

TABLE NAME: COMPANY MASTER		
FIELD NAME	FIELD TYPE	REMARK
COMPANY CODE	SHORT TEXT	PRIMARY KEY
COMPANY NAME	LONG TEXT	
DIRECTOR NAME	LONG TEXT	
DIRECTOR EMPLOYEE CODE	NUMBER	
DIRECTOR MOBILE	NUMBER	
LANDLINE	NUMBER	
DIRECTOR EMAIL	LONG TEXT	
ADDRESS LINE 1	LONG TEXT	
ADDRESS LINE 2	LONG TEXT	
ADDRESS LINE 3	LONG TEXT	
CITY	LONG TEXT	
STATE	LONG TEXT	
COUNTRY	LONG TEXT	
POSTAL CODE	NUMBER	
PAN NUMBER	LONG TEXT	
GST NUMBER	LONG TEXT	

TABLE NAME: EMPLOYEE MASTER

FIELD NAME	FIELD TYPE	REMARK
EMPLOYEE CODE	SHORT TEXT	PRIMARY KEY
EMPLOYEE NAME	LONG TEXT	
ADDRESS LINE 1	LONG TEXT	
ADDRESS LINE 2	LONG TEXT	
ADDRESS LINE 3	LONG TEXT	
CITY	LONG TEXT	
STATE	LONG TEXT	
COUNTRY	LONG TEXT	
POSTAL CODE	NUMBER	
CONTACT PERSON 1	LONG TEXT	
RELATION 1	LONG TEXT	
MOBILE NUMBER 1	NUMBER	
CONTACT PERSON 2	LONG TEXT	
RELATION 2	LONG TEXT	
MOBILE NUMBER 2	NUMBER	
EDUCATION QUALIFICATION 1	LONG TEXT	
EDUCATION QUALIFICATION 2	LONG TEXT	
EDUCATION QUALIFICATION 3	LONG TEXT	
EXPERIENCE BEFORE JOINING Y	NUMBER	
EXPERIENCE BEFORE JOINING M	NUMBER	
PAN	LONG TEXT	
UID	NUMBER	
BIRTHDATE	DATE	DD/MM/YYYY FORMAT
ANNIVERSARY	DATE	DD/MM/YYYY FORMAT
BANK NAME	LONG TEXT	
BRANCH NAME	LONG TEXT	
BRANCH ADDRESS	LONG TEXT	
ACCOUNT NUMBER	NUMBER	
ISF CODE	SHORT TEXT	
ACCOUNT TYPE	SHORT TEXT	
MONTHLY SALARY	NUMBER	
OFFICIAL EMAIL ID	LONG TEXT	

TABLE NAME: ARCHITECTS MASTER

FIELD NAME	FIELD TYPE	REMARK
ARCHITECT ID	SHORT TEXT	PRIMARY KEY
COMPANY NAME	LONG TEXT	
ADDRESS LINE 1	LONG TEXT	
ADDRESS LINE 2	LONG TEXT	
ADDRESS LINE 3	LONG TEXT	
CITY	LONG TEXT	
STATE	LONG TEXT	
COUNTRY	LONG TEXT	
POSTAL CODE	NUMBER	
CONTACT PERSON 1	LONG TEXT	
DESIGNATION 1	LONG TEXT	
MOBILE NUMBER 1	NUMBER	
EMAIL ID 1	LONG TEXT	
CONTACT PERSON 2	LONG TEXT	
DESIGNATION 2	LONG TEXT	
MOBILE NUMBER 2	NUMBER	
EMAIL ID 2	LONG TEXT	
PAN NUMBER	LONG TEXT	
GST NUMBER	LONG TEXT	

TABLE NAME: CLIENT MASTER

FIELD NAME	FIELD TYPE	REMARK
CLIENT ID	SHORT TEXT	PRIMARY KEY
COMPANY NAME	LONG TEXT	
ADDRESS LINE 1	LONG TEXT	
ADDRESS LINE 2	LONG TEXT	
ADDRESS LINE 3	LONG TEXT	
CITY	LONG TEXT	
STATE	LONG TEXT	
COUNTRY	LONG TEXT	
POSTAL CODE	NUMBER	
CONTACT PERSON 1	LONG TEXT	
DESIGNATION 1	LONG TEXT	
MOBILE NUMBER 1	NUMBER	
EMAIL ID 1	LONG TEXT	
CONTACT PERSON 2	LONG TEXT	
DESIGNATION 2	LONG TEXT	
MOBILE NUMBER 2	NUMBER	
EMAIL ID 2	LONG TEXT	
PAN NUMBER	LONG TEXT	
GST NUMBER	LONG TEXT	

