**PENDING IMPROVEMENTS FOR THE 6HR SYSTEM**

Currently, it is assumed that the new order/revision is assigned to designers and checked on time by the admin.

We must also consider the following reasons why the new order/revision can be late.

**REASONS FOR LATE NEW ORDER/REVISION:**

-Unassignment

-Late Assignment

-Designer sent samples to admin late

-Admin sent the samples late to the client

-Redo of samples

HERE ARE SOME IMPROVEMENTS THAT SHOULD BE DONE ONCE THE 6 HR SYSTEM GOES LIVE.

**IMPROVEMENTS THAT SHOULD BE DONE AFTER GETTING THE 6 HR SYSTEM LIVE:**

**NEW ORDERS**

-The DEADLINE of works must be indicated and must have its own warning based on the 6hr system. This must be 6hr after the new order is paid.

-A new column must be added named “Deadline of order”. This will indicate the deadline based from the date and time that the order was paid. It must be 6 hrs after the order was paid. This will have the following color scheme warning:

GREEN-The new order is still within the 6 hr deadline.

RED-The new order is already late because it already passed the 6 hr deadline. (This data will be used later on. If the order is left UNASSIGNED passed its 6hr DEADLINE, it must also be counted as LATE ORDER which will be counted on Krishna's commission. I will discuss it further below.)

-The color warning scheme for the order deadline must also be added below the table. It must be above the text “**Order should be assigned to a designer within 20 mins**”. It must say:

“**Order should be sent to client within 6 hrs**

RED COLOR = Late order (passed 6 hr deadline)

GREEN COLOR = order still within the 6 hr deadline”

**ASSIGNED ORDERS**

-The DEADLINE column must also be added.

-A new column must be added named “Deadline of order”. This will indicate the deadline based from the date and time that the order was paid. It must be 6 hrs after the order was paid. This will have the following color scheme warning:

GREEN-The new order is still within the 6 hr deadline.

RED-The new order is already late because it already passed the 6 hr deadline. (This data will be used later on. If the order is left UNASSIGNED passed its 6hr DEADLINE, it must also be counted as LATE ORDER which will be counted on Krishna's commission. I will discuss it further below.)

-The color warning scheme for the order deadline must also be added below the table.

It must say:

“**Order should be sent to client within 6 hrs**

RED COLOR = Late order (passed 6 hr deadline)

GREEN COLOR = order still within the 6 hr deadline”

-The column “**Assigned Date**” must have its own color scheme warning:

GREEN-If the new order was assigned on time (within 20 mins after the order was paid)

RED- If the new order was assigned late (assigned 20 mins after the order was paid)

-The color warning scheme for the “**Assigned Date**” must also be added below the table. It must be below the text “GREEN COLOR = order still within the 6 hr deadline”.

It must say:

“**Order should be assigned to a designer within 20 mins**

RED COLOR = Order assigned LATE (passed admin due time of 20 mins)

GREEN COLOR = Order assigned ON TIME (assigned within due time of 20 mins)”

-If the assignment of the order is late (passed the 20 min assignment deadline for the admin), this must not be taken against the designer if the work is late. This must be taken against the admin. I will provide more details below.

**SAMPLES TO SEND CLIENTS**

-The DEADLINE column must also be added.

-A new column must be added named “Deadline of order”. This will indicate the deadline based from the date and time that the new order was paid or the date and time that the revision was sent on the client panel. For new orders, it must be 6 hrs after the order was paid while for revisions, it must be 24 hrs after it was submitted on the client panel.

**This will have the following color scheme warning:**

GREEN-the new order is still within the 6 hr deadline/the revision is still within the 24 hr deadline

RED-the new order is already late because it already passed the 6 hr deadline/the revision is already late because it already passed the 24 hr deadline

-The color warning scheme for the order deadline must also be added below the table.

