**TASKS**

**MARTIN KAVINDU**

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| **PROJECT** | | **Tasks** | **Hours Allocated** | | **Expected Completion Date** | | **Date completed** | **Remarks** | |
| Oryx visa Centre | | smooth transition of images | 2HRS | | 24/1/2024 | | 24/1/2024 | Done | |
| the issue of logo not visible | 1HR | | 24/1/2024 | | 24/1/2024 | Done | |
| about us page | 2HRS | | 24/1/2024 | | 24/2024 | Done | |
| CFT | | bottom navigation bar on small screen | 3HRS | | 24/1/2024 | | 25/1/2024 | Done | |
| Oryx visa Centre | | Oryx visa center At station visa report | 8HRS | | 26/1/2024,27/1/2024 | |  | Done  Waiting  Feed back | |
| Peak Point | | Data sorting | 8HRS | | 27/1/2024,29,30 | |  | WIP | |
| Oryx visa center | | Handle Oryx web design feedback (30th Jan)  The requests include;Please make ORYX VISA CENTRE & LOGO at the top be the exact same size and quality as the bottom,  Space out Visa and Service Fee,  Should be Oryx Visa Centre (Capital V & Capital C), Letter R should be in small letters. It currently shows as For,  Remove the word “Visa Centre” above the application form and replace with ‘Visa Application form’  Check spelling of Visa, images  transitions with in a glitch manner. | 2 hours | | 31st January | | 31st January | Done ,waiting test from the other end | |
|  | |  | |  | DONE | |
| Peak point | | Data alignment and upload  Handling November water bills  Creating missing tenants  Creating missing rooms and leases  Confirming Opening balance and updating the differences using general journals | 8hrs | | 1st Feb | | 1st Feb | DONE | |
| Peak Point | | Dec water bills and leasing confirmation  Uploading the matching units and rooms  Highlighting missing units for December water bills | 8 hrs. | | 2nd Feb | | 2nd Feb | DONE | |
| Mawingu website | | Add floating contact button on every page with a pop up of dialog box | 4hrs | | 6th Feb | | 6th feb | DONE | |
| Have contact form to insert data to leads table | 2hrs | | 7th Feb | | 7th Feb | DONE | |
| Complaints form and insert the data into table | 1 hr | | 7th Feb | | 7th Feb | DONE | |
| Mawingu | | Working on website feedback, basically on the design of both complaints page and contact page | 1 hr. | | 8th Feb | |  | Done | |
| Add email us page  Form validations as required | 2 hrs. | | 8th Feb | |  | Done | |
| Peak point | | Users Dashboard  With graph (annual bills/receipt analysis), cumulative balances, receipted today and today vouchers | 5hrs | | 8th Feb | |  | DONE | |
| Add Customer statement on leases |  | | 9th Feb | |  | DONE | |
| Mawingu | Add dynamic drop down for all regions | | | 1hr | 9th |  | | | DONE |
| Add validation if selected region is not covered to return false with a message else submit the form | | | 2hr | 9th |  | | | DONE |
| Peak point | Peak point dashboard and mapping data values. Active tenants, active buildings ,vacant units ,cumulative balances, receipted today and todays voucher | | | 4hrs | 10th | 10th | | | Done |
| Mawingu | Leads page and tickets page responsiveness, | | |  | 12th | 12th | | | Done |
| Peak point | Visited  Peak point office for data correction | | | 8hrs | 13th | 13th | | |  |
| Oryx visa center | Updating the events | | |  | 14th | 14th | | | DONE |
| Amending the events section on the website to meet user required design | | |
| mawingu | Moving website changes to the updated site | | |  | 15th | 15th | | | DONE |
| Peak Point | Confirming and Posting December water bills | | | 3hrs | 16th | 16th | | | DONE |
| mawingu | Update wording on floating model , leads page and tickets page | | | 1hr | 16th | 16th | | | DONE |
| Update the design as required that is, the positioning of texts, buttons, etc. | | | 2hrs | 16th | 16th | | | DONE |
