**High Clean System**

General

1. Quotes should turn into Jobs once approved. Currently everything is called quote.
2. Once jobs are approved then show then in 3 sections; All, Current and Completed. This allows not to have too much info on one page for staff to look for which is their next job on the list. More streamlined display of data
3. Better access to jobs functionality directly from Calender. Basically less clicks to get to functionality about each job e.g. allocate staff, book job etc.
4. When job is paused show a different colour “Yellow” so everyone knows that the job has started and paused.
5. Re-start email – When job is re-started, send a Job Re-Started email rather than Started email.

Staff

1. Allow uploading several Induction Cards, Certificates with expiry dates.
2. Email 1 month before certificate or induction card is ready to expire
3. Allow all the induction cards & certificates to be available by Site Supervisor when job allocated to Site Supervisor.

Admin

1. When job is allocated to Supervisor, show a small (A) on the calendar job boxes so admin knows that this job has already been allocated.

Sign Off

1. New sign off Option – Send clients a link which allows then to enter their name, position, date, purchase order number and signature. This is in the event client is only available on emails.
2. Sign off screen should show the scope items e.g. all the line items from the quote except dollar values. This will help client to know what is being signed off.
3. Sign Off Sheet should have a section with Quote line items so there is a record what the sign off was for.

Report

1. Create new report during work in progress so add before/after photos of work. Allow download option in excel. (report email already)

GUI

1. Build a better GUI for the whole system