

Overview

Smart Admin is a web-based platform designed to streamline administrative operations across government institutions. It brings together key functions; including document approvals, task management, facility reservations, contact management, scheduling, and internal file storage into a single unified system, enabling staff to manage their day-to-day responsibilities efficiently and transparently. The core features of Smart Admin include;

e-Approval

Submit approval requests, and track where they stand every step of the way. [Go to e-Approval →](#)

e-Folder

Keep your documents organized and accessible in one secure space, and share them with the right people when needed. [Go to e-Folder →](#)

Tasks

Assign work, follow up on progress, and keep everyone accountable without needing a separate check-in. [Go to Tasks →](#)

Reservations

Book meeting rooms and shared facilities, and see what's already reserved before you plan around it. [Go to Reservations →](#)

Schedule

Plan, see and receive reminders for your upcoming events and deadlines at a glance. [Go to Schedule →](#)

Contacts

Look up anyone using Smart Admin across your institution or any other one on the system. [Go to Contacts →](#)
