

## **CANTEEN MANAGEMENT SYSTEM:**

### **A) Admin Access**

- Admin users should have plant-wise access to manage tokens, reports, and exceptions.
- If an employee misses booking a token, the admin should have an alternate option to issue it.

### **B) Food Count & Reporting**

- The system must ensure booked vs consumed food count matches (Show in graph).
- Generate consolidated reports across all plants, with unit-wise details in Excel format.
- Reports should include employee ID, Name, Department, Contract, cost, & subsidy.

### **C) Salary Deduction Option**

- Include Employee ID in the deduction sheet for accurate accounting (Link with GreytHR)

### **D) Single Register Across Plants**

- Maintain a centralized register, like biometric attendance, for all plants.

### **E) Login & Access Changes**

- Change login name from “Staff” to “Vendor” where applicable.
- HR Admin should have access to change employee location (based on requirement).

### **F) Menu Management**

- Vendors should post daily food menu for each unit.
- Details in menu should be visible to employees before booking.

### **G) Booking Rules**

- Employees can book meals within 40 minutes to 1 hour from shift start time.
- First Shift employees food count should be auto-generated.

### **H) QR to Biometric**

- Prefer biometric or face punch.
- A second punch in the canteen should confirm actual consumption(distribution of food).

### **I) Dashboard**

- Admin should have a separate dashboard to track:
  - Extra food given
  - Booked vs consumed count
  - Daily Menu update

- Vendors and Unit - Admin should see real-time booking count and consumption count.

**J) Report & Data Structure**

- All tabular reports should start with Employee ID.
- Include unit-wise, consolidated, and cost-related details in Excel format based on which invoice is raised.

**Note: All the access is given to the super admin – account.**

## **Vendor Management System:**

### **1. Approval Workflow**

- Initial Approval by respective HOD before security allows entry.
- Remove approval rights from security; they only validate approved entries.
- Approval access restricted to Manager and above and all the Plant HR.

### **2. Work Permit Integration**

- **Vendors coming for service/work must be linked to Work Permit System as per safety standards.**
- Add work permit details in VMS for compliance.

### **3. QR Code Entry**

- Enable QR-based entry for faster check-in and tracking.
- QR code should be placed in security entry gate.

### **4. Access Control**

- Security Role: View-only, no approval capability.

### **5. Technical Suggestions**

- Dropdown for Purpose: Predefined list like:
  - Interview
  - Meeting
  - Vendor Service
    - Company Name
    - ESI / Insurance No
  - Others
    - Based on requirement (PF & ESI)

### **6. Consolidated data tracking**

- Daily, weekly, and monthly MIS reports based on Whom to meet, Date and Time of entry and Exit, In office time, purpose of visit and Frequency.