WiFi Router Tracking & Agreement (Bills Inc)

Reference document · built 04/09/2026 · deployed byte-identical to all 13 sites

Bills Inc tenancies are supplied a WiFi router (Virgin Media). This feature tracks the router from **order → arrival → in office → with tenant**, prints the tenant **sign-for agreement** and the **setup guide** that goes on the box, and surfaces the ones that still **need ordering** before the tenancy starts. Routers only apply to **Bills Inc** groups (`cgh_billinc='1'`).

1. Data model

All on `contgrphdr` (the contract group):

Column	Meaning
`cgh_router`	Status: 0 blank / 1 Ordered / 2 Arrived / 3 In office / 5 With tenant / 4 Returned
`cgh_router_orderdt`	Date the router was ordered
`cgh_router_arrivedt`	Arrival date — the confirmed date from the supplier's email (also used as the "expected" date)
`cgh_billinc`	`'1'` = Bills Inc (the gate for the whole feature)

Plus `var_system.router_lead_days` (default **30**) — the usual order→arrival lead time, used to estimate an expected arrival when no confirmed date is entered yet.

Migrations (run on all 13, then deleted from servers): router order/arrive dates + lead days; template sys_use 994; template sys_use 996 + `#routerqr#` / `#routerbottom#`.

2. Templates (editable in System Forms)

sys_use	basis	Title	What it is
994	200	Router Agreement	Page the **tenant signs** to confirm they received the router. Filed on the CG.
996	202	Router Setup Guide	The Virgin setup guide **taped to the router box** (letterhead + QR + barcode block).
995	201	Bills Inc Welcome Letter	Separate worker's letter — not part of the router pair, but printed alongside on keys-out packs.

Signed document type: `doc_type 99` "Router Agreement (signed)".

Hashtags: `#routerstatus#`, `#routerorderdate#`, `#routerarrivedate#`, `#routerreceiveddate#`, `#routerdetails#`, `#routerqr#` (QR image), `#routerbottom#` (big address / PID / Contract Group / barcode block), `#routerbarcode#`, plus the standard office/bills hashtags. The QR and barcode block are **injected by the print code** into the `#routerqr#` / `#routerbottom#` tokens, so the office can move where they sit by editing the template.

Barcode: `RTR_PR_<pid>_CG_<pf><cg>` (Code128) — e.g. `RTR_PR_1892_CG_9796`. `RTR_` marks it a router label; `<pf>` is the own-system prefix (H = crb151/Haus, R = reddoor).

3. Print logic — two versions by class

`tlsinclude/incfunrouteragr.php` is the **single shared engine** (`funRouterAgrBuild` / `rp_build`). The print page, the collection print and the keys-out signing sheets all call it, so they can't drift.

TFO vs FM/LRCO is decided from the CONTRACT's `ct_class` (2/3 = TFO), NOT the group's `class_ind` — on crb115 (cg_ind=1) a transferred group's `class_ind` is stale (0) while the contracts carry the real class.

Group	What prints
TFO (ct_class 2/3)	Page 1 = Router Receipt & Agreement (tenant signs) → Page 2 = Setup Guide

FM / LRCO (ct_class 0/1)	Setup Guide only (no signing page)

The setup guide's address/PID/CG/barcode block drops to the bottom of the A4 (big gap above) so it tapes to the box, and carries **"Let by: <letting office>"** (from the contract's `let_office`). Keys-out packs use two engine flags: `$rpForce` (FM/LRCO get the sign-in page too) and `$rpAgrOnly` (agreement only, no setup guide).