| Changes to be updated on all pages | | | 1hr | 16th | 16th | | | DONE |
| Peak point | Leases report with date filter modal | | | 3hrs | 17th | 17th | | | DONE |
| Updating November part rents | | | 2hrs | 19th | 19th | | | DONE |
| Invoicing December bills | | | 0.5hrs | 19th | 19th | | | DONE |
| Printable tenants report with payment statements grouped by property | | | 2hrs | 19th | 19th | | | DONE |
| Printable tenants report for every staff | | | 2hrs | 19th | 19th | | | DONE |
| mawingu | Updating wording on mawingu website | | | 1hr | 20th | 20th | | | DONE |
| Redesign the contact button on all pages as requested | | | 1hr | 20th | 20th | | | DONE |
| Oryx visa center | Adding rejected visa application report | | | 2hrs | 20th | 20th | | |  |
| Updating visa applications report by adding column of transferred to DMC and accepted by DMC | | | 2hrs | 20th | 20th | | | DONE |
| Updating agent visa applications report and individuals application report too | | | 2hrs | 20th | 20th | | | DONE |
| Adding permissions/rights | | | 3hrs | 21th | 21th | | | DONE |
| Application form summary printout | | | 3hrs | 21th | 22nd | | | DONE |
| Adding flight details on the summary printout | | | 1hr | 22nd | 22nd | | | DONE |
| Mawingu | Validation of customer number using API endpoint | | | 3hrs | 22nd | 23rd | | | DONE |
| Adding region id to leads | | | 1hr | 22nd | 22nd | | | DONE |
| Oryx visa center | Updating the printout as user requested ,Part A-D to be on page 01,part E-F to be on page 02 | | | 2hrs | 23rd | 23rd | | | DONE |
| Updating tagline on all pages on website | | | 0.5hr | 23rd | 23rd | | | DONE |
| Peak point | Customize leases management ,add tenant total balance | | | 1hr | 24th | 24th | | | DONE |
| Customize leases report | | | 1hr | 24th | 24th | | | DONE |
| Customize each lease information page add options for tenant statement ,transfer lease and terminate lease | | | 1hr | 24th | 24th | | | DONE |
| Add change lease ownership button | | | 1hr | 24th | 26th | | | DONE |
| Oryx visa | Creating visa application form for embassy (copy the original design ) | | |  | 27th | 27th | | | DONE |
| Declined visa application report | | | 1hr | 27th | 28th | | | DONE |
| Add embassy role and adding permissions | | | 28TH | 28TH | 28TH | | | DONE |
| cft | Customization, adding customer statistics on lease view | | | 29TH | 29TH | 29TH | | | DONE |
| Customization of payment view | | | 3HRS | 29TH |  | | | DONE |
| Mawingu | Working on feedbacks on the website | | | 3hrs | 1st march |  | | | Some pending on mawingu side |
| Changing button styles | | | 1hr | 1st march |  | | | DONE |
| Customizing both lead and tickets forms | | | 2hrs | 2nd march |  | | |  |
| cft | Customization of payment form ,adding customer statistics | | | 2hrs | 2nd march | 2nd march | | | DONE |
| Adding new members report by field officers on Credit ,registry module | | | 3hrs | 4th march | 4th  march | | | DONE |
| Adding a date filter on the report | | | 1hr | 4th march | 4th march | | | DONE |
| Oryx | Working on sending email attachment with the electronic visa | | | 3hrs | 4th march |  | | |  |
| Visa module, application form customization. Adding hotel check out date and check in date also on the applicant card | | | 2hr | 5th march | 5th march | | | DONE |
| Both applicant summary and embassy to open on new tab | | | 0.5hr | 5th | 5th | | | DONE |
| Separating airlines details from hotel to flight details as required | | | 1hr | 5th | 5th | | | DONE |
| Task allocated by Nathan | Updating the bill modified date column on fi\_bills table | | | 1hr | 5th | 5th | | | DONE |
| Oryx | Adding passport validity remaining months and validity status on application view | | | 2hr | 6th | 6th | | | DONE |
| Adding agent details on application view for agent based application | | | 1hr | 6th | 6th | | | DONE |
