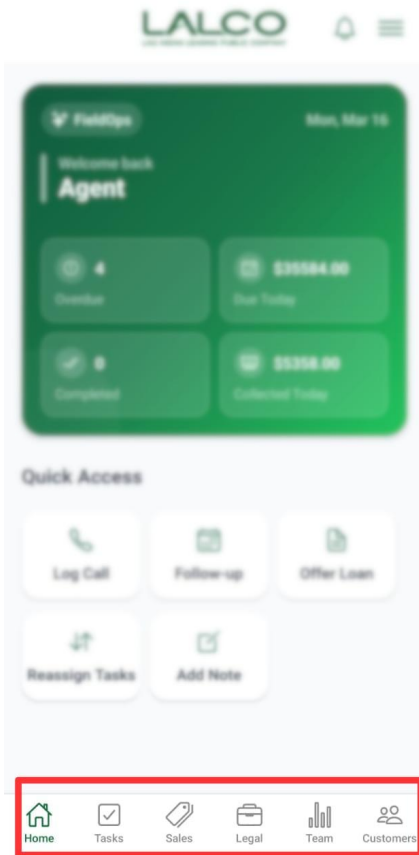
## 15. Add Note

Agents can record **internal notes about customers or cases**.

Notes may include:

- Customer discussions
  - Payment promises
  - Special instructions
- 

# Bottom Navigation Menu



The bottom navigation bar allows users to move between main sections of the application.

## 16.Home

Returns to the **Dashboard screen**.

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## 17.Tasks

Shows all assigned **tasks and pending activities**.

---

## 18.Sales

Used to manage **loan sales and offers**.

---

## 19.Legal

Displays cases that require **legal action or documentation**.

---

## 20.Team

Shows team members and allows **team coordination**.

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## 21.Customers

Provides access to the **customer database**.

Agents can:

- Search customers
  - View loan details
  - Update records
- 

Revision #1

Created 16 March 2026 06:27:48 by Nawoda Dissanayake

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