TABLE NAME: ASSOCIATE/FREE LANCER MASTER

FIELD NAME	FIELD TYPE	REMARK
ASSOCIATE/FREE LANCER ID	SHORT TEXT	PRIMARY KEY
COMPANY NAME	LONG TEXT	
ADDRESS LINE 1	LONG TEXT	
ADDRESS LINE 2	LONG TEXT	
ADDRESS LINE 3	LONG TEXT	
CITY	LONG TEXT	
STATE	LONG TEXT	
COUNTRY	LONG TEXT	
POSTAL CODE	NUMBER	
CONTACT PERSON 1	LONG TEXT	
DESIGNATION 1	LONG TEXT	
MOBILE NUMBER 1	NUMBER	
EMAIL ID 1	LONG TEXT	
CONTACT PERSON 2	LONG TEXT	
DESIGNATION 2	LONG TEXT	
MOBILE NUMBER 2	NUMBER	
EMAIL ID 2	LONG TEXT	
PAN NUMBER	LONG TEXT	
GST NUMBER	LONG TEXT	
BANK	LONG TEXT	
BRANCH NAME	LONG TEXT	
BRANCH ADDRESS	LONG TEXT	
ACCOUNT NUMBER	NUMBER	
ISF CODE	SHORT TEXT	
ACCOUNT TYPE	NUMBER	
ASSOCIATE OR FREE LANCER	SHORT TEXT	RADIO BUTTON SELECTION

TABLE NAME: PROJECTS MASTER

FIELD NAME	FIELD TYPE	REMARK
PROJECT CODE	LONG TEXT	PRIMARY KEY
COMPANY CODE	LONG TEXT	LINK COMPANY CODE AND DISPLAY COMPANY NAME
EMPLOYEE CODE	LONG TEXT	ASSIGN EMPLOYEE CODE AND DISPLAY EMPLOYEE NAME
CLIENT CODE	LONG TEXT	ASSIGN CLIENT CODE AND DISPLAY CLIENT NAME
ARCHITECT CODE	LONG TEXT	ASSIGN ARCHITECT CODE AND DISPLAY ARCHITECT NAME
ASSOCIATE CODE	LONG TEXT	LINK ASSOCIATE CODE AND DISPLAY ASSOCIATE NAME
PROJECT NAME	LONG TEXT	
CLIENT WO NUMBER	LONG TEXT	
START DATE	DATE	DD/MM/YYYY FORMAT
END DATE	DATE	DD/MM/YYYY FORMAT
SERVICES	SHORT TEXT	
PROJECT LOCATION	SHORT TEXT	
TOTAL FEES	NUMBER	
FEES RECEIVED	NUMBER	SUM OF FEES RECEIVED FOR THE PROJECT
FEES BALANCE	NUMBER	TOTAL FEE – FEES RECEIVED
EXPENSES	NUMBER	SUM OF ALL EXPENSES HEADS LIKE EMPLOYEE TIME, ASSOCIATE FEE, LOCAL AND OUTSTATION TRAVEL, PRINTING AND COURIER TO BE CALCULATED AND DISPLAYED HERE
PROFIT AMOUNT	NUMBER	TOTAL FEES – EXPENSES
PROFIT PERCENT	NUMBER	CALCULATE AND DISPLAY PROFIT PERCENTAGE

IF END DATE FIELD IS EMPTY PROJECT SHALL HAVE TAG AS 'CURRENT'. IF NOT EMPTY, THE TAG SHALL BE 'COMPLETED'. ALERT SHALL POP UP SAYING 'MOVE PROJECT FOLDER TO PROJECTS COMPLETED.

