



# Introduction

The Electronic Records Management System [ERMS] is designed to facilitate the Generation of Reports on scanned documents periodically and track Staff Performance based on users' "numbers"/ departmental records.

## ERMS Module

Upon a successful sign in, a dashboard is displayed as shown in Figure 4. Highlighted in **red**, is the ERMS module.



## Document Upload

Fill in details of confidentiality, title of document, description, record type & link, author, keywords, document tag and any attachments needed to be added. To upload document, Click on the **ERMS** button. This should display a dropdown, on

which you will find **Upload a Document**. See Image below:



Upon clicking the **Upload a Document** button, the page below is displayed, allowing you to enter details of the document to be uploaded. You are also given the option to select multiple documents to be uploaded. Each document [PDF] is allowed a maximum size of Ten (10) Megabytes. Allowed filetype is the PDF.

A screenshot of the 'Upload Documents' form in the ERMS section. The form is enclosed in a red border and contains the following fields: 'Confidential' (checkbox, checked), 'Title' (text input), 'Description' (text input), 'Record Type' (dropdown menu), 'Record Link' (text input with a placeholder 'PDF01' and a note 'Hold the CTRL key and click to select options'), 'Author' (text input), 'Keywords' (text input), and 'Document Tag' (text input). At the bottom, there is a blue 'ADD A FILE' button with a note 'Choose a PDF file to upload not more than 10MB' and a green 'SUBMIT' button.

## Update Records

View uploaded data using the "View uploaded data" or "View uploaded data (confidential)" tab on the left panel. You can now view all entries with their respective descriptions by filtering. To update or delete these document entries, you can use the update or delete buttons to the right of each record, or click on the record's Electronic ID. See images below:

*Showing the ERMS view uploaded Document tab*

ssmistest.com/admin/erms/record/list

67%

John Awahyi  
johnawahyi@gmail.com

My account

USER

SETUP

DASHBOARD

AACMS

CRMS

ERMS

Document Access History

Search For Uploaded Documents

Upload Document

View Uploaded Documents

View Uploaded Documents (Confidential)

SETUP

ERMS



Uploaded Documents

Click on the Electronic ID to view details about the upload. Uploaded Confidential documents can only be seen in list when given access.

Filter: Type to filter...

Show: 10

COPY EXCEL CSV PDF

Electronic ID	Confidential	Author	Title	Record Type	Description	Keywords	Document Tag	Action
1003	NO	JAMES BROWN	CONTRIBUTIONS2022	MS WORD STANDARDS	NOTHING HERE	SSNIT	SSNIT	 

Showing 1 to 1 of 1 entries

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ssmistest.com/admin/erms/record/list

67%

John Awahyi  
johnawahyi@gmail.com

My account

USER

SETUP

DASHBOARD

AACMS

CRMS

ERMS

Document Access History

Search For Uploaded Documents

Upload Document

View Uploaded Documents

View Uploaded Documents (Confidential)

SETUP

ERMS



Uploaded Documents

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Filter: Type to filter...

Show: 10

COPY EXCEL CSV PDF

Electronic ID	Confidential	Author	Title	Record Type	Description	Keywords	Document Tag	Action
1003	NO	JAMES BROWN	CONTRIBUTIONS2022	MS WORD STANDARDS	NOTHING HERE	SSNIT	SSNIT	 

Showing 1 to 1 of 1 entries

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*Showing the ERMS view uploaded Document tab confidential*

ssmistest.com/admin/erms/record/all

67%

John Awotwi  
johnawotwi@gmail.com

My account

USER

SETUP

DASHBOARD

AACMS

CRM

SETUP

ERMS

ERMS

Document Access History

Search For Uploaded Documents

Upload Document

View Uploaded Documents

View Uploaded Documents (Confidential)

SETUP

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### ERMS

















#### Uploaded Documents

Click on the Electronic ID to view details about the upload. Uploaded Confidential documents can only be seen in list when given access.

Filter:

Show: 10

COPY EXCEL CSV PDF

Electronic ID	Confidential	Author	Title	Record Type	Description	Keywords	Document Tag	Action
1000	YES	CHARLES DICKENS	A TALE OF TWO CITIES	DESCRIBING PDF'S	A TALE ABOUT TWO CITIES	CITY, TWO, CHARLES	DOCUMENT	   
1001	YES	KWEKU ANANSE	A STITCH IN TIME	DESCRIBING PDF'S	DOCUMENT ABOUT STICHES IN GOVERNMENT	GOVERNEMENT	PDF	   
1002	YES	JAMES BROWN	1985	DESCRIBING PDF'S	A BOOK ABOUT THE MOST INSIGNIFICANT YEAR EVER	YEARS	NONE	   
1003	NO	JAMES BROWN	CONTRIBUTIONS2022	MS WORD STANDARDS	NOTHING HERE	SSNIT	SSNIT	   

Showing 1 to 4 of 4 entries

ssmistest.com/admin/erms/record/all

67%

John Awotwi  
johnawotwi@gmail.com

My account

USER

SETUP

DASHBOARD

AACMS

CRM

SETUP

ERMS

ERMS

Document Access History

Search For Uploaded Documents

Upload Document

View Uploaded Documents

View Uploaded Documents (Confidential)

SETUP

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### ERMS

















#### Uploaded Documents

Click on the Electronic ID to view details about the upload. Uploaded Confidential documents can only be seen in list when given access.

