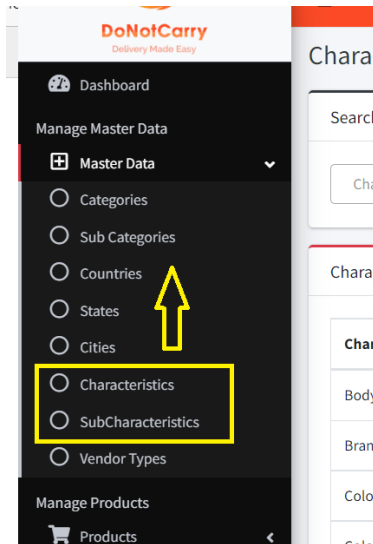Date: September 20th, 2022

Topic: DoNotCarry Observations

Observations:

1. In our program with a subadmin access, please set the Characteristics and Subcharacteristics links in the black menu after SubCategories.


2. Please add the "Middle Name" data field for subadmins.

3. Admins can only inactivate, and not delete, subadmins. If a subadmin account with various vendors is inactivated, the default value for those subadmin data fields should be the profile of "SubAdmin." Our administrators will be in charge of assigning a subadmin at their earliest convenience.
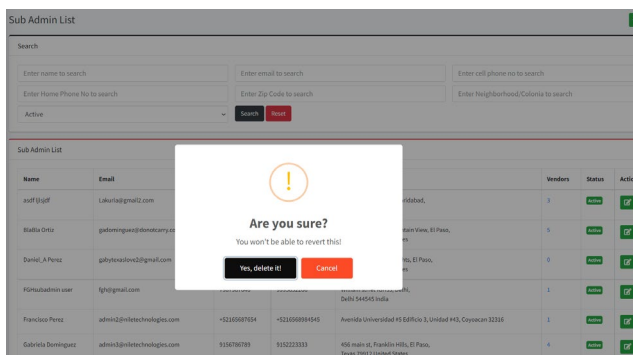
4. I wanted to remove a subadmin record, and this message popped up. What is this alert for?
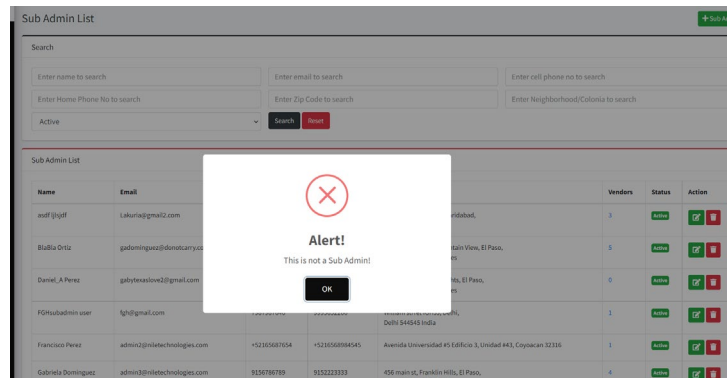
5. When adding a new subadmin, the country, state, and city filters pause the form with the following message. Please review and fix this.

6. When adding a new subadmin, the vendors dropdown list is not connected. Please review and fix this.

7. I think this is happening because of all the changes your IT developers are currently working with, but a subadmin cannot add a new vendor, category, subcategory, characteristic, and subcharacteristic; the "Add New" button is not there anymore. Please set the button again.

8. When reviewing the reports section under a subadmin account, I noticed the Sales by Month report, exclusive for Admins, is available for subadmins. Please review the available reports and ensure they are only visible to their specific account level.

