

Lloyds PR Solicitors Diary System

Document	Lloyds PR solicitors diary system
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Page	Calendar view (Main Window)
<p>Requirement</p> <p>In the calendar I have mention only Monday to Friday, but that's should continue till Sunday.</p> <p>User should be able to select a day and add a task by clicking the add button then that it should lead to the task add page</p> <p>Once the user adds the task it should be display as below in day slots.</p> <p>JW/SK/PRE/5H</p> <p>User code/case code/ task code/ total time spend for the task</p> <p>Each task added on that particular day should list one by one after one another.</p>	

Home	Create a Task	Settings
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[Add user](#)
[Add a new case](#)
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[time restriction](#)

View

Day/ Week /Month

Monday 14/04/2014

Tuesday 15/04/2014

Wednesday 16/04/20
 1. JW/SK/Pre/5h
 2. KP /SK/Con/2h

Thursday 17/04/2014

Friday 18/04/2014

Monday 19/04/2014
 1. BM/SK/ATC/7h

Tuesday 20/04/2014

Wednesday 21/04/2014
 1. BM/SK/ATC/6h

Thursday 22/04/2014

Friday 23/04/2014

Monday 24/04/2014

Tuesday 25/04/2014

Page	Add a new user
<p>Requirement</p> <p>The following details require to capture when adding a new user to the system</p> <ol style="list-style-type: none"> 1. Client code: - It's a unique code that identifies the user and shouldn't allow to duplicate with any other user. 2. Password: - Should contain minimum of 6 characters contain mix of letters and numbers 3. Name: - First and last name must requirement 4. Department: - Admin should be able to add different department form the back end EX: - Crown court Magistrate court Police Station Confiscation 5. Location: - We have office in two different locations (London & Watford). Again admin should be able to add it from the backend 6. Grade or job title: - Again admin should be able to create different job titles from the back end Ex: - Barrister Solicitor advocate Solicitor 7. Email an contact: - Optional feature 8. Admin should be able reset the password when user lock him self after several attempts or forget what it was 9. Edit button require to change the content, but the unique customer code shouldn't allow changing at any time. 	

Home	Create a Task	Settings
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Add user
Add a new case
Add a new task type
time restriction

Add New user

Code	<input type="text" value="JW"/>
Password	<input type="password" value="*****"/>
Name	<input type="text" value="Josie Wellend"/>
Department	<input type="text" value="Confiscation"/>
Location	<input type="text" value="Harlesden"/>
Grade	<input type="text" value="Case Worker"/>
Email	<input type="text" value="iosie@llovdsor.com"/>
Contact	<input type="text" value="078 XXXX XXXX"/>

Reset Password

Edit

Save

Cancle

Page	Create a new case
<p>Requirement</p> <p>The following details require to capture when adding a new case to the system</p> <p>Code:- The code is the unique identification code should not allow to duplicate with other cases. User should aware when he use a code that been used in a previous case.</p> <p>Case: - no restriction just a name</p> <p>Client: - Client associated to the case should be able to add when adding a new case. Some cases there may be more that one client associated to the same case. System should allow to add multiple associates</p> <p>Case type: - Admin should allow to add different case types from the back end the user can select it from the backend</p> <p>Ex: - VHCC Confiscation</p> <p>Note;- Ignore the email and contact field in the add new case page.</p>	

Home	Create a Task	Settings
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Add user
Add a new case
Add a new task type
Time restriction
Add new case type

Add New case

Code

SK

Case

R V Kumarathas

Client

Shamshad Kumarathas

Add Additional client

Case type

VHCC

Email

iosie@llovdspr.com

Contact

078 XXXX XXXX

Save

Cancle

Page	Add a new task type
Requirement The following details require to capture when adding a new user to the system Current task type: - Task type are key item that need to recognize in the system and also users are using it for time recording Admin should be able to add different task type to the system. The current task types are the one already added to the system. Those one should display in the drop down. New Task: - field to add new task Task code: - Each task should have a unique code and that will link to identify the task once it complete. Again code should not allow to duplicate with the other tasks Remove task:- Once a job added to the particular task then system shouldn't allow to remove the task from the system. But only require to work during the initial setup where admin make a mistake when adding a new task.	

