

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

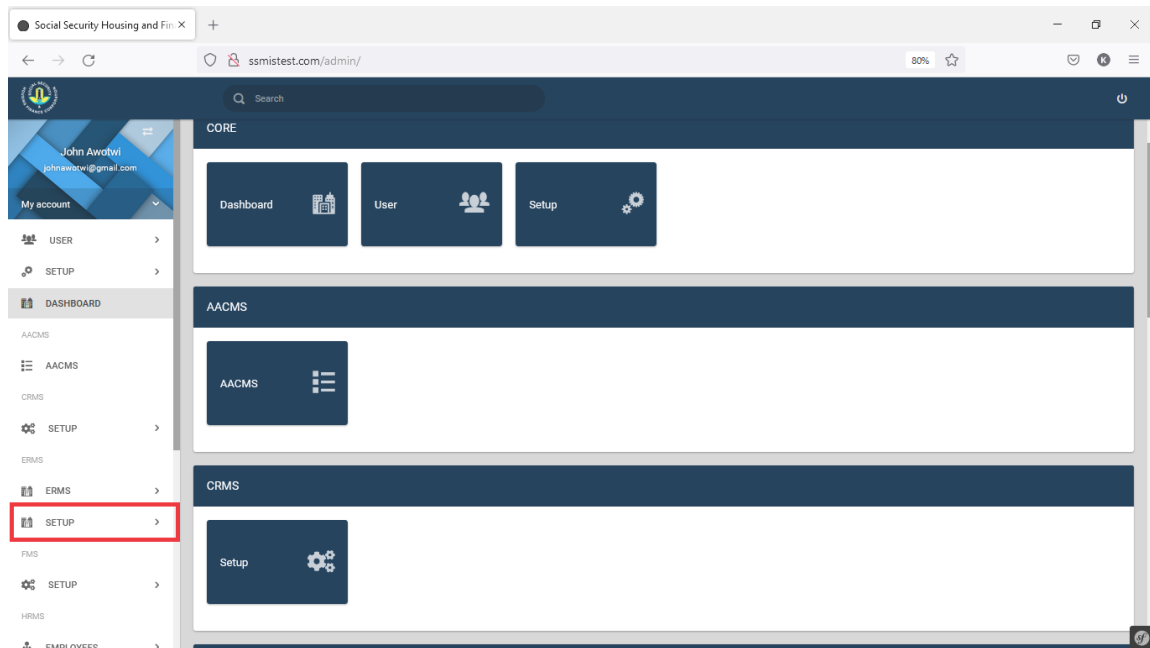
Upon a successful sign-in, a dashboard is displayed as shown in Figure 4. Highlighted in **red**, is the ERMS module.



ERMS Setup Module

The Setup module, seen as **Setup** in the Tab, allows one to create records that will serve as input for completing or submitting a document. See the highlighted

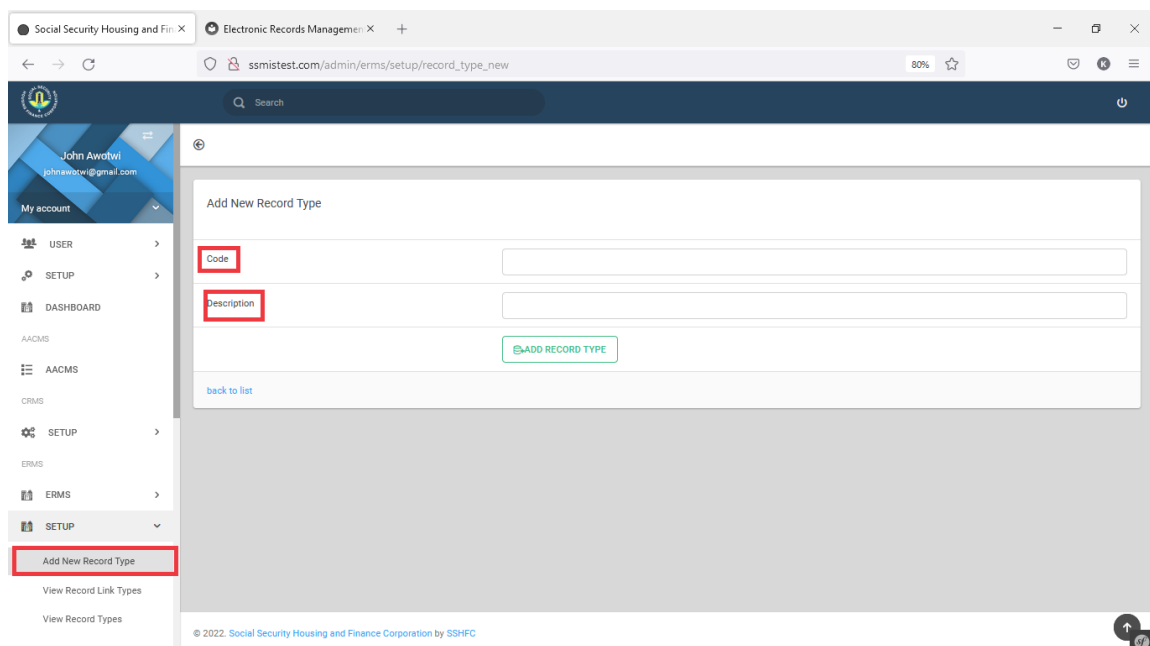
section:



