

Project Report: AD Rewards Affiliated Distributors

Project Start Date: End Date:



■ Completed ■ Upcoming (next 7 days) ■ Late

Milestones and associated tasks

Total Hours: 159 hrs 4 mins Total Estimated Time: 205 hrs 45 mins Total Billable Time: 31 hrs 9 mins Total Non Billable Time: 127 hrs 55 mins

	Milestone	Description	Responsible			
	Build 1.0 Launch 1		Marcus D.			
	Tasklists	Assigned To	Progress	Estimated	Time	Billable
Build 1.0						
■	Setup the support@adrewards.ca email	Mike R.	100%	15 mins	None	None
■	Please setup support@adrewards.ca to forward to adrewardssupport.77343.mkudpqiyv@teamworkdesk.com					
■	Form Change	Mike R.	100%	1 hr	None	None
■	Reload database	Mike R.	100%	30 mins	None	None
■	Get into Source Control	Mike R.	100%	2 hrs	None	None
■	Move from VPS to rackspace	Mike R.	100%	1 hr	None	None
■	Provide URLs and credentials	Mike R.	100%	15 mins	None	None
■	Create Test Task	Mike R.	100%	None	None	None
■	Complete the task defined in the readme.php of the attached zip	Lairy N.	100%	None	None	None
■	Smoke Test of AD Rewards	Josh H.	100%	30 mins	None	None
■	Please use the AD Prod link in the links section to log on make some purchases with the points balance. Steps: Login with the credentials below. Browse Items Make purchase Report back if you find any anomalies or anything weird No one should spend more than 1/2 hr on this, but must be done today. You can use these credentials to test: Click login in upper right and enter following: Distributor: McLoughlan Supplies Ltd. Customer #: 282160 Password: tester					
■	Smoke Test of AD Rewards	Lairy N.	100%	30 mins	None	None
■	Please use the AD Prod link in the links section to log on make some purchases with the points balance. Steps: Login with the credentials below. Browse Items Make purchase Report back if you find any anomalies or anything weird No one should spend more than 1/2 hr on this, but must be done today. You can use these credentials to test: Click login in upper right and enter following: Distributor: McLoughlan Supplies Ltd. Customer #: 282160 Password: tester					
■	Smoke Test of AD Rewards	Mary T.	100%	30 mins	None	None
■	Please use the AD Prod link in the links section to log on make some purchases with the points balance. Steps: Login with the credentials below. Browse Items Make purchase Report back if you find any anomalies or anything weird No one should spend more than 1/2 hr on this, but must be done today. You can use these credentials to test: Click login in upper right and enter following: Distributor: McLoughlan Supplies Ltd. Customer #: 282160 Password: tester					
■	Smoke Test of AD Rewards	Sheilamae T.	100%	30 mins	None	None
■	Please use the AD Prod link in the links section to log on make some purchases with the points balance. Steps: Login with the credentials below. Browse Items Make purchase Report back if you find any anomalies or anything weird No one should spend more than 1/2 hr on this, but must be done today. You can use these credentials to test: Click login in upper right and enter following: Distributor: McLoughlan Supplies Ltd. Customer #: 282160 Password: tester					
■	adrewards.ca	Marcus D.	100%	None	None	None
■	• Make "Login" functional	Mary T.	100%	30 mins	None	None
■	Login" should go to login page - same as "my account					
■	• Enter Key - submit	Mary T.	100%	30 mins	None	None
■	Enter key should submit the login request					
■	• Give "Search" Priority	Mary T.	100%	1 hr	None	None
■	Currently the "Points" overlaps the "Search" bar and users cannot read what is in the field. Issue when logged in as customer only.					

