*Admin Dashboard*

1. Assigns Coordinator to buildings

* Notifies the Coordinator about the buildings that they will have to administrate, with alert.
* Look at how many students each menager has.
* Has a table with all the Coordinator, buildings and students assigned to it.

1. Performance Evaluation:

* Each month the admin creates a survey for the students to fill in about Coordinator, once a month.
* Evaluate the quality of service provided by Coordinator through feedback from students, in an excel like table using key performance indicators.
* Have a chart that shows the best Coordinator.

1. Bonus Allocation:

* Allocate bonuses or incentives to the top-performing Coordinator as a reward for their exemplary service.
* Notifies the Finance department, who are the best Coordinator and the amount of bonus he will get, through a chat box.
* The top Coordinator gets a bonus of 100 Euros
* The second best Coordinator gets a bonus of 50 Euros.

1. Creation of tickets and feedbacks

* In case of an emergency he is able to create tickets, decide the level of the ticket(urgent or not).
* He is also able to close the ticket from his side but also needs the service to close it so it's removed.
* Can provide feedback regarding the service he got.

*Coordinator Dashboard*

1. Student Contact Access:

* Coordinator has access to all student contacts for seamless and efficient communication, through a table.

1. Room Reservation Handling:

* Confirm room reservations made by students if :

- Check room availability and ensure alignment with requested dates.

- Contact the students for every detail about the reservation through the number of the students, and they come to an agreement.

- Validate contract term and conditions.

* Create a contract to print and fill with the student.
* With the room approval students contacts are linked with.

1. Request Rejection:

* Reject reservation requests when necessary, providing clear reasons for the decision.the room.

1. Record Keeping of all the rooms in his building:

* Maintain accurate records of all room reservations, approvals, and rejections.
* Look at the dates when each room is reserved, available and occupied.
* Look at the details for each room like prices, and how they are built(m2, furnished or not, how many furniture etc.), wifi etc.

1. Notification System:

* Implement a notification system to alert administrators of new reservations, approvals, or rejections in real-time.

1. Update Student Information

* Update personal information, contact details, and emergency contacts.

1. Meeting Scheduling:

* Access a calendar view displaying available time slots for meeting with students.
* Schedule appointments for apartment selection, contract signing, or addressing student inquiries.
* Send notifications and reminders to students about scheduled meetings.

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*Student Dashboard*

1. Navigation through App:

* Students can easily navigate through the app to select a specific building, floor, and room, they can see specifications about the room, price and if the room is a joint or not.
* If the room is joint they can have a contact about the roommate to see if they are suitable together.
* They have a contact for each Coordinator of each building.

1. Selection of the room for reservation:

* Once they have seen the details of the room and dates available they are able to reserve it.
* Are notified when the Coordinator accepts or rejects the reservation.

1. Contract Management:

* View details of the current contract, including rental terms, lease duration, and payment schedule.
* Sign contracts electronically and acknowledge terms and conditions.
* Access contract documents and agreements for reference.

1. Cinema Room Booking:

* Access a calendar displaying movie schedules for available cinema rooms.
* View the availability of seats in the cinema room before making a booking.
* Reserve a seat in the cinema room.

1. Update Student Information

* Update personal information, contact details, and emergency contacts.
* Provide additional information or preferences related to apartment selection or roommate preferences.
* Upload required documentation such as identification, proof of enrollment, or financial statements.

1. Financial Information:

* View billing statements, payment history, and account balances.
* Make rental payments securely through the dashboard using various payment methods.
* Receive notifications about upcoming payment due dates and late fees.

1. Creation of tickets and feedbacks

* In case of an emergency he is able to create tickets, decide the level of the ticket(urgent or not).
* He is also able to close the ticket from his side but also needs the service to close it so it's removed.
* Can provide feedback regarding the service he got.

1. Meeting Scheduling:

* Access a calendar view displaying available time slots for meetings with the Coordinator.
* Schedule appointments for apartment selection, contract signing, or inquiries.
* Receive reminders and notifications about scheduled meetings.

1. Transport Timetable:

* Display a schedule of transportation services available to students.
* Include information about departure times, stops, and destinations for each route.

*Service Dashboard*

1. Contact Table

* Has a table with all the contacts to contact in case of emergencies.
* Is able to update the table.

1. Receives support ticket by other users

* Is able to receive these support tickets and manage them.
* It has two levels, level 1 receives tickets and assigns them, level 2 fixes the issues and summits proofs.
* They can close the ticket from their side but also need the other side to close it as well so that the ticket is removed.
* Level 1 also gets the feedback of students and manages issues if there are any.

*Finance Dashboard*

1. Salaries Tracking

* Display a breakdown of salaries for each Coordinator, including base salary, bonuses, and any additional compensation.
* Include features for adjusting salaries, processing payroll, and generating payment reports.

1. Bonus Management:

* Implement a system for distributing bonuses based on student feedback surveys given by admin.
* Display bonus amounts awarded to each Coordinator based on survey results and performance metrics.
* Provide transparency and accountability by documenting the process of bonus.