

AGENT

Details to be captured:

Name

project

SSDC number

Isp name

Invoice

Monthly installation

Due date

TEAM LEADER

Name

SSDC number

Project

Agent

The agent should be able to submit the internet invoices, the submission should include the details above. The invoice will be approved or declined by the Team Leader and the agent should receive a notification via work email that the invoice has been approved or declined.

Team Leader

Should have access to the agent portal and be able to approve their invoices.

The above details of TL should be captured.

Note: Remember the rights we talked about. TL has access to the agent's portal. Admin has full rights to the entire system. The agent will see everything, both approved or declined.