

Electrocom ERP Software

A. Console (Admin Panel — for Owner)

This is the **main control center** where the Electrocom owner can manage everything.

1. Document Management

- In document management module owner should be able to upload of various documents which he requires to fill in every tender. He should be able to Upload & categorize pre-prepared document templates (Word/PDF files).
 - Select multiple templates via checkbox → click “Print” → all selected documents get printed together.
 - Option to add new templates anytime.
 - Maintain version history and tagging (e.g., *Tender, AMC, Invoice*).
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2. Client AMC Management

- Owner will upload AMC details of any client, then based on the details provided by owner like do AMC billing monthly/quaterly and AMC billing records will be populated based on that and owner will be notified to generate bill locally on their tally system, just owner must be notified about that event.
 - View all clients and their AMC (Annual Maintenance Contract) details.
 - Highlight clients whose AMC is **due or expiring soon** (color indicators or alerts).
 - Owner should be able to select mail template and Send **email reminders** to the clients directly from the console (pre-filled templates).
 - We also need to Track AMC billing periods:
 - Which client has been billed, for what period (from–to) and for what work,
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3. Employee Task Tracking Module

- Used by **technicians & field employees via mobile app** to log their daily work.
- Each task record includes:
 - Date, Employee Name, Location
 - Client
 - Work Description
 - Time taken
 - Cost incurred (if any)
 - Resources used (hardware replaced, consumables, etc.)
- Employees can **add new tasks** and update their status.
- Electrocom Owner can view at a glance:
 - Who worked where, when, and what was done.
 - Filter by date, client, or employee.
 - Total resources used per day/week/month.
- Option to export daily work summary or auto-generate reports.

4. Tender Management Module

Handles everything related to tenders and EMD tracking.

Basic Details:

- Tender Name
- Tender Reference Number
- Tender Work Description
- Tender Filed Date
- Tender Start Date
- Tender End Date
- Tender Estimated Value

Financials:

- **EMD (Earnest Money Deposit):** usually 5% of the total tender amount
- **Security Deposit 1:** 2% taken of the total tender value (taken at time of tender filing and will be returned back if tender is not awarded)
- **Security Deposit 2:** 3% of tender value (after award)
- Auto-calculate total 5% (security 1 + security 2)
- **DD Details:**
 - DD Date
 - DD Number
 - DD Amount
 - DD Made in Name of (Beneficiary)
- Track when EMD/Security is refundable and generate reminders.
- Notification when tender ends (EMD can be claimed).

Document Management (within Tender):

- Owner can select related tender documents from Document Management Module.
- Link to the related tender entry.
- Option to print tender related documents.
- Option to bulk-print all tender documents together.

5. Payroll Module

For managing Electrocom staff and contract-based labour payments.

Office Employees:

- Manage monthly salaries.
- Track attendance, payment date, and mode (bank/cash).

- We just need to keep track of payroll monthly and payment will be done offline by owner, he just needs to know the reports of employees, that who has how much attendance and how much we have to pay him after deductions
- Attendance will be calculated like number of working days - number of days attended by employee - no of sundays in that month - holiday from HolidayCalander
- Maintain salary slips or summary.
- By Default our payroll work on monthly basis and will generate all payslips on day before month end but owner should also be able to select dates ranges from when to when payslip report is to be generated.

Contract / Manpower Workers:

- 500–600 workers managed under different categories:
 - **Unskilled, Semi-skilled, Skilled, Highly Skilled**
 - For each worker basic details are captured
 - Generate payroll summary for that worker.
 - Payment history and pending dues tracking.
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B. Mobile App (For Field Workers & Technicians)

- Login for employees (role: Technician / Field Staff).
- Submit new task or update existing task.
- Upload photos or receipts of work done.
- View assigned tasks and mark as “Completed.”
- See work history and resources used.
- Notifications for new assignments or updates.