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# **Introduction**

## **Purpose**

The purpose of the **DKC** Smart Sales Process is to revolutionize traditional sales methods through technology and data. It aims to enhance the entire sales lifecycle by leveraging intelligent tools, data analytics, and strategic approaches. Key objectives include data-driven decision-making, personalized customer experiences, efficient lead management, increased sales productivity, adaptability, revenue growth, continuous improvement, and seamless technology integration. The goal is to create a dynamic, customer-centric, and results-driven sales strategy for sustained success in a competitive business environment.

|  |  |  |
| --- | --- | --- |
| **Functions** | **Options** | |
| Web Application | Mobile Application |
| **Login Page** | WEB login Page | APK Login page |
| **Master Data** | GEO Hierarchy |  |
| Role creation & Role index |  |
| Employee Creation & Employee Index |  |
| Item Name & Item Index |  |
| LC name & LC Index |  |
| Bank Name & Bank Index |  |
| New Customer |  |
| New Customer Approval |  |
| **Sales Order Approval** | Order Approve |  |
| Order cancel |  |
| Order Edit |  |
| **Order capture** |  | Order Capture |
|  | Order Item Select |
|  | Order Edit |
|  | Order Delete |
| **Customer** | New Customer Creation | New Customer Creation |
| Existing Customer | Existing Customer |
| **DO delivery Sheet** | DO delivery Sheet download |  |
| DO delivery Sheet Upload |  |
| **Payment** | Payment/collection Approval | Payment Collect |
|  |  |
| **Delivery** |  | New DO |
|  | Pending DO |
|  | Completed DO |
| Deliverable order |  |
|  |  |
| **Sales Order shifted** | SO tag by Ghat incharge for other ghat order |  |
| **Attendance** | Attendance Approval | Attendance Submit |
| **TA/DA** | TA/DA approval | TA/DA request |
| **Reporting Place** |  | Reporting place verify |
| **Inventory** | Inventory Unload Input |  |
| **Reports** | Sales Order Report |  |
| DO Summary Report |  |
| Without DO Summary Report |  |
| Collection Report (Collection type) |  |
| Unloading report () |  |
| Delivery Report |  |
| Completed DO Summary Report |  |
| **Logout** | Logout | Logout |
| **Change Password** | Change Password | Change Password |
|  |  |  |
|  |  |  |

# **Role List:**

01. Super Admin Coal

02. Sales Officer

03. Sales Manager

04. Marketing Officer

05. Ghat Incharge

06. Finance

07. Accounts

# **Role Access:**

|  |  |  |
| --- | --- | --- |
| **Role Name** | **Use Place** | **Task** |
| Coal Super Admin | WEB | All |
| Sales Officer | APK | Order collection, Order Delivery Self, Order delivery on behalf MO, New Customer creation, Attendance, TA/DA |
| Marketing Officer | APK | Order Collection, New Customer creation, Attendance, TA/DA |
| Sales Manager | WEB | Order approves (2nd layer), Existing customer view |
| Ghat Incharge | WEB | Order Approve (First Layer), Sales Officer tag for others ghat’s order receive, Sales Officer Tag for MO order deliver by SO |
| APK | Payment, |
| Finance | WEB | Order Approve (Final Layer), Payment Approve (Final Layer), New Customer Approve, Sales order Ghat transfer, Attendance approval, TA/DA approval |
| Accounts | WEB | Payment Approve (First Layer), TA/DA approval. |

# 

# **Modules:**

## **Home Page: (APK)**

After login user will see the Home page. On the Home page user will have the below blocks on screen-

**Sales Officer:**

* > Officer profile
* > Order create
* > Delivery
* > Existing Customer
* > New Customer
* > Reports (Under Payment & Order for customer wise)
* > Attendance
* > TA/DA Process
* > Change Password
* > Logout

**Marketing officer:**

* > Officer profile
* > Order
* > Existing Customer
* > New Customer
* > Reports (Under Payment & Order for customer wise)
* > Attendance
* > TA/DA Process
* > Change Password
* > Logout

**Ghat In-Charge:**

* > Officer profile
* > Payment
* > Existing Customer
* > Change Password
* > Logout

## **User Profile**

By creating any user from WEB a role is created from HO Employee. Need to fill-up required by SuperAdmin.

