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| --- | --- | --- | --- |
| **Issue** | **Responsibility** | **Status** | **Urgent** |
| Read from scanner | Wence | 0 |  |
| B/G | Newton | 1 |  |
| Salary made as 1 - Many | Newton | 1 |  |
| Doc types | Newton | 0 | 1 |
| Popup needed for tasks | Wence & Newton | 0 | 1 |
| Email Functionality for Tasks  Suggest route of next task | Newton | 1/2 | 1 |
| Arrange tasks for VP/SP/BC | Wence | 0 | 1 |
| Leave  -modal and code | Wence | 1 |  |
| Search  -dob  -names  -passport no | Newton | 1 |  |
| Add reference to activity for document type | Newton | 0 | 1 |
| Display Staff Name on Task Completion | Newton | 1 |  |
| Think Tracking documents (Location) Inventory Of documents | Wence | 0 |  |
| Staff   1. Add search by organization 2. Add Next to go to next tab 3. Add Default Documents 4. Add Save and Print 5. Lock fields for editing | Newton | 0 |  |
| Leave:   1. Add search 2. Add summation of leave days 3. Print Leave form | Wence | 0 |  |
| Activity costs | Newton & Wence | 0 |  |
| User management | Wence | 0 |  |
| Make notification meaningful | Newton | 1 | 1 |
|  |  |  |  |