Designed Solution For Service Industry

ARVIND BAWANKAR

Sales & Contract Management Module
Activity & Time Manager Module

- Management Challenges

- **Frequently Asked Question's**

✓ **How many business enquires have we received this month /this year**

✓ **From whom and where these enquiries were received**

✓ **Who handle these enquiries? And what is the current status of these**

✓ **What is the confirmed business Values on hand now?**

✓ **What are the potential businesses that can be tapped?**

✓ **How many business enquiries got cancelled and why?**

✓ **Are the Sales & Marketing Efforts giving results?**

✓ **What are the Market Trends?**

✓ **Are Marketing / Representative Offices getting results?**

✓ **Has business materializations increased or decreased?**

✓ **Has Staff productivity improved or gone down?**

✓ **How does the business operations calendar look like?**

Sales & Contract Management

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- Management Challenges

- **Frequently Asked Question's**

✓ **Where does the Company Stand against Annual Budgets?**

✓ **Where do Departments & Staff Performances Stand against their Annual Targets?**

✓ **Have all Confirmed Businesses been Contracted?**

✓ **Have monies been Collected from the Clients?**

✓ **Have Suppliers been paid as per contracts?**

✓ **How does the Cash Flow Forecast look like for the next quarter, half year, Year?**

✓ **Who are the top 10 producing Clients / Markets?**

✓ **How much business have suppliers obtained from the Company?**

✓ **Is every File making profits? How much?**

Sales & Contract Management

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- Our Solutions….

Our Sales & Contract Management Module is a simple and user friendly tool designed to provide you with answers to all these challenging questions.

Being a web based module it can be accessed through any device and has minimal requirements for hosting.

The answers to all your questions can be through system reports that can be generated on excel or pdf or the module can generate automated email reporting coming to you as you desire.

The module can be tailor made to suit your exact operational and reporting requirements with minimal efforts.

It operates through a good security architecture to protect your Corporate information and provides robust user management rights structures.

Sales & Contract Management

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- Your Benefits….

✓**Accurate and Online reports – 24 X 7……**

✓**Know your high performing Clients, Markets & Marketing Offices…..**

✓**Know your Department and Employee Performances against Targets….**

✓**Take informed business decisions…..**

✓**Control and Monitor Profitability and Cash Flows with Ease….**

In Short…..

Be On Top Of Your Business

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- Management Challenges

- **Frequently Asked Question's**

✓ **Is everyone in the Company planning their time effectively?**

✓ **Who is doing what?**

✓ **Is there a correlation between time spent and revenues earned?**

✓ **Are Tasks being assigned properly between employees?**

✓ **Are Tasks being followed up and Completed within allotted time frames?**

✓ **Are Daily, Monthly, yearly repeat tasks being controlled effectively?**

✓ **What is the idle time cost to the Company?**

Activity & Time Management

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- Your Benefits ...

Our Activity & Time Manager Module is designed as a simple and effective tool for everyone in the organization to plan their day to day activities with ease.

Through this module, every activity across the Company can be allocated to a particular revenue earning business and thereby offers a correlation between revenues and costs.

The Module will work as a single gathering point of all tasks across the Company which in turn becomes an effective monitoring tool for Divisional Managers and Senior Management.

Tasks can be assigned and communicated also through automated emails. Automated daily tasks report can be generated through the system.

Activity & Time Management

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- Our Solutions….

✓**Ease of Planning Daily Tasks….**

✓**Effective Management of Time….**

✓**Ease of Monitoring activities across the Company…**

✓**Helps in human resource planning…..**

✓**Time & Cost Vs Revenue Generation Correlation…**

✓**Ultimate repository of all Scheduled and Pending Tasks……**

In Short…..

Manage Time Utilization to Your Company's Advantage.

Masters – One location to save master data

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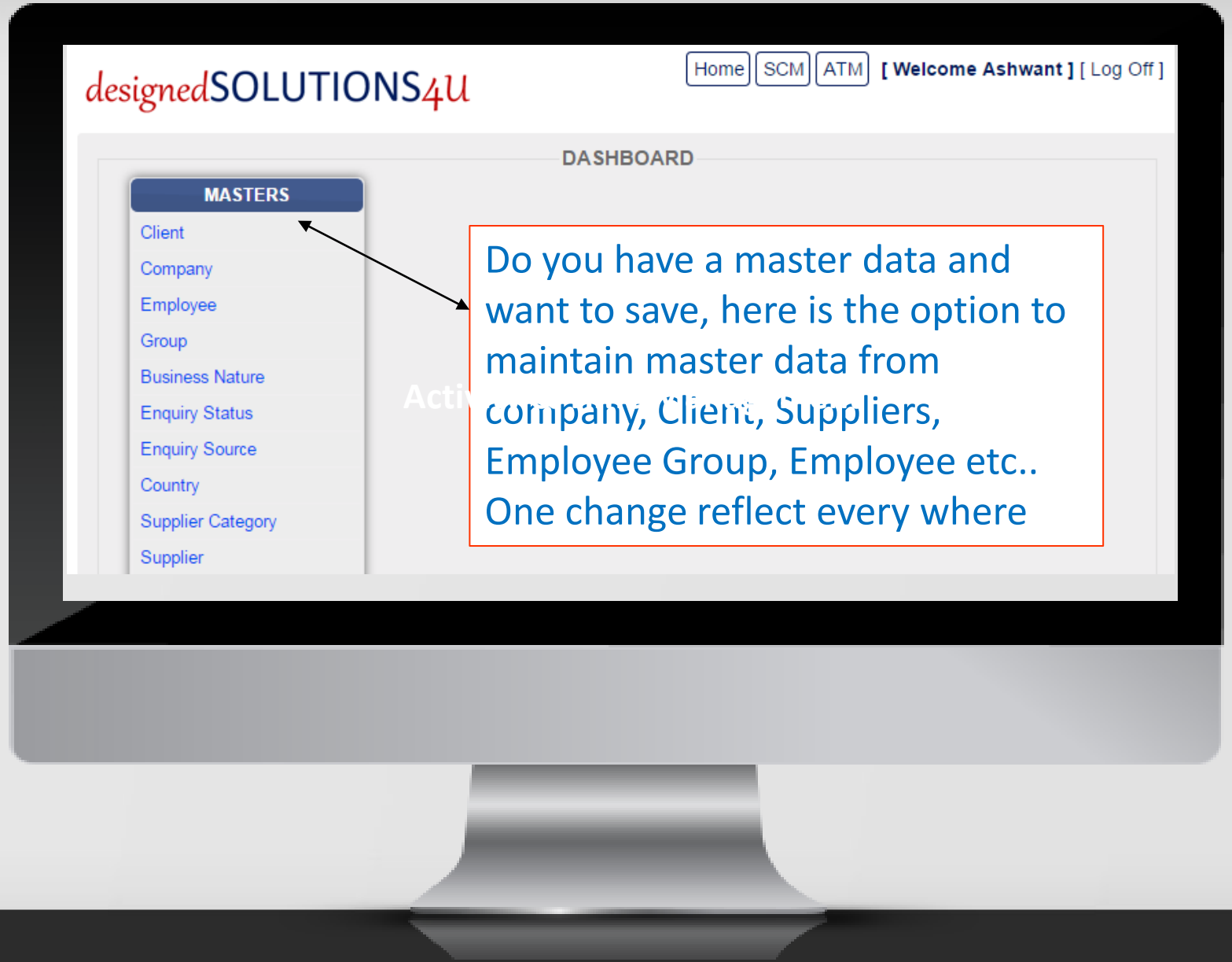

Reports – Take business decision, need systematic historical data

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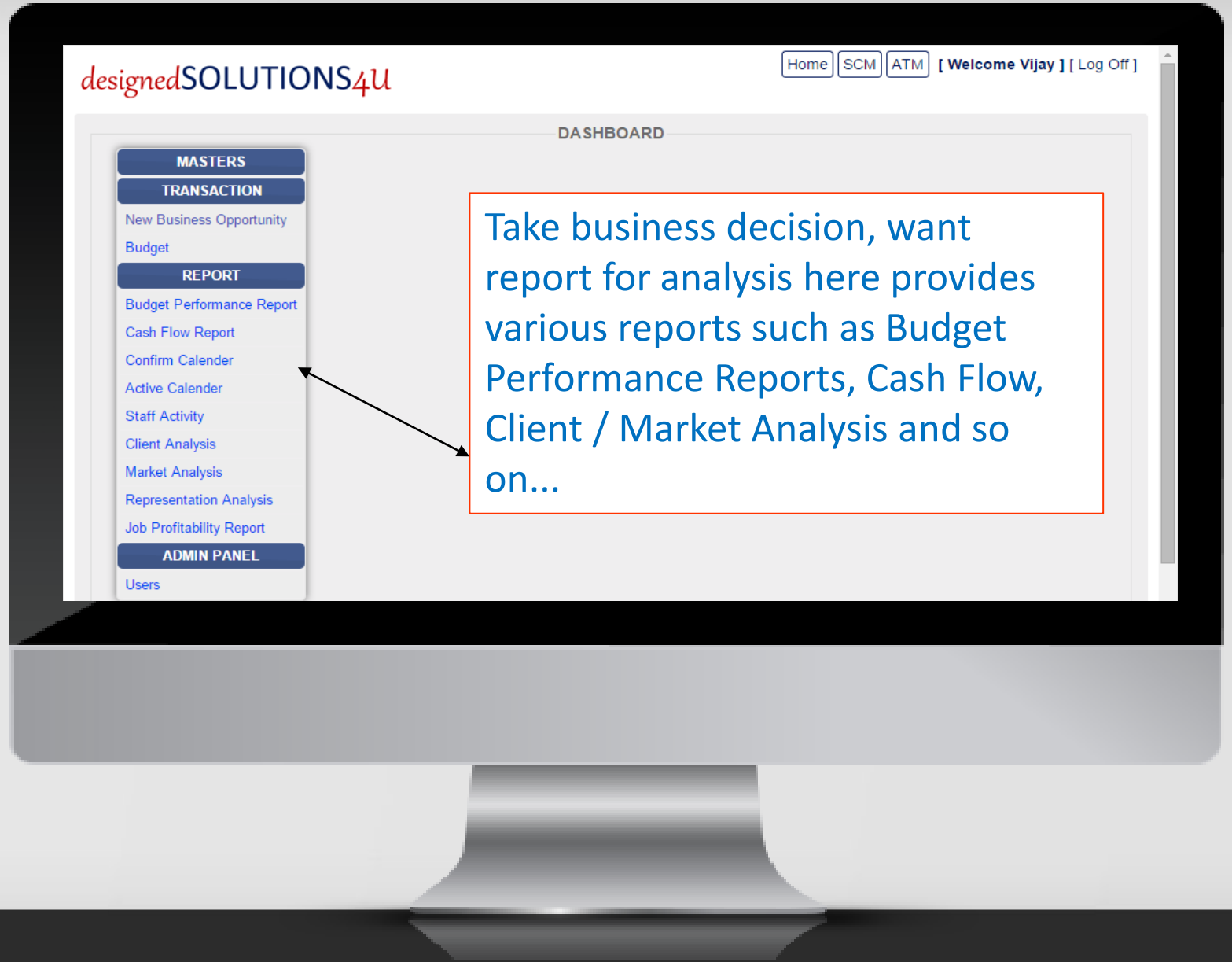