It must say:

“**New order should be sent to client within 6 hrs / Revision should be sent to client within 24 hrs**

RED COLOR = Late order (passed 6 hr deadline for new order / passed 24 hr deadline for revision)

GREEN COLOR = New order or revision still within the deadline”

-We should consider the reasons why the admin may not able to send the samples within the DEADLINE (COUNTED AS LATE):

>it was sent to them passed the DEADLINE (designers fault)

>admin was not able to check the samples within 20 mins (admins fault)

**SENT TO CLIENTS**

-A new column must be added named “Deadline of order”. This will indicate the deadline based from the date and time that the new order was paid or the date and time that the revision was sent on the client panel. For new orders, it must be 6 hrs after the order was paid while for revisions, it must be 24 hrs after it was submitted on the client panel.

**This will have the following color scheme warning:**

GREEN-the new order is still within the 6 hr deadline/the revision is still within the 24 hr deadline

RED-the new order is already late because it already passed the 6 hr deadline/the revision is already late because it already passed the 24 hr deadline

-The color warning scheme for the order deadline must also be added below the table.

It must say:

“**New order should be sent to client within 6 hrs / Revision should be sent to client within 24 hrs**

RED COLOR = Late order (passed 6 hr deadline for new order / passed 24 hr deadline for revision)

GREEN COLOR = New order or revision still within the deadline”

-Currently, the “**Warning**” column shows “Sent on time” if the admin sent the new order/revision to the client or back to designer for redo within 12 hrs. This must be updated. **The “Warning” must be changed to “Admin Action”.** This way, we will know that the “Sent on time” status doesn’t necessary mean that the order/revision was really sent ON TIME (within the DEADLINE). We will know if the new order/revision is actually LATE or ON TIME based on the color scheme of the DEADLINE column. The “Admin Action” warning must be changed to from 12hrs to 20 mins. If it was sent to the client within 20 mins after the designer sent to admin, it must show “**Sent on time**”. If it was sent to the client 20 mins after the designer sent to admin, it must show “**Sent late**”.

-The text below the table must also be updated: (must now be below the DEADLINE color scheme text)

**“Samples sent to client OR sent back to the designer (for improvement) within 20 mins**

|  |  |
| --- | --- |
|  | = Processed. Sent to client or back to the designer (passed due time of 20 mins) |
|  | = Processed. Samples sent to client or back to the designer for improvement (within due time of 20 mins)” |

**SENT BACK TO DESIGNERS**

-A new column must be added named “Deadline of order”. This will indicate the deadline based from the date and time that the new order was paid or the date and time that the revision was sent on the client panel. For new orders, it must be 6 hrs after the order was paid while for revisions, it must be 24 hrs after it was submitted on the client panel.

**This will have the following color scheme warning:**

GREEN-the new order is still within the 6 hr deadline/the revision is still within the 24 hr deadline

RED-the new order is already late because it already passed the 6 hr deadline/the revision is already late because it already passed the 24 hr deadline

-The color warning scheme for the order deadline must also be added below the table.

It must say:

“**New order should be sent to client within 6 hrs / Revision should be sent to client within 24 hrs**

RED COLOR = Late order (passed 6 hr deadline for new order / passed 24 hr deadline for revision)

GREEN COLOR = New order or revision still within the deadline”

-Currently, the “**Warning**” column shows “Sent on time” if the admin sent the new order/revision to the client or back to designer for redo within 12 hrs. This must be updated. **The “Warning” must be changed to “Admin Action”.** This way, we will know that the “Sent on time” status doesn’t necessary mean that the order/revision was really sent ON TIME (within the DEADLINE). We will know if the new order/revision is actually LATE or ON TIME based on the color scheme of the DEADLINE column. The “Admin Action” warning must be changed to from 12hrs to 20 mins. If it was sent back to designer within 20 mins after the designer sent to admin, it must show “**Sent on time**”. If it was back to designer 20 mins after the designer sent to admin, it must show “**Sent late**”.

-The text below the table must also be updated: (must now be below the DEADLINE color scheme text)

**“Samples sent to client OR sent back to the designer (for improvement) within 20 mins**

|  |  |
| --- | --- |
|  | = Processed. Sent to client or back to the designer (passed due time of 20 mins) |
|  | = Processed. Samples sent to client or back to the designer for improvement (within due time of 20 mins)” |

**REVISION REQUESTS FROM CLIENTS**

-A new column must be added named “Deadline of order”. This will indicate the deadline based from the date and time that the revision was sent on the client panel. It must be 24 hrs after it was submitted by client on the client panel.

