

From: sceis-ast@sceis.sc.gov

To: AST Leads, Finance Directors, HR Directors, Procurement Directors, SCEIS Alert Recipients

CC: SCEIS Service Desk

Subject: SCEIS availability during DTO OnBase planned maintenance Saturday, Oct. 11

The South Carolina Department of Administration's (Admin) Division of Technology Operations (DTO) will perform OnBase server maintenance 7 a.m.-noon Saturday, Oct. 11, 2025.

During this planned maintenance period, the OnBase client for scanning/sweeping documents in SCEIS will **not** be available.

SCEIS users **will** be able to view attachments in SAP and attach documents in OnBase via Store Business Objects during this time.

If you have any questions or concerns, please contact the DTO Service Desk (servicedesk@admin.sc.gov, 803.896.0001 or toll-free 800.922.1367).

Thank you,
The SCEIS Team