Employee Master

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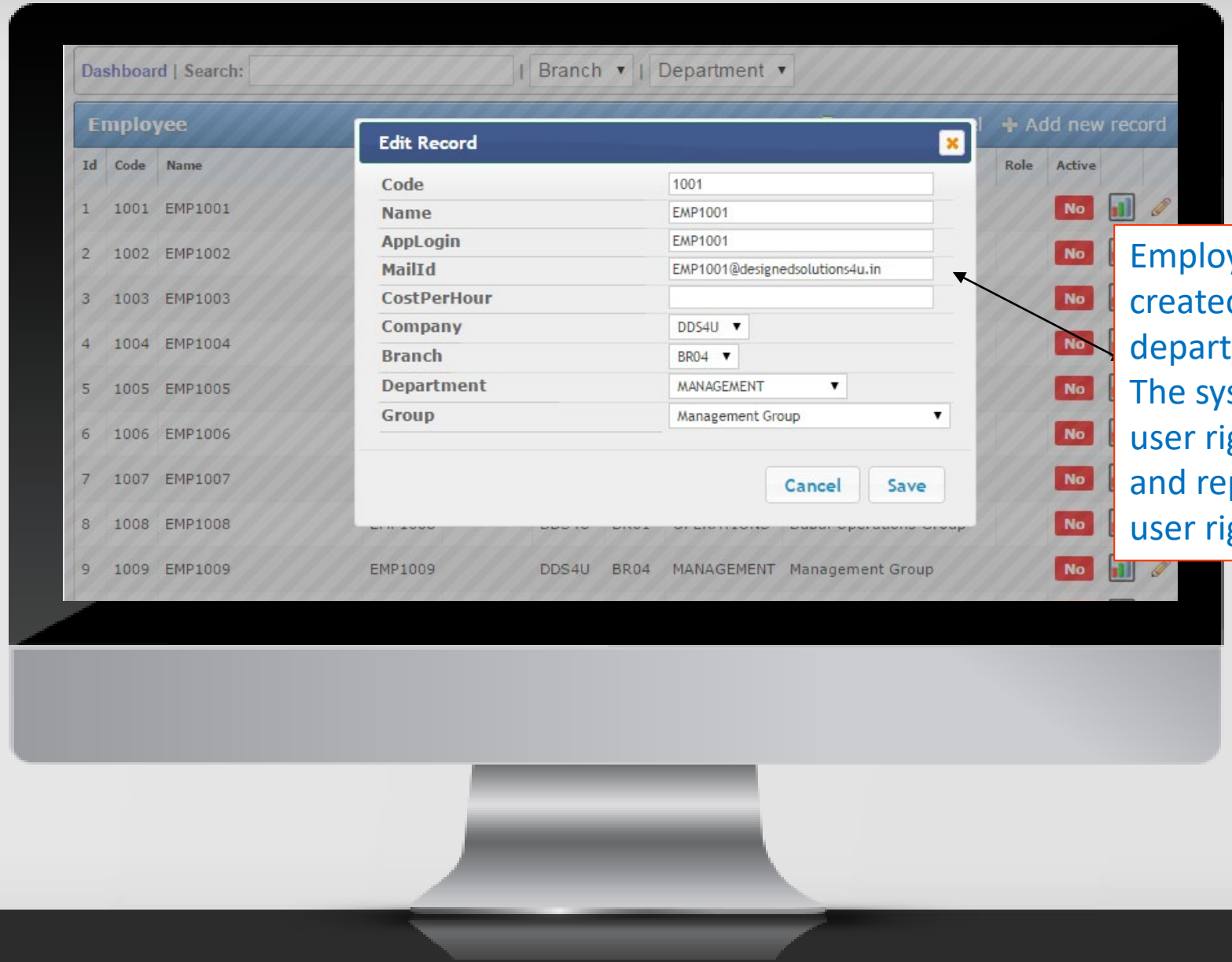

Employee Masters can be created and grouped by departments / divisions. The system offers robust user rights management and reporting based on user rights

Business enquiries

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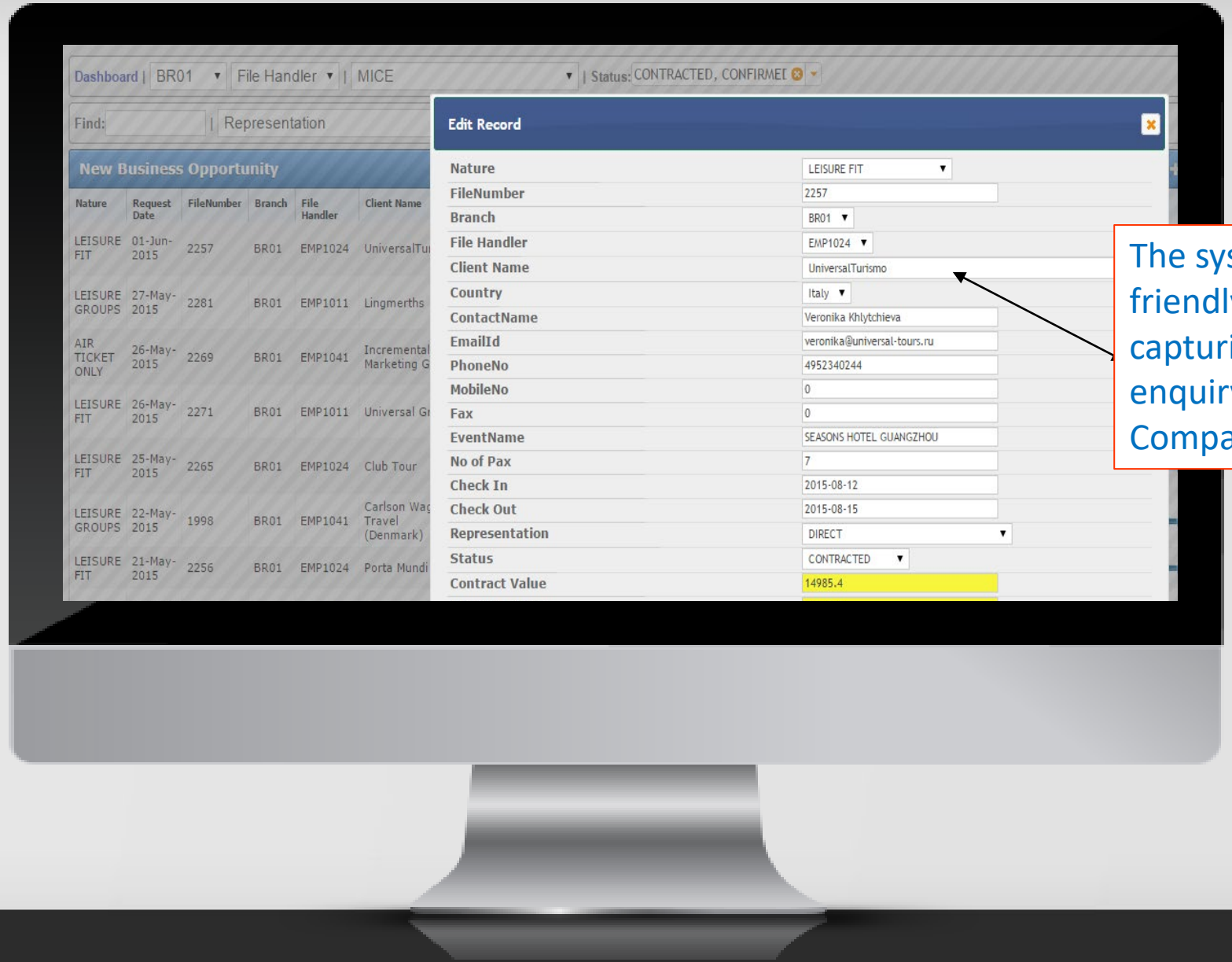

The system offers user friendly form for capturing every business enquiry received by the Company.

