

Project Manager Task

Greetings from Credicxo,

Congratulations, You have been shortlisted for the Next round.

The details of the test are mentioned below . Kindly read all the instructions before submitting your task.

Task -

Consider a scenario where physical loan files are managed and kept for future references in an inventory by the operation team. Whenever there is a requirement to track the document of loan and files or to do inward and outward process of document excel is used. So, a new barcode inventory managing system is required through which every document will be tracked and able to see the actual status in the system.

Fields Used to maintain the track document

1. Barcode no
2. Loan No.
3. Doc Type
4. Inward Date
5. Location
6. Remarks - Inward
7. Out date
8. Requested by
9. Retrieval type
10. Approved by
11. Remarks - Outward
12. Re Inward date
13. Location
14. Remarks -Re inward

If the file status is inward that means that the file is entered first time in the inventory at certain location.

If the file status is outward that means the file is retrieved by some person from the inventory.

If the file status is re-invert that means the file is again kept in the inventory at certain location.

For the first time when the file is inserted into inventory these fields are required.

Fields	Use Cases	Mandatory status
Barcode no	It is Alphanumeric field divided into two parts, if the prefix is F then its file, if D then original document and without prefix then it's for PDC and other and second part suffix contains Loan no.	Yes
Loan No.	Through scan the barcode loan no. will auto fetched	Yes
Doc Type	according to prefix of barcode the doc type will select file/property docs/PDC & other	Yes
Inward Date	For first entry of the file inward date required	Yes
Location	Location of file for storage for first time	Yes
Remarks - Inward	Free text field	No

Once the file is inside inventory it can only be retrieved by a certain person for a certain purpose which is the case of outward entry and these fields are required.

Fields	Use Cases	Mandatory status
Out date	File Out Date	Yes
Requested by	Request by user (CSD/Collections/Credit/Sales/Customer/Legal/Internal purpose)	Yes
Retrieval type	Retrieval options Temporary/Permanent	Yes
Approved by	Free text field	Yes
Remarks - Outward	Free text field	Yes

If the file is outward then only Re Inward option available if the file is sent back to be kept in the inventory.

Fields	Use Cases	Mandatory status
Re inward date	File Out Date	Yes
Location	Location of file for storage	Yes
Remarks -Re inward	Free text field	No

Other Requirements

1. Export option for all the data available in the system.
2. Advance search functionality is required for data filter.

The screenshot shows the 'File Master' application window. It includes a header bar with the title 'File Master'. Below the header, there are several input fields and dropdown menus for data entry. A red arrow points from a text box above the 'Doc Type' dropdown to the dropdown itself. Another red arrow points from a text box above the 'Reinwarding Remarks' field to the field. A third red arrow points from a text box above the 'Location' field to the field. The 'Doc Type' dropdown has a list of options: 'Select', 'File', 'Property Doc', 'PDC', and 'Others'. The 'Reinwarding Remarks' field has a list of options: 'Select', 'Temporary', and 'Permanent'. The 'Location' field has a list of options: 'Jaipur'. The 'Inward Date' field has a date picker set to '22/03/2019'. The 'Out Date' field has a date picker set to '22/03/2020'. The 'Retrieval Type' dropdown has a list of options: 'Select'. The 'Approved By' field has an 'Autocomplete' search bar. The 'Requested By' field has an 'Autocomplete' search bar. The 'Inward Remarks', 'Outward Remarks', and 'Reinward Remarks' fields are large text areas. At the bottom of the form, there are 'Export', 'Save', and 'Cancel' buttons. Below the form, there is a table with 15 columns: BarCode Number, Lan Number, Doc Type, Inward Date, Location, Inward Remarks, Out Date, Requested By, Retrieval Type, Approved By, Outward Remarks, Reinwarding Date, Location, and Reinward Remarks. The table has 11 rows, with the first row containing the number '0' in the 'BarCode Number' column and the rest of the rows being empty.

Requirements:

In reference to the above scenario and requirements given by the client you have to do the following things in a word document -

1. Construct flow diagram considering all states of inventory inward and outward.
2. Write Down Statement of Work which should contain Problem Statement, Goals, Deliverables, and Milestones.

You must remember the following points while submitting, otherwise your submission may be rejected.

Submit your task at - <https://forms.gle/swr4AYhH6vm2VTDM9>

1. Add Your Name and contact number in the form.
2. You can add comments (additional information you want us to know in your submission) in the "Feedback/Instructions to use" Section.
3. Please attach your resume.

Deadline to submit is **two days** from the date on which you received this task.

Best Regards,

HR Team

Credicxo Tech Pvt. Ltd.