Notary Website & Mobile Applications

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1- Project Description

Online Notary system where clients can process their formal documents online like digital signing documents and certifying legal documents like power of attorney or certificates…etc. the system will allow clients to request a service, make a video call with a lawyer, upload documents and get them digitally signed and certified.. as for lawyers they get to communicate with clients, verify uploaded documents, video conference with the client for proof of identity, then complete the certification process and upload the signed documents for the client to download.. an admin account can manage all website & app's settings, view accounts and operations, reports… etc., a secretary account manages the schedule & appointments with the clients.

2- Client Frontend & Backend functions

The client visits the website or opens the apps.. client's process as follows:

- Has to signup/sign in with google, facebook, or signup form, can edit profile & change passwd later.

- Fill in a form and enter his/her data and service required.

- Upload documents in certain formats & digitally sign.

- Pay online.

- Receives a notification by both email and app's push notifications with appointment's date & time.

- Video chat with a lawyer and show his identity.

- Receives a notification by both email and app's push notifications when documents are ready.

- Download documents from the app or website.

- Can view history of all previous operations & payments.

- Note: All client functions can be done by app or website.

3- Lawyer Frontend & Backend Functions:

- Lawyer will only signup by filling a form, or lawyer account can be created and activated by an admin.

- New lawyer accounts are all pending approval by an admin.

- Lawyer Dasboard: on going operations i.e. documents need to be processed, recent finished operations, recent payments.

- Select an operation & process it, make video call with the client for proof of identity.

- During video call, lawyer can take a screenshot by pressing a button. Screenshot will be automatically uploaded to documents that belong to this operation.

- Lawyer can upload documents after processing them & update the operation status as : Done.

- Receive notifications by both app & email of operations assigned to him.

- Lawyer can edit profile & change password.

- Lawyer can view his balance based on percentage of operations he processed. (percentage for each lawyer or each operation can be set by admin)

- Can view reports of all his operations. Sort & filter by date, month, quarter, year, done, pending..

- Lawyer's **Apps interface**: all above points colored in blue. Lawyer's **Web Interface**: Everything including blue colored.

4- Admin Dashboard & Backend functions

- Note: All admin operations are web based, no apps work required.

- Admin main dashboard shows on-going operations, recent signed up users, recent scheduled appointments, recent income payments.

- Admin can do **ALL lawyer operations**.

- Admin can assign pending operations to lawyers.

- Can set schedules and appointments.

- Admin can manage settings:

    o edit operation types tables (can set lawyer percentage for each operaion)

    o manage users: view, add, edit, delete, suspend.

    o Edit his profile& change password.

- Send push notifications either to:
    - ALL app users.
    - All lawyers only.
    - All Clients only.
    - Certain lawyer.
    - Certain Client.

- View full reports about operations.. sort & filter by:
  - Filter by lawyer
  - Filter by date, month, quarter, year

5- Secretary Backend functions:

- A secretary can only view unprocessed operations, assign an operation to a lawyer, set schedule & appointment.

6- Note:

- website & apps will contain general info pages: Home, About us, contact us..etc