Business enquiries

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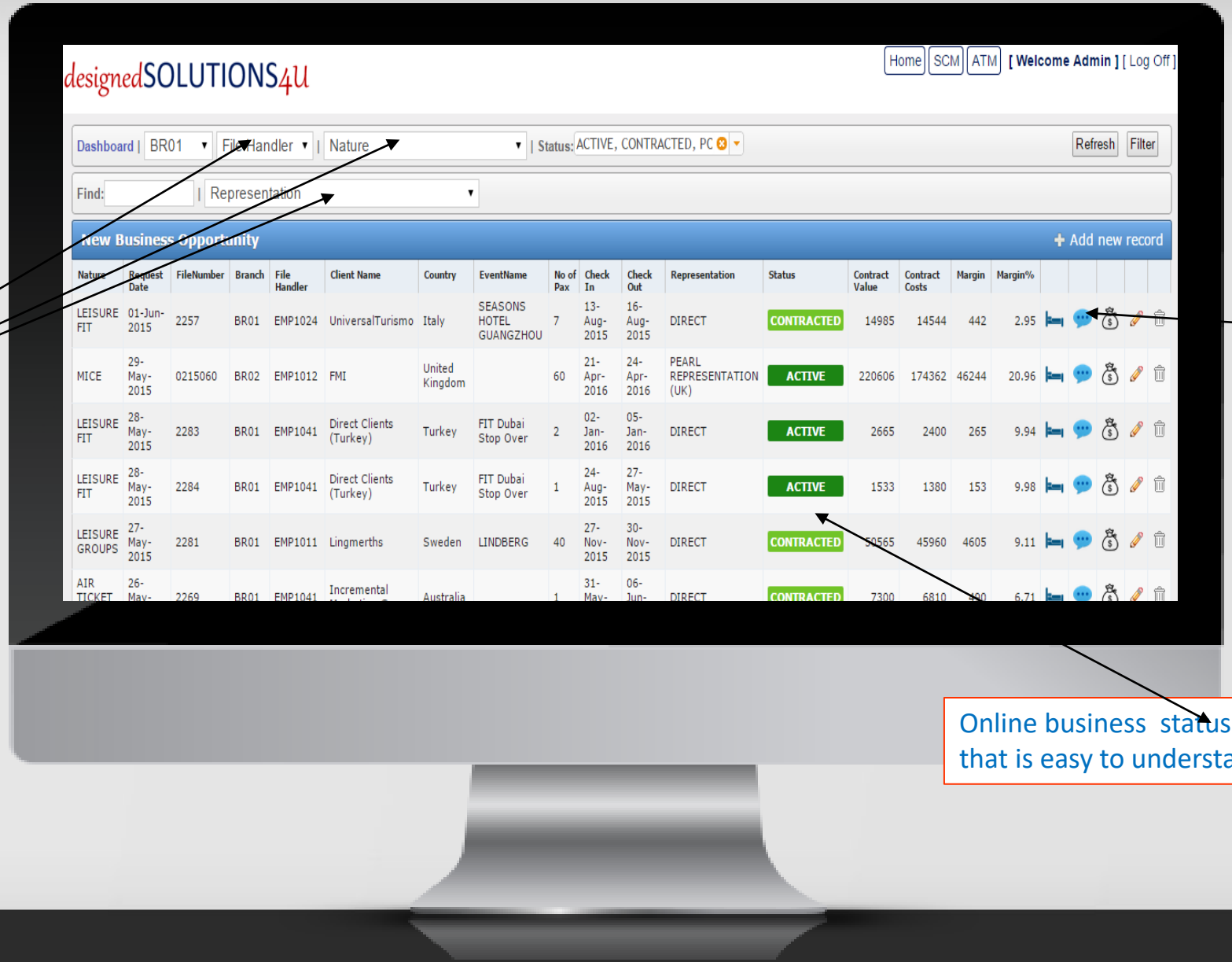

various filters that operated individually and in combination.

Keep up to date by inserting comments date wise

Online business status report that is easy to understand.

Business enquiries

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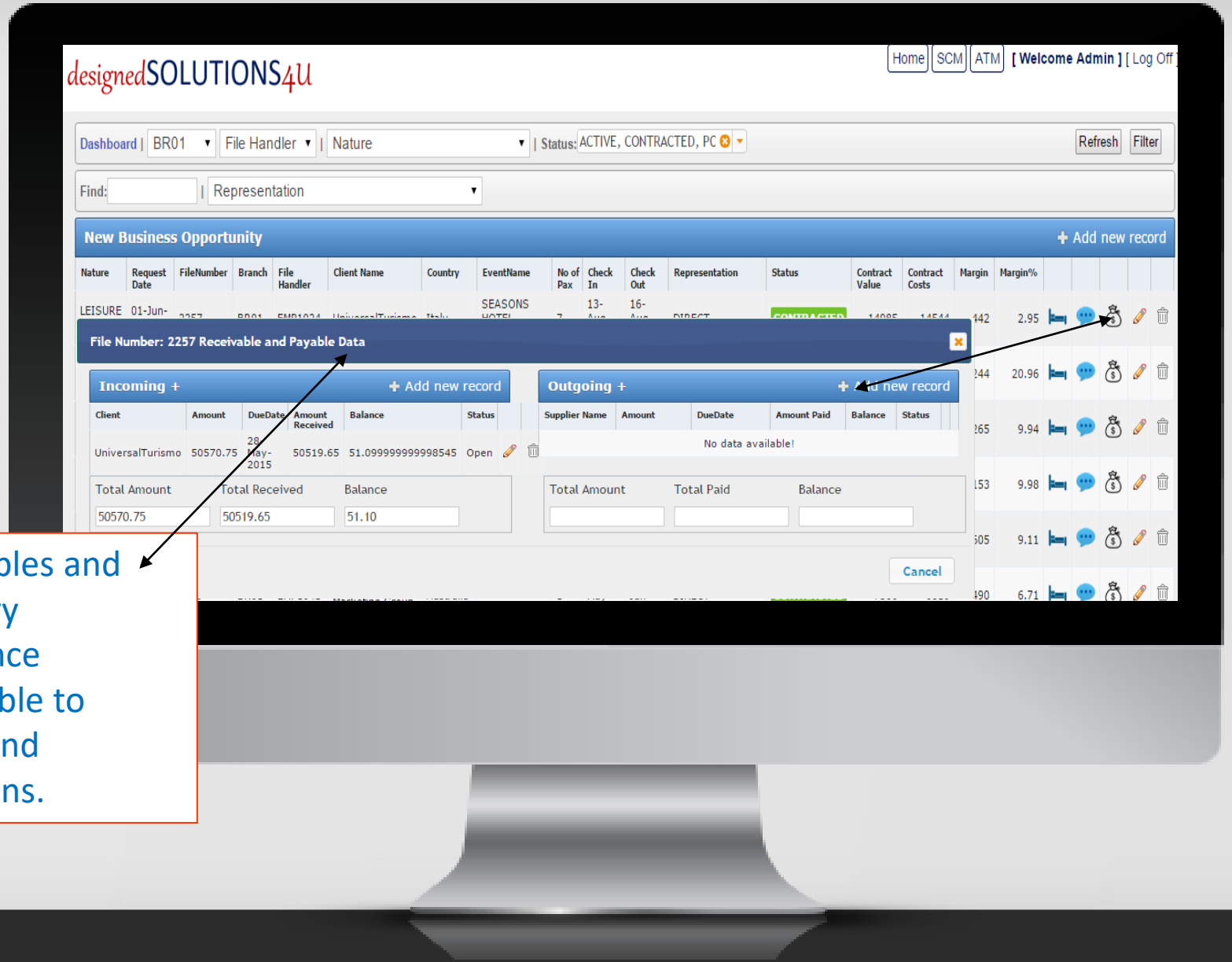

Recording of Receivables and payables against every contracted file. Finance Department will be able to update the receipts and payments as it happens.

Target-empower employee by setting target

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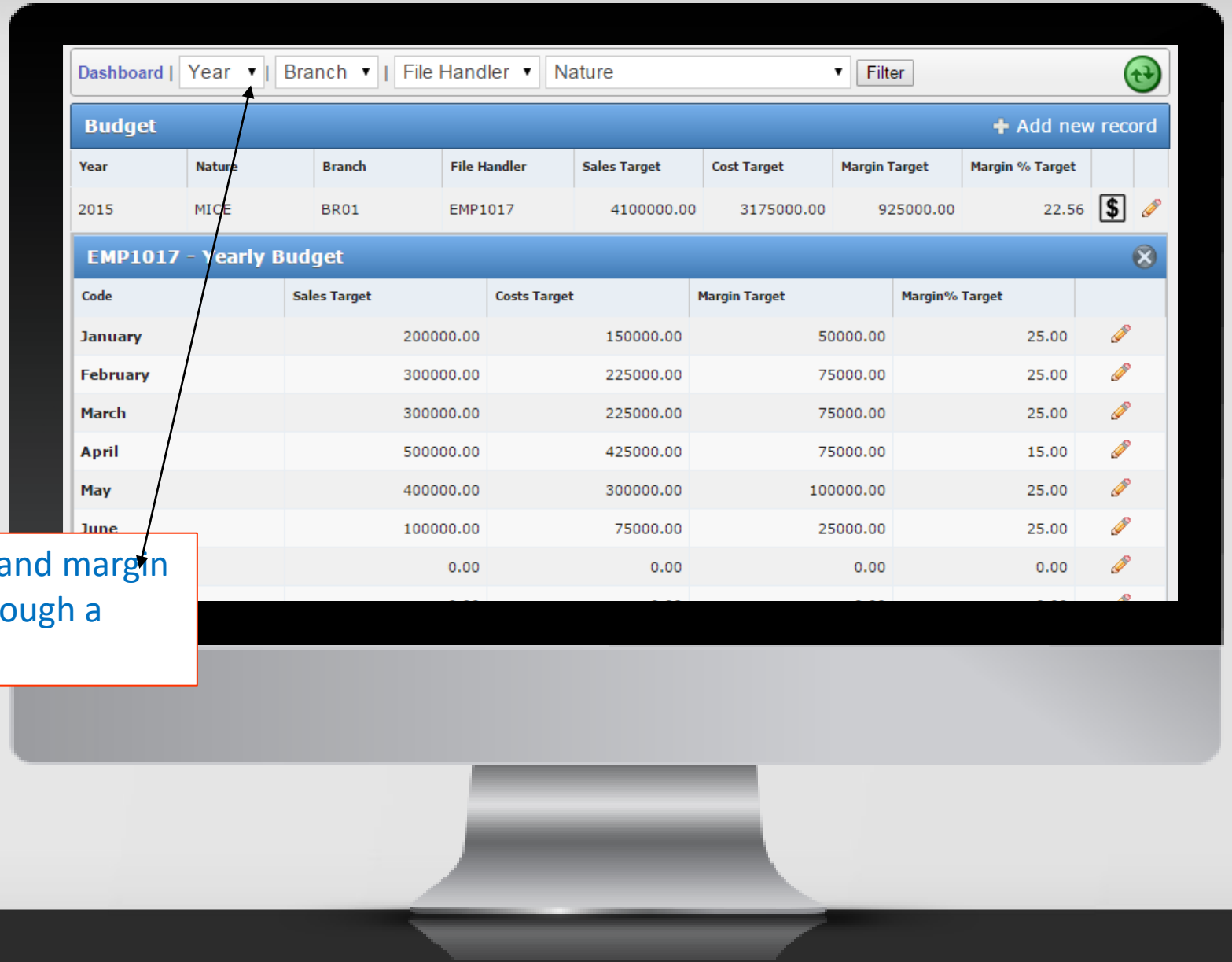

Employee wise sales and margin targets can be set through a simple form.

Target Report – Is your target work?

