S/N	MODULE	SUBMODULE	TASK
1	REQUISISION	PAYMENT REQUISISION	1. Remove both unit head and supervisor & HOD in the line of approval from the ones coming from every liaison offices. Let it go to the liaison office head then to the head of special duty (HOD) In the head quarter, then to DG 2. When you view requisition let it shows the signature of the people that had approved it.
		STORE REQUISITION NOTE	1. Remove both unit head and supervisor & HOD in the line of approval from the ones coming from every liaison offices. Let it go to the liaison office head then to the head of special duty (HOD) In the head quarter, then to BURSAR, BURSAR WILL have two buttons APPROVE & SEND to DG , after approval by BURSAR it Go to the store as Ususal 2. When you view requisition let it shows the signature of the people that had approved it.
2	Document management	memo	1. Both incoming and outgoing memo should show in a table first before you can then view and download. On the table it will shows the sender image, department, name, unit, location, date, signature of the sender and then memo itself. 2. Ability to raise a memo using the text area and also to be able to upload pdf and MS-docs if you wish. 3. When you want to send it should ask to append signature and will ask for password before appending signature 4. Let it have a priority level of high medium and low which will be populating a color of RED, GREE and YELLOW respectively at the receiving end, depending on the priority the sender put there
		Folder/file	Ability to create folder in a folder , then another folder in it like three layers
		Documents	1. Both incoming and sheared documents should show in a table first before you can then view and download. On the table it will shows the sender image, department, name, unit, location, date, signature of the sender and then memo itself.

			2. Ability to create a document using the text area and also to be able to upload pdf and MS-docs if you wish.
			3. When you want to send it should ask to append signature and will ask for password before appending signature
			4. Let it have a priority level of high medium and low which will be populating a color of RED, GREE and YELLOW respectively at the receiving end, depending on the priority the sender put there
3	BURSARY	We need to review	
4	HRM/REGISTRY	JOB	1. When creating job, the field for position should be renamed to LEVEL, 2. Tie the edit button to permission 3. Applicant should have a track of the interview up to being selected 4. The form should not start over when you made a mistake.
5	Internal process	Attendace	1. Hide the bulk attendance tab 2. ~~Let the hod 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	1. Let the hod and hrm have access to the leave report and hide branch field and department fiel for hod when randomizing the data of the filters in the report 2. Only doctor can raise a sick leave with supporting document and signature must show after appending it 3. Leave should take note of public holiday
		Query	Only hod, 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
6	Servicom	Users	User can only raise a ticket and wait for a reply

		Treating	==Any one in servicom can attend to ticket==
7	Overview(sunny is doing this)	Business intelligence	~~We need to work on the graphs~~
8	Notification(was part of what you were given before)	==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==
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	==appreciation==	==We need to work on this==
		==depreciation==	==We need to work on this==