

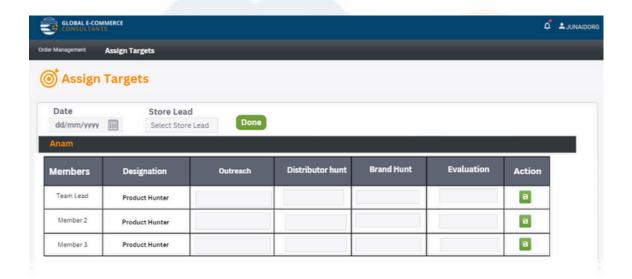
### Title: "Daily Progress Report in XC"

#### **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.

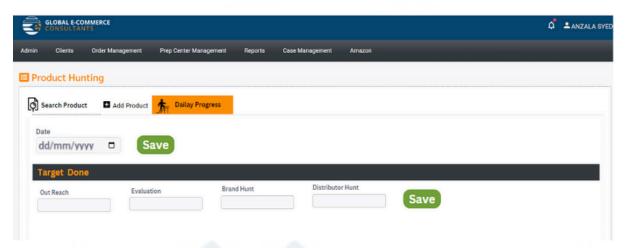


#### 2. Product Hunter's Journey: Updating Daily Progress

- 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.



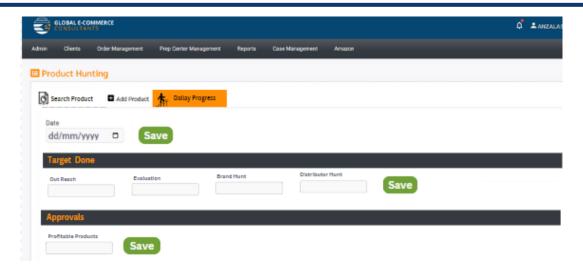
- The product hunter reviews their assigned daily targets for:
  - Outreach
  - Distributor Hunt
  - Brand Hunt
  - Evaluation
- The product hunter enters the number of tasks completed in the appropriate fields:
  - Outreach
  - Distributor Hunt
  - Brand Hunt
  - Evaluation
- The product hunter clicks 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.



## 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.





# 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									TL	Team Lead
27 August 24									Appr.	Approvals
[			Daily Work						PP	Profitable P
TL	Metrics	Opening	DT	Done	%	Result	C/F	Appr.	DT	Daily Target
	Outreach	272	100	12	4%	88	360	1B 3D	C/F	Carry Forw
	Evaluations	730	500	220	30%	280	1010	PP	%	[Done/Oper
	Brand Hunt	154	65	14	9%	51	205	1		
Maryam Khan	Distributor Hunt	363	130	12	3%	118	481			
TL	Metrics	Opening	DT	Done	%	Result	C/F	Appr.		
	Outreach	268	100	20	7%	80	348	0		
	Evaluations	752	500	150	20%	350	1102	PP		
	Brand Hunt	75	20	20	27%	0	75	0		
Momina	Distributor Hunt	0	0	0	0%	0	0			
TL	Metrics	Opening	DT	Done	%	Result	C/F	Appr.		
	Outreach	272	100	24	9%	76	348	2D		
	Evaluations	1300	500	428	33%	72	1372	PP		
	Brand Hunt	115	40	15	13%	25	140	2		
Maria	Distributor Hunt	260	80	22	8%	58	318			
TL	Metrics	Opening	DT	Done	%	Result	C/F	Appr.		
	Outreach	205	100	77	38%	23	228	2B		
	Evaluations	1350	500	194	14%	306	1656	PP		
	Brand Hunt	113	60	48	42%	12	125	3		
Anam	Distributor Hunt	313	120	27	9%	93	406			