**Workshop Module**

As per discussion with Gijo, Zameel, Dani, Johny on 08/04/2020

Currently there are 5 workshops at different locations in Oman and a Service truck. Service truck is like a mobile workshop which goes to different places and do service and repairs. The Service truck operates under the main workshop (which is in a place called NATI). Whenever there is some works to be handled by Service truck, the items required for the works are being transferred from Main workshop to Service truck. Once the service truck comes back after the work, the remaining items, if any will be transferred back to the main workshop. In the user module, there should be option to link users to workshop. The users should be able to see and manage only workshops where he has access. Once logged in, wherever there is a workshop selection field, he should be allowed only to select his workshop or by default, that workshop should be selected and disabled. Items can be transferred from one workshop to another based on request and approval. If some works cannot be done at own workshops, then those works will be done at third party/outside workshops. If there are some damages caused by the customer, there is a process of back charging the cost to the customer.

1. **Master – Workshop**
   1. Add *Contact person, Contact No., Contact Email & Status*
   2. Create database table for *Governorate & Wilayath.* Wilayath to be linked with Governorate\_ID.
   3. Mandatory fields:
      1. Workshop Name(EN)
      2. Governorate
      3. Wilayath
   4. Duplication check field – Workshop Name(EN)
2. **Master – Technician Types**
   1. Add *Status*
   2. Mandatory fields:
      1. Technician type Name(EN)
      2. Charge per hour
      3. Status
   3. Duplication check field – Technician Type Name(EN)
3. **Master – Technicians**
   1. Add *Workshop, Status*
   2. Mandatory fields:
      1. Emp ID
      2. Technician Name
      3. Technician Type
      4. Status
   3. Duplication check field – Emp ID + Technician Name
   4. Note: There should be option to link Technician to Workshop. If technician linked to Workshop then that technician should be available only under that workshop, else should be available under all workshops.
4. **Master – UoM**
   1. Add *Status*
   2. Mandatory fields:
      1. UoM Code
      2. UoM Name(EN)
      3. Status
   3. Duplication check field – UoM Code + UoM Name(EN)
5. **Master – Item Master**
   1. Add *Item Name(AR),Status*
   2. Remove *Min quantity*
   3. Mandatory fields:
      1. Item Code
      2. Item Name(EN)
      3. Price
      4. UoM
      5. Status
   4. Duplication check field – Item Code + Item Name(EN)
6. **Master – Workshop Service Type**
   1. Add *KMs, Status*
   2. Mandatory fields:
      1. KMs (Integer field for calculations and overdue check for future)
      2. Service Type Name(EN)
      3. Status
   3. Duplication check field – KMs + Service Type Name(EN)
7. **Master – Vehicle Types**
   1. Add *Status*
   2. Mandatory fields
      1. Vehicle Type Name(EN)
      2. Status
   3. Duplication check field – Vehicle Type Name(EN)
8. **Master – Vehicle Sub Types**
   1. Add *Status*
   2. Mandatory fields
      1. Vehicle Sub Type Name(EN)
      2. Vehicle Type
      3. Status
   3. Duplication check field – Vehicle Type + Vehicle Sub Type Name(EN)
9. **Master – Brands**
   1. Add *Status*
   2. Mandatory fields
      1. Brand Name(EN)
      2. Status
   3. Duplication check field – Brand Name(EN)
10. **Master – Vehicles**

Will be finalized later. For time being, please create one with minimum fields for testing. Vehicle to be actually taken from their ERP database.

1. Fields: Vehicle Registration No., Vehicle Type(master), Vehicle Sub Type(master), Status
2. Mandatory fields
   1. Vehicle Registration No.
   2. Vehicle Type
   3. Vehicle Sub Type
   4. Status
3. Duplication check field - Vehicle Registration No.
4. **Master – Drivers**

Not required

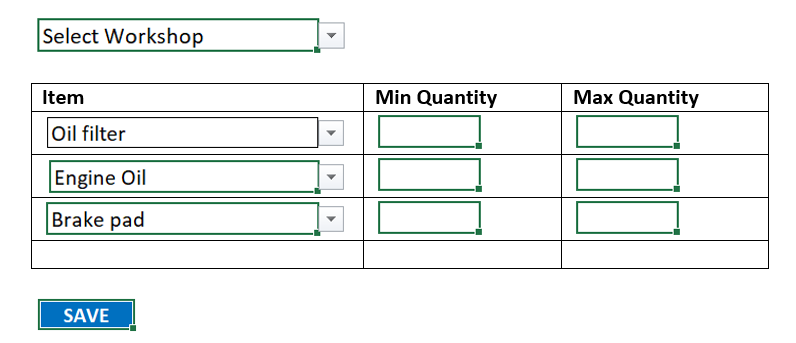
1. **Master – Customers**
   1. Add *Unique ID No.(CR No., Omani ID, Labor card No., Passport No. etc.),Location(master list),Type(Company OR Individual),Status*
   2. Mandatory fields
      1. Customer Name
      2. Unique ID No.
      3. Type
      4. Location
      5. Contact Person
      6. Contact No.
      7. Status
   3. Duplication check field – Unique ID No. + Customer Name(EN)
2. **Master – Services**
   1. Add *Service* *Code, Status*
   2. Mandatory fields
      1. Service Code
      2. Service Name(EN)
      3. Status
   3. Duplication check field – Service Code + Service Name(EN)
3. **Master – Inspection Checklist**

Not required

1. **Configuration – Service Configuration**
   1. Add fields: *Unique Code, Status*
   2. *Service Type, Vehicle Type, Vehicle Sub Type, Same as* should be master list
   3. Mandatory fields:
      1. Unique Code
      2. Service Type
      3. Vehicle Type
      4. Vehicle Sub Type
      5. Status
      6. Services (Select at least one)
   4. Duplication check fields – Unique Code + Service Type
2. **Configuration – Stock configuration (New page)**

For setting Workshop wise/ Item wise MIN & MAX quantity

All items to be listed.



