

ECMS – CORRECTIONS AND SUGGESTIONS

S/ N	ACTION POINTS	STATUS	REMARK	TIMELINE
1	Memo Recall feature	COMPLETED AND LIVE	SYSTEM LOOPHOLE IDENTIFIED Should the recall option remain available only to the approver after the memo has been approved, or should the user who submitted it also be able to recall it	
2	Memo Job title Dialogue box	COMPLETED AND LIVE		
3	Download feature	PENDING	Final clarification - who has the privilege to download. (Initiator should have read-only and download options)	
4	Project Instruction Box – size should be increased	COMPLETED AND LIVE		
5	Computer Consumable Form – include Approval & Issuance columns, rearrange sequence.	TESTING		LIVE BY FRIDAY
6	Staff Profiling – Include Department & Division	COMPLETED AND LIVE		

7	NSC Letter head – Incorporated into the system	INPROGRESS		14 DAYS
8	Upload document file size – Increase to more than 10mb file	COMPLETED AND TESTING		
9	Recall Project Files – Allow Project file recall	PENDING	SYSTEM LOOPHOLE	
10	Leave Approval – Include approval from immediate Supervisor before submitted to HR	INPROGRESS (EXTENDED REQUIREMENT)		
11	Draft - Inability to save work as drafts	PENDING	CLARITY REQUIRED	
12	Text Box – Paragraphs and sentences are merged when sent.	INPROGRESS		AVAILABLE IN 7 DAYS
13	Picture upload - Make available JPEG and PNG format and delete option only for the initiator when uploading supporting documents	INPROGRESS		AVAILABLE IN 7 DAYS
14	Archived Files – Allow access to old files and file retrievals	INPROGRESS	CLARITY REQUIRED	
15	Video on ECMS navigation – Make available ECMS YouTube video	PENDING		AVAILABLE WHEN ALL CHANGES ARE SORTED
16	Folder Creation – Allow for individual file creation	INPROGRESS	REQUIRES FURTHER CLARIFICATION	
17	Appearance of document after upload – Reconfigure settings	ON HOLD (THOROUGHLY LOOKED		BASED ON THE CONTEXT EXPLAINED, ATTACHMENTS

		INTO)		UPLOADED ARE NOT PREVIEWABLE
18	MEMO – Review to reflect current Memo template	INPROGRESS		AVAILABLE IN 14 DAYS
19	Request Management – Should be fully onboarded	COMPLETED AND TESTING		
20	Tracking of External Document Submissions – Make available	COMPLETED AND LIVE		
21	Edit Feature – Should be provided	COMPLETED AND LIVE		
22	Additional Input – Create Avenue for Supervisors to make inputs on documents before sending to HOD	COMPLETED AND LIVE		
23	Additional Features – System should allow for additional features to cover additional schedules i.e Field Officer assignments	PENDING	SOP (STANDARD OPERATING PROCEDURE) REQUIRED	
24	Project Oriented Memo- (Discuss with the consultant) (assign, remark)	PENDING	CLARITY ON WHO CAN SEE THE ASSIGNED REMARK - SOP REQUIRED.	
25	ECMS Access is slow and also Difficulty in tracing Documents.	COMPLETED AND LIVE	AWAITING FURTHER REMARKS	
26	Work done on Memo should reflect as activity	INPROGRESS	FURTHER LOOKED INTO AND DISCUSSED	
27	Ability to update existing archive files	INPROGRESS		AVAILABLE IN 14 DAYS

28	Reference existing files/folders	INPROGRESS		AVAILABLE IN 14 DAYS
29	Temporal access to confidential files	INPROGRESS		AVAILABLE IN 14 DAYS
30	Ability to change document classification	INPROGRESS		AVAILABLE IN 14 DAYS
31	Error state rate should be looked into	PENDING		
32	Project overdue to an already passed task	PENDING		
33	Access to audit trail for only the admin	PENDING		