Home	Create a Task	Settings
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Add user
Add a new case
Add a new task type
Time restriction
Add new case type

Add New task type

Current task type	<input type="text" value="Preparation /Attendance at court /Attendance at a police station.....ect"/>
New Task	<input type="text" value="Miscellaneous Attendance"/>
Task CODE	<input type="text" value="MA"/>

<input type="button" value="Add new task type"/>	<input type="button" value="Remove Task"/>
<input type="button" value="Save"/>	<input type="button" value="Cancle"/>

Page	Time Restriction
<p>Requirement</p> <p>The following details require to capture when adding a new user to the system</p> <p>Maximum time recording per day: - This is the key part of the system. Should be able to change the parameter and should not allow to time record over the define limit.</p> <p>The main purpose of this diary system is to record the task perform each day for a particular cases.</p> <p>Example: -</p> <p>User A time recording</p> <p>Case A police station attend 5h Case B Preparation 3h Case C Attendance at court 1h</p> <p>In above example user A record 9h so far and only left with another 1h to record for the day.</p> <p>Warning should pop up when user try to add 2h of task and should aware he only left another hour for the day.</p>	

Home	Create a Task	Settings
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Add user
Add a new case
Add a new task type
Time restriction
Add new case type

Time Restriction

Maximum Time recording per day

10 H

Warning after limit exceeded

customizable

Save

Cancle

Page	New Case type.
<p>Requirement</p> <p>The following details require to capture when adding a new user to the system</p> <p>Current case type: - Previously add case type should display in this field.</p> <p>New Case type: - New case type should be able to create it from here.</p> <p>Case code :- Each case type should have a unique code and shouldn't allow to duplicate with any other case</p> <p>Remove case type:- Once a task recorded which link to any case type system shouldn't allow to remove the case from the system.</p>	

Home	Create a Task	Settings
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Add user
Add a new case
Add a new task type
Time restriction
Add new case type

Add New case type

Current case type

Confiscation

New Case Type

VHCC

Case CODE

VHCC

Add new Case type

Remove case

Save

Candle

Page	Create a task
<p>Requirement</p> <p>The following details require to capture when adding a new user to the system</p> <p>Date and time should pickup and should allow to change for past day as well</p> <p>Case: - Case should be able to pick up from the dropdown box</p> <p>Task :- Should be able to pick from the drop down</p> <p>Total number of hours remaining:- If this user add any pervious recording for the day then system should calculate how much he added and calculate the remaining for the day based on what we allow to add(10h).</p> <p>The system should pickup the start time base on the current time a or allow user to change the time</p> <p>Task end time is a variable where user to select</p> <p>Total number of hours will calculate should calculate and aware the user how many hours they log in the system.</p>	

Home	Create a Task	Settings
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Add user
 Add a new case
 Add a new task type
 Time restriction
 Add new case type

Create a Task

Date

20/04/2014

Variable and can select different date

Case

R V Kumarathas

can select from drop down

Task type

Attendance at police station

can select from drop down

Total number of Hours remaining

2h

Can't change or edit

Task Start time

13:00h

Variable can edit and change

Task End time

14:00h

Variable can edit and change

Total number of Hours

1h

cant change or edit

Page	Reports
<p>Requirement</p> <p>Following reports require to added to the system</p> <ol style="list-style-type: none"> 1. Total task recorded added to a particular case. The report should have following filter. <ol style="list-style-type: none"> 1.1 From case start date and current day 1.2 Date range 1.3 User wise 1.4 Task type wise 2. Total number of time record during a given period 3. Number of time recorded by a particular user for the give time of period <ol style="list-style-type: none"> 3.1 week wise 3.2 month wise 3.3 year wise 4. Number of hours spend for all cases in a given time of period all in a one report <ol style="list-style-type: none"> 4.1 week wise 4.2 month wise 4.3 year wise 	

Details report

Client	R V Kumarathas
User	All user
Task	All task
From	19/04/2014
To	21/04/2014

Date	Task type	User	Time
16/04/2014	Preparation	Josie Welland	5h
17/04/2014	Conference with client and/or counsel	Ben Manovitch	3h
18/04/2014	Preparation	Josie Welland	4h
19/04/2014	Attendance at court	Ben Manovitch	7h
20/04/2014	Preparation	Josie Welland	2h
21/04/2014	Attendance at court	Ben Manovitch	6h

total Number of hours 27h

Note

The following report can be filter by case wise
User wiese
Task wise
And data range

In addition following report can be added to the sytem
List of users
List of cases
individual person time recording