The following Feedback was recorded during the training session of the MUSCCO staff Web Portal.

1. Travel Request Form

The form needs to be revised interms of the pillars now that we are using the new pillar. The pillars to be added includes

1. Deepened Corporate Model
2. Central Finance facility
3. Corporate Governance
4. Corporate Services

* The following pillars should be removed Inclusive Growth, Innovation, Marketing and Visibility and Risk Management
* The form needs to be allowing users to add toll gate fees section
* The form needs to have a field where a user can capture meal amount as per each applicable band. (This is the amount each gets to be used as meal during the travel date as per each applicable band)
* What about meeting requirements of a combined trip i.e. 2 days Accommodated and 3 days accessing perdiems – This is a must to be included an example is an officer goes to Salima on 2 days of taking his perdiems and he proceeds to Mangochi without returning to Lilongwe and in Mangochi he only accesses his incidentals (Accommodated at the Hotel)

1. Leave Form
2. The form needs to be added with compassionate leave = 5 days
3. Maternity Leave
4. Paternity Leave
5. Advance form

We need to include the validation or to include a field where a user can indicate his previous advance(s)

1. Petty Cash form

It should be revised to MK10,000 as currently it is at MK5,000

1. Liquidation Form

It should have some overrides – i.e. The user is in the field and a need has arisen while there to go to another area. The system should allow at least a user to apply at least 2(3) Field trips before liquidating or the supervisor to be allowed to approve 1 more request while the user is already in the field (This can be clarified during the Meeting)

**Other observations**

* A number of staff are not able to download documents from Document repository despite being given permission i.e. ethindwa, dimfa etc
* Emails notifications