### **Use Case:**

#### **APK User Profile**

|  |  |
| --- | --- |
| **Name** | User Profile |
| **Brief Description** | A user login in APK and then can see a user profile module on the APK homepage. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | Users can identify user profile after login by seeing this module. |
| **Primary Actor** | Assigned User ( MIS Admin, Finance) |
| **Secondary Actor** | N/A |
| **Pre-Condition** | Must create a user from the web |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | N/A |
| **Business Rules** | A user login in APK and then can see a user profile module in apk homepage.   * Sales Officer tagged with a ghat * Marketing officer Tagged with Ghat * Customer also tagged with ghat of assigned sales officer and marketing officer * Ghat In-charge also tagged with a ghat |

## **Order (Coal) APK**

### 3.3.1 Order:

A Marketing Officer (MO) & Sales Officer (SO) can order from APK for Coal

**Use Case:**

#### **Order Process:**

|  |  |
| --- | --- |
| **Name** | Order collection Process |
| **Brief Description** | Assigned user can order by selecting Item from the business role-wise item list. Here orders sometimes vary by payment/collection process wise. For order user have to select customer from customer list. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | At that time user have to select order payment mode from this module. |
| **Primary Actor** | MO, SO |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must create Item or product from web master data. And also need to create |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | Order submit |
| **Post Condition on Failure** | Order may not submit |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Submitted successfully” |
| **Business Rules** | * The below filed will show in Order tab:   ● LC Name \* (List Selection)  ● Quantity \* (Text)  ● Rate \* (Text)   * The below filed will show in Order Summary tab:   ● Receiver Name \* (Auto customer name selected, if need to change then user can change name by typing)  ● Receiver Mobile No \* (selected)  ● Address \* (Selected)  ● Scheduled Date & Time \* (current date)  ● Delivery From / Ghat Name(Drop-Down> [coal gate name Noapara Ghat Or Daudkandi ghat ] \*  ● Shiftin ( Drop-Down > Day or Evening) \* (Dropdown)  ● MMC Information \* (Dropdown)  ● Image 1 ( not mandatory )  ● Image 2 ( not mandatory ) |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Order Approval (Coal) WEB**

### 3.3.1 Order Approval:

**Use Case:**

#### **Order Process:**

|  |  |
| --- | --- |
| **Name** | Order approval by Ghat Incharge |
| **Brief Description** | After Marketing officer and Sales officer order submission Ghat Incharge approve order from “New” Tab from web. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | At that time Submitted by Marketing officer and Sales officer order show in “New”Tab in Ghat Incharge role. Ghat Incharge approve order with data edit if needed. |
| **Primary Actor** | Ghat Incharge |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Order need to submit by SO & MO |
| **Post-Condition on Success** | Order Approval |
| **Post Condition on Failure** | Order not approve |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On approve a success message will pop up like “Approved successfully” |
| **Business Rules** | Note:   * Sales Officer order deliver by that sales officer if ghat not changed for delivery. * Marketing officer Amin Bazar ghat order deliver by Amin Bazar ghat’s sales officer. * Ghat Incharge tag Amin Bazar ghat’s from “New” Tab the sales officer name who will deliver this from Amin Bazar ghat. ( If ghat name change by finance then the order shifted in another ghat) * The marketing officer placed the order, and the ghat incharge assigned it to the sales officer for delivery. The sales officer will find the order under "Others" in the APK delivery module to complete the delivery. |

