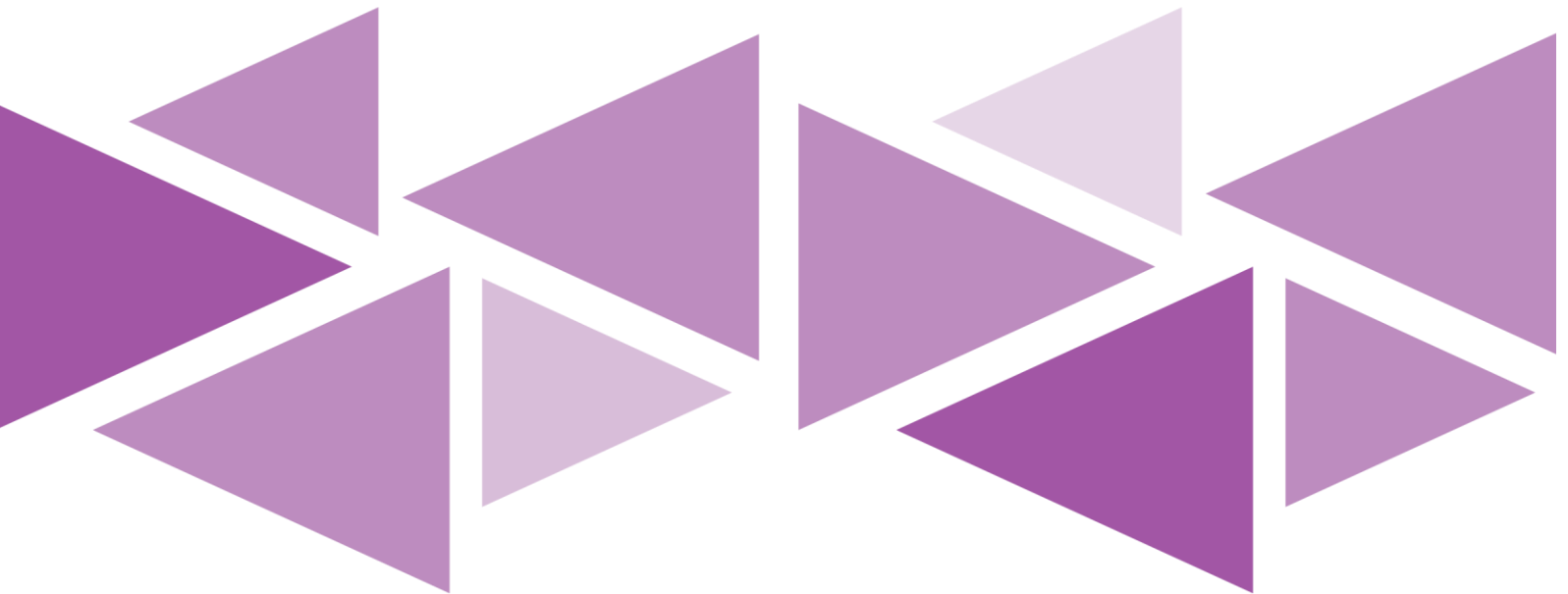


# EMAIL TRACKER

23<sup>rd</sup> FEB 2023



**PREPARED**

**BY:**

**HEMA'S ENTERPRISES PVT**

### **PROJECT OBJECTIVE:**

The goal of this project is to help the CKR to track his work schedule details alongside maintaining their history and records. Using this portal CKR can able to view the Email and Meeting schedule in a day.

### **PROJECT DESCRIPTION:**

Through this project CKR can track all his Meeting and work schedule in a day. It can be filter and viewed as Month, daily wise. CKR can also able to view from which domain the mail came, Mail was replied by whom either internal or external. Work schedule, meeting and personal work of CKR will be displayed with timing and percentage as graphical representation along with pie chart. It also shows the overall summary of mail which he has received.

**PROJECT SCOPE:**

S.NO	MENU	PROJECT DESCRIPTION
1	Login	<ul style="list-style-type: none"> <li>– To Login in to the authentication page user need to enter their ID and password.</li> <li>– If the user forget the password they can reset the password through forget password option.</li> </ul>
2	Dashboard	<ul style="list-style-type: none"> <li>– This tool is used to maintain CKR day to Day work and to view the meeting Schedules of CKR.</li> <li>– Dashboard which display Welcome admin with updated calendar. Dashboard menu contain Calendar, Email and user and password.</li> </ul> <p><b>CALENDAR:</b></p> <ul style="list-style-type: none"> <li>→ Calendar upload.</li> <li>→ Calendar Chart.</li> <li>→ Calendar report.</li> </ul> <p><b>EMAIL:</b></p> <ul style="list-style-type: none"> <li>→ Email upload.</li> <li>→ Email report.</li> <li>→ Email summary.</li> <li>→ Domains.</li> <li>→ Folders.</li> </ul> <p><b>USER &amp; PASSWORD:</b></p> <ul style="list-style-type: none"> <li>→ Users.</li> <li>→ Update password.</li> </ul>
3	Calendar Upload	<ul style="list-style-type: none"> <li>– Through Calendar upload they can upload the CKR meeting schedule file. It also includes Calendar upload with choose file option and Upload tab.</li> </ul>
4	Calendar Chart	<ul style="list-style-type: none"> <li>– In Calendar chart the detailed analytics report of CKR routine like time spend for work as well as personal.</li> <li>– Calendar report which incorporates from date and to date with Updated calendar with reset option.</li> <li>– It contain following details along with Headers as Meeting category, Total time spend and Percentage.</li> <li>– And it will also display CKR total time spend</li> </ul>

