

Customer called up

Get connected to

**Customer Care - (Multiple Users)**

forwarded the query to

**Sales Team - (Multiple Users)**

(Lead Stages - New, Contacted, Follow-up, Booked, Loose, Priority)

Booked lead shall assigned to

**Operations Team - (Multiple Users)**

they will note the booking, begin processing  
and assign the lead to

**Post Sales - (Multiple Users)**

they will get the required documents from customer &  
assign the lead to

**Accounts Team - (Multiple Users)**

for payment status

Accounts Team assign back the lead to post sales team  
after updating the status

Then after post sales team will further assign the lead to

**Operations Team - (Multiple Users)**

they will update the status of booking to Vouchered  
and assign the lead to

**Delivery Department - (Multiple Users)**

they will deliver the documents to the customer

Highlighted are the different departments. Purpose is to manage the lead effectively. As of now the priority is of sales.