LIST OF WORK LEFT ON CAPFIELDS EVOLVE

|  |  |  |
| --- | --- | --- |
| **S/N** | **WORK TO BE DONE** | **REMARK** |
|  | user level backend arrangement |  |
|  | iOS issue |  |
|  | not all transactions are going to audit, pls check |  |
|  | When you search for a product from the quick search side, the discount doesn’t work.. pls fix |  |
|  | Organize ongoing order to be like scheduled order showing all order in (VIEW ORDER). will also like to see order location, fulfilment and driver number, customer details and date |  |

**TABLE FOR DELIVERY FEE AND SHARING FORMULAE [No 9]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **PARTAKERS** | **IN CITY**   * Delivery fee=3 %      * Min fee= 598   Max fee=1,500 | **IN STATE**   * Delivery fee= 6 % * Min fee= 998 * Max fee=10,000 | **INTER STATE**   * Delivery fee= 8% * Min fee= 4,800 * Max fee=NIL | **INTER COUNTRY**   * Delivery fee= 10 % * Min fee= 24,000 * Max fee= NIL |
| 1 | Capfields | * 15 % | * 17% | * 5% | * 8% |
| 2 | Fulfilment Agents | * 18 % | * 12 % | * 3 % | * 1 % |
| 3 | Driver1 | 67 % | 71 % | 21 % | 6 % |
| 4 | Transit | ---------- | --------- | * 47 % | * 75 % |
| 5 | Driver2 (push) | ----------- | -------- | 24 % | 10 % |

**BUGGS OBSERVED DURING IN CITY TEST RUN**

* Maximum delivery fee was wrong, should be 1,500
* Cap agent percentage didn’t work
* Driver App did not show amount to be earned
* Could not confirm delivery and end trip
* Driver app did not show separately [destination] and [ pick up] what was showing as pickup location is actually destination

**BUGGS OBSERVED DURING IN STATE TEST RUN**

* Cap agent percentage didn’t work
* Driver App did not show amount to be earned
* Could not confirm delivery and end trip
* Driver app did not show separately [destination] and [ pick up] what was showing as pickup location is actually destination

**BUGS OBSERVED DURING INTER STATE TEST RUN**

* Cap agent percentage didn’t work
* Wrong pickup driver percentage but showing
* Wrong push driver percentage but showing
* Could not confirm delivery and end trip

**BUGGS OBSERVED DURING INTER COUNTRY TEST RUN**

* Inter country not showing on driver App
* Driver app did not show separately [destination] and [ pick up] what was showing as pickup location is actually destination
* No option to select delivery company and fill the form
* No view more showing
* Cap agent percentage didn’t work
* Wrong pickup driver percentage but showing
* Wrong push driver percentage but showing
* Could not confirm delivery and end trip

**PICTURE CHCEKMATE EXPLAINER**

**FULFULMENT AGENT**

1. 3 types of picture will be sent for approval by fulfilment agent for approval. Once approved from the back-end agent sees [PAY SELLER] OR [ADD SELLER].

®Quality picture ® Quantity picture ® Weight picture



|  |  |  |
| --- | --- | --- |
| **MARKET** | **Back end approval** once 3 picture types have been submitted | Staff approval code name needed |
| **FAST FOOD** | **Back end approval** once 3 picture types have been submitted | Staff approval code name needed |
| **STORE** | **Automatic approval** once 3 picture types have been submitted | AUTO APPROVAL |
| **PHARMACY** | **Automatic approval** once 3 picture types have been submitted | AUTO APPROVAL |

1. AFTER APROVAL IS DONE FOR SAY 5 DIFFERENT PRODUCTS ORDERED IN ONE CART eg
2. Maggi --------Market **√Approved** **🡪** ADD/PAY SELLER
3. Basket of tomato -------Market Not Approved
4. Perfume -------Store Not Approved
5. Amala and Ewedu ------- Fast food **√Approved** **🡪** ADD/PAY SELLER
6. Paracetamol ------ pharmacy Not Approved

Here agent can select more than one product to pay at once to a seller. Details of agent’s order will appear on the back end for only one staff to approve all, so once one staff approves one product , the same staff will approve the rest. For any order, maximum of 2 direct transfers are allowed.

