##### Script of More Module

Welcome to our presentation on panapnaTech Business Software's more module.

1. **Check the Activity Logs**

Navigate to the "More" option in the navbar, and click on "Activity Log". Here, we can view and clear all activity logs on the dashboard.

1. **Check the Daily Logs**

Navigate to the "More" option in the navbar, and click on the "Daily Logs" selection in the drop down. Here, you can see all "Daily Logs" and create, edit, or delete them. Click on "Create new daily log". Enter details such as project, arrival date and time, departure date and time, job site condition, type job site condition notes, tasks performed, any weather delays, any schedule delays, weather notes, any schedule delays, people (choose any visitors on site), visitor name, select project member, visitor notes, material (material name, quantity), content notes, arrival date and time, status. Click on submit. The "Notes" section serves as a space for users to jot down important information, reminders, or observations related to the project. The "Files" section is a centralized repository for all project-related documents, ensuring easy access and collaboration. Users can upload, share, and organize files within the project.

1. **Add the Vehicle Logs**

Navigate to the "More" option in the navbar, and click on the "Vehicle Logs" selection in the drop down. Here, you can view all "Vehicle Logs" and create, edit, or delete them. Click on "Create new vehicle log". Enter details such as date, time, and members. Input the vehicle name, Hours Used, and select tolls. Specify the start location and destination, choose the project, and indicate trip mileage and purpose type. The "Notes" section serves as a space for users to jot down important information, reminders, or observations related to the project. The "Files" section is a centralized repository for all project-related documents, ensuring easy access and collaboration. Users can upload, share, and organize files within the project. Click on the submit button.

1. **Add the Goals**

Navigate to the "More" option in the navbar, and click on "Goals" in the drop down selection. Here, you can view or delete all targets. Click on "New Goal", enter the subject, select the goal type, employee, and achievement, then set the start date and end date, and finally type in the description. Click on the "Save" button.