**Information System for Maintenance**

Thank you for inquiring with me. Here is the price qoutation for this project: "Information System for Maintenance". Project cost 40, 000 - 60,000 PHP it includes the following:

1. Development Fee (includes testing of system, fixing bugs and development)
2. Domain registration, hosting and SSL certifiacte for 1 year.

**Project Time Frame**

1 - 2 Months Development including the testing and the bug fixing if any.

Regarding the payment, a 25% downpayment of the system needed to start the project. Every progress of the system need a 25% downpayment until its finish.

For the final payment, system should be 100% working. Listed below are the system features of the system.

There are 3 users of the system:

* **Admin/Head of the Maintenance** – it can access all the functions and information of the Maintenance Department. It will be the Head Officer of the Maintenance. He/She will be the one who will manage all the functions in the system and can monitor the progress of every project, clients and the whole business activities. He/She will be the one who can add, edit and delete the data in the system. Thus, the admin will be the responsible in everything.
* **Account Officers** – the account officers will put their details of their current projects that they are handling. They can update the real time progress of the projects. He/She can access the documents that they are needed in making the projects.
* **United Account** – for viewing only.

The Administrator who will be handled by the Head of the Maintenance is composed of different modules which consist of File Maintenance, Transaction and Reports.

**File Maintenance** **Module**, it is where you can store the details of the system. The Head of the Maintenance can access this module where he/she can add, update and delete data’s which will have a sub-module:

* ***Accounts*,** which contains the account of Admin and Account Officers.
* ***Clients*,** contains the details of the clients of every project of the Account Officer such as the contact number, contact person, address and the attach contract.
* ***Category*,** contains the offered services of the Preventive Maintenance Department such as FDAS, CCTV, FSS, SOLAR and GENSET.
* ***Projects*,** contains the details of the current projects of the Maintenance.

**Transaction Module,** it is where the process of the system with sub modules:

* ***Inquiries,***it is where the new clients and old clients monitoring. Adding and updating of the client will be seen here. It can be accessed by the Head of the Maintenance and the Account Officer. Before you can quote a project there will be a Marketing Charge Account Form format that is ready to print and will be given to the finance. Once it is approved by the Chief Officer Marketing, the Head of Maintenance and the Account Officer that is filtered who will be the in-charge will have a schedule for conducting an inspection to the client. Once they’ve done the inspection, they will have a quote that can attach to the system. This will be the monitoring of the clients. Then when the client given the reward the action will be transfer to the Project Transaction.
* ***Projects,***is monitoring of the projects that is handled by the Head of Maintenance and/or the Account Officers where can create the needed format of the forms such as Job Order Form, Purchase Requisition Form, Leave Form, Transportation Request and Payment Request Form that will be ready to print. Scheduling will also falls in Projects which will create the schedule of the manpower, the things that will be needed for a specific project and also the scheduled project. There will be two views of it, one is the Listing and the another one is the Calendar. Under the Project there will be also a Task Monitoring where the Account Officer will create the Daily Accomplishment Report and the Change Order of the project.
* ***Client’s Monitoring,*** it is where the contract monitoring and billing monitoring. This is where the Head of the Maintenance and Account Officer can update the status of each client.

**Report Module**

* ***Preventive Maintenance Report,*** it is where the report can be view that are filtered by client, quarterly, monthly, semi annual and annual. This is the report that will be pass to the clients once the project is done. It can be converted in a pdf file and be printed right away.
* ***Accomplishment Report,*** it is the daily accomplishment report where progress of the project per client, findings and recommendations can be viewed. It is filtered by officers, client name, date. It can be converted in a pdf file and be printed right away.
* ***Clients Contract Report,*** it is the client’s contract can be viewed which includes the company, scope of work, job order number, account officer, total contract price, contract duration, cost per maintenance, status and remarks.
* ***Clients Billing Report,*** it is the report of the monitoring of the billing status of the client. Filtered by clients’ name, name of contract, date and job order number.
* ***Change Order Report,*** it is the report for the change order of each client filtered by clients name, status and JO Number.

**Dashboard**

* ***File Maintenance, Transaction, Reports, Notification, Messages, Log-out*** are located in the heading of the dashboard.
* ***Notification*,** where the scheduled meetings will alert the Head of the Maintenance ahead of time. It will be like the notification part of the Facebook.
* ***To-Do List*,** it will show in the dashboard where the reminders will be posted in the dashboard so that the Head of Maintenance will be informed automatically. Example, meeting with some client.
* ***Calendar,*** it will show in the dashboardwhere the real-time calendar showing the schedules of the Account Officer day by day.

***Pending works,*** it will show in the dashboard so that the Head of the Maintenance is aware of the pending projects of the Account Officers.

**File Transaction Module:**

**Account**

-Primary Key (hidden)

-First Name

-Last Name

-Address

-Contact Number

-Designation

-Username

-Password

**Clients**

-Client Name

-Client Address

-Client Contact No

-Contact Person

-Designation

-Contact Person’s No.

-Client Contract (viewing)

**Category**

-Category

-Description

-Sub-Category

**Projects**

- (details on the project transaction will be seen here)

**Transaction Module:**

**Inquiries**

-Client Name

-Client Address

-Client Contact No

-Contact Person

-Designation

-Contact Person’s No

Status – dropdown

-New

-Pending

-On Going

-Award

Action – Dropdown

-Req. Marketing Charge Account

-Req. Quotation

-Ocular Visit

-Transfer to Project

-Schedule – Calendar

-Type of Service

-Corrective

-Preventive

-Remarks/Reminder

-Attachments

**Projects**

-Create Job Order

-Create Purchase Order

-Create Transportation

-Create Payment Req.

-Scheduling– 2 Views (Listing, Calendar)

-Task Monitoring

-Daily Accomplishment Report

-Preventive Maintenance Report

-Change Order \*attach quote\*

-Clients Name

-Description

-Cost

-JO Number

-Service Status

**Client’s Monitoring**

* Contract Monitoring

-Company

-Scope of work

-JO Number

-Account Officer

-Total Contract Price

-Contract Duration

-Cost per Maintenance

-Status

* Billing Monitoring

-Client

-Name of Contract

-Contract Cost

-JO Number

-Progress as per set of schedule

-Progress of billing

-Collection

-Remarks

**Report Module:**

**Preventive Maintenance Report (for final report na ipapasa kay client sa lahat ng natapos)**

* Filtered by Client’s Name
* Filtered by JO Number
* Search

**Accomplishment Report**

* Filtered by Account Officer Name
* Filtered by Date
* Filtered by Client Name
* Search

**Clients Contract Report**

* Filtered by Clients Name
* Filtered by Status
* Filtered by JO Number
* Search

**Clients Billing Report**

* Filtered by Clients Name
* Filtered by JO Number
* Filtered by Progress Billing
* Filtered by Collection
* Filtered by Progress of Reporting
* Search

**Change Order Report**

* Filtered by Clients Name
* Filtered by Status
* Filtered by JO Number
* Search

**Features:**

**Notification (like facebook)**

**Messages (real time)**