TABLE NAME: DRAWING

FIELD NAME	FIELD TYPE	REMARK
PROJECT CODE	LONG TEXT	LINK PROJECT CODE AND DISPLAY PROJECT NAME
COMPANY CODE	LONG TEXT	LINK COMPANY CODE AND DISPLAY COMPANY NAME
EMPLOYEE CODE	LONG TEXT	LINK EMPLOYEE CODE AND DISPLAY EMPLOYEE NAME
CLIENT CODE	LONG TEXT	LINK CLIENT CODE AND DISPLAY CLIENT NAME
ARCHITECT CODE	LONG TEXT	LINK ARCHITECT DOE AND DISPLAY ARCHITECT NAME
DRAWING NUMBER	LONG TEXT	PRIMARY KEY
DRAWING TITLE	LONG TEXT	
DRAWING DATE	DATE	DD/MM/YYYY FORMAT
REVISION NUMBER	NUMBER	LINK AND DISPLAY LATEST REVISION NUMBER
REVISION DATE	DATE	LINK AND DISPLAY LATEST REVISION DATE

TABLE NAME: DRAWINGS REVISION

FIELD NAME	FIELD TYPE	REMARK
DRAWING NUMBER	LONG TEXT	LINK AND DISPLAY DRAWING NUMBER
REVISION NUMBER	SHORT TEXT	PRIMARY KEY
REVISION DATE	DATE	DD/MM/YYYY FORMAT
REVISION DESCRIPTION	LONG TEXT	

TABLE NAME: OWN CAR LOCAL AND OUTSTATION

FIELD NAME	FIELD TYPE	REMARK
COST ID	LONG TEXT	PRIMARY KEY
PROJECT CODE	LONG TEXT	LINK PROJECT CODE & DISPLAY PROJECT NAME
EMPLOYEE CODE	LONG TEXT	LINK EMPLOYEE CODE & DISPLAY EMPLOYEE NAME
PETROL RATE	NUMBER	INPUT AS PETROL PRICE VARIES
CAR AVARAGE KMPL	NUMBER	INPUT AS PER EXPERIENCE
PER KM COST	NUMBER	CALCULATE PETROL RATE/CAR AVERAGE
DISTANCE TAVELLED	NUMBER	INPUT BY OPERATOR
COST OF TRAVEL	NUMBER	CALCULATE PER KM COST x DISTANCE TRAVELED
PUBLIC TRANSPORT	NUMBER	
DRAWING PRINTS	NUMBER	AMOUNT SPENT TO BE INPUTED IN COST OF TRAVEL FIELD
COURIER	NUMBER	
TOLL	NUMBER	

LAST FIVE HEADINGS CAN BE SELECTABLE AS DROPDOWN. TOTAL OF COLUMN COST OF TRAVEL TO BE DISPLAYED AT TOP OF THE COLUMN. OR SUGGEST BETTER WAY TO RECORD COST INPUT FOR THOSE LAST FOUR HEADINGS

TABLE NAME: EMPLOYEE TIMESHEET

FIELD NAME	FIELD TYPE	REMARK
ID	NUMBER/TEXT	PRIMARY KEY
EMPLOYEE CODE	LONG TEXT	LINK EMPLOYEE CODE AND DISPLAY EMPLOYEE NAME
PROJECT CODE	LONG TEXT	PROJECTS ASSIGNED TO THIS EMP ID TO BE AVAILABLE AS DROP DOWN
WORK DATE	DATE	DD/MM/YYYY FORMAT
WORK DESCRIPTION	LONG TEXT	
HOURS SPENT	NUMBER	
RATE PER HOUR	NUMBER	CALCUATED AS MONTHLY GROSS SALARY/22 DAYS PER MONTH/8 HOURS PER DAY
AMOUNT	NUMBER	CALCULATED AS HOURS SPENT x RAPER PER HOUR

TOTAL OF HOURS SPENT BY THAT EMPLOYEE ON THE SELECTED PROJECT TO BE DISPLAYED ABOVE THIS COLUMN

CONSIDERING ANNUAL INCREMENTS IN SALARY, THE OPERATOR SHALL BE ABLE TO CHANGE THIS RATE PER HOUR, HOWEVER SINCE PROJECTS RUN FOR MORE THAN 1 YEAR, THE RATE PER HOUR FOR PREVIOUS YEAR AND CURRENT YEAR SHALL BE RETAINED AND SEPARATE VALUES OF INPUT COST SHALL BE CALCULATED AND MAINTAINED.

