**Mozexa Feature List**

* **Projects**
  + Add a new project
  + Edit an existing project
  + Manage a project with top-down view
    - Require contract (proposal) approval to begin
    - Add/Edit/Delete tasks and timelogs
    - Add/Edit/Delete project managers
  + Track progress of associated tasks
  + Supersede global permissions with project managers
    - Allow task, message, proposal and file management on specific project regardless of global permissions
* **Tasks**
  + Add a new task
  + Edit an existing task
  + View task details
  + Add hours worked to task timelog
  + Manage users assigned to each task
    - Project owners (creators) can modify tasks within their project
    - MANAGER and ADMINISTRATOR can globally manage/edit tasks
  + Leave notes on a particular task for all assigned to review
    - Client notes are global to all assigned users
    - Staff notes can be left to only assigned users, or all users with access
  + Complete tasks towards project progression
* **Messages**
  + Send a message to a particular user
  + Send a global message to all users assigned to a project
  + Edit an existing message
  + Reply to messages
  + Mark a message read (hide from dashboard home)
  + Mark a message unread (show on dashboard home)
  + Attach files to a message
* **Files**
  + Add a new file to a particular project
  + View file progression with version control
  + View file details and download file
  + Share files with ‘outsiders’ with PUBLIC FILE option
* **Proposals**
  + Create a new proposal (contract) for a particular project
  + Create a proposal from a client submitted request (RFP)
  + Leave comments on pending proposal versions
  + Require client to finalize (approve) project proposal to activate project
* **Requests**
  + Accept client request for proposal
    - Built in REQUEST form
    - Dynamically create request with API
  + Dynamically create user account with request submission
* **Invoices**
  + Create new *client* invoice
    - Invoice hourly based on timelogs for client projects
    - Invoice flat amount at your discretion
    - Invoice rate(s) on recurring day-cycles (see Control Panel for RATES)
  + Mark invoice paid (staff)
  + Accept credit card payment
    - Paypal (Website Payments Pro)
      * Pay for client over the phone
      * Allow client to pay online
  + Create recurring invoice profile based on existing invoice and applicable rates
  + Suspend recurring billing profile
  + Cancel recurring billing profile
* **Clients**
  + Add new client (company) account
  + Add users to client account for access to all projects
  + Assign client admin to restrict client-user permissions
    - Approve Task
    - Complete Project
    - Approve Proposal
    - Pay online
    - Add/remove user
  + View client details
    - Invoice history (paid, pending, late)
    - All associated users
      * Client user permissions
  + Create client profile for project access
    - Allow multiple clients to share project access
* **Users**
  + Manage user accounts
    - Add/Edit/Delete
    - Manage user level permissions
    - Manage user roles (staff, manager)
  + Link users to clients (companies)
    - Manage client level permissions
      * Email alerts
* Control Panel
  + Manage global dashboard settings
  + Manage your client rates
  + Manage your payment settings
  + Manage dashboard style
    - Themes
    - Logo
    - Background