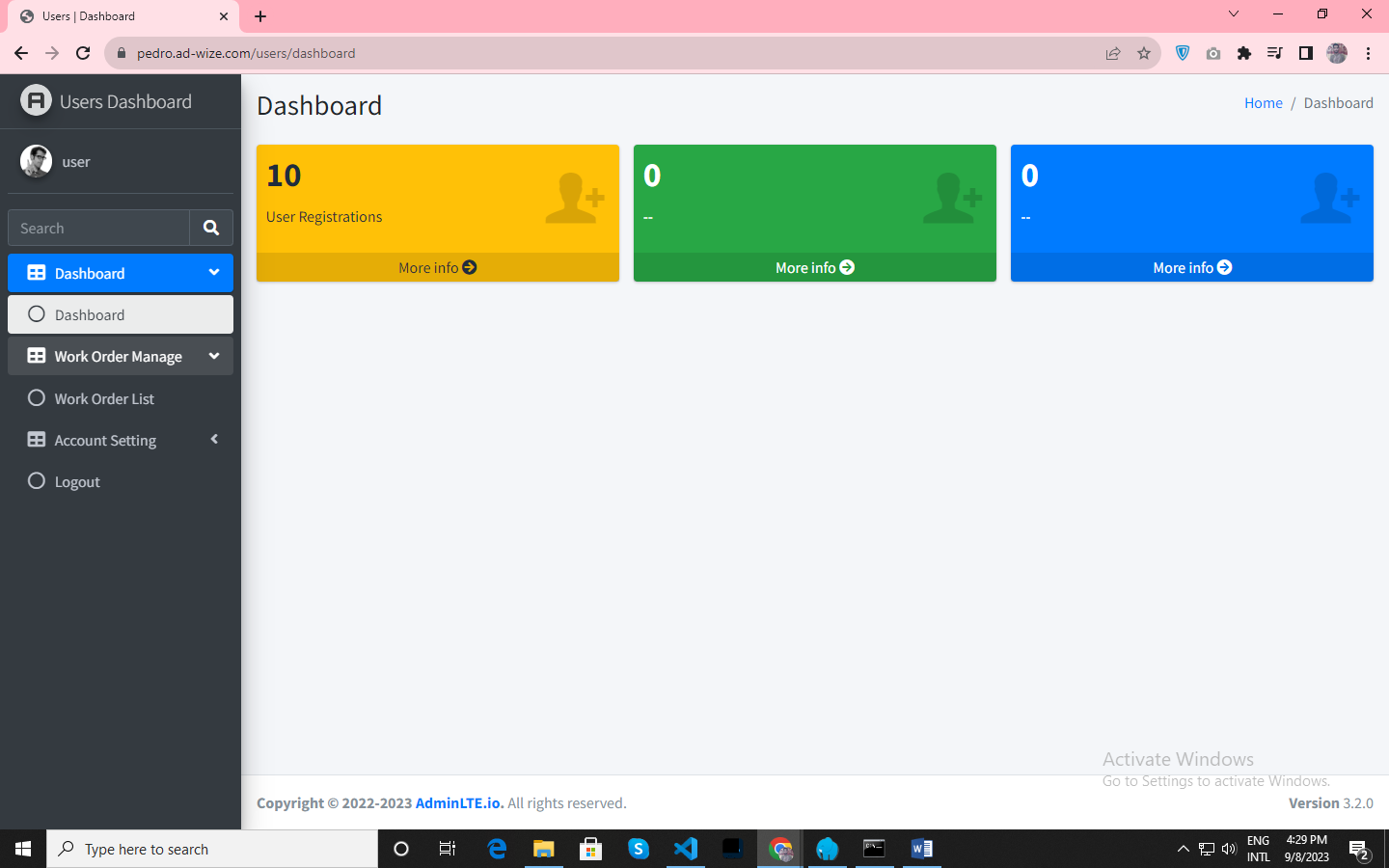
Pedro Project ***Jobs:* (Tell me what to do in it)**   
1. Ready to be Invoice – all jobs that are marked as completed should move to this folder to be invoiced.  
2.Job per account manager- all jobs assign to the specific account manager  
3.Job per region- all jobs per region- example Orlando  
  
***Inspections* (Tell me what to do in it)**   
1.Account manager- The account manager should be able to create a customize inspection sample for any job/location. Let’s add a bottom on the job creation sheet to assign a checklist.  
2.location- inspections done per location   
  
***Checklist* (Tell me what to do in it)**   
1. Finalized- checklist completed should move to this folder.   
2. Location- checklist per account manager should move to this folder and have an area where we as admin can search for location.  
3. Account Manager  
4. Field Member- this will be any sub or employee  
5. Problem Reporting- this area should pop op after the completion or every shift or job so the user can report any issues on their shift/job.  
6. Task- this should be a creation or any tasks per user or per job.  
7. Messages- messages between admin and users and, admin and clients- NOT USER AND CLIENT  
8. Mood Reporting- This area should pop op after the completion or every shift or job so the user can report how they are feel at the moment working for the company. The goal is to ensure employees and vendors feel good working with the company and can provide any feedback. Example- maybe employee or vendor are having family issues and we can step up and help based on their mood report.  
9. Employee vendor performance- measure vendor performance based on the amount of work, location, rating and compliance.   
  
***Invoice* (Tell me what to do in it)**   
1. Invoice Dashboard- see attached sample  
2. Unpaid Invoice  
3. Recurring Invoice  
4. Past due invoice  
5. Total bill for this month

***Client Dashboard (Tell the Client dashboard what to see?)  
user:*** [***user@gmail.com***](mailto:user@gmail.com) ***Password: 12345678***

***On the client dashboard, I would like for them to see the following.***

* ***Jobs***
* ***Invoices***
* ***Estimates***
* ***Submit work orders.***
* ***Submit estimates request.***
* ***Supply request***
* ***Inspections or checklists done at their locations.***
* ***Documents such as W-9, COI, etc.***  
  ***Vendor Dashboard (Tell the Vendor dashboard what to see?)***
* ***Work orders- accept, declined.***
* ***Scheduling- schedule jobs assign to them on the portal***
* ***Work order- only able to upload picture, invoice each job, add notes.***
* ***See Invoices***
* ***Quick Pay- for them to request pay advance per invoice with a charge.***
* ***Submit estimates.***
* ***Supply request***
* ***Onboarding documents and vendor package***
* ***Inspections or checklists done at their locations.***
* ***Under company profile- for them to be able to upload, Documents such as W-9, COI, etc. areas they work, services they performed, etc.  
  users :*** [***vendor@gmail.com***](mailto:vendor@gmail.com) ***Password: 12345678***