## **Order Approval (Coal) WEB**

### 3.3.1 Order Approval:

**Use Case:**

#### **Order Process:**

|  |  |
| --- | --- |
| **Name** | Order approval by Sales Manager |
| **Brief Description** | After Ghat Incharge order approval Sales Manager approve order from “Ghat Incharge” Tab from web. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | At that time approved by Ghat incharge order show in “Ghat Incharge”Tab in sales manager role interface. Sales Manager approve order with data edit if needed. |
| **Primary Actor** | Sales Manager |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Order need to approve by Ghat Incharge |
| **Post-Condition on Success** | Order Approval |
| **Post Condition on Failure** | Order not approve |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On approve a success message will pop up like “Approved successfully” |
| **Business Rules** | Note:   * Sales Manager can approved all ghat’s order from Ghat Incharge tab. |

## **Order Approval (Coal) WEB**

### 3.3.1 Order Approval:

**Use Case:**

#### **Order Process:**

|  |  |
| --- | --- |
| **Name** | Order approval by Finance |
| **Brief Description** | After Sales Manager order approval Finance approve order from “Sales manager” Tab from web. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | At that time order approved by Sales Manager order show in “Sales Manager”Tab in FInance role interface. Finance approve order with data edit if needed. |
| **Primary Actor** | FInance |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Order need to approve by Sales Manager |
| **Post-Condition on Success** | Order Approval |
| **Post Condition on Failure** | Order not approve |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On approve a success message will pop up like “Approved successfully” |
| **Business Rules** | Note:   * From Sales Manager Tab finance can change order qty, order rate, Ghat name change. * Only finance can change ghat name. * After finance change ghat name order shift to another ghat where finace transfer the order for delivery.  ( For example : Amin bazar ghat’s order shifted to Noapara Ghat by finance for delivery) * After that Noapara Ghat incharge found this order. * Then noapara ghat incharge tag sales officer from “Sales Order Shifted”module. * As per selected sales officer tagged sales officer found this order in his apk delivery module > “other” option for delivery |

### 3.3.2 Payment/Collection:

A ghat in charge can collection from APK for Coal.

### **Use Case:**

#### **Order Process:**

|  |  |
| --- | --- |
| **Name** | Collection Process |
| **Brief Description** | Assigned user can order by selecting Item from the business role wise item list. Here order sometimes vary by payment/collection process wise. For order or collection, user have to choose a customer from the customer list. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | If the user only wants to collect payment then select collection process. It is related with credit, cash and advance collection.  >> Collection for both against DO ID, SO ID and advance payment.  >> When collect advance payment then create a advance payment ref ID. |
| **Primary Actor** | MO , SO |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Select process type as collection from dropdown. |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | Collection submitted |
| **Post Condition on Failure** | Collection may not submitted |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Submitted successfully” |
| **Business Rules** | >> Any order collected by credit type then after finance approval DO ID direct create for this order. This DO id list find here for collection.  >> Any order collected by cash type then after finance approval no DO id create for this order. This SO ID list find here for collection.   * The below filed will show in payment tab:   ● Collection Type (BFTN,RTGS,Cash Deposit,Bank, Etc.) [ If give given bank drop-down given input process for bank details] \*(Dropdown)  ● Documents No\* (Text)  ● Deposit Bank Name \* (Dropdown)   * Collection Amount: |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

### 3.3.2 Settlement:

A ghat incharge can settlement from APK for Coal.

### **Use Case:**

#### **Order Process:**

|  |  |
| --- | --- |
| **Name** | Sttlement |
| **Brief Description** | >>Ghat incharge can settlement the order according to SO ID and DO ID. this is adjust order amount against advance ref ID amount. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | If user only want to Settlement advance amount with SO ID and DO ID . |
| **Primary Actor** | Ghat Incharge |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Select process type as collection from dropdown. |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | Collection submitted |
| **Post Condition on Failure** | Collection may not submitted |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Submitted successfully” |
| **Business Rules** | >>Ghat incharge can settlement the order according to SO ID and DO ID. this is adjust order amount against advance ref ID amount.  >> If user only want to Settlement advance amount with SO ID and DO ID .  >> User can settle one SO ID or DO ID amount by multiple advance amount. |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

### 3.3.2 Delivery:

A Sales Officer can deliver DO from APK for Coal.

