**ADMIN ADMINISTRATOR**

Accounting

* User management
  + Each user will have a separate account
  + Each user account will have individual cases
* Log’s event entries
  + Admin receives Customer bill
  + Admin submits bill to 3rd party
  + Admin mails check to Customer
  + Admin paid by 3rd party
* Accounting function
  + Keep live track of outstanding payments due from 3rd party
  + When customer is paid by Admin, keep track of payment amount
  + When Admin is paid by 3rd party, calculate underpayment, if any
  + If underpayment, account for the underpayment in Customer’s account to be deducted from following payment to Customer
* Document management

Website CMS

* Templates should be selectable to be live or inactive, and scalable, so that new ones can be easily uploaded in the future.
* Create/Edit Predefined Main heading Subsets So we can add/edit/activate/deactivate the predefined subsets
  + FAQs
  + Manage Stock photos subset
* Enable or disable user access level
  + Some users will not have accounting functions
  + Some users will not have website CMS functions

Network

* Create/edit/assign identifiers and sub-identifiers on customers which can be searched on network website
* Search criteria can be enabled or disabled by admin

**ADMIN CUSTOMER**

Accounting

Website CMS

* Choose/switch global templates
  + Some further flexibility of customization of template, such as color theme, background image.
* Turn on or off and rename predefined pages (Home, About the Firm, Attorney Profile, Practice Areas, FAQ, Contact, Custom1, Custom2, Custom3 …)
  + Add unlimited custom sub-pages under main headings. For example, Practice Areas will have many sub pages where the attorney can describe each area of law he practices on a separate page that is a sub-heading of Practice Areas.
* Control content individually for each page
  + Choose/switch Preselected Stock Photos
  + Upload custom Photos instead of using Stock Photos
  + Add/Delete/Change Text
    - Each text box should be Formattable for a text size/styles
    - On certain pages, either Customer should be able to add unlimited text boxes that format chronologically after the previous text box so that their content is easily formatted, or there should be a WYSIWYG text editor. My experience with WYSIWYG editors is that they are very buggy and the text doesn’t always turn out how you expect. We should discuss this further to decide how best to handle it.
    - Have two versions of text which can be switched back and forth by the user with a button that can be enabled or disabled
* View website usage statistics
  + Hit counter past 30 days
  + Hit counter past 90 days
  + Hit counter past 180 days
* FAQ Page
  + Ability to enable/disable FAQs
  + Ability to choose from a subset of premade FAQs
  + Ability to add unlimited custom FAQs
  + Ability to change order of FAQs
* Designate 3 or 4 practice fields as top priority practice fields, which will be searchable for network website.
* Delete comments on

**CUSTOMER WEBSITE**

* ~ 20 templates
* Predefined layout for Home Page, About Page, Attorney Profile, Areas of Practice, Contact, FAQs. Also, Custom1, Custom2, Custom3 layouts which the customer can enter text and upload stock photos as they desire, but cannot modify layout.

**NETWORK WEBSITE**

* Advanced Search function – any or all
  + Location
  + Area of Practice
  + Free consult
* Customer comments for attorneys
* FAQ section
* Contact
* Advertisement space