TABLE NAME: ASSOCIATE WORK ORDERS

FIELD NAME	FIELD TYPE	REMARK
WORK ORDER ID	NUMBER/TEXT	PRIMARY KEY
PROJECT ID	LONG TEXT	LINK PROJECT CODE AND DISPLAY PROJECT NAME
ASSOCIATE CODE	LONG TEXT	LINK ASSOCIATE CODE AND DISPLAY ASSOCIATE NAME AND LIST OF PROJECTS ASSIGNED TO THIS ASSOCIATE SHALL BE AVAILABLE AS DROP DOWN
WORK ORDER NUMBER	LONG TEXT	PROJECT CODE SELECTED SHALL BE DISPLAYED AND WO NUMBER TO BE ADDED NEXT TO IT. EXAMPLE: IF PROJECT CODE IS AC-2023-24-XXX, THIS SHALL BE DISPLAYED AND OPERATOR SHALL BE ABLE TO ADD FURTHER DETAILS LIKE WO-001, WO-002.
WO AMOUNT	NUMBER	AMOUNT ENTERED HERE SHALL BE COPIED TO ASSOCIATE FEE FOR THAT PROJECT IN ASSOCIATE FEE TABLE
SERVICE	SHORT TEXT	INPUT SERVICE FOR WHICH THIS WO IS
WO DATE	DATE	DD/MM/YYYY FORMAT
WO STATUS	SHORT TEXT	SELECTABLE AMONG THE FOLLOWING: LIVE, CLOSED, TERMINATED

TOTAL OF ALL WORK ORDERS TO THAT ASSOCIATE SHALL BE DISPLAYED AT TOP

TABLE NAME: PROJECT FEES

FIELD NAME	FIELD TYPE	REMARK
ID	NUMBER/TEXT	PRIMARY KEY
PROJECT CODE	LONG TEXT	LINK PROJECT CODE AND DISPLAY PROJECT NAME AND TOTAL FEE FROM PROJECTS TABLE. FEE RECEIVED AND BALANCE FEE TO BE CALCULATED FROM THIS TABLE AND TO BE DISPLAYED ON TOP AND POPULATED IN PROJECTS TABLE IN RESPECTIVE FIELDS
TRX DATE	DATE	DD/MM/YYYY FORMAT
VALUE DATE	DATE	DD/MM/YYYY FORMAT
TRX NO	LONG TEXT	BANK TRANSACTION NUMBER (THIS FIELD IS OPTIONAL)
AMOUNT	NUMBER	AMOUNT TO BE COPIED FROM TAX INVOICE TABLE
TDS AMOUNT	NUMBER	
IGST	NUMBER	CALCULATE AMOUNT x 18% AND DISPLAY
SGST	NUMBER	CALCULATE AMOUNT x 9% AND DISPLAY
CGST	NUMBER	CALCULATE AMOUNT x 9% AND DISPLAY
NET AMOUNT	NUMBER	AMOUNT-TDS+IGST OR AMOUNT-TDS+CGST+SGST

TOTAL OF AMMOUNT FIELD TO BE DISPLAYED AT TOP AND TO BE POPULATED/UPDATED IN THE FEES RECEIVED FIELD IN PROJECTS TABLE

TABLE NAME: PROFORMA INVOICES

FIELD NAME	FIELD TYPE	REMARK
ID	NUMBER/TEXT	PRIMARY KEY
PROJECT CODE	LONG TEXT	LINK PROJECT CODE AND DISPLAY PROJECT CODE AND NAME BOTH
INVOICE DATE	DATE	DD/MM/YYYY FORMAT
INVOICE NUMBER	SHORT TEXT	NOTE THE INVOICE NUMBERING STYLE BELOW
DESCRIPTION	LONG TEXT	
AMOUNT	NUMBER	AMOUNT TO BE COPIED FROM TAX INVOICE TABLE
IGST	NUMBER	CALCULATE AMOUNT x 18% AND DISPLAY
SGST	NUMBER	CALCULATE AMOUNT x 9% AND DISPLAY
CGST	NUMBER	CALCULATE AMOUNT x 9% AND DISPLAY
NET AMOUNT	NUMBER	AMOUNT+IGST OR AMOUNT+CGST+SGST
GST INVOICE STATUS	SHORT TEXT	YES NO SELECTION. YES MEANS SENT, NO MEANS NOT SENT
GST INVOICE DATE	DATE	TO BE POULATED FROM GST INVOICE TABLE
GST INVOICE NUMBER	SHORT TEXT	TO BE POULATED FROM GST INVOICE TABLE

