

Project Specification for SoA Manager

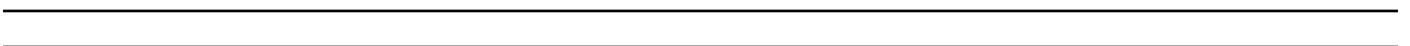
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Contents

1 Pages

- 1.1 Adviser Main
- 1.2 Adviser Order SoA
- 1.3 Adviser Review OA
- 1.4 Adviser Review OA Copy
- 1.5 Paraplanner Claim Job
- 1.6 Paraplanner Main
- 1.7 Paraplanner Notes
- 1.8 Paraplanner Profile
- 1.9 Paraplanner job Status
- 1.10 QPP Create OA
- 1.11 QPP Main
- 1.12 QPP Manage Paraplanners
- 1.13 QPP Manage System
- 1.14 QPP Manage Users

1. Pages

1.1 Adviser Main



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SoA Manager

Wendy Jones

edit profile

logout

Orders Saved but not Submitted

SoA ID	Client Name	Date Saved	
SoA0012	Bill Jones	7 Dec 15	Update

Orders in Progress

SoA ID	Client Name	Date Ordered	Status	
SoA0003	Wayne Gus	7 Dec 15	OA Created	Review Order Agreement

SoA's in Progress

SoA ID	Client Name	Date Ordered	Due	Status
SoA0007	John Smith	7 Dec 15	10 Dec 10am	In progress

SoA's Completed and ready for Review

SoA ID	Client Name	Date Ordered	Due	Status		
SoA0009	Tmmy Jones	7 Dec 15	10 Dec 10am	Completed	Review SoA	Rate Soa

Notes:

When an order is created and saved but not submitted it goes into Orders Saved but not Submitted.

Orders in Progress means the Order has been submitted but the Order Agreement has not be approved yet. The possible statuses are "Order Submitted" and "Review Order Agreement"

When the user clicks on Review Order Agreement link it goes to the Adviser Review OA page

SoA's in Progress means the SoAis being worked on. Once the SoAis completed and reviewed by QPP then it shows in SoA's Completed and ready for Review.

If the user clicks on Review OAlink it takes them to the Review OA page. The Rate SoAlink should let the user choose a rating of 1-5 stars with a comment

1.2 Adviser Order SoA

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SoA Manager

Wendy Jones

edit profile

logout

Order SoA

Client Name

Attachment 1

Browse...

Attachment 2

Browse...

Save or Submit

Submit Order

Process

If Choose Save the Order is saved but not submitted.
Shows up for advisers in Ordered saved but not submitted.
Does not show up for QPP.

If choose Submit Order then shows up for Adviser in SoA's in Progress and appears in Orders Received for QPP

All Orders are automatically given SoA ID
Date Order submitted (or saved) is recorded, along with Adviser ID and Adviser Business ID.

1.3 Adviser Review OA

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SoA Manager

Wendy Jones

edit profile

logout

Review Order Agreement

SoA ID

SoA1234

Name of Client

Ned Frans

SoA Type

1 Strategy

SoA Cost

\$268.40

Approve

Submit

Comments

Do we need to review the Gearing Strategy?

Karina Dorogi Dec 12 4:32pm

Add comments

Submit

1.4 Adviser Review OA Copy

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SoA Manager

Wendy Jones

edit profile

logout

Review Order Agreement

SoA ID

SoA1234

Name of Client

Ned Frans

SoA Type

1 Strategy

SoA Cost

\$268.40

Approve

Submit

Comments

Do we need to review the Gearing Strategy?