1. ONCE AGENT CLICKS ON PAY SELLER, THE DROP DOWN BELOW SHOWS

Withdraw cash

(Market only)

**ADD SELLER OR**

**PAY SELLER**

**MARKET SELLERS**

-Mama crayfish

-Emeka onions

-Teo shop

**CHOOSE CATEGORY**

Market

Fast food

Pharmacy

Store

**🡪**

**🡪** **🡪** **🡪**

Direct Transfer

**🡪** **🡪**

**Exact Pay**

**Difference pay** Amount/actual Amount

Backend payment Approval

Payment Room

(Staff code)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **PRODUCT** | **CATEGORY** | **STATUS** | **UPLOAD RECIEPT** |
| 1 | Maggi | Market | Paid /bought | Auto receipt |
| 2 | Basket of tomato | Market | Paid /bought | Auto receipt |
| 3 | Perfume | Store | Paid /bought | Take picture |
| 4 | Amala and Ewedu | Fast food | Paid /bought | Take picture |
| 5 | Paracetamol | Pharmacy | Waiting | Take picture |

TASK FULFILED

Take picture of each product in package to hand over to driver

Pic 1 pic 2 pic 3 pic 4 pic 5

NOTE: As any picture is being taken by the fulfilment agent and driver, they come up to the back end next to the customer’s order ID and information. this picture will be shown to the customer once she clicks confirm delivery and to us on the backend her own report picture.

**DRIVER**

Confirm products

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **PRODUCT** | **APPROVED PICTURE** | **PICTURE HANDED TO DRIVER** | **CONFIRM PRODUCT** |
| 1 | Maggi |  |  | **RECEIVED** |
| 2 | Basket of tomato |  |  | **RECEIVED** |
| 3 | Perfume |  |  | **RECEIVED** |
| 4 | Amala and Ewedu |  |  | **RECEIVED** |
| 5 | Paracetamol |  |  | **REJECT** |

[I accept full responsibility going forward of product quantity and quality]

**[START TRIP]**

**Reached destination? END TRIP**

To end trip driver must take pictures of product he is giving to customer which enables customer see CONFIRM DELIVERY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **PRODUCT** | **APPROVED PICTURE** | **PICTURE HANDED TO DRIVER** | **CONFIRM PRODUCT** | **PICTURE AS DELIVERED** |
| 1 | Maggi |  |  | **RECEIVED** |  |
| 2 | Basket of tomato |  |  | **RECEIVED** |  |
| 3 | Perfume |  |  | **RECEIVED** |  |
| 4 | Amala and Ewedu |  |  | **RECEIVED** |  |
| 5 | Paracetamol |  |  | **REJECT** |  |

**END TRIP**

**CUSTOMER**

Confirm products

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **PRODUCT** | **APPROVED PICTURE** | **PICTURE HANDED TO DRIVER** | **DRIVER DELIVERY PICTURE** | **INVENTORY** |
| 1 | Maggi |  |  |  | RECEIVED |
| 2 | Basket of tomato |  |  |  | RECEIVED |
| 3 | Perfume |  |  |  | RECEIVED |
| 4 | Amala and Ewedu |  |  |  | RECEIVED |
| 5 | Paracetamol |  |  |  | NOT RECEIVED |