	• Customer Details	Mary T.	100%	30 mins	None
	Delete "Billing Address" and "Edit Billing Address"				
	Portal	Marcus D.	100%	None	None
	• Global Navigation	Mary T.	100%	2 hrs	None
	Add global navigation on every page of the "Portal" for fast navigation				
	• Suppliers Tool	Mary T.	100%	4 hrs	None
	Tool to Add/Edit/Delete "Suppliers" and add/edit/delete logos associated to them				
	Profile Page	Marcus D.	100%	None	None
	• Fix Submit Button	Mary T.	100%	1 hr	None
	Submit button leads to 404Page				
	Checkout Page	Marcus D.		None	None
	• Terms & Conditions	Marcus D.		None	None
	Add check box for "Accept Terms & Conditions" Terms & Conditions should hyperlink to page. Jason to provide.				
	• Terms & Conditions Page	Mary T.	100%	None	None
	Add page listing Terms & Conditions				
	Portal Branch Management Tool	Mary T.	100%	4 hrs	None
	Similar to "Users" - function to add/edit/delete branches under a distributor				
	Products	Marcus D.	100%	None	None
	• New Items Category	Mary T.	100%	2 hrs	None
	Items tagged as "New" from woocommerce should show in the "New Items" category				
	Completed Orders	Marcus D.	100%	None	None
	• Shipping Details	Mary T.	100%	4 hrs	None
	Completed orders should show shipping details				
	Customer Details	Marcus D.	100%	None	None
	• Adjust Numbers Formatting	Mary T.	100%	1 hr	None
	All "points" should have commas as separators				
	• Reset Password Button	Marcus D.	100%	None	None
	Add a button to trigger the "Reset Password" for a customer				
	Customers	Marcus D.	100%	None	None
	• Items Per Page	Mary T.	100%	2 hrs	None
	Add drop menu to allow users to select to show 25, 50, 100 customers per page				
	Order Complete Page	Marcus D.	100%	None	None
	• Show Products	Mary T.	100%	2 hrs	None
	Add products in order to this page				
	• Shipping Types	Mary T.	100%	4 hrs	None
	Add "Dropship" to shipping method				
	Order Details	Marcus D.	100%	None	None
	• Adjust page	Mary T.	100%	1 hr	None
	Show "Distributor" and "Branch" the same way as is shown on the packing slip				
	• Customer Notes	Mary T.	100%	1 hr	None
	Show Notes on the order detials page				

Orders	Marcus D.	100%	None	None	None
<div>• Add Filters</div> <div>Add "Distributor" and "Branch" filters</div>	Mary T.	100%	4 hrs	None	None
<div>• Cancelling Orders</div> <div>Add the "Cancel" status to the dropbox on Orders page</div>	Mary T.	100%	1 hr	None	None
<div>• Adjust "Total" column</div> <div>Values should have comma separators and should not show decimals</div>	Mary T.	100%	30 mins	None	None
<div>• Cancelled Order Points</div> <div>Cancelled orders that are "Printed" are not refunding points. Please fix.</div>	Mary T.	100%	1 hr	None	None
User Approvals	Marcus D.	100%	None	None	None
<div>• Add Filters</div> <div>Add "Distributor" and "Branch" filters</div>	Mary T.	100%	2 hrs	None	None
Users	Marcus D.	100%	None	None	None
<div>• Passwords</div> <div>Do not display "Password" on users pages</div>	Mary T.	100%	30 mins	None	None
<div>• Forgot Password Button</div> <div>Add button to trigger the forgot password function.</div>	Mary T.	100%	None	None	None
Packing Slip	Marcus D.	100%	None	None	None
<div>• Coupons</div> <div>Adjust packing slip to show coupon codes</div>	Mary T.	100%	3 hrs	None	None
Minimize Repo	Mike R.		2 hrs	None	None
Minimize the repos for download. Split them into two if needed.					
Cloning & Setup on your Local	Mary T.	100%	None	None	None
Kindly clone and setup AD Rewards wordpress site and AD Rewards portal in your local machine. Thanks					
<div>• Config files</div> <div>Hi Mike, Could you please help Mary and guide her on what are the files need to be updated in order for the AD Rewards portal to work on her local. Also, .htaccess file is missing on the AD Rewards wordpress site. Thanks</div>	Mike R.	100%	None	None	None
Portal User Groups View/Edit	Mary T.	100%	2 hrs	None	None
On the Portal System, changing the roles in the "User Groups" for "View/Edit" does not appear to be changing the roles as intended. Example: User Group "Distributor" has the "View" role for "Supplier Matrix" – but does not have the "Edit" role. But they still have the "Edit" functionality on the "Supplier Matrix". See attached screenshots.					
			53 hrs 30 mins	None	None
			Over/Under	53 hrs 30 mins	

	Build 1.1 Complete		Marcus D.
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