### **Use Case:**

#### **Order Process:**

|  |  |
| --- | --- |
| **Name** | Delivery |
| **Brief Description** | >> those order which are order by credit those order create DO after finance approval  >> those order which are order by cash and bank after that payment confirm on those order then create DO.   * For above condition order create DO and then order can eligible for delivery. Then ghat incharge can deliver those DO from apk partially. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | By this module user can deliver any DO partially or full qty against one sales order DO. Same DO can delivery multiple time partially. |
| **Primary Actor** | Sales officer |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Select process type as collection from dropdown. |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | Collection submitted |
| **Post Condition on Failure** | Collection may not submitted |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Submitted successfully” |
| **Business Rules** | >> those order which are order by credit those order create DO after finance approval  >> those order which are order by cash and bank after that payment confirm on those order then create DO.   * For above condition order create DO and then order can eligible for delivery. Then ghat incharge can deliver those DO from apk partially.   **Rules** >> When DO create for an order this is find in NEW DO tab. Then sales officer can deliver DO partially by editing item qty.  >> after deliver partially against one DO then rest of qty move to Pending DO tab. After that sales officer can again deliver order from this tab partially or full portion.  >> after final or full delivery delivered order can see in delivered DO tab as per daily basis. |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **New Customer**

For any activity user need to take action against customer. So need to create new customer from APK.

### **Use Case:**

#### **New Customer:**

|  |  |
| --- | --- |
| **Name** | Create New Customer |
| **Brief Description** | For order,collection and all type of activities need to create new customer from APK by Marketing officer , Sales Officer |
| **Mock-screen** |  |
| **Business Goals and Benefits** | After creating new customer user can take orders and collection against customer. |
| **Primary Actor** | Marketing officer , Sales Officer |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must input all required field |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Created successfully” |
| **Business Rules** | The below filed will show in New Customer Module:  ● Customer Name \* (Text)  ● Office Address \* (Text)  ● Proprietor Name \* (Text)  ● Mobile No \* (Text)  ● NID \* (Text)  ● MMC Information \* (Dropdown)   * Sales Manager Name (Dropdown)   ● Image-1  ● Image-2  ● Date & Time \* (Auto current date selected) can change if needed |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Existing Customer**

When a created customer information need to know then user can see existing customer from here.

### **Use Case:**

#### **Existing Customer:**

|  |  |
| --- | --- |
| **Name** | Existing Customer |
| **Brief Description** | For any existing customer information need to know then able to by existing customer module. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | To know existing customer information by this module |
| **Primary Actor** | MO, SO, Sales Manager(WEB) |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must create customer before |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | N/A |
| **Business Rules** | * The below filed will show in Existing Customer Module:   ● Customer ID (Read only)  ● Customer Name (Read only)  ● Customer address (Read only) |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Report (Order Report)**

After order submit user can see daily order details by Order report in APK.

### **Use Case:**

#### **Order Report:**

|  |  |
| --- | --- |
| **Name** | Order Report |
| **Brief Description** | After order submit user can see order details in this APK in order module |
| **Mock-screen** |  |
| **Business Goals and Benefits** | Simple and Easy way to upload approved process only for the target groups to view.( With file restriction only viewable for specific Roles) |
| **Primary Actor** | Admin(CPM) |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must take a order from order module from apk |
| **Extension Point** | N/A |
| **Basic Flow** | N/A |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | N/A |
| **Business Rules** | In this module order report contain some column. Here given below;   * Sales order ID * QTY * After click order line then it will show the order details with sku name, LC Name. |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Reporting Place:**

For input attendance or leave request user have to verify reporting place.