**(Products complete? Confirm delivery)**

**(Satisfied) (Report)**

**PICTURE CHECKMATE TO DO LIST**

|  |  |  |
| --- | --- | --- |
| **S/N** | **WORK TO BE DONE** | **STATUS** |
|  | When a driver rejects a product, he sees a form, why reject? Take picture then tape report. Then he loses the trip immediately. |  |
|  | When he loses the trip the fulfilment agent is notified to the drivers complain and asked to make amends and re take pictures and tap task fulfilled. And another driver can see the request. The rejection notification will also be sent to the Cap agent and commission will be misused double. |  |
|  | If a fulfilment agents product is rejected up to 4 times, the fulfilment agent will be blocked automatically. |  |
|  | Fulfilment agent can see her no of rejects on the dashboard. Likewise, number of reports from each customer that makes a report, same 4 times to blocking. |  |
|  | Once a customer clicks in report, she takes a picture and writes what she’s reporting. And both the driver and fulfilment agent who did the order will get one red each. Up to 4 times they get frozen / blocked. |  |
|  | Back end can grant waiver to fulfilment agent for driver to still accept product after he clicked reject after viewing reason / picture from back end. If reason is tangible he loses the trip and fulfilment agent starts again . |  |
|  | If matter persists, fulfilment agents will click on hand over to cap agent. Thereby freezing her account and Cap agents account until d customer gets the products and confirms delivery as satisfied. |  |
|  | from the back end , the person who is approving must put his or her pin so we have record in case she approved a spoilt tomato or something |  |
|  | we can check fulfilment agents activity every week to know how many orders they accepted and we can remove them if they are in active |  |
|  | Customer can track order once he/she submits order for delivery eg  \_ order submitted  \_ task fulfilled  \_ percel on the way 38:50 mins to go  \_ percel with transport company 2days   * Percel on the way to you 10;35 mins to go |  |
|  | Fulfilment agents clock starts ticking once she gets approval for all products. After 40mins fulfilment agents clock starts to beep, after 1 hour we minus 150 from agent after every 1 hour. He can request for time giving reason, same with driver. |  |
|  | Task fulfilled- shows driver hand over pic page to show pictures of him handing each product to driver sealed |  |
|  | Driver confirms each product PBB and SP before starting trip. After accepting trip, he sees confirm products - (I accept full responsibility going Forward of product quantity and quality) |  |
|  | To end trip driver must take pictures of product he is giving to customer which enables customer see CONFIRM DELIVERY |  |
|  | Online BVN and police report submission for Clearance to be approved as an agent or driver |  |

**CAPFIELDS EVOLVE UPDATE**

|  |  |
| --- | --- |
| **WORK TO BE DONE** | **STATUS** |
| 1. Fulfilment agents should see picture of the product that was ordered by the side of the name |  |
| 1. Biometrics login |  |
| 1. User to usre transfer |  |
| 1. Email and text message confirmation |  |
| 1. Continuous login except user signs out |  |
| 1. Customer can add a note for fulfilment agent/ driver to see |  |
| 1. Option for customer to pick up delivery by themselves. schedule the pick up time and location in the exact city the purchase was made. Here no delivery fee but only service charge will be paid with the total cost of product. |  |
| 1. When you search for a product, the discount disappears please fix |  |
| 1. Any driver/fulfillment agent that delivers within a specific time for at least 15 trips every month gets extra 100 naira for his next 10trips if he continues to meet the timing. Time starts counting once the order has been accepted. |  |
| 1. Fulfilment and delivery app real time database to customer |  |
| 1. Multiple pickups for driver |  |
| 1. Gps locating fulfilment agent and driver’s locations till package gets to the customer. Once the gps of any of them is turned off while still with product, alarm notification is sent to cap agent and office to showing the exact location the gpd was turned off and which customers delivery driver was taking. |  |
| 1. in app notification for Evolve user App, PRO App, driver app, fulfilment app and cap agent’s app |  |
| 1. fulfilment agent’s app should have a sound notification like text sound then disconnect text message alert from them |  |
| 1. direct option to deliver as fulfilment agent instead of tapping task fulfilled and requesting for a driver, agent sees the order first in her in app delivery. |  |
| 1. - customer can add to cart from shopping history |  |
| 1. Create a CAPFIELDS LOGISTICS link on the web were customer can send a product through our Capfields delivery App Using our already existing in city, instate, interstate and intercountry Algorithm. |  |
| 1. change the pagination look to 123­­­\_\_\_4567 |  |
| 1. All uploaded products should show only one picture on slide and not 3 cos we only upload one picture |  |
| 1. in MY DASHBOARD there should be an option to return product , once customer clicks return product he should see return policy to read then fill the form , customer can add product he wants to return from purchase history directly so we see all return request from the back endd with the customer details and and order ID. |  |
| 1. May Day on all capfields app. Customer can tap and watch videos of which ever category he wants to learn. Also, a life call through zoom to the office |  |
| 1. Popup somewhere for customer to see our number to call/chat us, maybe change the whats app icon to contact. then when the customer clicks contact, he can select call or whatsapp chat |  |
| 1. Change name survey to SELL |  |
| 1. If a customer was shopping previously and already added to cart, if the customer logs in back even after 3 days and gets to the home page.. if he clicks on CART in home page the cart should open based on ( continue with current location) this way customer can see everything he added to cart before logging off. |  |
| 1. write in App tutorial the time frame for inter Country and Inter State deliveries |  |
| 1. PRO T and C |  |
| 1. PRO FAQs |  |
| 1. EVOLVE T and C |  |
| 1. EVOLVE FAQs |  |
| 1. EVOLVE return policy |  |
| 1. Add get services on PRO on evolve side menu |  |
| 1. Arrange push order delivery to populate on push date selected, Likewise custom order |  |
| 1. the phone number of the person that was added when putting delivery address should be what will show to the driver, not the number of the persons account that was used to make the order. |  |
| 1. Rearrange schedule order/payment page to show only necessary words |  |
| 1. once an order is submitted in the user app, the user should not see submit order again but track order |  |
| 1. facebook social media link is not connecting properly |  |
| 1. create IBN swift account to help with international payments |  |
| 1. Dry returning worker backend dashboard please have the motivational write-ups |  |
| 1. Cap agent / driver / fulfilment agent daily agreement to terms and conditions |  |
| 1. Enable international numbers to register on the platfrom with or without receiving verification codes, maybe sending an sms to them confirming their registration on Evolve. |  |
| 1. Multiple pictures of one applicant showing on fulfilment/driver/cap agent registration |  |
| 1. Passport of approved fulfilment agents not showing |  |
| 1. Add 2 more banners on evolve |  |
| 1. make evolve more desktop friendly |  |
| 1. Add terms and conditions for Vendors |  |