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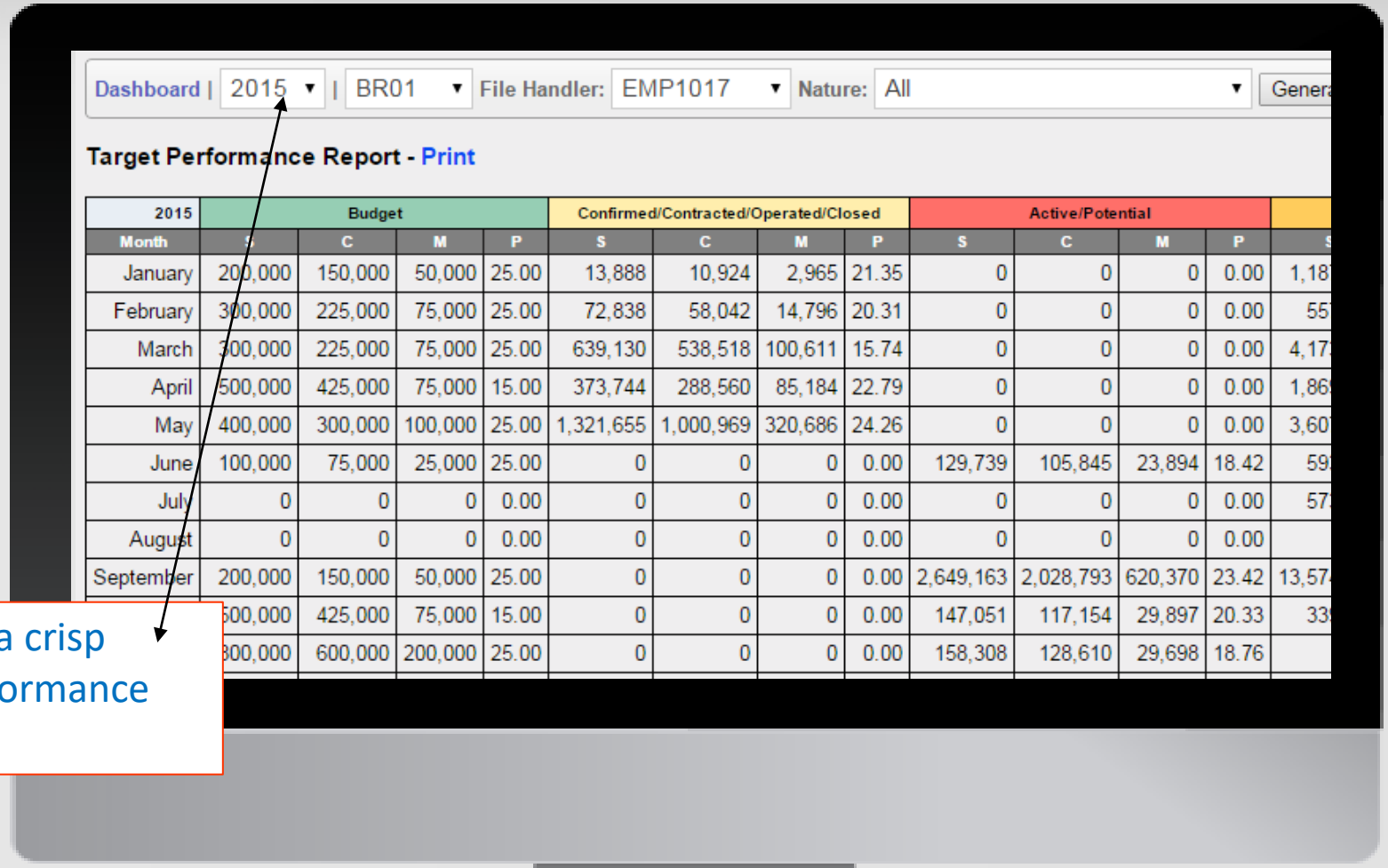

2015	Budget				Confirmed/Contracted/Operated/Closed				Active/Potential				
Month	S	C	M	P	S	C	M	P	S	C	M	P	S
January	200,000	150,000	50,000	25.00	13,888	10,924	2,965	21.35	0	0	0	0.00	1,18
February	300,000	225,000	75,000	25.00	72,838	58,042	14,796	20.31	0	0	0	0.00	55
March	300,000	225,000	75,000	25.00	639,130	538,518	100,611	15.74	0	0	0	0.00	4,17
April	500,000	425,000	75,000	15.00	373,744	288,560	85,184	22.79	0	0	0	0.00	1,86
May	400,000	300,000	100,000	25.00	1,321,655	1,000,969	320,686	24.26	0	0	0	0.00	3,60
June	100,000	75,000	25,000	25.00	0	0	0	0.00	129,739	105,845	23,894	18.42	59
July	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	57
August	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	
September	200,000	150,000	50,000	25.00	0	0	0	0.00	2,649,163	2,028,793	620,370	23.42	13,57
	500,000	425,000	75,000	15.00	0	0	0	0.00	147,051	117,154	29,897	20.33	33
	800,000	600,000	200,000	25.00	0	0	0	0.00	158,308	128,610	29,698	18.76	

The system provides a crisp report for actual performance against set targets.

Cash flow Forecast -

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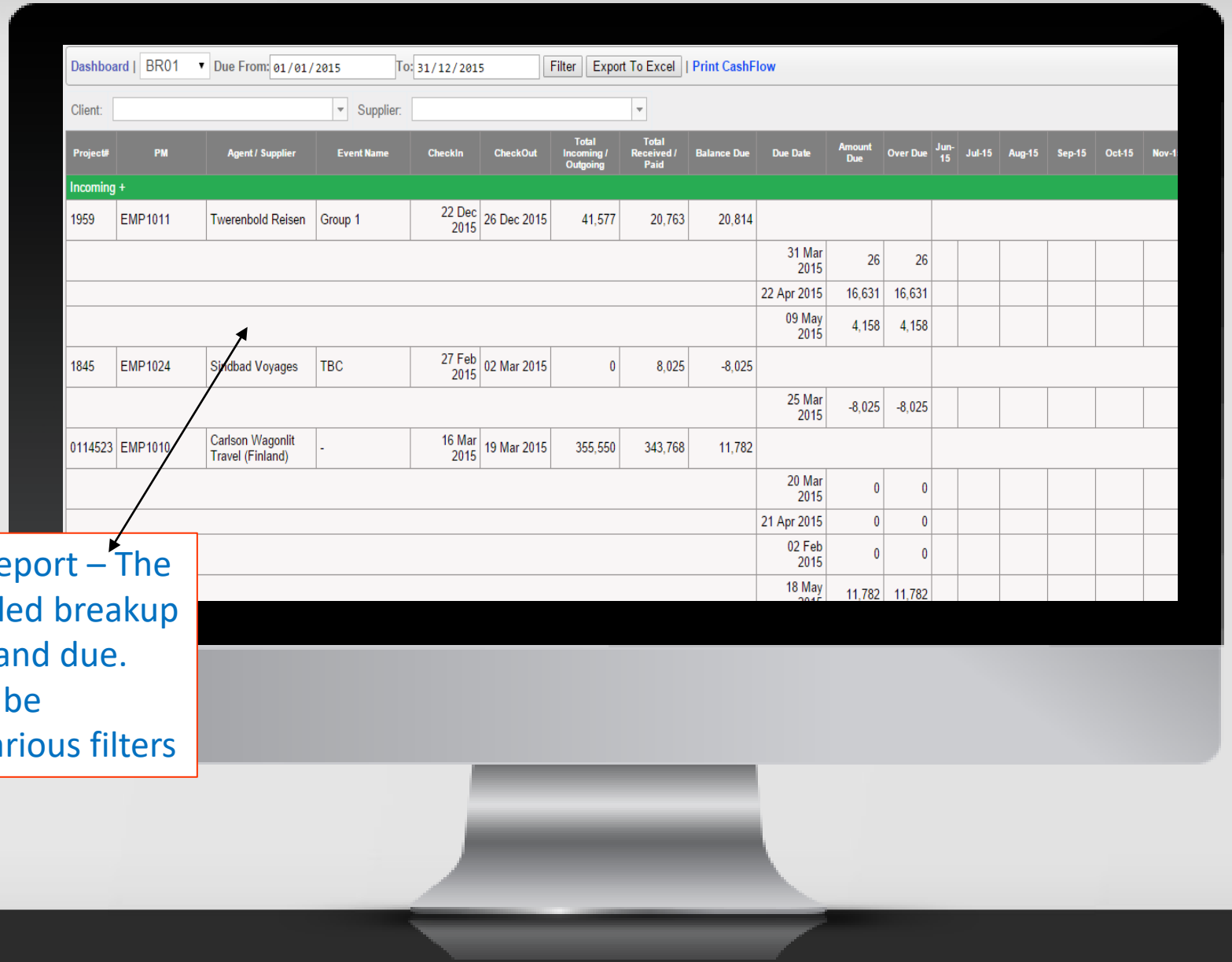

Project#	PM	Agent / Supplier	Event Name	CheckIn	CheckOut	Total Incoming / Outgoing	Total Received / Paid	Balance Due	Due Date	Amount Due	Over Due	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-1
Incoming +																	
1959	EMP1011	Twerenbold Reisen	Group 1	22 Dec 2015	26 Dec 2015	41,577	20,763	20,814									
									31 Mar 2015	26	26						
									22 Apr 2015	16,631	16,631						
									09 May 2015	4,158	4,158						
1845	EMP1024	Sindbad Voyages	TBC	27 Feb 2015	02 Mar 2015	0	8,025	-8,025									
									25 Mar 2015	-8,025	-8,025						
0114523	EMP1010	Carlson Wagonlit Travel (Finland)	-	16 Mar 2015	19 Mar 2015	355,550	343,768	11,782									
									20 Mar 2015	0	0						
									21 Apr 2015	0	0						
									02 Feb 2015	0	0						
									18 May	11,782	11,782						

Cash Flow Forecast Report – The report provides detailed breakup of amounts overdue and due. This report again can be generated through various filters