### **Use Case:**

#### **Reporting Place:**

|  |  |
| --- | --- |
| **Name** | Reporting Place |
| **Brief Description** | For get any kind of data track and attendance & leave request input user need to verify own reporting place |
| **Mock-screen** | * **Module: (Web) Reporting Place**:   **Business Logic:** For submit attendance need to add multiple office as reporting place for a user profile from web.    **Add Reporting Place**  **User ID:**  E0089 (Text)  **ADD +**  **Reporting Address:**  Shah Cement, Emporia Tower  **Save**   * **Module: (APK) Reporting Place** > Click reporting place and select for verify   **Business Logic:** For submit attendance need to location verify first.    **Reporting   Place** |
| **Business Goals and Benefits** | By this module user can verify user’s own reporting place. |
| **Primary Actor** | MO, SO |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | For any user MIS user have to create a reporting place for assigned user reporting place so that user can verify user reporting place. |
| **Extension Point** | N/A |
| **Basic Flow** | N/A |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | “Reporting place verified successfully” |
| **Business Rules** | In this module reporting place contain some field. Here given below;   * Address field > User can edit reporting place address. * Location > click get location button and take current location verify. * Image > Take image while verify reporting place. |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Attendance & Leave request:**

For DKC user attendance and leave request input by APK Attendance Module.

### **Use Case:**

#### **Attendance & leave request:**

|  |  |
| --- | --- |
| **Name** | Attendance and leave request |
| **Brief Description** | User can give attendance from this module. User can input present, absent and also leave request from this module at a time one category. |
| **Mock-screen** | * **User attendance** > Present   When open attendance module then select **Present.** After that select reporting office for submit attendance for specific location.  **Business Logic:** If user submit attendance between required distance and time then it will be counted **Present**. If miss any condition then it will be counted as **Absent.**   * For that type of absent it will be counted Present if required by business requirement.     **Attendance**     * **Leave Request** > Sick Leave/Annual Leave   -When give leave request then it will be applicable to select date range. After seeking leave  approval then Admin will approve this.      -If any user does not punch any action, then it will be count as absent. Then user apply for this as sick leave then need to approval as per condition. For this logic user can not select future date for request sick leave. |
| **Business Goals and Benefits** | By follow some instructions user can input attendance and leave request. |
| **Primary Actor** | MO, SMO |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must verify user reporting place and also follow attendance requirement as per business rules. |
| **Extension Point** | N/A |
| **Basic Flow** | As per Mock Screen |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | If success then it will show attendance or leave request submitted successfully |
| **Post Condition on Failure** | If success then it will show attendance or leave request submitted not successfully |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Submitted successfully” |
| **Business Rules** | * If user has multiple reporting place then need to select required place for input attendance or leave request * ● Distance - 10 Meters * ● Day Start : 9:10 AM * ● Day End : 7:00 PM * Note : Factory \_Day Start : 8:10 AM * Day End : 6:00 PM |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Change Password**

If any user want to change APK login user then user change login password.

### **Use Case:**

#### **Change Password:**

|  |  |
| --- | --- |
| **Name** | Change Password |
| **Brief Description** | User Can change password by this module. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | For change old password. |
| **Primary Actor** | All APK user |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must input old password |
| **Extension Point** | N/A |
| **Basic Flow** | N/A |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Password changed successfully” |
| **Business Rules** | * Need to input old password * Input new password * Click save button |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Day End**

For work done user need to click day end button after required work done.