Karina Dorogi

Dec 12 4:32pm

Add comments

Submit

1.5 Paraplanner Claim Job

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SoA Manager

Wendy Jones

edit profile

logout

Claim Job

Back to Main

SoA Type: 2 Strategy

Due Date: 7 November 3:23 pm

Fee for Work: \$249.00

☐ I confirm that I will complete this job before the Due Date

Claim this job

Notes

1. When Job Claimed it comes off the Job Queue and shows in work in progress

2. When job claimed email notification to QPP admin and copy to Paraplanner

1.6 Paraplanner Main

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SoA Manager

Wendy Jones

edit profile
logout

Work in Progress

SoA Id	Client Name	Adviser Business	SoA Type	Due Date/Time	Current Status	notes
C0456	Mark Stevens	Finance Control	2 Strategy	3 Nov 3:43 pm	34% in progress	

Available Jobs

SoA Id	Adviser Business	SoA Type	Due Date/Time	Time Left
C0467	Finance Control	2 Strategy	5 Nov 1:11 pm	54 mins

To Paraplanner Job Status

To Paraplanner Notes

Claim Job

To Paraplanner Claim Job

Completed Jobs

SoA Id	Client Name	Adviser Business	SoA Type	Completed	Fee	Date Paid	Rating
C0456	Mark Stevens	Finance Control	2 Strategy	6 Oct 15	\$249	7 Oct 15	★★★★★

1.7 Paraplanner Notes

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SoA Manager

Wendy Jones

[edit profile](#)
[logout](#)

Notes for Mark Stevens

[Back to Main](#)

blah blah blah

blah blah blah

Wendy Jones 3 Nov 8:54 am

blah blah blah

Bill Smith 3 Nov 11:14 am

Add new note

Browse...

Advise Financial Adviser

Add Note

Notes:

This page is where a paraplanner can add a note about a job. They choose whether the note gets sent to the Financial Adviser or is for QPP only.

If note for financial adviser then an email needs to be sent to the financial adviser with the note and copy to qpp admin. Note will also then show on notes page.

If note for QPP only then email sent with note to QPP admin. This note will be visible on notes page to QPP and Paraplanner but not to Financial Adviser.

Notes may also include an attachment which should also be included with the emails and in the notes page.

1.8 Paraplanner Profile

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SoA Manager

Wendy Jones

edit profile

logout

back to main

Wendy Jones

New Password

Confirm password

Change password

Payment Details

Account Name

Wendy Jones

bsb

054-543

account number

987 456 324

Submit

1.9 Paraplanner job Status

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SoA Manager

Wendy Jones

edit profile

logout

Job Status

Back to Main

SoA ID: C0456

Client Name: Mark Stevens

☒ Data into Xplan

Wendy Jones 5 Nov 10:23

☒ Modelling Complete

Wendy Jones 5 Nov 12:57

☐ Product Replacement Done

☐ Writing Complete

Handover the SoA

If you need to hand the SoA back to QPP prior to its completion then please click on the button below

Handover SoA

Complete the SoA

Upload Completed SoA

Browse...

Mark as complete

Advise of Possible Delay

Enter reason for possible delay

Advise Delay

Notes:

When a paraplanner checks a Status box such as Data into Xplan then the date/time and person who checked box gets stored in status table.

When the SoA is completed and the paraplanner uploads completed SoA and marks as complete then email to QPP Admin copy paraplanner saying job is complete. The job then moves from Work In Progress to the Review Queue on QPP side. The job will still show in work in progress for the Paraplanner but the status should change to "Complete and under review".

If the paraplanner clicks on the Handover SoA button, there should appear a confirmation message "Are you sure you want to hand over the SoA" with the options Confirm or Cancel. If they do handover SoA then email to QPP admin copy paraplanner advising of job handover. Job no longer shows in Paraplanner work in progress and now shows in QPP work in progress with a link to allocate job to someone else.

1.10 QPP Create OA

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SoA Manager V2

Karina Dorogi

manage profile
logout

Home

Manage QPP Users

Manage Advisers

Manage Paraplanners

Adviser Balances

Admin

Prepare Order Agreement

SoA ID

SoA0004

Client Name

Ben Smith

Adviser Name

William Jones

Adviser Business

Williams Business Name

Attachement 1

[peters.xls](#)

Attachement 2

[fred.doc](#)

SoA Type

1 Strategy

SoA Cost

Comments for Adviser

Save for later

Submit to Adviser

Notes:

To prepare the Order Agreement all the adviser has to do is choose the SoA Type and the Cost should automatically populate depending on the type.

In the Comments for Adviser section they can add any comments they want the adviser to see.