Calendar of Confirmed Business

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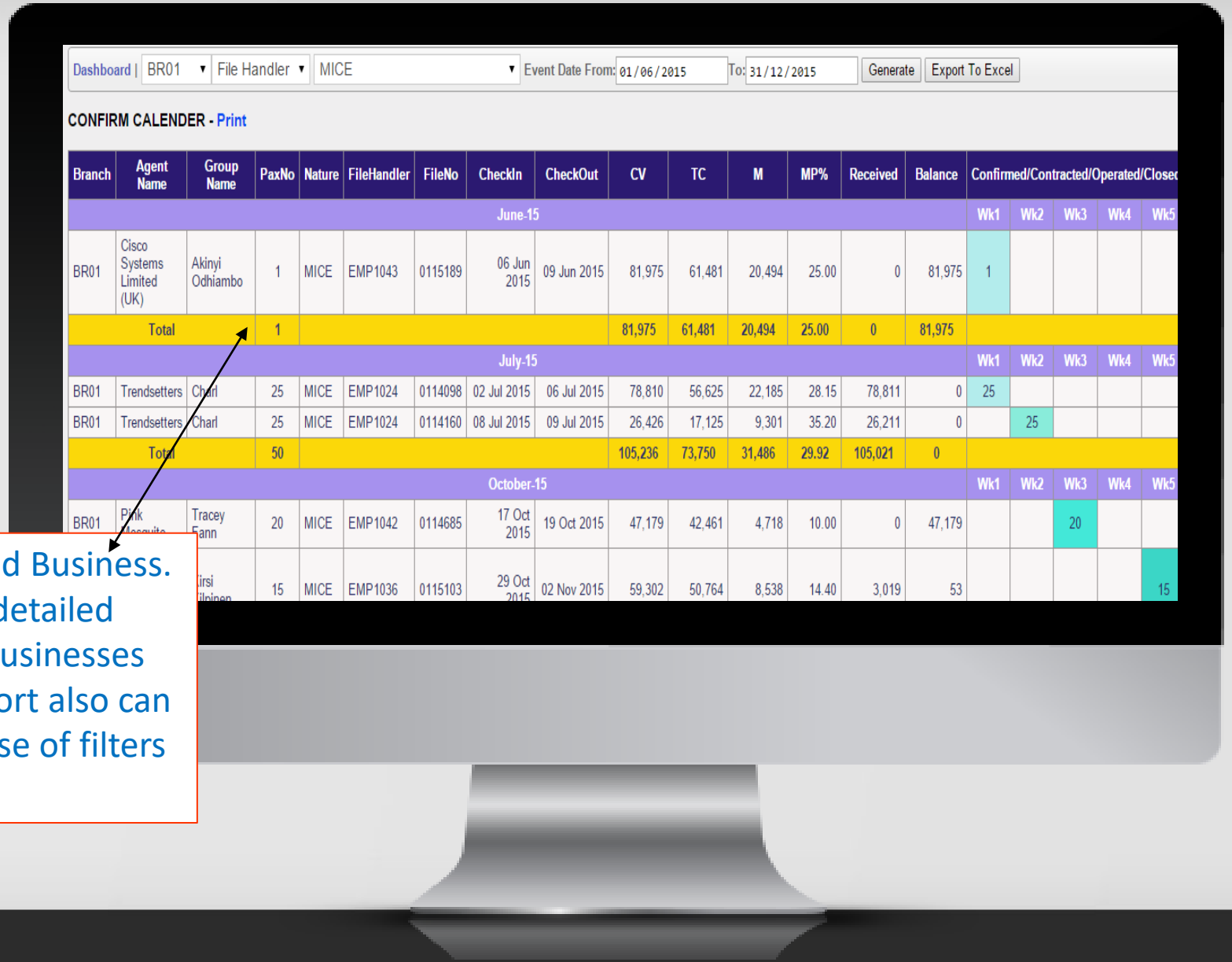

Branch	Agent Name	Group Name	PaxNo	Nature	FileHandler	FileNo	CheckIn	CheckOut	CV	TC	M	MP%	Received	Balance	Confirmed/Contracted/Operated/Closed				
June-15															Wk1	Wk2	Wk3	Wk4	Wk5
BR01	Cisco Systems Limited (UK)	Akinyi Odhiambo	1	MICE	EMP1043	0115189	06 Jun 2015	09 Jun 2015	81,975	61,481	20,494	25.00	0	81,975	1				
Total			1						81,975	61,481	20,494	25.00	0	81,975					
July-15															Wk1	Wk2	Wk3	Wk4	Wk5
BR01	Trendsetters	Charl	25	MICE	EMP1024	0114098	02 Jul 2015	06 Jul 2015	78,810	56,625	22,185	28.15	78,811	0	25				
BR01	Trendsetters	Charl	25	MICE	EMP1024	0114160	08 Jul 2015	09 Jul 2015	26,426	17,125	9,301	35.20	26,211	0		25			
Total			50						105,236	73,750	31,486	29.92	105,021	0					
October-15															Wk1	Wk2	Wk3	Wk4	Wk5
BR01	Pink [illegible]	Tracey Fann	20	MICE	EMP1042	0114685	17 Oct 2015	19 Oct 2015	47,179	42,461	4,718	10.00	0	47,179			20		
	[illegible]irsi [illegible]ilpinen		15	MICE	EMP1036	0115103	29 Oct 2015	02 Nov 2015	59,302	50,764	8,538	14.40	3,019	53					15

Calendar of Confirmed Business. This report provides detailed listing of confirmed businesses month wise. This report also can be refined with the use of filters shown.

Calendar of Active & Potential Businesses

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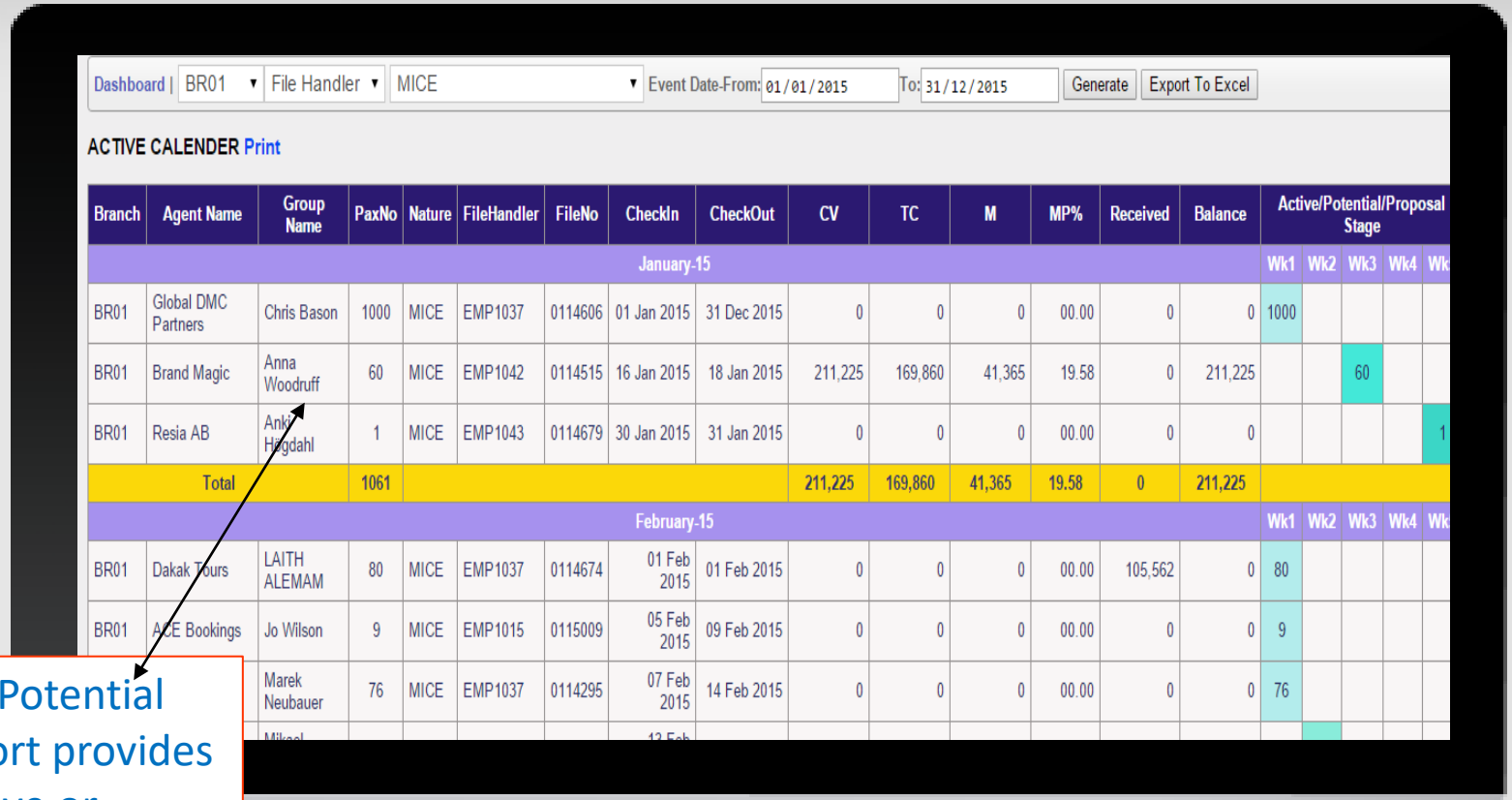

Dashboard | BR01 | File Handler | MICE | Event Date-From: 01/01/2015 To: 31/12/2015 | Generate | Export To Excel

ACTIVE CALENDER Print

Branch	Agent Name	Group Name	PaxNo	Nature	FileHandler	FileNo	CheckIn	CheckOut	CV	TC	M	MP%	Received	Balance	Active/Potential/Proposal Stage				
January-15															Wk1	Wk2	Wk3	Wk4	Wk
BR01	Global DMC Partners	Chris Bason	1000	MICE	EMP1037	0114606	01 Jan 2015	31 Dec 2015	0	0	0	00.00	0	0	1000				
BR01	Brand Magic	Anna Woodruff	60	MICE	EMP1042	0114515	16 Jan 2015	18 Jan 2015	211,225	169,860	41,365	19.58	0	211,225			60		
BR01	Resia AB	Anki Hagdahl	1	MICE	EMP1043	0114679	30 Jan 2015	31 Jan 2015	0	0	0	00.00	0	0					1
Total			1061						211,225	169,860	41,365	19.58	0	211,225					
February-15															Wk1	Wk2	Wk3	Wk4	Wk
BR01	Dakak Tours	LAITH ALEMAM	80	MICE	EMP1037	0114674	01 Feb 2015	01 Feb 2015	0	0	0	00.00	105,562	0	80				
BR01	ACE Bookings	Jo Wilson	9	MICE	EMP1015	0115009	05 Feb 2015	09 Feb 2015	0	0	0	00.00	0	0	9				
		Marek Neubauer	76	MICE	EMP1037	0114295	07 Feb 2015	14 Feb 2015	0	0	0	00.00	0	0	76				

Calendar of Active & Potential Businesses. This report provides detailed listing of active or potential enquiries month wise. An useful tool for project managers to follow up and increase their materializations

