



FEATURES OF PRODUCT NEILON PROJECT MANAGEMENT

Here is the list of features available in Neilon Project Management.

No	Module	Features
1	Customer Onboarding & Job Request Management	<ol style="list-style-type: none">1. Create community users for customers2. Allow customers to create and manage job requests in one place3. Email alerts to coordination team on job request creation4. Send quotations to customers for job requests via email5. Auto reminders to customers to approve/reject quotation6. Create jobs/audits for approved requests7. Email alerts on job request status change8. Dashboard for coordination team to manage job requests9. Dashboard for customers to manage job requests
2	Project Planning, Scheduling & Job Service Management	<ol style="list-style-type: none">1. Define a set of services for jobs/audits2. Create price plans for different customers depending on job/audit service and audit location3. Create & manage jobs/audits for various customers4. Assign & manage services for projects<ol style="list-style-type: none">a. Prepaid and EOM servicesb. Chargeable and complimentary/free servicesc. On-site and off-site servicesd. Manage hotel fees, air tickets, transportation fees, and other travel costs for on-site job/audit services5. Assign & manage staff to perform services of jobs/audits
3	Job/Audit Management	<ol style="list-style-type: none">1. Create & manage jobs/audits for customers2. Send job/audit notifications to factory/customer3. View invoiced and uninvoiced services of jobs/audits4. Add job/audit notes5. Manage job/audit client categories6. Manage workers demographics7. Allow document collection for various jobs/audits8. View job notification histories

4	Resource Management & Calendar Dashboard	<ol style="list-style-type: none"> 1. Allow auditors to check their calendar 2. Allow coordinators to check their auditors' calendar 3. Add calendar notes for users or user groups 4. Staff unavailability management
5	Invoice Management (Invoicing, Billing, Cost Tracking & Credit Notes)	<ol style="list-style-type: none"> 1. Show outstanding invoices of various customers 2. Create & manage invoices for completed or prepaid services 3. View and download invoices as PDF 4. Send / email invoice PDF 5. Record payments against invoices 6. Multi-currency support 7. Partial payments for prepaid services 8. Set default invoice recipients for customers 9. Allow customers to submit feedback for invoices 10. Review & manage invoice feedbacks from customers 11. Send automatic invoice reminders to the payee 12. Manage invoice email templates
6	Project Automation & Email Integration	<ol style="list-style-type: none"> 1. Email alerts to customer and coordination team on job request creation 2. Auto reminders to customers to approve/reject job quotation 3. Auto populate service fees for jobs using customer price plans 4. Send automatic invoice reminders to the payee 5. Project automation using FLOWS
7	Issues, Corrective Action Plans & Feedbacks	<ol style="list-style-type: none"> 1. Create issues for jobs/audits 2. Create corrective action plan for jobs/audits 3. Write report feedbacks for jobs/audits
8	Other	<ol style="list-style-type: none"> 1. View job notification histories 2. View access logs of jobs, invoices, and companies 3. Create and manage customer price plans 4. Create and manage job client categories