TABLE NAME: GST INVOICES

FIELD NAME	FIELD TYPE	REMARK
ID	NUMBER/TEXT	PRIMARY KEY
PROJECT CODE	LONG TEXT	LINK PROJECT CODE AND DISPLAY PROJECT CODE AND NAME BOTH
INVOICE DATE	DATE	DD/MM/YYYY FORMAT
INVOICE NUMBER	SHORT TEXT	NOTE THE INVOICE NUMBERING STYLE BELOW
AMOUNT	NUMBER	AMOUNT TO BE COPIED FROM TAX INVOICE TABLE
IGST	NUMBER	CALCULATE AMOUNT x 18% AND DISPLAY
SGST	NUMBER	CALCULATE AMOUNT x 9% AND DISPLAY
CGST	NUMBER	CALCULATE AMOUNT x 9% AND DISPLAY
NET AMOUNT	NUMBER	AMOUNT+IGST OR AMOUNT+CGST+SGST

SEPARATE TOTALS OF FIELDS AMOUNT, IGST, SGST, CGST AND NET AMOUNT TO BE DISPLAYED AT TOP

INVOICE NUMBERING STYLE: FINANCIAL YEAR-PR-SERIAL NUMBER PRECEDED BY ZEROS  
FOR FY 2023-24, INVOICE NUMBER WILL BE 2023-24-001, 002 AND SO ON  
FOR FY 2023-24, INVOICE NUMBER WILL BE 2024-25-001, 002 AND SO ON  
THE DIGITS SHOWING THE FY SHALL BE AUTO POPULATED AND SHALL BE CHANGED AUTOMATICALLY ON EVERY FIRST OF APRIL  
PR REPRESENTING PROFORMA INVOICE IS REQUIRED TO BE PREFIXED TO INVOICE NUMBER 001,002 ETC ONLY FOR PROFORMA INVOICE AND NOT FOR GST INVOICE.

INVOICE PDF GENERATION ON COMPANY LETTERHEAD  
DRAFT FORMATS OF PROFORMA AND GST INVOICES WILL BE SHARED.

PLEASE NOTE THE FOLLOWING FOR INVOICE GENERATION:

- BANK DETAILS FOR NEFT SHALL BE COPIED FROM THE RESPECTIVE FILED IN COMPANY TABLE.
- PDF FILE OF PROFORMA AND GST INVOICE SHALL BE GENERATED AS PER DRAFT USING THE RUPEE SYMBOL (₹). AMOUNT BEFORE TAX, TAX AMOUNTS AND AMOUNT AFTER TAX SHALL BE POPULATED AS PER DRAFT. OPERATOR SHALL INPUT THE INVOICE DESCRIPTION.
- OPERATOR SHALL BE ABLE TO SAVE THE PDF GENERATED IN THE RESPECTIVE FOLDER FOR THAT PARTICULAR PROJECT.
- PROVISION SHALL BE THERE FOR ROUNDING THE AMOUNT AFTER TAX TO NEXT RUPEE. eg IF AMOUNT AFTER TAX IS ₹10523.45, IT SHALL BE ROUNDED TO ₹10524.00
- SOMETIMES GST IS NOT RECEIVED ALONG WITH THE FIRST PAYMENT FOR THAT PROJECT. HENCE THE DESCRIPTION FIELD SHALL HAVE FACILITY TO ADJUST FOR THAT. DRAFT FOR SAME WILL BE SHARED.

TABLE NAME: EMPLOYEE ATTENDANCE

FIELD NAME	FIELD TYPE	REMARK
ID	NUMBER/TEXT	PRIMARY KEY
EMPLOYEE CODE	LONG TEXT	LINK EMPLOYEE CODE AND DISPLAY EMPLOYEE NAME
DATE	DATE	DATE SELECTION FROM POP UP CALENDER OR 'TODAY'S DATE' SHALL APPEAR
ATTENDANCE TYPE	LONG TEXT	DROP DOWN SELECTION FROM: P, P/2, L, OD, OD/2

P: FULL DAY PRESENT  
P/2: HALF DAY PRESENT HALF DAY LEAVE  
L: FULL DAY LEAVE  
OD: FULL DAY OUT OF OFFICE DUTY  
OD/2: HALF DAY OUT OF OFFICE DUTY