		<p>report with from and to date Along with pie chart.</p> <ul style="list-style-type: none"><li>– Pie Chart will describe the total spend Time as percentage with color indication.</li><li>– This report can be download through PDF option.</li></ul>
5	<b>Calendar report</b>	<ul style="list-style-type: none"><li>– Calendar report will describe CKR all meeting schedule which he attend throughout the year. This meeting can be Filtered and view as year and month as well as day.</li><li>– Which includes options such as from and to date updated calendar, year and month, meeting category with drop down option. Along with Submit and reset option.</li><li>– This list can be downloaded in PDF or CSV format or else user copy the data with copy option and can use it for various purposes and so user can print the company list using print option. It also contains search option.</li><li>– It includes following details with header options like S.NO, dates, Time spend, Time, Meeting category, Subject, and Email ID, Created at.</li></ul>
6	<b>Email Upload</b>	<ul style="list-style-type: none"><li>– Through Email upload they can upload the CKR meeting schedule file in Excel format. It also includes Email upload with choose file option and Upload tab.</li></ul>
7	<b>Email Report</b>	<ul style="list-style-type: none"><li>– Email report will describe CKR mail report which includes mail received in a day and replying for which mail and who is responding like Internal or external. Respective person can filter and view for the particular day also.</li><li>– It contain Email ID with drop down option, from date and to date with updated calendar, internal or external and responded with drop down option along with reset option. It also contain search option.</li><li>– It should have following details along with header options such as S.NO, Date &amp; time,</li></ul>

		<p>from email ID, Subject, Internal/external, responded y/n), Responded on date &amp; time, To excel, To all, in copy, Email ID and Slab.</p> <ul style="list-style-type: none"> <li>– This report can be download in excel format.</li> </ul>
8	<b>Email Summary</b>	<ul style="list-style-type: none"> <li>– Through Email Summary respective person can view the mail received along with the responses. Respective person can filter and view for the particular mail also.</li> <li>– This includes from and to date with updated calendar. Along with reset tab option.</li> <li>– This describe email summary like Overall summary, Responded summary and responded percentage. <ul style="list-style-type: none"> <li>• Overall summary should have Date range which includes Type of mails, count, responded and %.</li> <li>• Responded summary should have Date range which includes Type of mails, count, time taken to respond which includes &lt;24 hours, 24 to 48 hours, &gt;48 hours.</li> <li>• Responded percentage should have Date range which includes Type of mails, count, time taken to respond which includes &lt;24 hours, 24 to 48 hours, &gt;48 hours.</li> <li>• This report can be download in excel format and PDF.</li> </ul> </li> </ul>
9	<b>Domains</b>	<ul style="list-style-type: none"> <li>– Domain will describe CKR is receiving mail from which domain.</li> <li>– It includes Add domains under this Email domain with drop down option along with save and reset option.</li> <li>– Domain bulk upload which contain choose file option and upload tab.</li> <li>– It also contains search option.</li> <li>– It should have following details with header option as S.NO, Email domain and Action with edit and delete option.</li> </ul>

		<ul style="list-style-type: none"><li>– This list can be download in excel format.</li></ul>
<b>10</b>	<b>Folders</b>	<ul style="list-style-type: none"><li>– Folders include Add folder under this folder name along with save and reset option.</li><li>– Folder bulk upload which contain choose file option and upload tab.</li><li>– It also contains search option.</li><li>– It should have following details with header option as S.NO, folder name and Action with edit and delete option.</li><li>– This list can be download in excel format.</li></ul>
<b>11</b>	<b>Users</b>	<ul style="list-style-type: none"><li>– Through users we can add new user which include option such as name, Email, Email access, calendar access and menu access along with save and reset tab.</li><li>– It should have following details with header option as S.NO, Action, name, email, email access, calendar access and menu access. It also contains search option.</li><li>– This list can be download in excel format.</li></ul>
<b>12</b>	<b>Update password</b>	<ul style="list-style-type: none"><li>– The User can update the password using options like Old password, New password and confirm password with update tab.</li></ul>