**Task -1:**Admin :

1. **Administrator:**   
   Matt -> What are the different administration type   
   WTD -> 1. Administrator -> is the admin of CTC  
    2. Developer -> Developer access to everything by password so how long they access can be restricted. Cannot download.  
    WTD : For now as we haven’t discuss which module will be accessible by developer. No task to do in that for now   
    3. Adviser -> Adviser can see everything, cannot edit anything bur can run and download reports  
   WTD :ok. Developer will code accordingly for “Advisor” login  
    -> 17-18 hours .   
   There is one other solution: in which you(admin) can assign which type of user can access which modules and in specific module what function (add, edit, delete, view) user can perform.  
   Note : This will useful in case of you are not clear with which modules/functionality perform which type of user   
    -> It will take 36 hours. Let me know if you required this facility  
    4. Sales -> Remove  
   WTD :OK  
   -> 1 hour  
     
    Remove all remaining types  
    WTD : OK  
   ->30 mins  
   1. Document:  
      Matt -> What is the use of it  
      WTD -> Here you can add documents like any certificates/ licenses of the user. you are creating.   
      Matt :this Is for CV documents, it is OK leave alone but confirming not mandatory  
      WTD :ok  
      -> 30 mins
2. **Contact us form details:**  
   Matt : Where did the details of user fills form in “Contact” tab will go   
   WTD -> That will be listed under “Contact Us” module in admin.   
   Matt :I was asking about the “Careers module”, the Careers form should insert the applicant trainer in the training module as “applicant” The contact us form should be emailed to [contact@ctcsafety.com.au](mailto:contact@ctcsafety.com.au)  
   WTD : Right now career inquiries will go under “Manage CVs” but if you want us to change it as “Applicant” in “Trainer ” module we’ll do .   
   -> OK we sent careers query to given email id .  
   -> 1.5 hours
3. **Trainer:**  
   Matt : Make all the fields in “Trainer -> add Trainer” after “Trainer’s Competencies” not mandatory   
   Matt : OK  
   -> 1 hours
4. **Location:**  
   Matt: IN “Location :Add new “ make “Hired venue day rate” field mandatory only if “Is hired venue” option is selected else make it optional.   
   Matt : OK  
   ->30 mins
5. **Snippets:**

Snippets category: Matt : “Snippets Category “ add move up- down option .   
Snippets: it is not search entered text in “snippets title” field   
Matt : OK  
-> 4-5 hours

1. **Library :**  
   Matt : Resources page at front needs redesign and arrange document/ links in alphabetical order .  
   in links : can able to move it up/down in list.  
   WTD :Work flow of library data : If you add any documents/links and select “Course” then added document will be displayed in Resources as well as in course. And if “course ” is not selected then added document will be displayed in Resources tab only,   
   Matt :This module needs to be redesigned so more documents are visible on page, too hard to navigate and may need a page search bar.   
   -> OK   
   -> 6 hours
2. **Unit :**  
   view -> Display details of selected snippets right now it shows only title.   
   Matt : OK  
   ->2 hours
3. **Remove sign in module** .  
   -> 1 hours

**Task 2-**

1. Add banner module in admin and display banner   
   WTD : So you will add multiple banners in "Banner module " with start and end time (date and time both) and accordingly same banner will be shown in all pages which has ad section.

Matt : yes  
  
-> 8 hours