Transfer Module

Front End

1. Transfer Initiation Form (HOD)
   1. Fields  
       Transfer Profile
      1. Transfer Class
      2. Transfer Type
      3. Transfer Category
      4. Transfer Reason
      5. Name of Staff
      6. Staff ID
      7. Faculty
      8. Department  
           
         Preferred Destination (Transfer To)
      9. Institution Name
      10. Faculty
      11. Department
      12. Unit
   2. Buttons
      1. Apply
      2. Cancel
2. Process Transfer List
   1. List data fetch
      1. Staff ID
      2. Staff Name
      3. Department
      4. Application Type
      5. Transfer Class
   2. Action
      1. Process Transfer Application (Button)
   3. Buttons
      1. Delete
      2. Edit
      3. View
3. Processed Transfer Application Form
   1. Preview data
      1. Full name
      2. Staff ID
      3. Age
      4. Sex
      5. Date of birth
      6. LGA of Origin
      7. Home town
      8. State
      9. Grade Level
      10. Designation
      11. Date of Assumption of office
      12. Years in service
      13. Expected retirement date
      14. Form details
          1. Institute name
          2. Faculty
          3. Department
          4. Unit
          5. Transfer date
          6. Transfer initiated by
      15. To details
          1. Institute name
          2. Faculty
          3. Department
          4. Unit
          5. Grade level
          6. Designation
   2. Name auto displayed of transfer initiated by
   3. Process (Button)
   4. Decline (Button)
   5. Cancel (Button)
4. Authorize Transfer Request List
   1. List headings
      1. Staff ID No
      2. Staff Name
      3. Department
      4. Application Type
      5. Transfer Class
      6. Action
         1. Authorize Transfer Request
      7. Del/Edit
         1. Delete (Button)
         2. Edit ( Button)
5. Authorized transfer request form
   1. Preview data
      1. Full name
      2. Staff ID
      3. Age
      4. Sex
      5. Date of birth
      6. LGA of Origin
      7. Home town
      8. State
      9. Grade Level
      10. Designation
      11. Date of Assumption of office
      12. Years in service
      13. Expected retirement date
      14. Form details
          1. Institute name
          2. Faculty
          3. Department
          4. Unit
          5. Transfer date
          6. Transfer initiated by
      15. To details
          1. Institute name
          2. Faculty
          3. Department
          4. Unit
          5. Grade level
          6. Designation
   2. Name auto displayed of transfer initiated by
   3. Authorize (Button)
   4. Decline (Button)
   5. Cancel (Button)
6. Review Authorized Transfer Request List
   1. List headings
      1. Staff ID No
      2. Staff Name
      3. Department
      4. Application Type
      5. Transfer Class
      6. Action
         1. Review Authorized Transfer Request (Button)
      7. Del/Edit
         1. Delete (Button)
         2. Edit (Button)
7. Reviewed Authorized Transfer Request Form
   1. Preview data
      1. Full name
      2. Staff ID
      3. Age
      4. Sex
      5. Date of birth
      6. LGA of Origin
      7. Home town
      8. State
      9. Grade Level
      10. Designation
      11. Date of Assumption of office
      12. Years in service
      13. Expected retirement date
      14. Form details
          1. Institute name
          2. Faculty
          3. Department
          4. Unit
          5. Transfer date
          6. Transfer initiated by
      15. To details
          1. Institute name
          2. Faculty
          3. Department
          4. Unit
          5. Grade level
          6. Designation
   2. Name auto displayed of transfer initiated by
   3. Review (Button)
   4. Decline (Button)
   5. Cancel (Button)
8. Approve Transfer Request List
   1. List headings
      1. Staff ID No
      2. Staff Name
      3. Department
      4. Application Type
      5. Transfer Class
      6. Action
         1. Approve Transfer Request (Button)
      7. Del/Edit
         1. Delete (Button)
         2. Edit (Button)
9. Approved Transfer Request Form
   1. Preview data
      1. Full name
      2. Staff ID
      3. Age
      4. Sex
      5. Date of birth
      6. LGA of Origin
      7. Home town
      8. State
      9. Grade Level
      10. Designation
      11. Date of Assumption of office
      12. Years in service
      13. Expected retirement date
      14. Form details
          1. Institute name
          2. Faculty
          3. Department
          4. Unit
          5. Transfer date
          6. Transfer initiated by
      15. To details
          1. Institute name
          2. Faculty
          3. Department
          4. Unit
          5. Grade level
          6. Designation
   2. Name auto displayed of transfer initiated by
   3. Approve (Button)
   4. Decline (Button)
   5. Cancel (Button)
10. Authorize Approved Transfer List
    1. List headings
       1. Staff ID No
       2. Staff Name
       3. Department
       4. Application Type
       5. Transfer Class
       6. Action
          1. Authorize Approved Transfer (Button)
       7. Del/Edit
          1. Delete (Button)
          2. Edit (Button)
11. Authorize Approved Request Form
    1. Preview data
       1. Full name
       2. Staff ID
       3. Age
       4. Sex
       5. Date of birth
       6. LGA of Origin
       7. Home town
       8. State
       9. Grade Level
       10. Designation
       11. Date of Assumption of office
       12. Years in service
       13. Expected retirement date
       14. Form details
           1. Institute name
           2. Faculty
           3. Department
           4. Unit
           5. Transfer date
           6. Transfer initiated by
       15. To details
           1. Institute name
           2. Faculty
           3. Department
           4. Unit
           5. Grade level
           6. Designation
    2. Name auto displayed of transfer initiated by
    3. Authorize (Button)
    4. Decline (Button)
    5. Cancel (Button)

Back end Module

1. Transfer Class
2. List/Add/edit delete class

Class name

Description

1. Transfer Type

List/Add/edit delete type

Type title

Description

1. Transfer Category

List/add/edit/delete category

1. Department

List/add/edit/delete department

1. Institute name
2. Department name
3. Description
4. Phone
5. Contact person name
6. Institution

List/add/edit/delete institution

* 1. Institution name
  2. Institution address
  3. Email
  4. Phone

1. Faculty

List/add/edit delete Faculty