**SURESTEP PORTAL CHANGE RECOMMENDATIONS**

1. Navigation bar menu color-change to blue/light blue
2. Navigation bar menu to be loaded on the dashboard

**First time use**

Kindly change your password monthly to avoid compromise

Include password expiry functionality every month

Enable change password after first login

1. Business developers and higher management not to display tickets, no tickets for them
2. remove institute code from basic information
3. change STAFF Portal link to Home
4. Include duration in office in timesheets
5. Display clock out time on timesheets