S/N	MODULE	SUBMODULE	TASK
			1. RENAME ALL HOD TO DIRECTOR 2. RENAME HRM TO REGISTRAR 3. LETS HAVE ANOTHER ROLES AS ASSISTANT REGISTRAR AND DEPUTY BURSAR WE SHALL USE PERMISSION TO LIMIT WHAT THEY CAN DO 4. RENAME "LIAISON OFFICE HEAD" ROLE TO "LIAISON OFFICERS" 5. ~~LET THIS ROLE REFLECT IN THEIR DASHBOARD , IN A VERY BOLD FORM~~
		ONBOARDING	BULK UPLOAD OF USERS
1	REQUISISION	PAYMENT REQUISISION	1. Rename it as Advance payment but when you hover on it it gives a description as "loan, salary advance or impress"
2	Document management	memo	1. Ability to select all, multiple people, specific unit or a single person if you wish, when sending a memo. 2. Incoming and outgoing memo don't have a filter, let them have a filter by date and by title 3. Note • Director sees other directors and the unitheads under him and the staff under him including the DG • Unit head sees the staff under them , see their director and other unit heads within their department
		Employee file	Ability to safe the file with the "employee file number"
		Documents	1. Nothing is working here again. The tab is not clicking
3	BURSARY	We need to review	1. Chart of account
4	HRM/REGISTRY	JOB	1. When making a user an employee, the fields are not fetching from the users table again 2. Tie the edit button to permission 3. The form should not start over when you made a mistake.
5	Internal process	Attendace	1. Hide the bulk attendance tab 2. Let the DIRECTOR and hrm have access to the attendance report and hide branch field and

			department fiel for hod when randomizing the data of the filters in the report
		Leave (CALL ME to reconfirm)	1. Let the DIRECTOR and hrm have access to the leave report and hide branch field and department fiel for DIRECTOR when randomizing the data of the filters in the report 2. any can raise a sick leave with supporting document and signature must show after appending it 3. Leave should take note of public holiday 4. leave flow for H/Q is staff to unit head/supervisors to DIRECTOR to registrar 5. leave Process from liason office, from STAFF to LIASON OFFICER to Head SPECIAL DUTY, TO REGISTRAR
		Query	Only DIRECTOR, unit head, supervisor and DG can raise a query against a staff under them and their signature must show after appending it. the query goes to hrm under registry in the head quarter, the HRM will then issue the query to the particular staff to answer. the other users can then have VIEW QUERY tab and they can answer the query from there with supporting document and signature
		DTA	1. Let the hod and bursar have access to the DTA report and hide branch field and department field for hod when randomizing the data of the filters in the report 2. Any staff can raise a dta and even raised for multiple staff with the supporting document 3. and signature must show after appending it 4. DTA Process from liaison office, from STAFF to LIASON OFFICE HEAD to HOD SPECIAL DUTY, TO DG TO BURSAR . it continue like that till payment is made and it get to final account 5. DTA flow for H/Q is, from STAFF to unithead/supervisor to DIRECTOR, TO DG TO BURSAR. it continue like that till payment is made and it get to final account
7	Overview	Business intelligence	NONE OF THEM IS WORKING
8	Notification	We need to have the notification icon working and will link to the	

		appropriate tab when click and email push notification	
9	Contractor portal(was part of what you were given before)	bid	Submit document before you bid
		Payment	Ability to see payment and project details when they are awarded to a contractor
		message	Ability to communicate physical planning and procurement through the contractor portal Ability to advertise contract internally, just like job posting. The same way. Just replicate the job posting at the point of advertising contract internally
10	procurement(was part of what you were given before)	Contractors	The supporting document submitted by the contractor could not be downloaded
11	Assets and store	ASSETS	We need to work on THE BULK UPLOAD of ASSETS
12	SECRETARY	Dashboards	Every director will have with different dashboar They will have Secretary(just like normal staff,but doesn't belong to any uniot) Acting head (like the directors db) Deputy (like the directors db) Not: for every staff, lets there role shows on their dashboard
			These four people/ROLES needs a dashboard, that look like that of the DG but it should reflect their ROLES AS stated bellow • DG/CE's Personal Assistant • DG/CE's Admin Officer • DG/CE's Secretary • DG/CE's Speacial Assistant
			Directorate should be changed to DG's office and it is a department that has unit under it, so those department we currently have under Directorates are actually UNITS head by HEAD of a unit not by DIRECTOR,E.G HEAD PHYSICAL PLANNING UNIT, HEAD PROCUREMENT UNIT, HEAD SERVICOM UNIT, HEAD SPECIAL DUTY, HEAD LEGAL UNIT. ETC(lets talk when you are doing this)
	USERS MANAGEMENT		• REMOVE KADUNA FROM THE LOCATION IN USERS ONBOARDING • LETS THE RANK START FROM LEVEL 1 TO LEVEL 15 THERE • WHERE I AM CREATING MORE UNITS, PUT DG'S OFFICE UNDER THE LIST OF THE DEPARTMENTS, SO THAT I CAN CREATE THE EMAINING UITS UNDER IT

			• All pagination should start at no 10
	Side bar ARRANGEMENT	Tie them to permission by default	1. Bursary TAB should show BY DEFAULT for everyone in bursary department Alone, we shall use permission on other sub tabs there Before they can use them 2. HRM TAB should show by DEFAULT for everyone in REGISTRY department Alone , we shall use permission on other sub tabs there Before they can use them 3. PM/PP TAB should show by DEFAULT for everyone in PHYSICAL PLANINING UNIT Alone , we shall use permission on other sub tabs there Before they can use them 4. e-Procurement TAB should show for everyone in procurement UNIT alone, we shall use permission on other sub tabs there Before they can use them 5. user management TAB should show for everyone in software UNIT under ICT DEPARTMENT alone, we shall use permission on other sub tabs there Before they can use them 6. BUDGET TAB should show for ALL THE DIRECTORS, THE UNITS head under DG AND DG alone, we shall use permission on other sub tabs there Before they can use them e- 7. CRM, MRM, RISK MGT AND BUSSINESS INTELLIGENCE TABS SHOUL NOT SHOW TO ANYONE BY DEFAULT we shall use permission to grant view right to whoever is needed. 8. INTERNAL PROCESS,DOCUMENT MANAGEMENT, SERVICOM ADVANCE PAYMENT, STORE REQUISITION NOTE TABS SHOUL SHOW TO EVERYONE BY DEFAULT we shall use permission to LIMIT WHAT THEY CAN DO UNDER THEM. 9. INVENTORY MANAGEMENT SHOULD SHOW BY DEFAULT TO STAFF UNDER STORE AND ASSETS UNITS ALONE