4. Pages

Page	Role
`cgupd.php`	**The control** — Router row (Bills Inc only): status dropdown, Ordered date, Arrival date, scan-in field + "arrived today" button, ETA hint, "Print Router Agreement" link (once Arrived/In office/With tenant).
`router_agreement_print.php`	Prints the agreement + setup guide. `?cghid=N` one group; `?col=1` a CG collection. Files the signed PDF to `contgrphdoc` as doc_type 99.
`routerorders.php`	**The tracker** (menu head=37). Chips: To order (Bills Inc, not ordered, start ≤40d) · On order · Arrived · Due ≤7d · Overdue · All. Each row links to cgupd to act.
`mgmtsignofflist.php`	The Bills Inc move-ins list (`?bi=yes`) gains a Router column (status chip, links into cgupd) + a router-orders toolbar link.
`syscontrol.php`	Moveins card shows the Bills Inc move-ins count (hub AND sender), linking to `mgmtsignofflist.php?bi=yes` .
`cgcol.php`	"print router agreements" collection link.

5. Suggested day-to-day workflow

A. New Bills Inc tenancy / group created

1. It appears on `routerorders.php` under **To order** once the start is within 40 days and no router is ordered — the daily action list.
2. Order with the supplier, then on `cgupd.php` set Status = **Ordered** + the Ordered date. Expected arrival auto-estimates as order + 30 days.

B. Supplier confirms a delivery date

3. Enter the real date in **Arrival** on `cgupd.php` . Due ≤7d / Overdue now track against the confirmed date.

C. Router arrives at the office

4. **Scan it in** on `cgupd.php` (or press "arrived today") — sets Status = **Arrived** + stamps the date. Shows under **Arrived** on routerorders.

D. Printing the paperwork

5. From `cgupd.php` (or the `cgcol.php` collection) **Print Router Agreement**: TFO → tenant signs the agreement (file to CG as doc_type 99) + setup guide on the box; FM/LRCO → just the setup guide.
6. Keys-out packs (`tenantrep2a` / `agentrep1`) already fold the sign-in agreement in.

E. Handover

7. When the router goes out with the tenant, set Status = **With tenant** on `cgupd.php` .

Where to look: `routerorders.php` is the whole pipeline in one screen; `mgmtsignofflist.php?bi=yes` is the Bills Inc move-ins with router status inline; `syscontrol.php` gives the headline Bills Inc count.

6. Workflow suggestions / open gaps (not yet built)

1. **Auto "To order" reminder.** The list is passive. A syscontrol tile ("Routers to order (N)") or a daily chat/email nudge would push it. Low effort — the query already exists.
2. **Include already-started-no-router.** The To-order window is upcoming-40-days only; a tenancy already started with no router is more urgent and currently invisible on that chip — add a separate bucket.
3. **Supplier email → Arrival date.** Arrival is typed by hand. A structured supplier confirmation could be parsed to pre-fill Arrival + CMAC for a one-click confirm.
4. **CMAC / serial capture.** Storing the router's CMAC/serial on the group at scan-in ties a physical unit to a tenancy (helps the tenant's Virgin call + the Returned step).
5. **Returned tracking.** Status 4 Returned exists but nothing chases the router back at end of tenancy — a "routers out with ended tenancies" view would close the loop.
6. **QR target.** The setup-guide QR points at the generic Virgin hub setup page. Point it at a branded/UniHomes help page or video if there is one (one-line change).
7. **Lead time per supplier.** `router_lead_days` is one estate-wide value; a per-supplier value would sharpen the expected-arrival estimate.

7. Multi-worker note

Built by two workers in parallel and merged cleanly. worker1: two-version-by-class print, QR, barcode-at-bottom, "Let by" office, ct_class-based TFO detection, the routerorders tracker (+ To-order / Arrived), the mgmtsignofflist Router column, and the syscontrol Bills Inc count. Other worker: extracted the builder into the shared `incfunrouteragr.php`, wired keys-out signing (`$rpForce` / `$rpAgrOnly`), the `#routerbarcode#` hashtag, and the separate Bills Inc Welcome Letter (sys_use 995). No sys_use collision — 994/996 are worker1's, 995 is the other worker's; the shared engine carries both sets of parameters.