

Field Details for Users and Personas:

1. Staff	
Description	Input
First Name:	[TEXT] – MANDATORY FIELD
Middle Name:	[TEXT] – OPTIONAL FIELD
Last Name:	[TEXT] – MANDATORY FIELD
Email Id:	[TEXT] – MANDATORY FIELD
Mobile Number:	[COUNTRY CODE] [DROP DOWN LIST] + MOBILE NUMBER – MANDATORY FIELD
Designation:	[DROP DOWN LIST] → DESIGNATIONS ARE DYNAMIC – MANDATORY FIELD 1. Managing Director 2. Finance Manager 3. Senior Accountant 4. Accountant 5. Senior Collection 6. Collection Officer 7. Service Desk 8. Assets Manager 9. OA Manager 10. Senior OA Manager 11. Operations Manager
Reporting To:	[DROP DOWN LIST] → DESIGNATIONS ARE DYNAMIC – MANDATORY FIELD 1. Managing Director 2. Finance Manager 3. Senior Accountant 4. Accountant 5. Senior Collection 6. Collection Officer 7. Service Desk 8. Assets Manager 9. OA Manager 10. Senior OA Manager 11. Operations Manager
Address:	[TEXT] – MANDATORY FIELD
Country:	[DROP DOWN LIST] → COUNTRY NAMES – MANDATORY FIELD
State:	[DROP DOWN LIST] → STATED NAMES RELEVANT TO EACH COUNTRY – MANDATORY FIELD
City:	[TEXT] – MANDATORY FIELD
Postal Code:	[ALPHANUMERIC] → OPTILAN FIELD
Community:	[DROP DOWN LIST] → NAMES OF THE REGISRTED BUILDINGS WITH CONTRACTS - MULTIPLE SELECTION IS REQUIRED – MANDATORY FIELD
Identification Card Number:	[ALPHANUMERIC] → MANDATORY FIELD
ID expiry Date:	[NUMERIC] → MANDATORY FIELD {Notification for Expiry 2 months in advance}
ID upload Picture	[JPEG] or [PDF] → MANDATORY FIELD

2. Vendors / Service providers	
Description	Input
Company Name:	[TEXT] – MANDATORY FIELD – Legal Name as registered in the trade license
Company Address:	[TEXT] – MANDATORY FIELD
Country:	[DROP DOWN LIST] → COUNTRY NAMES – MANDATORY FIELD
State:	[DROP DOWN LIST] → STATED NAMES RELEVANT TO EACH COUNTRY – MANDATORY FIELD
City:	[TEXT] – MANDATORY FIELD
Postal Code:	[ALPHANUMERIC] → MANDATORY FIELD
Owner's First Name	[TEXT] – MANDATORY FIELD
Owner's Last Name	[TEXT] – MANDATORY FIELD
Owner's Mobile Number	[COUNTRY CODE] [DROP DOWN LIST] + MOBILE NUMBER – MANDATORY FIELD
Owner's Email ID	[TEXT] – MANDATORY FIELD
Owner's Nationality	[DROP DOWN LIST] → COUNTRY NAMES – MANDATORY FIELD
Company Landline Number	[COUNTRY CODE] [DROP DOWN LIST] + MOBILE NUMBER – MANDATORY FIELD
Company Website	[TEXT] – MANDATORY FIELD
Company Email Id	[TEXT] – MANDATORY FIELD
Trade License Number	[ALPHANUMERIC] → MANDATORY FIELD
Trade license Expiry Date	[NUMERIC] → MANDATORY FIELD {Notification for Expiry 2 months in advance}
Trade license Copy	[JPEG] or [PDF] → MANDATORY FIELD
Tax Return Number (TRN)	[NUMERIC] → MANDATORY FIELD
TRN Certificate	[JPEG] or [PDF] → MANDATORY FIELD
Owner Passport Copy	[JPEG] or [PDF] → MANDATORY FIELD
Owner Visa Copy	[JPEG] or [PDF] → MANDATORY FIELD
Bank Name	[ALPHANUMERIC] → MANDATORY FIELD
Bank Address	[ALPHANUMERIC] → MANDATORY FIELD
Account Name	[ALPHANUMERIC] → MANDATORY FIELD
Account Number	[ALPHANUMERIC] → MANDATORY FIELD
IBAN Number	[ALPHANUMERIC] → MANDATORY FIELD
SWIFT Code	[ALPHANUMERIC] → MANDATORY FIELD
Third Party Liability Insurance Copy	[JPEG] or [PDF] → MANDATORY FIELD
Third Party Liability Insurance Expiry Date	[NUMERIC] → MANDATORY FIELD {Notification for Expiry 2 months in advance}
Workmen Compensation Insurance Copy	[JPEG] or [PDF] → MANDATORY FIELD
Workmen Compensation Expiry Date	[NUMERIC] → MANDATORY FIELD {Notification for Expiry 2 months in advance}
Additional Insurance	[JPEG] or [PDF] → OPTIONAL FIELD
Additional Insurance Expiry Date	[NUMERIC] → OPTIONAL FIELD {Notification for Expiry 2 months in advance}
	For Particular service we might require additional documents (certificates, additional insurance cover) Related to the list of services
Additional Certificate	[JPEG] or [PDF] → OPTIONAL FIELD COULD BE MUTIPLE
Additional Certificate Title	[TEXT] → OPTIONAL
Additional Certificate Expiry Date	[NUMERIC] → OPTIONAL FIELD {Notification for Expiry 2 months in advance}
Type of Service	[DROP DOWN LIST] → TYPES ARE DYNAMIC – MANDATORY FIELD 1. Access Control 2. BMS 3. BTU Meters Reading 4. Cameras and Monitoring 5. Alarm System 6. Cleaning and Waste Management 7. Common Cooling 8. Cradles 9. Electrical 10. Electricity and Water 11. Fire Fighting and Fire Alarm 12. Gas and LPG System 13. Landscaping These services will be reviewed and adjusted not to be considered as final (MASTER DATA)