

**Integrate a event scheduler into a website**

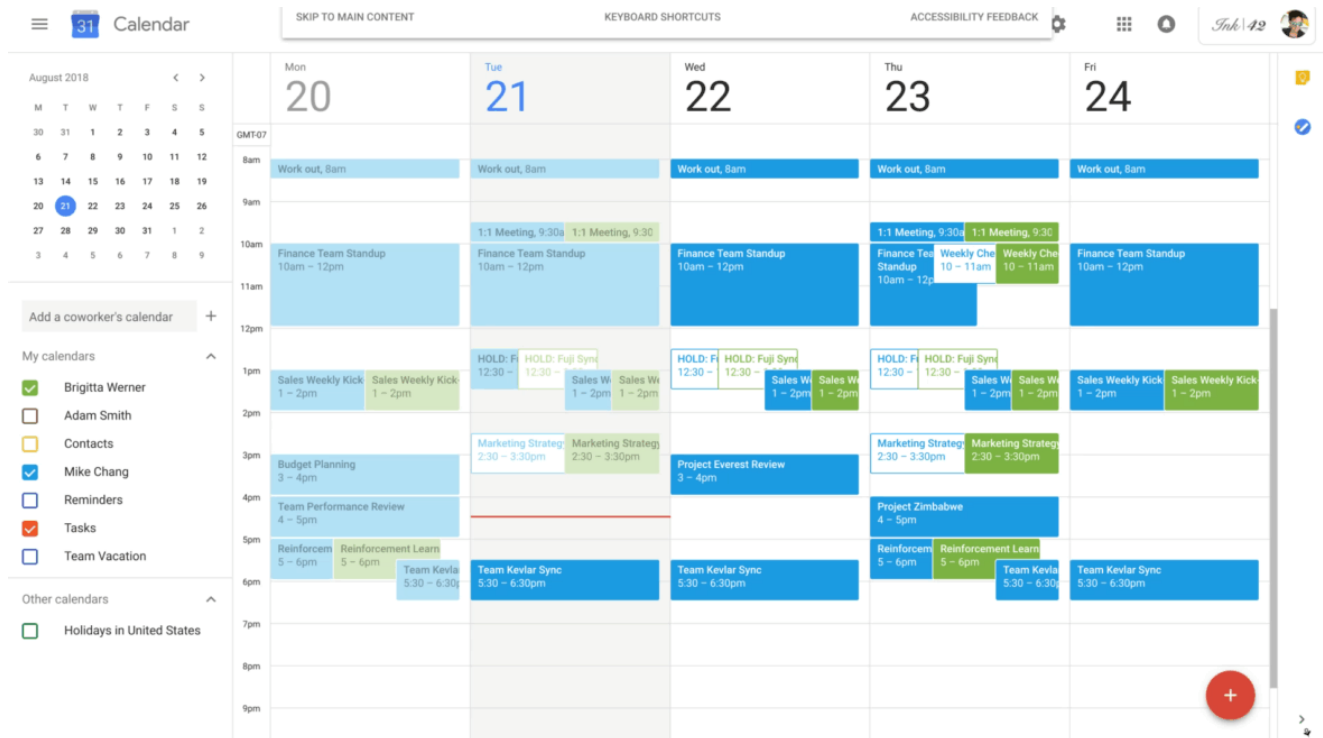
**EVENT CALANDER BREIF = \$800 aud.**

**NOTE I need you to put a bid for \$800 in freelancer and I will award.**

- 1) I need all work consistent with the site. So it needs to be similar colours, similar style, responsive etc etc etc.
- 2) I need a new Role called "Senior Management"
- 3) I need you to rename existing role of Manager to Middle Manager
- 4) I need a new top menu TAB called Event Scheduler (under training tab)
- 5) I need another top menu TAB called Create an Event. (under admin tab)
- 6) Both of these need to be linked into permissions and cookies.js adjusted
- 7) The details of the event should be a form which allows me to enter:
  - a. The name of the event
  - b. The name of venue
  - c. The address of the venue
  - d. The Suburb, State and Postcode of the venue
  - e. The RTO Number
  - f. The name of the trainer
  - g. The email address of the trainer
  - h. The Cost of the course (as in how much the business will charge us to run this course) in \$
  - i. A text box where I can type in a description of the event

NOTE This is very similar to employee page > license & qualifications and sort of linked later in breif. See point 13.

- 8) When this new link (Event Scheduler) is selected, google calendar (with dates and times) should open. Or you can use a similar open source calendar. Whatever works.



- 9) When a cell is selected, a hover menu should appear with the ability to add multiple employee where I can select the name of the event. This event has already been entered on another page in point 4 above.
- 10) Once the save button is selected. Then 3 emails should go out.
  - a. An email to the employee tell them about the event
  - b. A email to the trainer telling them this employee has just been emailed
  - c. An email to the employee manager saying all this has happened
- 11) I also need another round of emails to go out 3 days before the date due to the same 3 people above however this email is just a reminder that the course is coming up in 3 days. I will give you body text later but it will need variables so it can say the person's name, location, venue etc.
- 12) In the employee page, we need the following new fields.
  - a. Email address in the work tab
  - b. A new drop down called "Position Reports To". – this should be a position drop down
- 13) Once an employee is scheduled to attend an event, the details should populate the below. We need a radio box called did the employee attend and this should be active for scheduled courses only.

- 14) The <https://hrmaster.com.au/#/trainingcourselist> needs to list the course with a status of PENDING
- 15) Once the radio box is selected confirming the person has done the course, then the following occurs;
  - a. The details are listed in the licence and qualification page (as already happens)
  - b. The employee profile page <https://hrmaster.com.au/#/trainingcourselist> is updated to reflect the did the course saying Completed. Please make Completed appear in Green font.
- 16) For the graphs, we need a new page called Event Reports that has 2 graph reports which are:
  - a. A stack bar graph by site showing how many people completed, pending, and did not attend a scheduled course just like existing one



- b. Another stacked chart like above called **Report By Cost** – this report needs to be just like others and show how much money was spend in a data range. For example, it will need to look at the start and finish times of the course. This will be entered when the course is either created or allocated depending on how you code it..... it then looks at the person’s hourly rate in employee page > work details. Then it’s multiplied and grouped to a site by hours to work out cost. It needs to default to active users but have show all users just like the others. Hover can show total hours spent in event training as well as total cost based on those hours.
- 17) We also need a report like training and performance review for users with unassigned events. This needs to show each and every event and compare each user.

18) To do this we need to now also have a “Remove” link on each row/person so an entry appearing can be removed. – only delete access can see this link and remove. This is because the user may not need to attend a particular course however the list should pick up every course v employee. It needs show all users and active just like existing ones.

19) I need to see who attended courses (as they were schedule to) and who did not. This information would come from the radio box noted in point 12. However I think we need a dashboard just like the one in train\_dashbaord to show

- a. Name
- b. Event name
- c. Site location
- d. Department
- e. Date of Course
- f. Status
- g. Days until course

Maybe the existing calendar can already do it? I don't know.