| Adding rights on edit application data | | | 1hr | 6th | 6th | | | DONE |
| Add part G on application printout have agent information | | | 1hr | 6th | 6th | | | DONE |
| Add Type of Travel is: Group, Family or Individual. I'd like the this to be indicated under the Application Number like so: on printout | | | 1hr | 6th | 6th | | | DONE |
| Attaching uploaded electronic visa on visa approval email | | | 2hrs | 7th | 7th | | | DONE |
|  | | |  |  |  | | |  |
| Dentex | Purchase report with date and item filter | | | 2hrs | 7th | 7th | | | DONE |
| ORYX | Add approval process validation(only approve when visa is uploaded | | | 2hrs | 8th | 8th | | | DONE |
| Validate receive application process | | | 2hrs | 8th | 8th | | | DONE |
| Add MasterCard ,visa and mpesa icons on payment page | | | 1hr | 8th | 8th | | | DONE |
| Add the terms of use and privacy policy downloadable pdf on website | | | 1hr | 9th | 9th | | | DONE |
| Add checkbox for agreeing with terms of use and privacy policy on pages | | | 1hr | 9th | 9th | | | DONE |
| CFT | Integration of sweet alerts on cloud | | | Rest of the day | 9th | 11th | | | Done |
| Oryx | Have privacy policy imbedded in the website as a page instead of downloadable pdf | | | 2hr | 11th | 11th | | | DONE |
| Have Terms of use imbedded in the website as a page instead of downloadable pdf | | | 2hr | 11th | 11th | | | DONE |
| Add right on who should send approval requests | | | 1hr | 12th | 12th | | | DONE |
| Validate the embassy side to see only transferred to DMC applications | | | 2hr | 12th | 12th | | | DONE |
| Add Received status column on approval table | | | 1hr | 12th | 12th | | | DONE |
| Mawingu | Working on recommended changes on website | | | 2hr | 12th |  | | | WIP |
| CFT | Creating property management dashboard | | | 3hr | 13th | 14th | | | DONE |
| Add statistics chart graph on the property management dashboard | | | 2hr | 14th | 14th | | | DONE |
|  | | |  |  |  | | |  |
|  | | |  |  |  | | |  |
| MAWINGU | Working on contact box modal ,replicating the provided design | | | 2hr | 14th | 14th | | | DONE |
| Updating the contact button to bounce some seconds after opening every page | | | 2hr | 15th | 15th | | | DONE |
| Request service page with the contact form and different packages offered | | | 2hr | 15th | 15th | | | DONE |
| Ticket support page with contact form and Frequently asked questions | | | 2hr | 15th | 16th | | | DONE |
| Responsiveness of the contact box | | | 2hr | 16th | 16th | | | DONE |
| Responsiveness of request service page | | | 2hr | 16th | 16th | | | DONE |
| Responsiveness of Ticket support form | | | 2hr | 18th | 18th | | | DONE |
| Update all wordings as provided | | | 1hr | 18th | 18th | | | DONE |
| Have next and back button on frequent asked questions and have them divided in batches of five | | | 2hr | 18th | 18th | | | DONE |
|  | | |  |  |  | | |  |
| DENTEX | Correcting purchase item report ,total price incorrect under Nathan guide | | | 2hr | 18th |  | | | WIP |
| Oryx | Application to remain uneditable after been forwarded to the embassy | | | 2hr | 19th | 19th | | | DONE |
| Update agent card allow upload of both pdf or image for agent documents | | | 2hr | 19th | 19th | | | DONE |
| Display both pdf or image uploaded on view agent documents | | | 2hr | 19th | 19th | | | DONE |
| Adding visa requests to approve on visa module | | | 1hr | 20th | 20th | | | DONE |
| MAWINGU | Frequently asked questions overlapping other sections when expanded | | | 3hr | 20th |  | | | DONE |
| Testing web changes with Martha | | | 0.5hr | 20th | 20th | | | DONE |
| Expanding the internet packages box and updating alignment | | | 1hr | 20th | 20th | | | DONE |
