

INTERNAL DASHBOARD - PHASE 1 FOR EMENU TABLES - 16.09.202

Person	Acceptance Status
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Phase 1

1. OVERVIEW - Quick snapshot of the organization's operations and health.

Sub-Categories / Widgets:

- **Summary Cards:**
 - Total reservations (all tenants)
 - Active tenants count
 - Pending payments / overdue invoices
 - Upcoming events / reservations
- **Recent Activity Log:**
 - Tenant actions (new bookings, cancellations)
 - Payments processed
 - Support tickets raised/resolved
- **License Overview:**
 - Active vs expired licenses
 - Licenses expiring soon (next 30/60 days)
- **Quick Actions:**
 - Add new tenant
 - Send notification
 - Generate report

2. TENANT MANAGEMENT - Full control over tenant profiles, settings, billing, and support.

Sub-Categories / Widgets:

- **Tenant Directory:**
 - List of tenants (name, unit, contact, active/inactive status)
 - License expiry flag
 - Search / filter / sort tenants
- **Tenant Profile Details:**
 - Contact info
 - Unit / location
 - Tenant type / subscription
 - Reservation permissions
- **Documents & Compliance:**
 - Lease agreements, ID documents, compliance certificates
 - Document expiry reminders
- **Billing & Payments:**
 - Invoices (paid, pending, overdue)
 - Payment history
 - Integration with payment gateways
 - Automated reminders
- **Tenant Settings:**
 - Booking limits / rules
 - Feature toggles per tenant
- **Support Requests / Ticketing:**
 - Tickets raised by tenant
 - Status (open, in progress, resolved)
 - Priority and response times

3. REPORTS & ANALYTICS - Insights into tenant performance, licenses, and organizational KPIs.

3.1. TENANT ANALYTICS

- **Reservation Trends:**
 - Bookings per day/week/month
 - Cancellation rates
- **Tenant Activity:**
 - Most active tenants
 - Feature adoption per tenant
- **Revenue Reports:**
 - Revenue generated per tenant
 - Payment trends / overdue invoices
- **Custom Reports:**
 - Exportable (PDF / Excel)
 - Filter by date range, tenant type, location

3.2. LICENSE ANALYTICS

- **License Status Overview:**
 - Active vs expired
 - Expiring soon (30 / 60 / 90 days)
- **License Type Breakdown:**
 - Basic, Premium, Custom usage
 - Number of tenants per license type
- **Usage & Adoption:**
 - Reservations and cancellations per license type
 - Feature adoption trends
- **Revenue from Licenses:**
 - Total revenue per license type
 - Forecast for upcoming renewals

4. AUDIT / LOGS - Track changes and maintain compliance.

Sub-categories:

- 4.1. System audit logs (tenant creation, license changes)
- 4.2. Payment and invoice history logs
- 4.3. Login / activity logs per user and tenant

5. SUPPORT - Dedicated tab for tracking tenant or partner support requests.

As discussed with the team we need a basic Ticketing Mechanism in Phase 1 which could be later developed into a full fledged system later.