Click the Setup option to reveal a drop-down, this list contains - Add Record - View Record Type - View Record Link Types

Adding a Record




Click the **Add New Record Type** tab button. This presents you with a page that requests for **Code** and **Description** Click on **Add Record Type** to submit an entry.



View Keyword List

To view Keyword Lists, click on the **View keyword List** button. Delete, Update, Show options available for each record.

Keywords List

ID	Keyword	Keyword Description	Created By	Date Created	Actions
1	ORANGE	ORANGE	1	2022-03-19	  













[CREATE NEW](#) [VIEW NEW RECORD LINK](#) [VIEW NEW RECORD TYPE](#)

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View Record Link List

To view Record Link Lists, click on the **View Record Link List** button. Delete, Update, Show options available for each record.

Record Link List

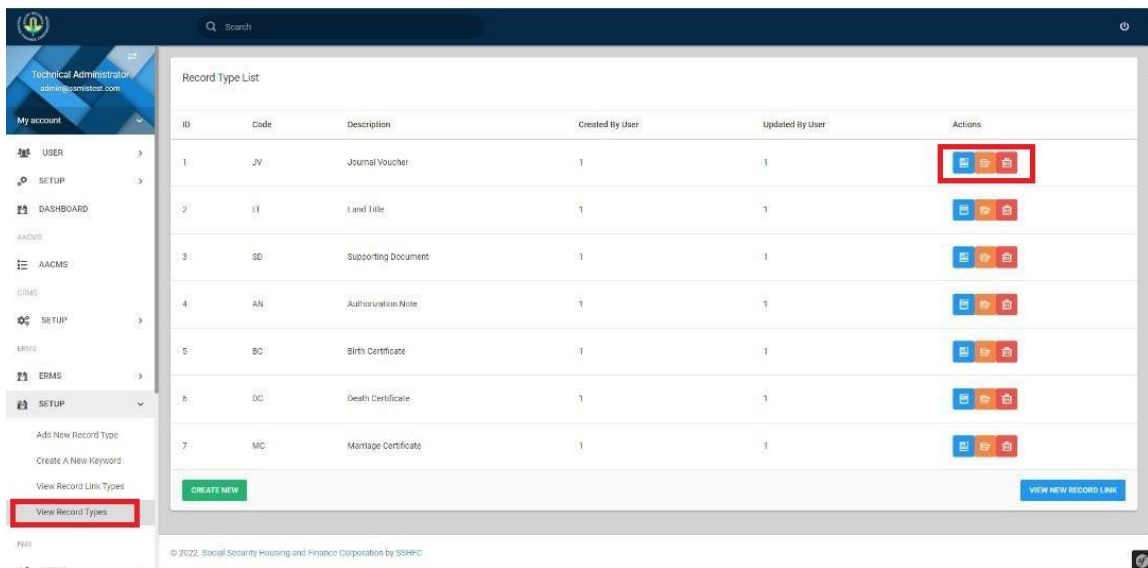
ID	Code	Description	Created By User	Updated By User	Actions
1	MMS	MEMBER MANAGEMENT SYSTEM	1	1	  
2	HRMS	HUMAN RESOURCE MANAGEMENT SYSTEM	1	1	  
3	SSMS	SOCIAL SECURITY MANAGEMENT SYSTEM	1	1	  
4	FMS	FINANCIAL MANAGEMENT SYSTEM	1	1	  

[CREATE NEW](#) [VIEW NEW RECORD LINK](#)

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View Record Type List

To view the Record Type List, click on the **View Record Type List** button. Delete, Update, Show options available for each record.



Document Upload

Fill in details of confidentiality, the title of the document, description, record type & link, author, keywords, document tag and any attachments needed to be added.

To upload a document, click on the **ERMS** button. This should display a dropdown, on which you will find **Upload a Document**. See the 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.