**This will have the following color scheme warning:**

GREEN- the revision is still within the 24 hr deadline

RED-the revision is already late because it already passed the 24 hr deadline

-The color warning scheme for the order deadline must also be added below the table.

It must say:

“**Revision should be sent to client within 24 hrs**

RED COLOR = Late order (passed 24 hr deadline for revision)

GREEN COLOR = revision still within the deadline”

**REVISION SENT TO DESIGNER**

-A new column must be added named “Deadline of order”. This will indicate the deadline based from the date and time that the revision was sent on the client panel. It must be 24 hrs after it was submitted on the client panel.

**This will have the following color scheme warning:**

GREEN- the revision is still within the 24 hr deadline

RED- the revision is already late because it already passed the 24 hr deadline

-The color warning scheme for the order deadline must also be added below the table.

It must say:

“**Revision should be sent to client within 24 hrs**

RED COLOR = Late order (passed 24 hr deadline for revision)

GREEN COLOR = Revision still within the deadline”

-Currently, the “**Warning**” column shows “Sent on time” if the admin sent the revision to the designer within 20 mins. **The “Warning” must be changed to “Admin Action”.** This way, we will know that the “Sent on time” status doesn’t necessary mean that the revision was really sent to client ON TIME (within the DEADLINE). We will know if the revision is actually LATE or ON TIME based on the color scheme of the DEADLINE column. If it was sent to designer within 20 mins after it was posted on the client panel, it must show “**Sent on time**”. If it sent to designer 20 mins after it was posted on the client panel, it must show “**Sent late**”.

-The following text must be shown below the table: (must be below the DEADLINE color scheme text)

**“Revision must be sent to designer within 20 mins**

|  |  |
| --- | --- |
|  | = Processed. Sent to the designer late (passed due time of 20 mins) |
|  | = Processed. Sent to the designer on time (within due time of 20 mins) |

The aim is to keep all the orders green.”

**NEW TAB THAT WILL SHOW A MORE ACCURATE RESULT WHY THE ORDER IS LATE**

-This will indicate if the new order/revision is late due to designers fault or admin fault.

**IMPROVEMENTS ON DESIGNER PANEL**

**NEW ORDERS TO ADMIN**

1. Add a column that will provide the DEADLINE.
2. Add a column that will show if the order as assigned LATE or ONTIME. The name of the column should be “ASSIGNED”. It must show LATE (in RED) if it was assigned 20 mins after the time that the order is PAID. It must show ON TIME (in GREEN) if it was assigned within 20 mins after the time that the order is PAID.

NOTE: I used 20 mins as the admin must assign the new order to designer within 20 mins.

1. Additional WARNING must show:

LATE (in RED)- if the new order is sent 20 mins before the DEADLINE

ON TIME (in GREEN)-if the new order is sent 20 mins before the DEADLINE

**REVISIONS TO ADMIN**

1. Add a column that will provide the DEADLINE.
2. Add a column that will show if the order as assigned LATE or ONTIME. The name of the column should be “ASSIGNED”. It must show LATE (in RED) if it was assigned 20 mins after the time that the order is PAID. It must show ON TIME (in GREEN) if it was assigned within 20 mins after the time that the order is PAID.

NOTE: I used 20 mins as the admin must assign the new order to designer within 20 mins.

1. Additional WARNING must show:

LATE (in RED)- if the new order is sent 20 mins before the DEADLINE

ON TIME (in GREEN)-if the new order is sent 20 mins before the DEADLINE

**FINAL TO ADMIN**

1. Add a column that will provide the DEADLINE.
2. Add a column that will show if the order as assigned LATE or ONTIME. The name of the column should be “ASSIGNED”. It must show LATE (in RED) if it was assigned 20 mins after the time that the order is PAID. It must show ON TIME (in GREEN) if it was assigned within 20 mins after the time that the order is PAID.

NOTE: I used 20 mins as the admin must assign the new order to designer within 20 mins.

1. Additional WARNING must show:

LATE (in RED)- if the new order is sent 20 mins before the DEADLINE

ON TIME (in GREEN)-if the new order is sent 20 mins before the DEADLINE

**MY PERFORMANCE TAB**

-Must also show if the order was delivered on time or late.