| Mawingu website, working on recommended changes | | | 2hr | 21th | 21th | | | DONE |
| Fetch uncovered regions on the services request form and validate them when user selects | | | 2hr | 21th | 21th | | | Pending on mawingu |
| ORYX | Add approval entries in application view | | | 1hr | 21th | 21th | | | DONE |
| Add decline approval request on application view | | | 2hr | 21th/22nd | 22nd | | | DONE |
| MAWINGU | End of the week meeting | | | 1hr | 22nd | 22nd | | | DONE |
| Message button to bounce for 5s and settle then after every 15seconds on site it bounces again | | | 2hr | 22nd | 22nd | | | DONE |
| Stretch the package box and make sentence align | | | 1hr | 22nd | 22nd | | | DONE |
| Positioning of the faq answers on the website | | | 1hr | 22nd | 22nd | | | DONE |
| Collapse all other questions when I click at one question then show after close | | | 2hr | 23rd | 23rd | | | DONE |
| General Page Responsiveness | | |  | 23rd | 23rd | | |  |
| Contact box responsiveness | | | 1hr | 23rd | 23rd | | | DONE |
| Tickets page and faqs section responsiveness | | | 1hr | 23rd | 23rd | | | DONE |
| Leads form and packages cards responsiveness | | | 2hr | 23rd | 25TH | | | DONE |
| Mawingu office ,collection of requirements and recommendations | | |  | 25th | 25th | | | DONE |
| Contact button to be sticky no movement only have shadow on hover | | | 1hr | 26th | 26th | | | DONE |
| Get connected form have full name,phone number,region,preferred package | | | 1hr | 26th | 26TH | | | DONE |
| Kill package section instead have a banner image in place | | |  | 26th |  | | | To be shared by mawingu designer |
| Alignment of texts of home package | | | 30mins | 26th | 26TH | | | DONE |
| Self-care and get connected button on fixed top right  On all pages | | | 2hr | 26th | 26th | | | DONE |
| Update navigation links  On all pages | | | 2hrs | 26th | 26th | | | DONE |
| customers to confirm if their region is covered by searching on map | | | 2hr | 27th |  | | | Map to be shared |
| Our mission and our company pages merge | | | 1hr | 27th | 27th | | | DONE |
|  | | |  |  |  | | |  |
| Logo change | | | 30min | 27th |  | | | To be provided by mawingu designer |
| Login page design replication | | | 2hr | 27th |  | | | DONE |
| Coverage have active map | | | 2hr | 28th |  | | |  |
| Update the design of the max page | | |  |  |  | | | Mock up to be shared by designer |
| Change the background image on all pages | | |  |  |  | | | To be provided by the designer |
| Have sefcare login page on the tickets page | | | 2hr | 28th |  | | |  |
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|  | | |  |  |  | | |  |
| KABU Sacco | Go through Metropol Api documentation | | |  | 27th /28th |  | | | DONE |
| Testing the api end points | | |  | 28th |  | | | DONE |
| User interface to upload data as csv | | | 1hr | 2nd April |  | | | DONE |
| Data submission(integration)  And authentification | | |  | 3rd |  | | |  |
| CFT | Add loan products dropdown on Interest Accrual | | | 2hr | 2nd April | 2nd | | | DONE |
| Update the edit interest function and interface | | | 2hr | 2nd April | 2nd | | | DONE |
| Update generate lines on interest Accrual logic | | | 2hr | 2nd April | 2nd | | | DONE |
| Mawingu | Create Terms and Condition page | | | 3hr | 3rd |  | | | WIP  mawingu side to provide the wording |
| Create privacy policy page | | | 3hr | 3rd |  | | | DONE |
| Max page | | | 3hrs | 4th | 4th | | | DONE |
| News page updates | | | 1hr | 4th | 4th | | | DONE |
| Work on sales page | | | 1hr | 4th | 4th | | | DONE |
| KABU | Get validation status | | |  | 5th | 5th | | | DONE |
| Get the submitted files | | |  | 5th | 5th | | | DONE |
| Call back url response | | |  | 6th | 6th | | | DONE |
| Make the api credentials dynamic by adding then in db | | |  | 6th |  | | |  |