Staff Activity Report

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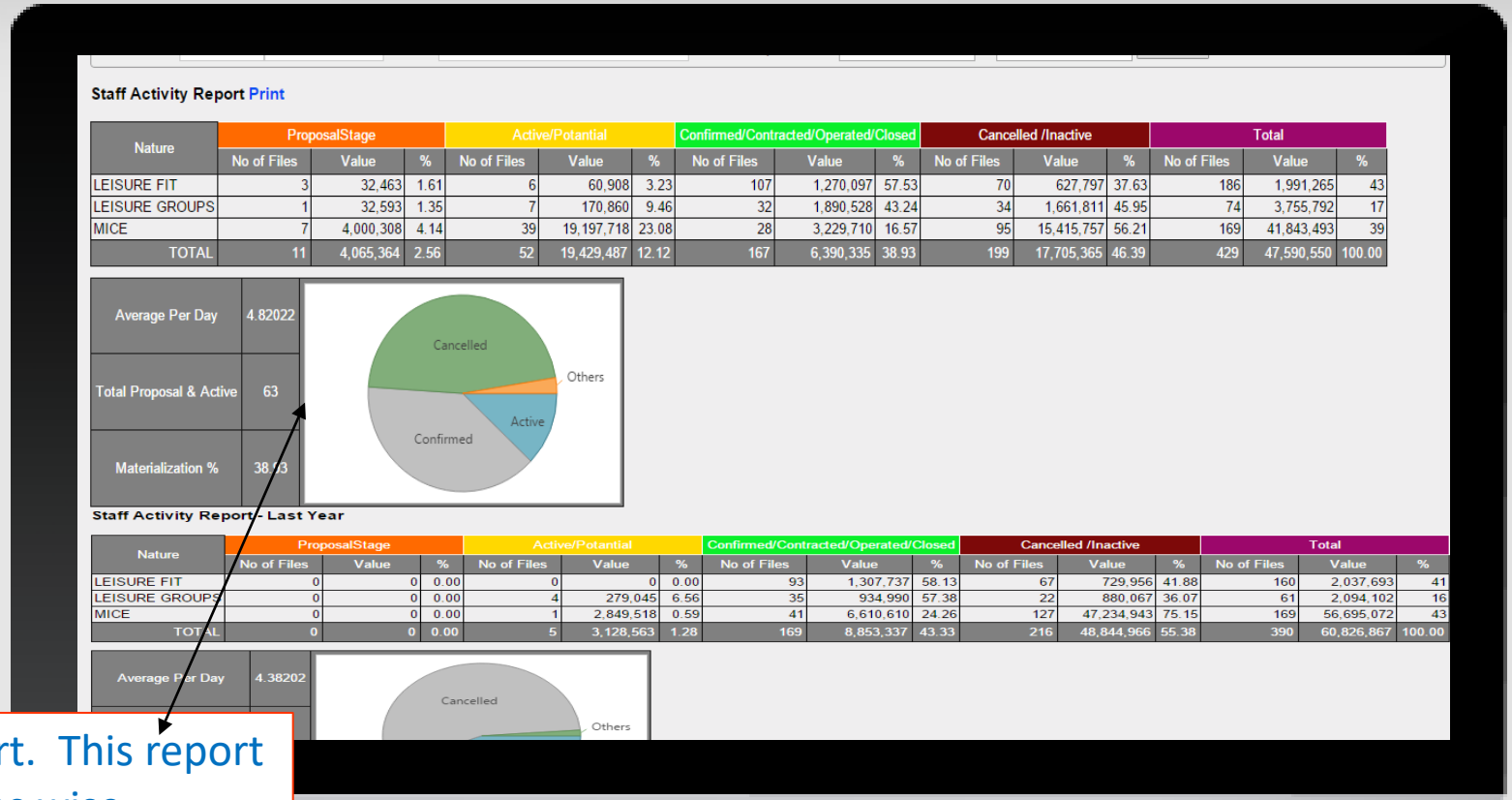

Staff Activity Report Print

Nature	ProposalStage			Active/Potantial			Confirmed/Contracted/Operated/Closed			Cancelled /Inactive			Total		
	No of Files	Value	%	No of Files	Value	%	No of Files	Value	%	No of Files	Value	%	No of Files	Value	%
LEISURE FIT	3	32,463	1.61	6	60,908	3.23	107	1,270,097	57.53	70	627,797	37.63	186	1,991,265	43
LEISURE GROUPS	1	32,593	1.35	7	170,860	9.46	32	1,890,528	43.24	34	1,661,811	45.95	74	3,755,792	17
MICE	7	4,000,308	4.14	39	19,197,718	23.08	28	3,229,710	16.57	95	15,415,757	56.21	169	41,843,493	39
TOTAL	11	4,065,364	2.56	52	19,429,487	12.12	167	6,390,335	38.93	199	17,705,365	46.39	429	47,590,550	100.00

Average Per Day	4.82022
Total Proposal & Active	63
Materialization %	38.93

Staff Activity Report- Last Year

Nature	ProposalStage			Active/Potantial			Confirmed/Contracted/Operated/Closed			Cancelled /Inactive			Total		
	No of Files	Value	%	No of Files	Value	%	No of Files	Value	%	No of Files	Value	%	No of Files	Value	%
LEISURE FIT	0	0	0.00	0	0	0.00	93	1,307,737	58.13	67	729,956	41.88	160	2,037,693	41
LEISURE GROUPS	0	0	0.00	4	279,045	6.56	35	934,990	57.38	22	880,067	36.07	61	2,094,102	16
MICE	0	0	0.00	1	2,849,518	0.59	41	6,610,610	24.26	127	47,234,943	75.15	169	56,695,072	43
TOTAL	0	0	0.00	5	3,128,563	1.28	169	8,853,337	43.33	216	48,844,966	55.38	390	60,826,867	100.00

Average Per Day	4.38202

Staff Activity Report. This report provides employees wise productivity and materialization with comparison against same period of previous year. Use tool for staff appraisals.

Client Analysis

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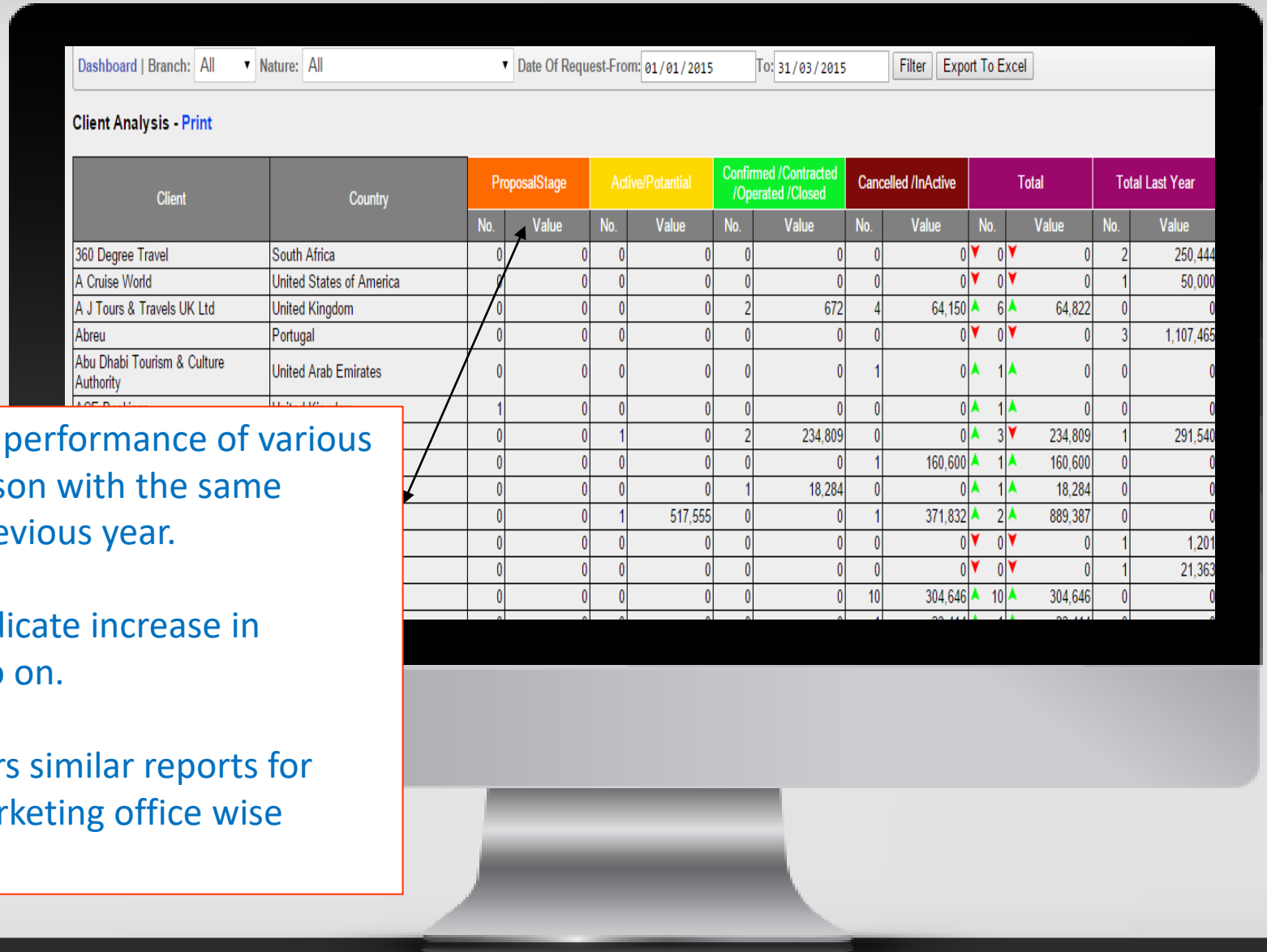

Client	Country	ProposalStage		Active/Potantial		Confirmed /Contracted /Operated /Closed		Cancelled /InActive		Total		Total Last Year	
		No.	Value	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value
360 Degree Travel	South Africa	0	0	0	0	0	0	0	0	0	0	2	250,444
A Cruise World	United States of America	0	0	0	0	0	0	0	0	0	0	1	50,000
A J Tours & Travels UK Ltd	United Kingdom	0	0	0	0	2	672	4	64,150	6	64,822	0	0
Abreu	Portugal	0	0	0	0	0	0	0	0	0	0	3	1,107,465
Abu Dhabi Tourism & Culture Authority	United Arab Emirates	0	0	0	0	0	0	1	0	1	0	0	0
		1	0	0	0	0	0	0	0	1	0	0	0
		0	0	1	0	2	234,809	0	0	3	234,809	1	291,540
		0	0	0	0	0	0	1	160,600	1	160,600	0	0
		0	0	0	0	1	18,284	0	0	1	18,284	0	0
		0	0	1	517,555	0	0	1	371,832	2	889,387	0	0
		0	0	0	0	0	0	0	0	0	0	1	1,201
		0	0	0	0	0	0	0	0	0	0	1	21,363
		0	0	0	0	0	0	10	304,646	10	304,646	0	0

This report gives the performance of various clients with comparison with the same period during the previous year.