ERMS

Upload Documents

• Confidential ☒ YES

• Title

• Description

• Record Type

• Record Link

Hold the CTRL key and click to select options

• Author

• Keywords

• Document Tag

Choose a PDF file to upload not more than 10MB

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

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

1

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ssmistest.com/admin/erms/record/list

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

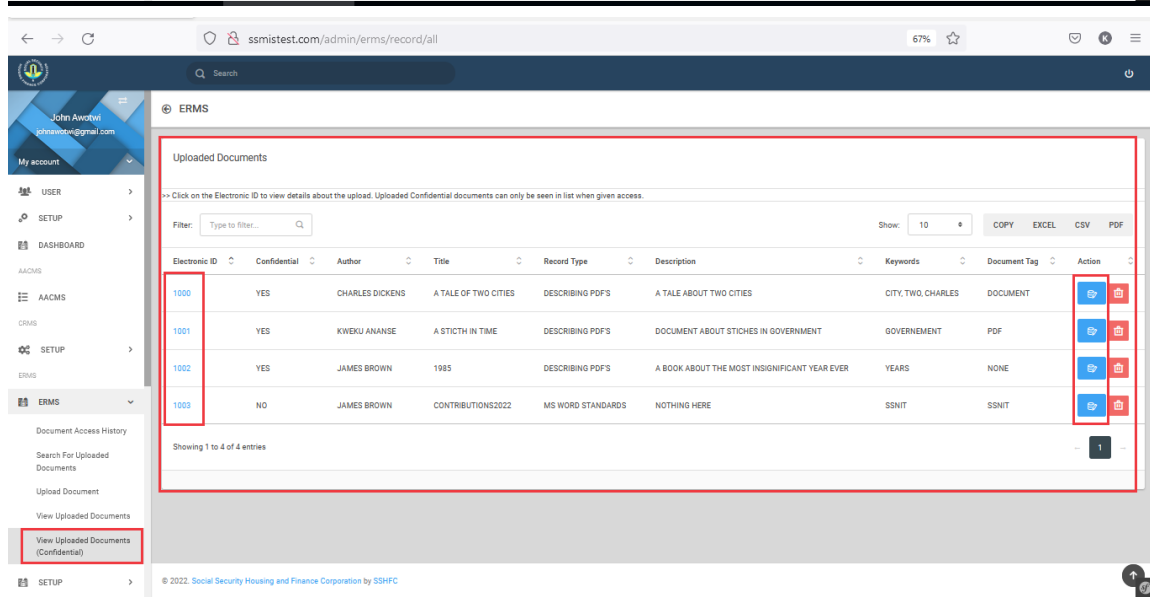
Electronic ID	Confidential	Author	Title	Record Type	Description	Keywords	Document Tag	Action
1003	NO	JAMES BROWN	CONTRIBUTIONS2022	MS WORD STANDARDS	NOTHING HERE	SSNIT	SSNIT	   

Showing 1 to 1 of 1 entries

1

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Showing the ERMS view uploaded Document tab confidential



The screenshot shows the 'Update Uploaded Document' form in the ERMIS system. The form is divided into several sections, each with a red box highlighting specific elements:

- Title Section:** Includes a 'Confidential' dropdown menu, a 'Title' text area containing 'A TALE OF TWO CITIES', and a 'Description' text area containing 'A TALE ABOUT TWO CITIES'.
- Reason Type Section:** Includes a 'Reason Type' dropdown menu with 'DESCRIBING PGP'S' selected.
- Reason Link Section:** Includes a 'Reason Link' text area containing 'PGP01'.
- Author Section:** Includes an 'Author' dropdown menu with 'CHARLES DICKENS' selected.
- Keywords Section:** Includes a 'Keywords' text area containing 'QTY, TWO, CHARLES'.
- Document Tag Section:** Includes a 'Document Tag' text area containing 'DOCUMENT'.
- File Upload Section:** Includes a section titled 'To Keep Uploaded file, select it' with two radio buttons: '1-423393a4-1295-9700-0000-000000000000-arg.pdf' (selected) and '2-423393a4-1295-9700-0000-000000000000-arg.pdf'. Below this is a blue 'ADD A FILE' button with the text 'Choose a file to upload not more than 10MB'.
- Update Button:** A blue 'UPDATE' button is located at the bottom left of the form.

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	View Details
1003	PDF01:	JAMES BROWN	CONTRIBUTIONS2022	MS WORD STANDARDS	NOTHING HERE	SSNIT	SSNIT	22	View Details

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Document 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.

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	DETAILS

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

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	623352e4103f8-9789240024250-eng.pdf 623352e414d94-9789240024250-eng.pdf
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