1.11 QPP Main

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SoA Manager V2

Karina Dorogi

manage profile
logout

HomeManage QPP UsersManage AdvisersManage ParaplannersAdviser BalancesAdmin

Orders Received

SoA Id	Client Name	Adviser Business	SoA Type	Date Received	Status
C0551	Jess Thompson	Finance Control	2 Strategy	3 Nov 3:43 pm	Order Received view order create OA

OA's in Progress

SoA Id	Client Name	Adviser Business	SoA Type	Date Received	Status
C0550	Mary Jones	Finance Control	2 Strategy	2 Nov 9:55 am	OA Sent view order view OA
C0541	Peter Wilson	Finance Control	3 Strategy	2 Nov 11:30 am	Approved when changes made view order Review OA

Job Queue

SoA Id	Client Name	Adviser Business	SoA Type	Due Date	Status	Time Remaining
C0550	Jeff Thomas	Finance Control	3 Strategy	4 Nov 1:50 pm	Preferred	23 mins
C0548	Andrew Smith	Finance Control	4 Strategy	4 Nov 2:22 pm	All	47 mins
C0548	Claire Himes	Trostli	1 Strategy	5 Nov 8:48 am	Expired	repost allocate

Work In Progress

SoA Id	Client Name	Adviser Business	Paraplanner	SoA Type	Due Date	Status
C0550	Pete Smith	Finance Control	Gail Rogers	3 Strategy	4 Nov 1:50 pm	77%
C0562	Willi Tremat	Knowledgebank	Anna Peters	3 Strategy	5 Nov 9:31 am	46%
C0564	All Peters	Windsor Advisory	allocate	4 Strategy	5 Nov 1:35 pm	50%
C0565	Pete Smith	IFP	Mel QPP	1 Strategy	5 Nov 2:33 pm	10%
C0566	Pete Smith	Finance Control	Gail Rogers	2 Strategy	6 Nov 1:20 pm	10%

Jobs in Review

SoA Id	Client Name	Adviser Business	Paraplanner	Reviewer	SoA Type	Due Date
C0566	Pete Smith	Finance Control	Gail Rogers	Karina Dorogi	2 Strategy	6 Nov 1:20 pm

Notes:

The Job Queue is where the jobs are posted for Paraplanners to accept.
Expired means no one took the job. The QPP admin can then choose to repost the job or allocate it to a specific paraplanner

Coloured circles are used to show if a job is on time. Rules to be developed.

Once a job has been marked as complete by a Paraplanner it goes into the jobs in review queue.

In Work in Progress where it shows paraplanner as allocate with link it means the paraplanner has handed the job back to QPP and it needs to be reallocated to another paraplanner.

The view order link displays the order.

1.12 QPP Manage Paraplanners

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SoA Manager V2

Karina Dorogi

manage profile
logout

HomeManage QPP UsersManage AdvisersManage ParaplannersAdviser BalancesAdmin

Name

Email Address

Business Name

Mobile Phone

Availability

User Status

Jenny Smith

jenny@google.com

Jenny Paraplanning

0401 234 567

Available

Active

Payment Details:

Bank Account

bsb

Account Number

Jenny bank account

065 435

987 546 345

Work in Progress

View Completed Jobs

SoA Id	Client Name	Adviser Business	SoA Type	Due Date/Time	Current Status	
C0456	Mark Stevens	Finance Control	2 Strategy	3 Nov 3:43 pm	34% in progress	notes

1.13 QPP Manage System

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SoA Manager V2

Karina Dorogi

manage profile
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Home

Manage QPP Users

Manage Advisers

Manage Paraplanners

Adviser Balances

Admin

SoA Preferences:

Type of SoA	Guaranteed Time (hrs)	Paraplanner Time (hrs)	SoA Cost (ex GST)	Paraplanner Fee (ex GST)
1 Strategy	72	24	\$249	\$100
2 Strategy	72	24	\$499	\$200
3 Strategy	72	24	\$699	\$280
4 Strategy	72	24	\$899	\$360
5 Strategy	72	24	\$999	\$400

Update

The numbers in the table should be editable

There should be 1 row for every row in table SoA Type

1.14 QPP Manage Users

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SoA Manager V2

Karina Dorogi

manage profile
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Home

Manage QPP Users

Manage Advisers

Manage Paraplanners

Adviser Balances

Admin