Features

Alert System of accounting office

Team 5

Members:

· Paulo Ramos

· Josue Rojas

Shall we should

week 1 (13 - 19 October 2025)

1. Task Management

Creation, updating, and deletion of tasks.

Assignment of tasks to assistants.

Tracking of task status.

week 2 (20 - 26 October 2025)

2. Performance Evaluation

The system calculates simple indicators such as:

Tasks completed: Number of tasks finished by the assistant.

On-time completion: Percentage of tasks completed before the deadline.

Task quality: A score given by the manager for the quality of the completed tasks.

Based on these values, the system generates a performance result (for example: Excellent, Good, Regular, or Poor), helping the manager identify assistants who need improvement or recognition.

week 3 (27 October - 2 November 2025)

3. Alert System

When a task is close to its deadline or not completed on time, the system generates an alert to notify the responsible assistant and the manager.

These alerts help keep track of all ongoing activities and ensure that important tasks are not forgotten.

They can appear as on-screen notifications.

week 4 (3 - 8 November 2025)

4. Invoice Generate for Completed Tasks

Automatic creation of invoices for completed tasks.

week 4 (3 - 8 November 2025)

5. Activity Management by Manager and Assistant

The manager can create, assign, and monitor tasks, as well as manage clients and company information.

The assistant can view and complete the tasks assigned to them, and update their progress or completion status.

This separation of activities ensures that each user has access only to the   functions related to their responsibilities, improving system organization.