The green arrows indicate increase in performances and so on.

The system also offers similar reports for Market wise and Marketing office wise analysis

Job Profitability

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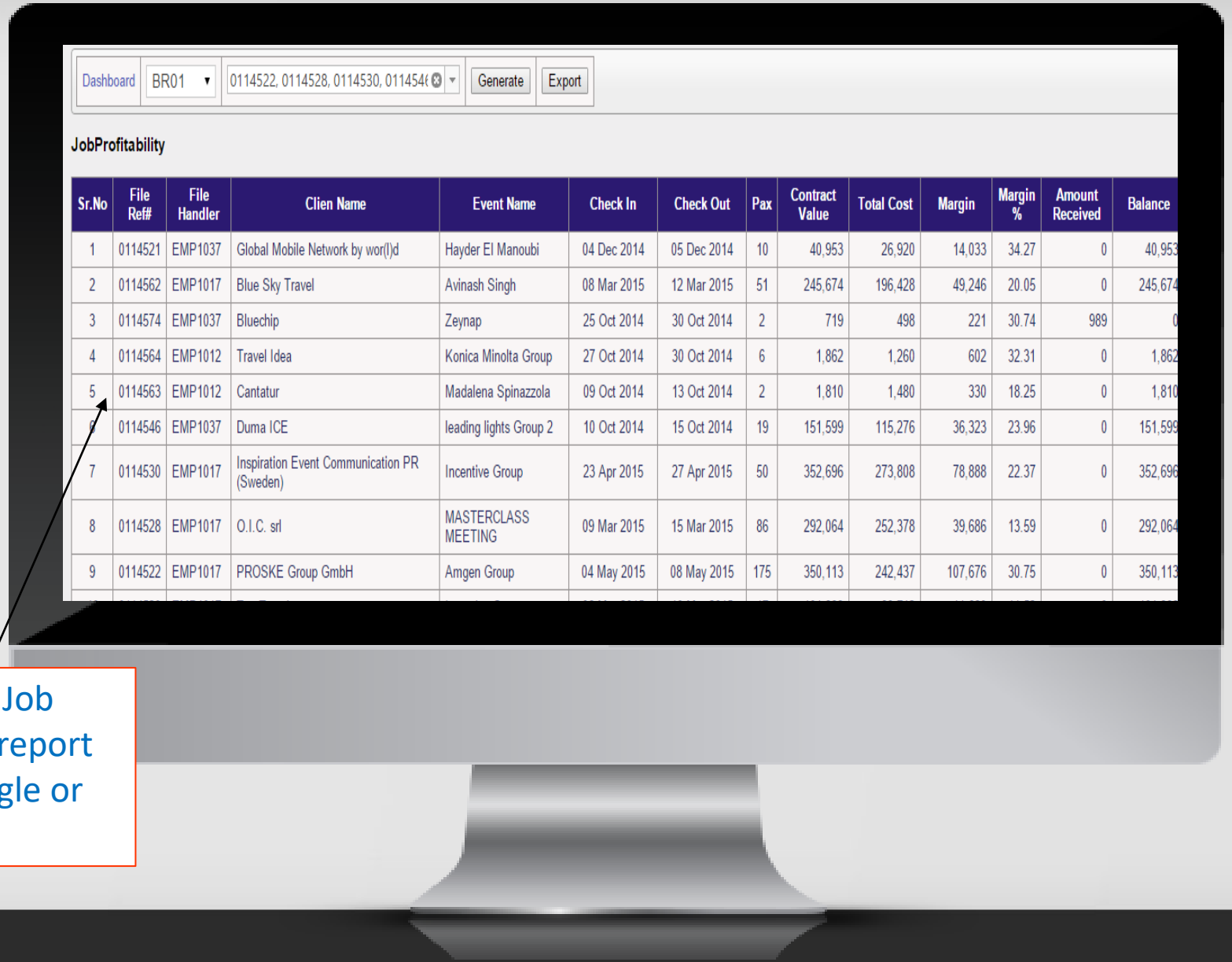

Sr.No	File Ref#	File Handler	Clien Name	Event Name	Check In	Check Out	Pax	Contract Value	Total Cost	Margin	Margin %	Amount Received	Balance
1	0114521	EMP1037	Global Mobile Network by wor(l)d	Hayder El Manoubi	04 Dec 2014	05 Dec 2014	10	40,953	26,920	14,033	34.27	0	40,953
2	0114562	EMP1017	Blue Sky Travel	Avinash Singh	08 Mar 2015	12 Mar 2015	51	245,674	196,428	49,246	20.05	0	245,674
3	0114574	EMP1037	Bluechip	Zeynap	25 Oct 2014	30 Oct 2014	2	719	498	221	30.74	989	0
4	0114564	EMP1012	Travel Idea	Konica Minolta Group	27 Oct 2014	30 Oct 2014	6	1,862	1,260	602	32.31	0	1,862
5	0114563	EMP1012	Cantatur	Madalena Spinazzola	09 Oct 2014	13 Oct 2014	2	1,810	1,480	330	18.25	0	1,810
6	0114546	EMP1037	Duma ICE	leading lights Group 2	10 Oct 2014	15 Oct 2014	19	151,599	115,276	36,323	23.96	0	151,599
7	0114530	EMP1017	Inspiration Event Communication PR (Sweden)	Incentive Group	23 Apr 2015	27 Apr 2015	50	352,696	273,808	78,888	22.37	0	352,696
8	0114528	EMP1017	O.I.C. srl	MASTERCLASS MEETING	09 Mar 2015	15 Mar 2015	86	292,064	252,378	39,686	13.59	0	292,064
9	0114522	EMP1017	PROSKE Group GmbH	Amgen Group	04 May 2015	08 May 2015	175	350,113	242,437	107,676	30.75	0	350,113

The system offers Job Wise Profitability report generation for single or multiple files.

Activity & Time Manager

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Dashboard for currant and pending activity to quickly view

Activity & Time Manager

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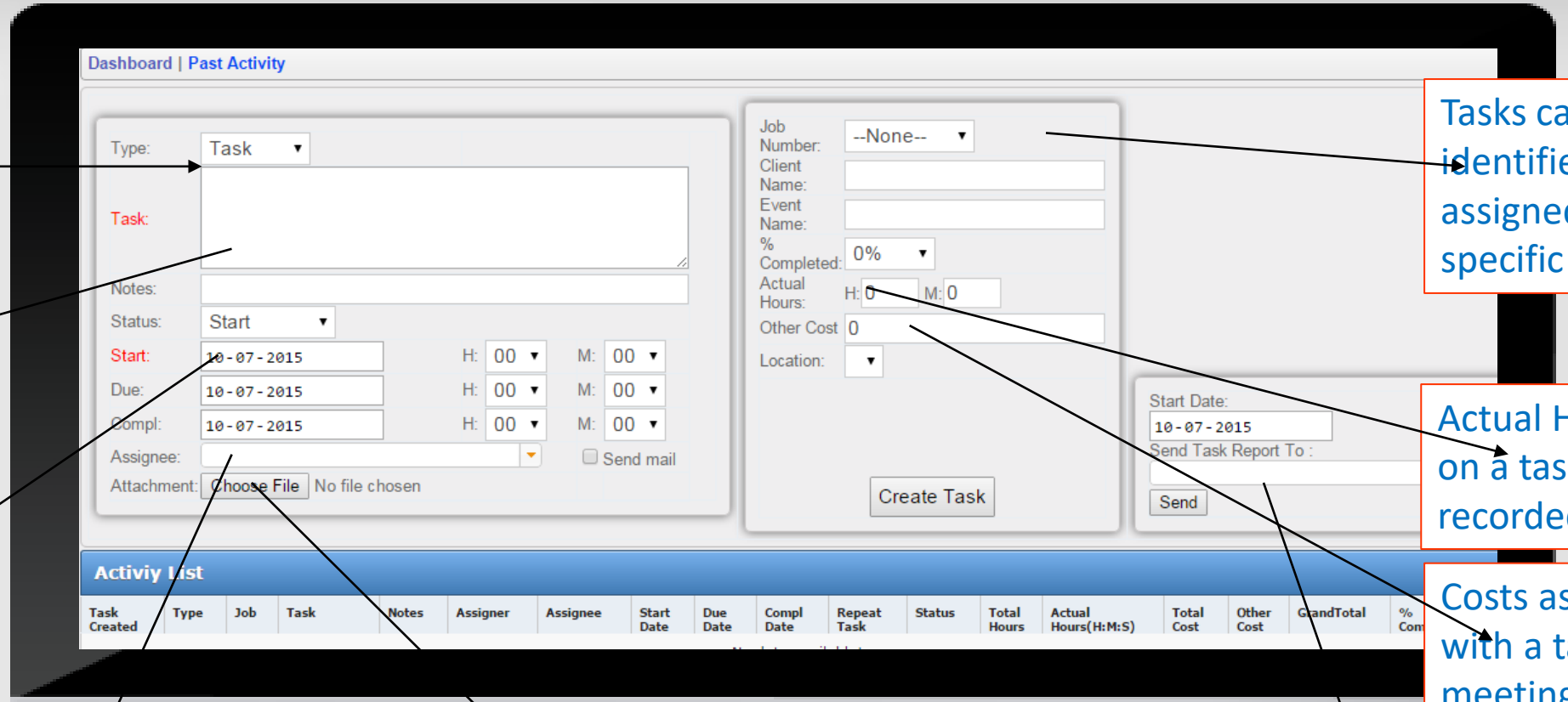

Activity Manager Input Form

You Can schedule Tasks or Meetings

Every Task can be scheduled with Start and Due dates / times

Tasks can be assigned to more than one person and can be sent by email.

Documents can be browsed and attached to a task or meeting – including meeting agenda..

