Required Updates For the User Management System.

1. \*Daily Article submission record for HR (Can only view the records -Admins)

* Title
* Date(Callender)
* Writer (Drop menu)
* Commercial or non-commercial

Pending attendance

Completed black

Purple change to red

Admin can view table (Title, Name, Commercial or non)

2) Interns must able to receive their certificates and service letters after share their experience as feedback in ums.

3) System must able to give a notification to admins before 10 days when someone going to complete their internship (90 days/180days).

3) Everyone (interns, contributors, editors, admins) must able to send a report(report option should be available).

4) When we suspend the profiles of interns who didnt mark their attendance, system must send a mail to the intern’s mail regarding the reason for suspension and instructions for how to get it recover.

\*Suspend reason (When admin suspend the candidate)

* Attendance not marked
* Given Task did not complete
* Taking leaves without informing UMS, or Hr

4.1 ) When user log while suspend they can’t login, (Lightbox will appear and inform the reason of suspension)

**Lightbox Elements**

* Suspension Notice “”
* Suspension reason “”
* How recover UMS account “”
* Add under the light box Jadetimes Internship Policies : <https://www.jadetimes.com/internship-policies>
* Jadetimes terms and conditions : <https://www.jadetimes.com/terms-and-conditions>

Email sending part still available.

6) System must notify the profiles after 7 days we creating them, If they incomplete. (if their id, dob or LinkedIn missing).

* Agreement Document can be visible to both admin and candidate
* ID verifications

8) Each Team Coordinator must able to edit the daily tasks of their department members and when they change it,

the respective intern must be notified about it. – an email process

And take title under the name

9) Remove Directors from attendance marking option & Contributors

10) Admins must able to view the attendance calendar of each intern.

EXTRA: head also view the calender

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11) HR can create document ID Button (Document ID)

Options: 1. Create new document ID, 2. Check Document ID list

**1. Create Document ID (Must record the date automatically)**

* Purpose
* Name of the document receiver/ Company

**2. Check Document ID list**

Can view all the document ID list on a table with name of the receiver and date

5/30 ..

12. Ums coordinator msg reply by email.

13. payment update by attendance date…

Deadline: 10 Days

Payment:

Fixed Payment / project wise .

Payment profile.

Notification ..

SENURA:: Message for view

Project wise new type user1 user2:attendance not marking staff.

Finance department.