**Reports**

put in page print out / PDF reports

1 weekly schedule 1-1 weekly schedule - boss' version - a spread sheet schedule of all teams

1-2 weekly schedule - team leaders' version - only access their own team

(Google calendar???)

2 staff info staff contact

3 client info 3-1 client contact

3-2 customer profile - can be viewed online by staff / customer (customer have their log in name+password) but amended by administrator only

3-3 payment report - weekly payment status *- to Be Discussed*

3-4 campaign name list - selected by different criteria on client info for different marketing campaign – *to be discussed at a later stage*

4 inspection inspection report

Similar to the client

~~5 chemical / tool request form chemical / tool consumption report~~

6 invoice / receipt invoice / receipt

Notes:

1 put in page for weekly schedule

* pls refer to the sample schedule
* start with a calendar to select a week
* then a blank schedule template, with time range from 700 to 1900 with 30mins interval, Mon - Sat
* similar layout, select option of a drop down name list of the active customer
* select option of a drop down name list of the teams
* space for notes, total, grand total, # of keys, etc
* only the administrator can access it, save and print, with a spread sheet schedule for all the teams - To Be Discussed
* the team leader can view, print or update their schedule online

2 put in page for staff contacts

* name, contact phone #, drivers licence #, email address

3 put in page for client/staff info + job requirements

* can be searched and printed by client/staff; different starting date; suburb; frequency; whether invoice needed; spring clean date, etc

4 put in page for inspection list

* can be searched and printed by whether it’s paid or not

~~5 put in page for chemical / tool request form~~

* ~~pls refer to the sample~~

6 put in page for invoice / receipt

* pls refer to the sample invoice
* start with a blank invoice template
* similar layout, select option of a drop down name list of the active customer
* only the administrator can access it, save, print or PDF it