**CAPFIELDS PRO UPDATE**

|  |  |
| --- | --- |
| **WORK TO BE DONE** | **STATUS** |
| 1 - Customer can select / search the exact service providers he or she wants |  |
| 2 -Capfields pro premium for customers to pay and access certified professionals with service warranty. |  |
| 3 -Pro service providers can pay for premium clients to view them. They must submit cv and other certifications not just the payment to be sure they are experienced in the field. |  |
| 4 -Option for customers to pay the service providers they get on our site through Capfieldspay [ just like Ali Pay]. Any customer that pays through pro pay gets assurance of professional service and refund if service provider does not offer best service spoils / damages something in the process. More like service insurance. Then the service providers get their money through a dashboard and they can request withdrawal of their money. With Capfields Pay we get 2.5 percent of all money paid to customers through our platfrom. Bank transfer, card , wallet etc are all acceptable on Capfields Pay. |  |

I Peter Clever Nkwo on this day 23rd July 2020 agree that everything on the list above will be done with the sum of 600,000 in the space on 5 weeks maximum.

I peter clever Nkwo will work from capfields office guest house with 1 assistant joining me from Lagos to work on this specific project but we will be solely responsible for our feeding and upkeep during our stay in the company house.

Company working hours are from 8am to 5pm weekdays [Monday to Friday] and I agree to work during this time in the company office and more if need be.

I agree to the payment schedule below.

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **PAYMENT** | **DATE** | **AMOUNT** |
| 1 | 2 DAYS BEFORE ARRIVAL | 23/07/2020 | 150,000 |
| 2 | 4TH DAY AFTER ARRIVAL | 29/07/2020 | 50,000 |
| 3 | 12TH DAY AFETR ARRIVAL | 6/8/2020 | 100,000 |
| 4 | ONCE EVERYTHING ON THE LIST HAS BEEN DONE AND PROJECT DETAILS ARE HANDED OVER | 29/8/2020 | 300,000 |

**The project details to be handed over on payment of 300,000 balance**

- WEB App source code

- Host Cpanel details

- The phpMyAdmin user access data base

- switch domain name registration email to Capfields email address

- change email used for pay stack, Android and IOS registration

[-help@proapp.capfields.com.ng-](mailto:-help@proapp.capfields.com.ng-) email login details

- [help@capfields.com.ng--](mailto:help@capfields.com.ng--) email login details

- All updated APKS done must be updated on IOS and Google play store