### **Use Case:**

#### **Day End:**

|  |  |
| --- | --- |
| **Name** | Day End |
| **Brief Description** | After daily required task done user have to click day end button so that user can notify supervisor for the day end time. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | Simple and Easy way to upload approved process only for the target groups to view.( With file restriction only viewable for specific Roles) |
| **Primary Actor** | All APK user |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must click day end button for get proper data |
| **Extension Point** | N/A |
| **Basic Flow** | N/A |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Day End successfully” |
| **Business Rules** | N/A |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Master Data (Ghat Name/list) ( Coal)**

For DKC process need to follow as per GEO Hierarchy

### **Use Case:**

#### **GEO Hierarchy:**

|  |  |
| --- | --- |
| **Name** | Ghat List |
| **Brief Description** | As per GEO Hierarchy here coal has no specific geo layer. Sales officer, marketing officer, sales manager tagged with ghat and ghat in charge. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | Any HO employee creation need select ghat name for assign user in specific ghat which is mapped with any new Customer. Then if work for any customer activities then find this those ghat and ghat user. |
| **Primary Actor** | DKC Admin |
| **Secondary Actor** | Assigned User |
| **Triggers** | N/A |
| **Pre-Condition** |  |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Created successfully” |
| **Business Rules** | * Create Zone with name and code * Then create Area under created zone by area name and code. * Have to buid active and deactivate tab |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Master Data (Employee Role & Employee Creation )(Coal)**

By creating a officer from WEB a officer role create from HO Employee. Need to fillup required by SuperAdmin.

### **Use Case:**

#### **Employee Hierarchy:**

|  |  |
| --- | --- |
| **Name** | Employee Hierarchy |
| **Brief Description** | User means employee both web and APK need a hierarchy process for maintain role wise employee assign, approval, cancel |
| **Mock-screen** |  |
| **Business Goals and Benefits** | For any approval, cancellation need to maintain employee hierarchy process. |
| **Primary Actor** | DKC Admin |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must input all field and assign role supervisor wise |
| **Extension Point** | N/A |
| **Basic Flow** | ***This not a hierarchy. This is a relation between all kind of role of coal.*** |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Created successfully” |
| **Business Rules** | **HO Employee Master Data**   1. **Role: (Dropdown) If role is ghat incharge then ghat incharge and sales manager filed not show** 2. **Name :** 3. **Employee ID :** 4. **Designation** 5. **Email Address : Not Mandatory** 6. **Mobile No : Mandatory** 7. **Joining Date :** 8. **Ghat Name:** 9. **Ghat Incharge Name:** 10. **Sales Manager : (Dropdown)** |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Product Master Data (Coal)**

### **Use Case:**

#### **Product Master Data:**

|  |  |
| --- | --- |
| **Name** | Product Master Data |
| **Brief Description** | When use login APK for DKC order collection then user role can find out item list order module. So that need to create product master data from web by DKC Coal Admin user. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | For order collection product list must need. |
| **Primary Actor** | DKC Admin |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must Upload a file to submit |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Submitted successfully” |
| **Business Rules** | **SKU List- Coal**   |  |  | | --- | --- | | **1.       COAL.INDS.0001** | **Coal – Indonesia** | | **2.       COAL.SAFR.0001** | **Coal - South Africa** | | **3.       COAL.AUST.0001** | **Coal - Australia** |     **Coal All Order Metric Ton Converted.** |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Master Data (LC creation)**

Coal process has one of layer for SKU/Item is as LC . when order then user have to select item name and item wise LC name.

### **Use Case:**

#### **Uploading New Approved Processes:**

|  |  |
| --- | --- |
| **Name** | LC name |
| **Brief Description** | Coal process has one of layer for SKU/Item is as LC . when order then user have to select item name and item wise LC name. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | When create LC then have to select Item name from dropdown for tag LC name for which item. |
| **Primary Actor** | Coal Admin |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | For order collection product list wise LC name create here |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Created successfully” |
| **Business Rules** |  |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **DKC Order Details**

