

Approved quotation is transformed into a project

ADMIN SIDE:

1st Project Status: Drafting Contract (automatic)

1st Payment Status: N/A (automatic)

Action 1: Proceed to Set Project Milestone

Change status into "Set Project Milestone"

Note: Uploading of contract file is REQUIRED.

2nd Project Status: Set Project Milestone

2nd Payment Status: N/A (automatic)

Admin waits for the accounting to set the milestones

After setting the milestones, the accounting will submit it for approval

Once milestone is already reflected, the admin can proceed to Signature Request

3rd Project Status: Waiting Signature

3rd Payment Status: N/A (automatic)

Admin waits for the client to upload the signed contract

4th Project Status: Waiting Signature (Signed Contract is already uploaded)

4th Payment Status: N/A (automatic)

Action 1: Proceed to Down payment

Change project status into "Waiting Payment"

Change payment status into "Waiting for Down payment"

Action 2: For Revision

Notify Client for the needed revision

Maintain project status as "Waiting for Signature"

5th Project Status: Waiting Payment

5th Payment Status: Waiting Down payment

The admin waits for the payment to happen

If payment is confirmed

6th Project Status: Ongoing

6th Payment Status: Paid Down payment

*On the Progress Billing Table when a progress billing is done, the admin can press the "done" button

and the statuses will automatically set into:

7th Project Status: Ongoing

7th Payment Status: Waiting Billing {milestoneNumber} Payment

The admin will wait for the client to submit payment

If the admin already accepted the payment, the admin should also click the paid button on the progressing billing table

Once clicked the statuses will be automatically set into:

8th Project Status: On going

8th Payment Status: Billing {milestoneNumber} Paid

Once all the progressing billing are done and paid

automatically set the statuses into:

9th Project Status: Completed

9th Payment Status: Fully Paid

*The admin has the power to **complete**, **terminate** or **hold** the project*

*If **completed** the project will update its status into:

Project Status: Completed

If there are still balances

Payment Status: With Balance

If there are no balances

Payment Status: Fully Paid

*If **terminated** the project will update its status into:

Project Status: Terminated

Payment Status: Terminated

*If **on hold** the project will update its status into:

Project Status: On Hold

Payment Status: On Hold

All buttons must be inactive for both client and admin side

When the "Hold Project" button is clicked, automatically transform it into "Resume Project" button