1. **Operations – Service booking**
   1. Change Booking Date as *Appointment Date*.
   2. Change KMs to Actual *Current KM Reading*.
   3. Workshop – If logged in by a Workshop based user, then the Workshop to be auto populated and disabled. Means he should be able to book only for his workshop. If it’s another high level user, then the Workshop list to be enabled and he should be able to select workshops.
   4. Whenever a Booking is done, the booking should be saved with status ‘Pending’. As and when the next processes happens, then the status of the booking should change as ‘Cancelled, Vehicle Received at workshop’, ‘Job card created’ etc. We will finalize the status list later.
   5. In the grid, show all important fields along with status. There should be option to CANCEL a booking. If we CANCEL, then there should be a popup asking for REASON.
   6. Mandatory fields: All
2. **Operations – Workshop Admission**
   1. The Driver Name should be text entry, because it will be the customer’s driver who will be bringing the vehicle to workshop and that list will not be there in the system.
   2. Service booking Ref No. – Show all pending bookings
   3. While selecting ref no, show vehicle details
   4. Date to be auto populated with current date
   5. Actual booking date & Actual admission date to be captured.
3. **Job card:**
   1. Workshop ticket number – Not required
   2. Job card to be prefixed by Workshop code. Number can be continuous. (For Nati workshop, it can be something like NT00001)
   3. Add FLEET No. Next to Vehicle number
   4. START TIME & END TIME to be replaced with HOURS
   5. Labor charges to be calculated based on ENTERED HOURS X RATE PER HOUR of the selected technician
   6. There should be an option to enter EXPECTED DATE & TIME OF JOB completion. If the job is not closed within that time, then that job card to be displayed in dashboard as overdue jobs.
   7. Based on the above, there should be option to enter Interim update for the job card (like waiting for parts, waiting for third party work etc. This can be then displayed against the overdue jobs in dashboard)
   8. Inspection & Observation:

Give a textbox to enter the Inspection Ref No. & another textbox to enter the observations. A File Upload control to upload the scanned copy of Inspection sheet (Actually Inspection will be done of paper based forms). This attachment should be allowed even after closing the job card.

* 1. When CLOSING a job card, there should be a popup that needs to be filled by the technician. We will decide what is to be there in the popup will be decided later.
  2. If there are some works done at some outside/third party workshop, there should be an option to record that in the job card along with an option to attach the Invoice from outside workshop.
  3. If some of the items/works to be back charged from the customer, then it should be recorded in the job card with the details.
  4. While closing a job, validate whether all line items (work hours) has been filled. Otherwise closing should not be allowed.
  5. Approval for closed jobs: Keep an option for an approval level for job card closing. This stage should be configured in such a way that the Approval process can be activated/deactivated at any time.
  6. A high level user should have an option to Re-open the closed job card.
  7. SAVE button to be changed as OPEN JOB CARD. The OPEN & CLOSE card button to be visible dynamically based on condition.

1. **Operations – Material Request**
   1. MR number to be prefixed with workshop code
   2. This is the one that gets generated from Job card based on items required.
2. **Operations – Inspection**

Not required

1. **Operations – Purchase Request** (PR will be handled at Head office)
   1. Next step of MR.
   2. If an item level at any workshop falls below the minimum quantity, then that items to be listed in dashboard and MR can be processed by clicking from dashboard and taking them to MR screen to complete the request.
   3. PR can be based on MR from Job card or it can be direct in case of low stock or some other reason.
2. **Operations – LPO**
   1. LPO gets generated based on PR.
   2. LPO quantity can be even more or less that PR qty.
   3. LPO should be open until full quantity of all the items are received.
   4. Supplier price and quotation number to be captured.
3. **Operations – GRN**
   1. GRN should be generated by calling LPO.
   2. GRN will be done at Workshop. GRN will have link to PO and PO will have link to MR.
   3. Then system can identify the LPO’s to be listed for each workshop based on MR.
   4. Then the workshop guy will select the respective MR and the system will list the items in that MR.
   5. Then the workshop guy will select the received quantity.
4. **Operations – Item Issue**

Not required

1. **Operations – Item Receipt**

Not required

1. **Operations – Gate Out**
   1. All Completed Job Cards with status “READY FOR DELIVERY” to be listed here. There should be a button to generate/print gate pass.
2. **Operations - Workshop to Workshop transfer (New page)**
   1. If there is a shortage of materials, then show stock of the same materials in other workshops, then this workshop guy can send a request for items from another workshop.
   2. Approval required
   3. The other workshop then can issue the materials to the requested workshop.
   4. Receiving workshop to acknowledge receipt of items.