**Dashboard - Admin**

Activity log (2-3 hours)

**Add Staff**

- Need to build the import staff function… designs are on drop box (2 days) Nam

**Add Client**

- Need to build the import client function… designs are on drop box Nam

**Create Jobs Page**

- Brief BIGONE Nam

***- Contact Staff in action drop down Kaushtuv***

- edit selected details in action box (4 hours) **DONE (although only basics fields are done, the other one requires a bit longer, and i think this is good enough for beta launching)**

- Time sheet supervisor isn't working… time sheets to client and staff (4 hours)

**Venues**

Import venues not working (Design on drop box **kausdhtuv**

**Time Sheets**

- Need to work out when to generate time sheets

- Need a create time sheet button and function to create a manual time sheet

**Pay Run**

- Export - Need to break apart the different pay amount to new lines

- When I added a field to the export and did a reorder the reorder didn't reflect in the CSV

- Batched TFN has no export ready

- Batched ABN has no export ready

Export Template

- There isn't a variable legend any where so users don't know what to add… This could be ok if the drop down added a new one each time to the value rather than replace with the selected?

- For the expenses export we don't need the batch and single radio options… always 1 expense per line

- Should be able to create your own export template and give it a name

**Client Invoice**

- Adding a comma in the amount field brings out the wrong amount… such as 10,000

- Make the itemised shift list on by default

- Can you add the credit card line to the company profile so the client can edit it

- The PDF needs commas in numbers and the subscript for the cents… make su re the logo comes across also

- Need to add a PO field that can be edited and removed is required

- Need to add an issuer field under the invoice number that is a smart search staff field so they can assign the invoice to a staff… this should default to the admin creating the invoice unless changed

**Search Client Invoice**

- Add Sort column to the issued, Due, Inv Num, PO, Client Name, Invoice Title, Amount, Issued By, Status

- Add commas to total with subscript for the cents

- Actions don't work… mark as paid, unpaid, deleted

- Export batch invoice export has a few funny ones in there… should be called Client Invoice - Single Time Sheet and Client Invoice - Batched Time Sheets

-  I get an error when I try to export

**Create Invoices**

Goes to dash board… should allow the user to create an invoice for a client Kaushtuv

**Pay Bills**

Need to build the billing module… client pay for the system

**Buy SMS**

Need to build a simple send SMS and buy credit facility

**Training Centre**

Needs thought from Dan

- Need a survey Builder

- Document Library

- Lodge Support Ticket

**System Styles**

Need to be able to change the primary colours of the site… dan to provide design