1.) In creating a folder of a certain page, use the format 0[Number][Subnumber].

Example :

04Time and Attendance

041 Scheduling and Rota

2.) Always leave a comment on where you changed the codes.

Example :  
 <!— Added <section></section> (Japeth) —>  
 /\* Removed color red in .nav-bar (Japeth) \*/

// Changed the function timer(e) into... (Japeth)

3.) Alternatively we can use GitHub and Git to make number 2 easier.

4.) Themes :

Primary Color = RGB(3, 5, 48)

Secondary Color = RGB(223, 223, 223)

If it is in primary, then

Font Color = RGB(154, 154, 154)

If it is in secondary, then

Font Color = Primary Color

Primary Style Font = PT Serif

5.) Always try to make your page as responsive as possible (Although I still need to work on this part too).