**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
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