Tasks can be identified and assigned to specific files.

Actual Hours spent on a task can be recorded

Costs associated with a task or meeting can be recorded.

Activity Task Report can be sent by email to designated people.

Activity Manager

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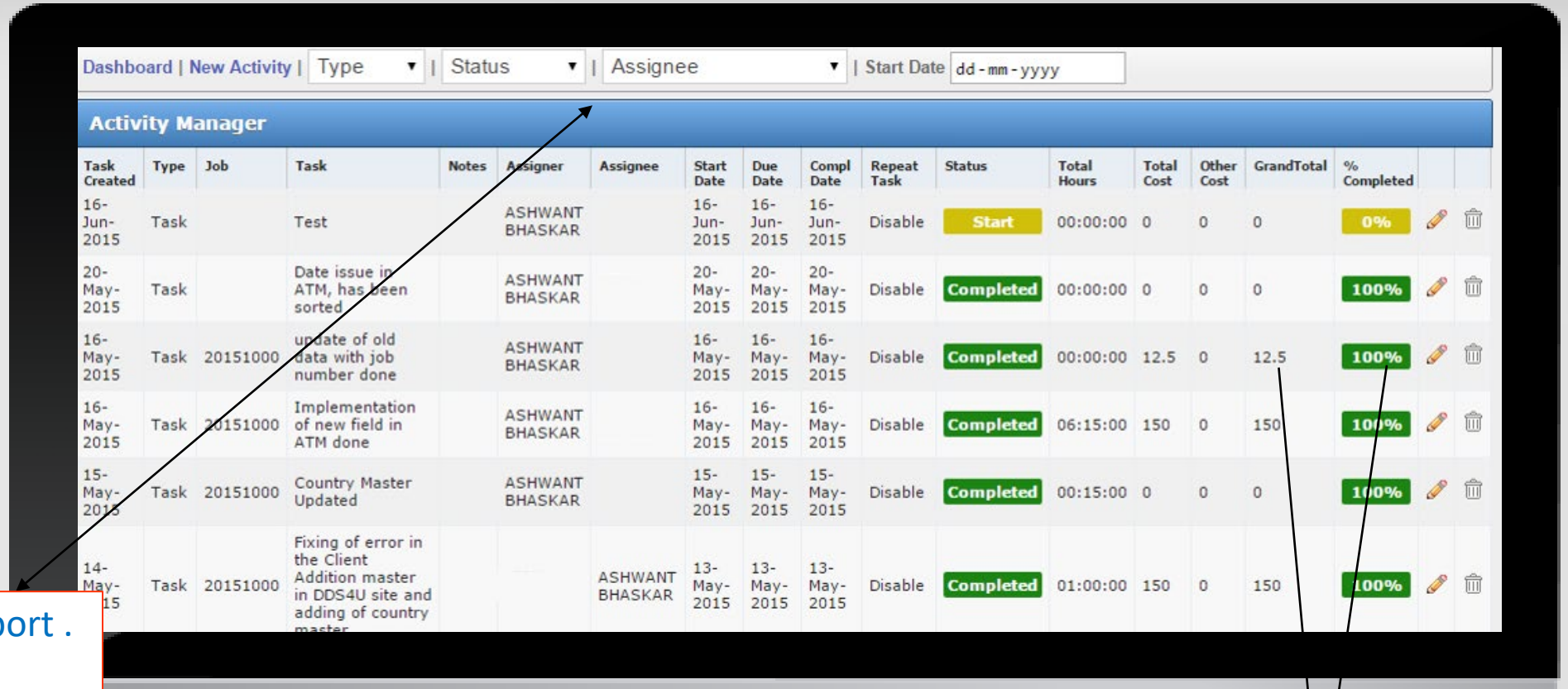

Task Created	Type	Job	Task	Notes	Assigner	Assignee	Start Date	Due Date	Compl Date	Repeat Task	Status	Total Hours	Total Cost	Other Cost	GrandTotal	% Completed
16-Jun-2015	Task		Test		ASHWANT BHASKAR		16-Jun-2015	16-Jun-2015	16-Jun-2015	Disable	Start	00:00:00	0	0	0	0%
20-May-2015	Task		Date issue in ATM, has been sorted		ASHWANT BHASKAR		20-May-2015	20-May-2015	20-May-2015	Disable	Completed	00:00:00	0	0	0	100%
16-May-2015	Task	20151000	update of old data with job number done		ASHWANT BHASKAR		16-May-2015	16-May-2015	16-May-2015	Disable	Completed	00:00:00	12.5	0	12.5	100%
16-May-2015	Task	20151000	Implementation of new field in ATM done		ASHWANT BHASKAR		16-May-2015	16-May-2015	16-May-2015	Disable	Completed	06:15:00	150	0	150	100%
15-May-2015	Task	20151000	Country Master Updated		ASHWANT BHASKAR		15-May-2015	15-May-2015	15-May-2015	Disable	Completed	00:15:00	0	0	0	100%
14-May-15	Task	20151000	Fixing of error in the Client Addition master in DDS4U site and adding of country master			ASHWANT BHASKAR	13-May-2015	13-May-2015	13-May-2015	Disable	Completed	01:00:00	150	0	150	100%

Detailed Activity Report . This report can be generated using filters shown.

Show progress of task completion and cost for this

Time and Cost Report

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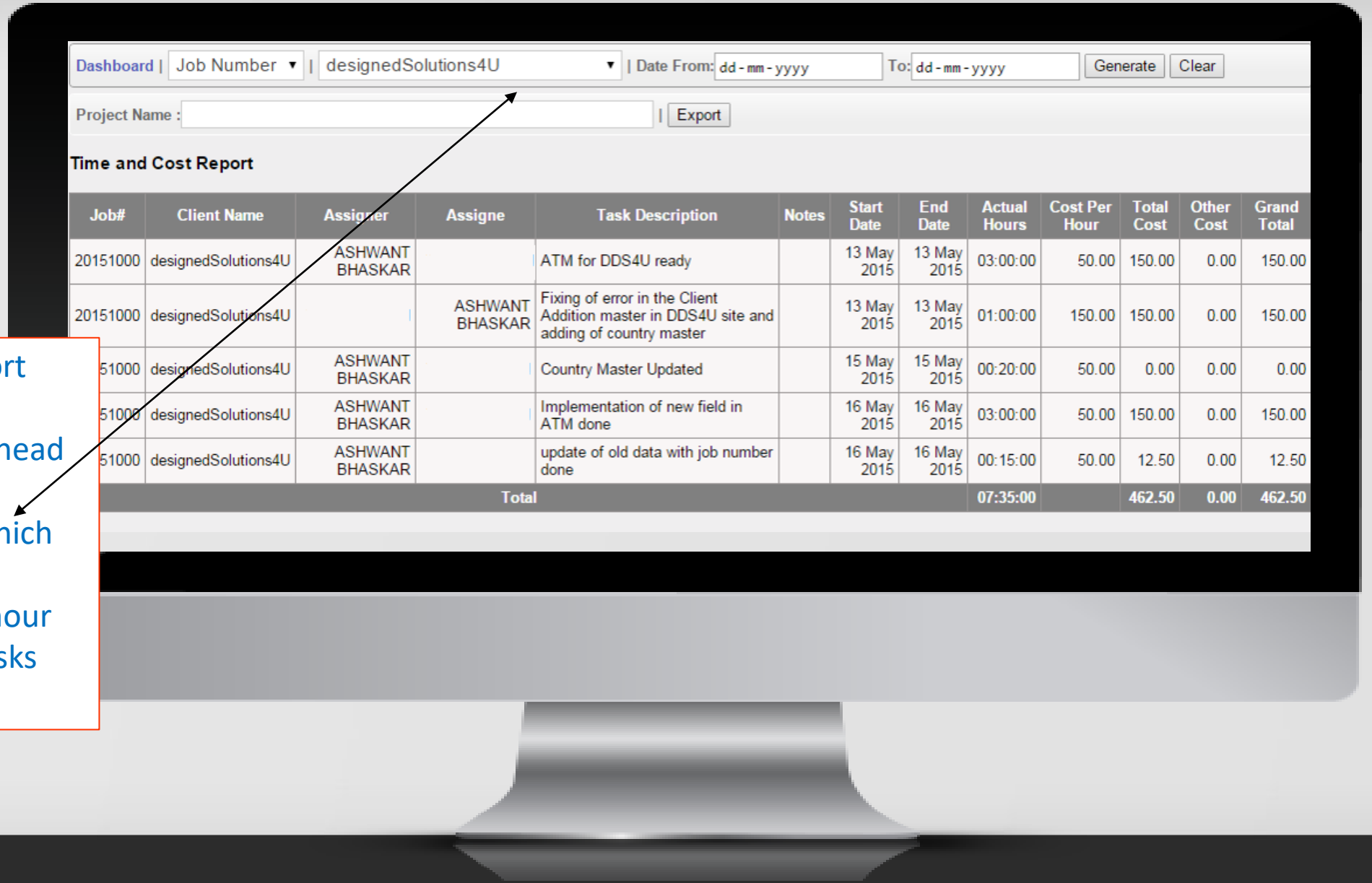

Job#	Client Name	Assigner	Assigne	Task Description	Notes	Start Date	End Date	Actual Hours	Cost Per Hour	Total Cost	Other Cost	Grand Total
20151000	designedSolutions4U	ASHWANT BHASKAR		ATM for DDS4U ready		13 May 2015	13 May 2015	03:00:00	50.00	150.00	0.00	150.00
20151000	designedSolutions4U		ASHWANT BHASKAR	Fixing of error in the Client Addition master in DDS4U site and adding of country master		13 May 2015	13 May 2015	01:00:00	150.00	150.00	0.00	150.00
51000	designedSolutions4U	ASHWANT BHASKAR		Country Master Updated		15 May 2015	15 May 2015	00:20:00	50.00	0.00	0.00	0.00
51000	designedSolutions4U	ASHWANT BHASKAR		Implementation of new field in ATM done		16 May 2015	16 May 2015	03:00:00	50.00	150.00	0.00	150.00
51000	designedSolutions4U	ASHWANT BHASKAR		update of old data with job number done		16 May 2015	16 May 2015	00:15:00	50.00	12.50	0.00	12.50
Total								07:35:00		462.50	0.00	462.50

Time and Cost Report Format. Here the employee and overhead costs are put in the backend through which the employee & overhead cost per hour spent on specific tasks can be generated.

Thank You For Your Time