Filter:

Show: 10

COPY EXCEL CSV PDF

Electronic ID	Confidential	Author	Title	Record Type	Description	Keywords	Document Tag	Action
1000	YES	CHARLES DICKENS	A TALE OF TWO CITIES	DESCRIBING PDF'S	A TALE ABOUT TWO CITIES	CITY, TWO, CHARLES	DOCUMENT	   
1001	YES	KWEKU ANANSE	A STITCH IN TIME	DESCRIBING PDF'S	DOCUMENT ABOUT STICHES IN GOVERNMENT	GOVERNEMENT	PDF	   
1002	YES	JAMES BROWN	1985	DESCRIBING PDF'S	A BOOK ABOUT THE MOST INSIGNIFICANT YEAR EVER	YEARS	NONE	   
1003	NO	JAMES BROWN	CONTRIBUTIONS2022	MS WORD STANDARDS	NOTHING HERE	SSNIT	SSNIT	   

Showing 1 to 4 of 4 entries

## Showing update view

ssmistest.com/admin/erms/record/all

67%

John Awotwi  
johnawotwi@gmail.com

My account

USER

SETUP

DASHBOARD

AACMS

CRM

SETUP

ERMS

ERMS

Document Access History

Search For Uploaded Documents

Upload Document

View Uploaded Documents

View Uploaded Documents (Confidential)

SETUP

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### ERMS

#### Update Uploaded Document

YES

Select a new value if you are updating

☐ YES

A TALE OF TWO CITIES

A TALE ABOUT TWO CITIES

DESCRIBING PDF'S

Select main entry if you are updating

PDF01

Select main entry if you are updating

PDF01

Hold the CTRL key and click to select options

CHARLES DICKENS

CITY TWO CHARLES

DOCUMENT

To Keep uploaded file, select it

☐ 1423552411039-0785240324039-ang.pdf

☐ 9423552411039-0785240324039-ang.pdf

[Add a file](#) Choose a file to upload not more than 10MB

UPDATE

When the **Update button** or **Electronic ID** is clicked, The update view is displayed to allow updates for the particular document uploaded. Click **Update** when you are done with editing.

## Search Records

To search for an uploaded document, you click on the **Search for Uploaded Document** tab. This opens a view allowing you to search for a document, using any of its details including and not limited to: *Electronic ID* , *Description* , *Record Type*, *Keywords*, *Title* etc.

Below is an image that shows a search using the "Author" and the results displayed.

ERMS

Search For Uploaded Documents

Electronic ID:  Description:  Title:

Record Type:  Record Link:  Author:

Keywords:  Document Tag:

SEARCH

Electronic ID	Record Link	Author	Title	Record Type	Description	Keywords	Document Tag	Created By User	Action
1002	PDF01:	JAMES BROWN	1985	DESCRIBING PDFS	A BOOK ABOUT THE MOST INSIGNIFICANT YEAR EVER	YEARS	NONE	22	<a href="#">View Details</a>
1003	PDF01:	JAMES BROWN	CONTRIBUTIONS2022	MS WORD STANDARDS	NOTHING HERE	SSNIT	SSNIT	22	<a href="#">View Details</a>

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## Docuement Access History

The ERMS module also allows you to track the access history of documents. Who accessed the document, when it was accessed. Below is an image that demonstrates the use of the Document Access History Tab.

John Awotwi

johnawotwi@gmail.com

My account

USER

SETUP

DASHBOARD

AACMS

AACMS

CRMS

SETUP

ERMS

ERMS

Document Access History

Search For Uploaded Documents

Upload Document

View Uploaded Documents

View Uploaded Documents (Confidential)

SETUP

PMIS

Search

Documents Access History

Electronic ID	Action	User ID	Username	Module	Date Accessed	Time Accessed	
1003	UPDATE	22	John Awotwi	PDF01	17-03-2022	15:45:06	<a href="#">DETAILS</a>

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Below is an image that shows the detailed view of the documents acces history when clicked.

John Awotwi

johnawotwi@gmail.com

My account

USER

SETUP

DASHBOARD

AACMS

AACMS

CRMS

SETUP

ERMS

ERMS

SETUP

PMIS

SETUP

HRMS

EMPLOYEES

SETUP

LOANS

JOB VACANCY

PMIS

Search

ERMS

Uploaded Documents Details

Electronic ID	1000
Record Link	PDF01
Author	CHARLES DICKENS
Title	A TALE OF TWO CITIES
Record Type	DESCRIBING PDF'S
Description	A TALE ABOUT TWO CITIES
Keywords	CITY, TWO, CHARLES
Document Tag	DOCUMENT
Document Name	<a href="#">623352e4103f8-9789240024250-eng.pdf</a> <a href="#">623352e414d94-9789240024250-eng.pdf</a>
Document Storage Path	
Date of First Entry	17-03-2022
Date of Last Entry	17-03-2022
Created By	22
Updated By	22
Last Access Time	15:25:24
Has Multiple Record Links	YES