### **Use Case:**

#### **DKC Order:**

|  |  |
| --- | --- |
| **Name** | DKC Order |
| **Brief Description** | After collect order from APK here show in WEB Order module. From here assigned user can edit , approve and cancel order. |
| **Mock-screen** |  |
| **Business Goals and Benefits** |  |
| **Primary Actor** | Ghat Incharge , > Sales Manager, > Finance |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must input order from APK by Assigned user |
| **Extension Point** | N/A |
| **Basic Flow** | As per mock |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Approved successfully” |
| **Business Rules** | * Before ghat incharge approval ghat incharge can edit qty * Before ghat incharge approval ghat incharge can change sales manager name if needed. * When finance approve any order which is order by credit then it will be DO create directly * When finance approve any order which is order by cash/bank then it will be DO create after collection or settlement confirmation against SO ID * For any order if DO create then it can not editable * If any partial DO cancel then all the collection against this DO also be canceled. |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Deliverable Order**

Order will move to deliverable order process to deliver

### **Use Case:**

#### **Deliverable order:**

|  |  |
| --- | --- |
| **Name** | Deliverable order |
| **Brief Description** | When any DO create then data will show in this module |
| **Mock-screen** |  |
| **Business Goals and Benefits** |  |
| **Primary Actor** | Admin, ghat incharge |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must order approve by finance |
| **Extension Point** | N/A |
| **Basic Flow** | As per mock |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Submitted successfully” |
| **Business Rules** | * For same DO order can deliver from rest of portion |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Order Partial Deliver**

### **Use Case:**

#### **Order Partial Deliver or Re-Order:**

|  |  |
| --- | --- |
| **Name** | Order Partial Deliver |
| **Brief Description** | Order can deliver partially for against same SO ID and DO ID. ***It can be deliver partial qty, any one sku from multiple sku/item***  ***Order qty can be edit or deliver by fraction. 03 digit can input after delimal. Example: Item QTY= 34.678 MT*** |
| **Mock-screen** |  |
| **Business Goals and Benefits** |  |
| **Primary Actor** | Sales Officer |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must Upload a file to submit |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Submitted successfully” |
| **Business Rules** |  |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## **Payment Approval** (Coal)

### **Use Case:**

#### **Payment Approval:**

|  |  |
| --- | --- |
| **Name** | Payment Approval (Coal) |
| **Brief Description** | After taking payment from APK web user finance will approve, cancel and edit payment for customer payment by Accounts and Finance |
| **Mock-screen** |  |
| **Business Goals and Benefits** | For more verification of collected payment finance will edit, approve, cancel payment. |
| **Primary Actor** | DKC Finance |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must payment from APK assigned user |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Approved successfully” |
| **Business Rules** | As per Mock Up column list show in index and edit page. |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## Attendance Approval

### **Use Case:**

#### **Attendance Approval:**

|  |  |
| --- | --- |
| **Name** | Attendance Approval |
| **Brief Description** | If user input attendance from APK as present or absent then need to give approval.  If user do not follow required conditions then need to approval from Sales  Manager. Those user also get cancel access. |
| **Mock-screen** |  |
| **Business Goals and Benefits** | By this module Admin can monitor employee attendance status and also take decision any financial activity. |
| **Primary Actor** | Finance |
| **Secondary Actor** | N/A |
| **Triggers** | N/A |
| **Pre-Condition** | Must need to input attendance |
| **Extension Point** | N/A |
| **Basic Flow** |  |
| **Alternate Flow** | N/A |
| **Exception Flow** | N/A |
| **Post-Condition on Success** | N/A |
| **Post Condition on Failure** | N/A |
| **Assumption** | N/A |
| **Information Items** | N/A |
| **Prompt and Message** | On submit a success message will pop up like “Approved successfully” |
| **Business Rules** | * If user input attendance from APK as present or absent then need to give approval. * If user do not follow required conditions then need to approval from SMO and Manager. Those user also get cancel access. * If any user take leave request then in status show leave * For casual leave user can not select previous date * For sick leave user can select previous date to current date. But not future date |
| **External Interfaces** | N/A |
| **Related Artifacts** | N/A |

## Inventory Report:



