***TENANT PORTAL ADDITIONAL REQUEST- JAN 16, 2020***

**DASHBOARD**

* 1. Have a disclaimer showing on the dashboard for the users who are posting to the Community.
  2. We need to have an admin who has a higher level access so that they can login and delete the unwanted posts.
  3. Timeframe to show the number of post ( example: 1 week )

**COMMUNITY**

1. Have the Join club inside "My Community" page.
2. **“Join Club**” should be prominently visible on the community page.   
   My Community has all the clubs that exists.
3. Join a club link should show up somewhere on the Dashboard.

**SERVICE REQUEST**

1. Service requests - have ability to upload a picture.
2. Service Requests - should say save and Submit  
   Service Requests - User should be able to see the service request.
3. The Maintenance Manager / Property Manager should have a notification and be able to see and approve the service requests.
4. All the employees should be able to see the service request- however they cannot edit. Only manager can.
5. Employee must have the capability to upload a picture when the request is completed.
6. Add Priority levels of service
7. Have a separate section for emergency service with phone number. ( Eg: apartment is flooding)
8. The Admin should be able to see all the data including Service requests there will be portions that they will only see but not make any updates.  
   Tania suggested that we work the entire functional workflow all the way through Admin.
9. Submit Service Request - The Select Location drop-down is missing the data that Tania has entered from the Admin side.
10. Submit service request - in the service locations - specify the Master bathroom, master bedroom, in case we have to have 1,2,3 bedrooms apartments.
11. Service person should be able to mark the status to completed - Tania to share the task workflow document of Admin side of this
12. Resident and the manager must be able to mark the service as complete.
13. Setup Twilio for SMS Notifications.
14. Pop- up notifications should show for service request.

**ACCOUNTING**

1. Connect to the Shoma accounting system SAGE as a next step when we look at the entire Accounting workflow holistically.
2. After this we will do the Lead Management portion- they set up the rent, marketing etc.

**PAYMENTS**

1. “Pay rent” tab should be put first
2. Once you have saved your payment details, it should automatically select Bank/ card.
3. Tania will send more information on the payment workflow.
4. Remove "Print Payment Coupon"
5. Recurring Payments - Should be allowed only for 1,2,3rd day of the Month. After this date they are late for payment.
6. Recurring payments- Tania has to send the workflow for this.
7. Account history should be the whole Ledger.
8. Setup a new tab of "Payment History" They should be able to see only the previous payments and the further payments in this section.
9. Pay Rent Online / on the right Navigation - On clicking on the amount value should show a popup with the breakdown of the payment.
10. They should not be able to edit the payment history before 7 days of the actual Payment.

**GENERAL**

1. In the bottom of the webpage put “FAQ” in capitals.
2. Tania to send us questions and answers for Faq’s.
3. Feedback/Rating should be towards the end of the Lease.
4. No need to have an ability to have recurring guests as of now.