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**DASHBOARD:**

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| **S.NO** | **MENU** | **WORKFLOW DESCRIPTION** |
| 1 | **Dashboard** | * Dashboard of agreement will show information about the process did in the application. * Most probably the content of the dashboard is to project the application in simple manner. * The tab are no. Of agreements, no. Of active agreements, no. Of. Inactive or Expired agreements, no. Of. Terminated and no. Of revised agreements these tabs are should shown in dashboard as overview with the overall numbers. * If the more info option of each tabs to viewable, it should be redirected to their respective menu’s home page. |

**AGREEMENT:**

|  |  |  |
| --- | --- | --- |
| S.NO | MENU | **WORKFLOW DESCRIPTION** |
|  | **Agreement**   * **Agreement.**   **Terminated agreement** | * Agreement Menu is the platform where user can able to view the existing created agreement and can able to add new agreement. * List of Agreement will be shown in the home page with the header options are Business, Location, Category, Sub Category, * Each Agreement should have action icon which consists of View, Delete, edit, and revise agreement options. * The unique number should be there to manage and maintain agreements from different vendors. * All active agreements should be downloadable in bulk. * All the latest and the expired agreements should sort based on validity date. * Each agreement should show from and to date of the particular agreement and in case the agreement is revised before the expiry date then the previous agreement date should ask. * The Terminated Agreement should be manifested in separate page. * Search option is required to find out the required agreement as per user needs. * The list of agreement can be able to copy, and can be able to download as CSV, Excel and PDF. Even it can be printed. * All the latest and the expired agreements should sort based on validity date by using the drop down of Active and inactive agreements. * Add Agreement is the option to add new agreement, it should be populated over the page where the input fields for **primary** and **secondary** category as follows,   + - * + The from and to Location , vendor code, vendor name, vehicle type, freight amount(Excluding/unloading), rate per kg, loading, unloading, and finally from and to date of the agreement. These above mentioned headers are common for all three formats (primary, secondary, CFA agreement).         + While selecting the category of **FOH** and **Commission** should show with input the header are Administrative charges, Annual Maintenance Charges, Assistant Supervisors, Billing Executive, CAPEX, Casual Labour, CFA Commission, CFA Management Fee, CFA Service charges, Clerk Documentation, Commercial Person, Fixed Commission, Computer Operator, Conveyance, Damage & Sales returns Verifications Supervisor, Depot Assistant, Depot In-charge, Depot Manager, Depot Operator, Filling/ Scanning Misc/TPT Cord, Fixed Remuneration, Godown Maintenance, Support Staff, House keeping with Cleaning, Telephone / Internet charges, Asset Rental, Labour Expenses, Local Conveyance, Management Fees, Manpower for Damages, MHE operators, MIS Report, Modern Trade Executive, MT supply & Coordinator, Office/Godown Maintenance, Pest/Control Expenses, Pickers, POD Tracking Clerk – VOH, Printing & Stationary, Remuneration, ROI, Routing Vehicles Clerk – VOH, Salary, SAP operator, Security Charges, Staff Welfare including water, Stock Supervisors, Supervisors, System Operator, Tea, Water, Maintenance of Machines, Utility charges, Warehouse In charge, Warehouse supervisors – 2, Water. * All the fields are mandatory except document upload option and parties 3 input field. * Business, Location, Category, input fields need to be in drop down option where the data should be fetching from Master Menu. So, user need to select the option through drop down and rest of the fields are all Manual input fields. * The agreement notification should be a daily Email trigger to transport lead, transport team, and * The agreement notification should be a daily Email trigger to transport lead, transport team, and HEPL team before 3 months of Agreement expiry. |

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| **S.NO** | **MENU** | **WORKFLOW DESCRIOTION** |
| 1 | **CATEGORY**   * **Primary** * **Secondary** * **FOH** * **Commission** | * Category Menu is the platform where user can able to view the existing created Category and can able to add new Category. * The categories are primary, secondary, FOH, Commission agreement should ask in drop down while upload an agreement. * Primary, secondary, FOH, Commission Category will be shown in the with the header options are Name, Description and Action. * Each category should have action icon which consists of Edit and Delete Option. * Search option is required to find out the required Category as per user needs. * The list of Category can be able to copy, and can be able to download as CSV, Excel and PDF Even it can be printed.   Add Category is the option to add new Category, it should be populated over the page with following options are Name and Description. |

**CATEGORY:**

**LOCATION:**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **MENU** | **WORKFLOW DESCRIPTION** |
| 1 | **Location**   * **Add Location** | * Location Menu is the platform where user can able to view the existing created Location and can able to add new Location. * List of Location will be shown in the home page with the header options are Name, Description and Action. * Each Location should have action icon which consists of Edit and Delete Option. * Search option is required to find out the required Location as per user needs. * The list of Location can be able to copy, and can be able to download as CSV, Excel and PDF. Even it can be printed. * Add Location is the option to add new Location, it should be populated over the page with following options are Name and Description. |