Sub Admin Panel

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1. Dashboard Overview

- **Widgets & Summaries:**
    - Pending Invoices for Approval
    - User Role Assignments
    - Recent Financial Transactions
    - Tasks from Admin
- **Quick Access Links:**
    - Approve Payments
    - Manage Roles
    - View Reports

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2. Assist Admin in Managing Operations

- **Task Dashboard**:
    - View and execute tasks delegated by the Admin
    - Track status and completion dates
- **Communication Panel**:
    - Internal messages from Admin
    - Notifications & alerts for time-sensitive approvals

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3. Assign User Roles (Except Admin)

- **User Management Interface**:
    - Create/Edit/Delete Users (excluding Admin role)
    - Assign departments (Sales, Finance, Site, Customer Care)
    - Set permissions per role/module
- **Activity Logs**:
    - Monitor when roles were assigned or changed

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4. Approve Invoices and Payments

- **Invoices Dashboard**:

- List of submitted invoices for review
- Amount, Department, Due Date, Payment Method

- **Actions**:
  - Approve, Reject, or Request Modifications
  - Add notes or comments
  - Forward to Admin for higher approvals (optional)
- **Search & Filter**:
  - By client, department, status, or due date

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5. View Financial Summaries

- **Financial Reports Panel**:
  - Income vs. Expenses Summary
  - Monthly & Yearly Reports
  - Pending Dues & Upcoming Payments
- **Export Options**:
  - Download in PDF, Excel
  - Send directly to Admin or Finance

Security & Permissions

- **Role-Based Access Control**:
  - Sub Admin cannot change Admin-level data
  - View-only for sensitive areas (e.g., total company finances)
- **Audit Logs**:
  - Tracks every approval and user action
