Strata365.com -- each building to have own building page and email -

Example: [building1@strata365.com](mailto:building1@strata365.com)

Example: strata365.com/buildng1

Manager- Access level creates this in the Manager dashboard (login to be [support@strata365.com](mailto:support@strata365.com))

Site will generate building pages when created: Building name, email (same as building name usually)

# of units – very important for organizing total number of users

strata365.com/buildingname Example: /GlassTower

Login/Register > New users for this building will register on their “building page”

Building Admin – Access level – To approve new registers and admin this building, support tickets, calendar, post items etc…

Please note: Building Admin will also be users - Example #209\* \*Indicates Building Admin access level –

Example: GlassTower has 50 units (apartments) unit 105 has now become a building admin – manager will select unit 105 and make this person a building admin.

A user profile must contain the following:

Unit # (apartment number)

Email address

First name

Last name

Each building to be managed by building admin(s). Manager will setup the admins for the building and change them as needed. As many as 10+ admins can be set by the Manager. This changes yearly for most buildings. (Depends on the building size 3-10 admins are possible) Example: Unit #001\* \* to indicate Admin or similar (Discuss)

4 user levels:

1. Manager (Support) - I will be the only person running the backend and company at this point

2. Building Admin – View/modify privileges. Set by Manager for each building

3. User (Owner of apartment unit) – View building information only, requests bookings – register via building page

4. Tennant – View only, request – Added by User under “My account” - Example: #209 (unit) adds a Tennant account – Could be user #209T (example) can still have full access but cannot modify profile – can be removed/edited by #209

Building site features:

1. Main Dashboard – Header/footer CMS to allow Admin/Manger to post building logo, edit text – Icons for the categories listed (display on left) – Dashboard home page to display calendar box and up-to-date news/documents

- When a user/building admin login the default welcome message and calendar and recently posted items will appear (screen shot shared with you)

b. News Section - Important information like council meeting, notices, calendar etc.

Bylaw Section – Important Pdf files with regards to building rules

c. Documents - Admin uploaded, Excel, .Pdf documents are listed here. Filter option

- Create document – Simple text to .PDF on building letterhead

d. Calendar - Displays events, Users can book elevator/amenity room etc.(Manager/Admin to select category options and approve) Example: Book Theatre room, Book Elevator 1

e. Survey - users can answer survey questions set by Admin/Manager (Simple questions/pie chart display) Yes/No – Comment – Export data to Excel - Visually make this look as good and clean as possible. Building Admin(s) to post new surveys, all users can see the finished survey results but not the comments section - Example: Recent survey: Are you happy with the current landscapers? 75% said yes, 25% said no

f. Users can login and change their profile information, contact settings – Add tenant – remove tenant

g. Submit support tickets for building issues in various categories (Set by Manager/Admin)

h. Send message (sent as email)

Admin:

a. Same view as user \* beside username to indicate admin or similar

b. Admin can view the posted requests for bookings (calendar)

c. Admin can approve/cancel – All actions are documented (user\* deleted – access log)

d. Admin can post / cancel events.

e. Admin can modify user information. Documents when/who made the change.

f. Admin approve Users registration

g. Mailchimp or similar integration to be done (for registration etc.,)

h. Support tickets system management - can answer questions, export to Excel, Auto archives

Manager:

Creates building page

Sets up Admins for a building.

Sets number of users to a building. Example 100 units would mean 100 users to register.

Full access control of the building sites.

Custom email client (Users can only send email to building – Admins to view and reply to emails - automatic archives, lists who's view/replied) -- Future feature ---

Support ticket system – Users to submit building issues via category – Admins to manage/edit > Export to Excel needed -

Admins to post .pdf/.xlsx/.jpeg to Memos/News/Document pages

Calendar – Shows events, users to book elevator/amenity room/other – Admin to approve/cancel/post events - Able to edit names "Example: Book Pool, Book Meeting Room 1" - Export to Excel if possible

Email mailing list – MailChimp or other – Pulls from database when new users register – Approved by Admins

Building survey – Admins can post survey question – Users can submit reply Yes,No (example: Pie chart system showing results on dashboard) - Export to Excel

Create document - Allow a basic document to be posted on building letterhead (.PDF) post to documents

My Account – Users can modify contact settings, personal information

Building Admin Account – Can modify user information – total amount of users to be set by manager at setup

Admins – Set by Manager upon startup and when notified to change – (To discuss options here)

Manager – Full access control (this is for my use to setup new admins for new clients)

PAGES:

Login/Register > Login for users okay on this page or they can use their building page

-Register will capture user information to allow easy approval/setup upon payment – Manual setup for now to complete site –

> Payment link to be linked on main page “Price” Square store

<https://squareup.com/store/strata365>

Once the “sale” happens I will manually create the building page

* Future automation would be great to see – 2.0 option –

Social media

-Instagram account – Link to Strata365