9. The "Sales by Month" report was updated. I will attach the template to this document.

10. When printing reports, I noticed the printing confirmation message. Please resize the printer image 30% smaller so that the image doesn't touch the word "document" or the text box lower edge.
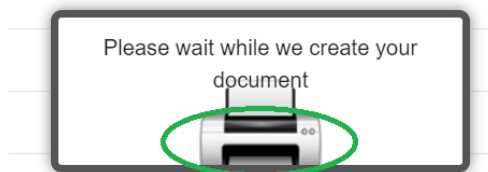
11. Please generate a "Top 10 Products by Date Range and Vendor Report" from the below report template for subadmins and vendors. I will send the updated template attached to this document. For subadmins, a search section must be included before displaying the report with the vendor data filter. Vendors will open their reports directly.
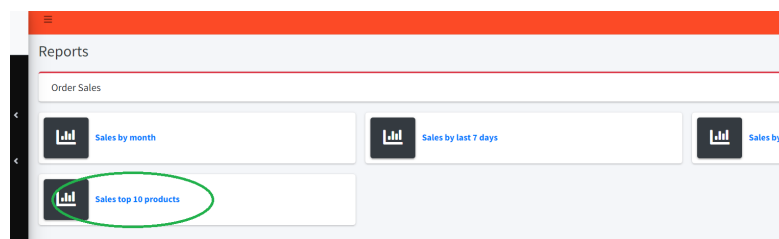
The following is the updated template. A subadmin can only see the information of their vendors only.

DoNotCarry – Top 10 Products by Date Range and Subadmin Report

Report Date: February 9th, 2022, at 1:17 pm   Subadmin: [Subadmin Complete Name], Mobile No.: [Subadmin's Cell Phone No.]
Requested By: Gabriela Dominguez

From Date: [Wednesday, February 1st, 2022]   To Date: [Monday, February 28th, 2022]

[Store Name, Vendor Address]

Product Category	Product Subcategory	Product ID	Description	Qty. Sold
[Category]	[Subcategory]	123456	Spanish Chamomile tea / Te de Manzanilla 20 bags	5000
Jellies	Jalapeno	345768	Jalapeno Jelly 32oz	4376

[Store Name, Vendor Address]

Product Category	Product Subcategory	Product ID	Description	Qty. Sold
[Category]	[Subcategory]	123888	Handmade Wooden Longhorn Tray	489
Furniture	Office Desks	987654	Office desk Office desk Office desk Office desk	4376

12. The "Sales of the Last Seven Days" report (please relabel the report title in the reports' menu) generated with a subadmin account must also have a search section where the subdmin selects a vendor from his vendors' list only.   This report should also be visible for vendors. The template will be attached to this document.
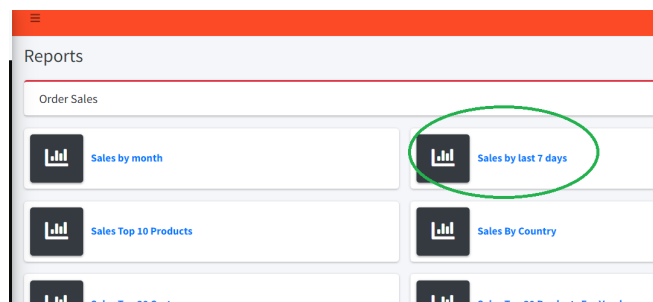
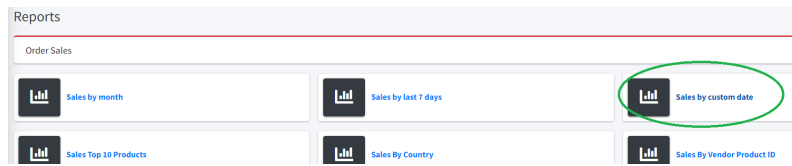13. Please relabel the "Sales by custom date" to "Sales by Date" and use the same template as the "Sales of the Last Seven Days" report. This report should be accessible to subadmins (the vendor data field must be included in the search section) and vendors.

14. Please relabel the "Sales Top 10 Products" to "Top 10 Products." This report has been updated; I will send the template attached to this document.

15. Please include in the reports' menu the rest of the reports that I will send you with this document.