

## Flow Chart with user roles.

Flow chart-User Actions		
Super Admin	1. Enquiry	
	2. Fill up form	
	3. Submit Form	
	4. Payment	
	5. Approved by Super Admin	
	6. Society creation	
	7. Society Admin Creation	
Society Admin	1. First time login	
	2. Authonticate login	
	3. Global Settings [Customized parameters for each society]	Number og Buildings/Wings
		Logo/Profile pic
		Formation Year
		Nomenclature of Buildings/Wings
		Flats per building
		No. of Flats per wing
		maintenance payment pattern(monthly/Quarterly etc.)
		Society rules
Other Users	4. View And edit profile	Email templates
	1. Authonticate login	
	2. Edit / Update Profile	
	3. Next action is acoording to the permissions to the user	

Role wise permissions										
		Chairman	Secretary	Treasurer	MC Member	Society Member	Ward Officer/ Corporation	Visitor	Society Admin	Super Admin
Society	Create Secretary									
	Create MC Member									
	Create treasure									
	Create Care Taker									
Notification	View Notification									
	View Alerts									
Complaints	Submit Complaints									
	View Complaints									
	Reply to Complaint									
A/R Member	Search datewise, subject wise, name wise									
	Search Member									
	A/R Member									
Flat	Search									
	Rental update									
	Change Ownership									
Notice	Add/Edit Notice									

	View Notice									
Forum	Close Forum									
	Open Forum									
Meeting	Share Agenda (MC, AGM, SGM)									
	Final Agenda									
	Publish Agenda									
	Meeting Attendance									
	Video Conference									
	My Views (Offline)									
Advertisement	Create Advertise									
	Approved Advertise									
	View Advertise									
	Search Ad									
MOM	Create MOM									
	View MOM									
	Search Datewise/subject wise									
Personal	Edit Details									
	Change Password									
	My statement									
	My Ad-Create Ad									
	My Ad-View/Edit Ad									
	Receive enq sms/e-mail									
	Logout									

<b>Mailing</b>	Write Mail									
	Mass mail									
<b>Enquiry/Lead for Ads</b>										
<b>Enquiry/Lead for Subscription</b>										
<b>news</b>										
<b>blogs</b>										
<b>testimonials</b>										

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Action		Steps	Compulsary fields	Status
Society registration	1	Fill form for society registration	society name, no of flats, email, mob no contact person name admin name and password	done
	2	Submit Form		done
	3	Pay registration amount		
	4	Approve society.(By Super Admin)		
	5	After approval society admin can login to society.		
Society admin login 1st time to society		<b>Save basic information related to society</b>		
	1	No of buildings in the society or nomenclature for building		
	2	Create Chairman and Secretary account		
	3	Import Flat members excel or create flats/ Create flats		
	4	Edit personal profile		
Society Secretary login 1st time to society	1	Create treasure account		
	2	Create care taker account		
	3	Edit personal profile		
Society treasure login	1	Manage payments of all society members		
	2	Edit personal information		
Advertise types [rent or sale]	1	Any society member can create advertise -one for each flat in each type	published when society chairman approoves it	done
	2	payment is done		

	3	Society Chairman approves the advertise		
	4	according to the scope of advertise it will display on appropriate place	Scope [public/private]	
Complaints	1	Society member create complaint		
[public/Private?]	2	Society chairpersons can reply to the complaint.		
Meetings	1	Share agenda of meeting		
	2	final agenda by MC members		
	3	Publish agenda		
	4	Meeting attendance		
	5	( Meeting Live)		
MOM	1	Create MOM by MC members		
	2	Any Society member can view MOM		
Notice	1	Any society member can Create Notice		
	2	view Notice		
	3	Delete notice (only who which is created that notice)		
Society Uploads	1	upload documents of society only by Society chair person		
		Any Member of society can view that document		

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