



Title: “Daily Progress Report in XC”

Problem Statement

The XC software lacks a centralized system for setting daily targets and tracking team progress, leading to inefficiencies, miscommunication, and difficulty in performance assessment. Without a dedicated progress report feature, evaluators struggle to set and monitor daily targets, and team members lack a consistent method to update their progress. This results in incomplete records, poor task management, and challenges in performance monitoring. A streamlined feature within XC is required to enable target setting, progress tracking, and performance monitoring, ensuring efficiency, accountability, and clear task management.

1. Evaluator's Journey: Setting Daily Targets

- The evaluator logs into the XC software using their credentials.
- The evaluator navigates to the "Daily Progress Report" section from the product hunting menu.
- The evaluator selects the desired date for which they want to set the targets using a date picker.
- The evaluator selects a store lead from a dropdown list.
- Upon selection, a data grid appears displaying the store lead and their team members.
- The evaluator enters the daily targets for each team member in the appropriate fields within the data grid:
 - Outreach
 - Distributor Hunt
 - Brand Hunt
 - Evaluation
 - (For Store Leads only) Approvals
- After entering the targets, the evaluator clicks the "Save" button.
- The system saves the targets and updates the "Opening" column in the report.

Members	Designation	Outreach	Distributor hunt	Brand Hunt	Evaluation	Action
Team Lead	Product Hunter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="A"/>
Member 2	Product Hunter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="A"/>
Member 3	Product Hunter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="A"/>

2. Product Hunter's Journey: Updating Daily Progress

- The product hunter logs into the XC software using their credentials.
- The product hunter navigates to the "Daily Progress Report" section from the main dashboard.



- The product hunter reviews their assigned daily targets for:
 - Outreach
 - Distributor Hunt
 - Brand Hunt
 - Evaluation
- The product hunter enters the number of tasks completed in the appropriate fields:
 - Outreach
 - Distributor Hunt
 - Brand Hunt
 - Evaluation
- The product hunter clicks the "Save" button to update the report with their completed tasks.
- The product hunter reviews the updated report, checking the "Done," "%," "Results," and "Carry Forward" columns.

The screenshot displays the 'Product Hunting' interface. At the top, there's a navigation bar with links like 'Admin', 'Clients', 'Order Management', 'Prep Center Management', 'Reports', 'Case Management', and 'Amazon'. Below this, the 'Product Hunting' section is active, showing a 'Search Product' button, an 'Add Product' button, and a 'Daily Progress' button. A date input field is present with a calendar icon and a 'Save' button. Below the date field, there's a table with columns for 'Target' and 'Done'. Under the table, there are input fields for 'Out Reach', 'Evaluation', 'Brand Hunt', and 'Distributor Hunt', followed by a 'Save' button.

3. Store Lead's Journey: Updating Daily Progress

- The store lead logs into the XC software using their credentials.
- The store lead navigates to the "Daily Progress Report" section from the main dashboard.
- The store lead reviews their assigned daily targets for:
 - Outreach
 - Distributor Hunt
 - Brand Hunt
 - Approvals
 - Evaluation
- The store lead enters the number of tasks completed in the appropriate fields:
 - Outreach
 - Distributor Hunt
 - Brand Hunt
 - Approvals
 - Evaluation
- The store lead clicks the "Save" button to update the report with their completed tasks.
- The store lead reviews the updated report, checking the "Done," "%," "Results," and "Carry Forward" columns.
- The store lead logs out after ensuring all progress data is correct.



GLOBAL E-COMMERCE
CONSULTANTS

Admin Clients Order Management Prep Center Management Reports Case Management Amazon

Product Hunting

Search Product Add Product Daily Progress

Date
dd/mm/yyyy Save

Target Done
Out Reach Evaluation Brand Hunt Distributor Hunt Save

Approvals
Profitable Products Save

4. Daily Progress Report

The daily report progress will be visible to everyone except the inventory and account department. Following is the template for the report.

Report Date
27 August 24

Daily Work							
TL	Metrics	Opening	DT	Done	%	Result	C/F
Maryam Khan	Outreach	272	100	12	4%	88	360
	Evaluations	730	500	220	30%	280	1010
	Brand Hunt	154	65	14	9%	51	205
	Distributor Hunt	363	130	12	3%	118	481
TL	Metrics	Opening	DT	Done	%	Result	C/F
Momina	Outreach	268	100	20	7%	80	348
	Evaluations	752	500	150	20%	350	1102
	Brand Hunt	75	20	20	27%	0	75
	Distributor Hunt	0	0	0	0%	0	0
TL	Metrics	Opening	DT	Done	%	Result	C/F
Maria	Outreach	272	100	24	9%	76	348
	Evaluations	1300	500	428	33%	72	1372
	Brand Hunt	115	40	15	13%	25	140
	Distributor Hunt	260	80	22	8%	58	318
TL	Metrics	Opening	DT	Done	%	Result	C/F
Anam	Outreach	205	100	77	38%	23	228
	Evaluations	1350	500	194	14%	306	1656
	Brand Hunt	113	60	48	42%	12	125
	Distributor Hunt	313	120	27	9%	93	406

TL	Team Lead
Appr.	Approvals
PP	Profitable Products
DT	Daily Target
C/F	Carry Forward
%	[[Done/Opening]]

Appr.
1B 3D
PP
1

Appr.
0
PP
0

Appr.
2D
PP
2

Appr.
2B
PP
3