EMPLOYEES SHALL BE ABLE TO APPLY FOR LEAVES USING THIS SHEET. LEAVE APPLICATION SHALL GO THE DIRECTOR WITH A HYPER LINK TO APPROVE OR REJECT THE LEAVE  
MONTHLY ATTENDANCE REPORT TO BE VISIBLE TO DIRECTOR

TABLE NAME: ASSOCIATE FEE

FIELD NAME	FIELD TYPE	REMARK
ID	NUMBER/TEXT	PRIMARY KEY
ASSOCIATE CODE	LONG TEXT	LINK ASSOCIATE CODE AND DISPLAY ASSOCIATE NAME AND LIST OF PROJECTS ASSIGNED TO THIS ASSOCIATE SHALL BE AVAILABLE AS DROP DOWN
PROJECT FEE	NUMBER	INPUT TOTAL FEE PAYABLE TO THAT ASSOCIATE FOR THAT PROJECT
TRANSACTION DATE	DATE	DD/MM/YYYY FORMAT
TRANSACTION TYPE	LONG TEXT	DROPDOWN LIST SHALL CONTIAN: CASH, CHEQUE, NEFT/RGTS, UPI
AMOUNT	NUMBER	
IGST	NUMBER	CALCULATE AMOUNT x 18% AND DISPLAY
SGST	NUMBER	CALCULATE AMOUNT x 9% AND DISPLAY
CGST	NUMBER	CALCULATE AMOUNT x 9% AND DISPLAY
TDS	NUMBER	
AMOUNT PAYABLE	NUMBER	AMOUNT-TDS+IGST OR AMOUNT-TDS+CGST+SGST

TOTAL FEE PAID TO THAT ASSOCIATE FOR THAT PROJECT SHALL BE DISPLAYED AT TOP ALONG WITH BALANCE FEE PAYABLE.  
THIS TOTAL IS TO USED FOR CALCULATING EXPENSES ON THAT PARTICULAR PROJECT  
TDS FIELD SHALL BE OPTIONAL I.E. IT CRN TAKE NULL VALUE AND STILL BE THERE IN THE FORMULA.

CONTENTS OF MIS DASHBOARD:

- CLICKING ON LABEL 'TOTAL NUMBER OF PROJECTS IN HAND', SHALL OPEN PROJECTS TABLE. VISIBLE FIELDS SHALL BE PROJECT NAME, CLIENT NAME, TOTAL FEE, FEE RECEIVED, EXPENSES, PROFIT AMOUNT AND PROFIT PERCENT.
- REPORTS MENTIONED ABOVE SHALL BE AVAILABLE THROUGH CLICKING ON RESPECTIVE LABELS.

READ WRITE ACCESS ALLOCATION:

- COMPANY DIRECTOR SHALL HAVE READ AND WRITE ACCESS TO ALL THE FIELDS OF ALL THE TABLES.
- ASSOCIATES SHALL HAVE READ AND WRITE ACCESS TO DRAWINGS TABLE AND DRAWINGS REVISIONS TABLE FOR THE PROJECTS ASSIGNED TO THEM.
- EMPLOYEES SHALL HAVE READ AND WRITE ACCESS TO THE FOLLOWING TABLES FOR THE PROJECTS ASSIGNED TO THEM: DRAWINGS, DRAWINGS REVISION, TIMESHEET, OTHER COST INPUTS SUCH AS RICKSHAW/CAB FARE.

PROJECT CREATION:

- DIRECTOR SHALL BE ABLE TO CREATE PROJECT ASSIGN CLIENT, ARCHITECTS, ASSOCIATES AND EMPLOYEES.
- ON PROJECT CREATION, DIRECTOR'S EMPLOYEE ID SHALL BE LINKED TO THAT PROJECT, TO ALL PROJECTS. THIS SHALL HAPPEN AUTOMATICALLY.
- CONTACT PERSON 1 OF ASSOCIATE COMPANY SHALL RECEIVE EMAIL STATING THE PROJECT IS ASSIGNED TO HIS COMPANY. THAT EMAIL SHALL CONTAIN INFORMATION LIKE PROJECT CODE, PROJECT NAME, CLIENT'S NAME, ARCHITECT'S NAME, PROJECT LOCATION WHICH GOES ON THE DRAWING TITLE.
- ASSIGNED EMPLOYEE SHALL ALSO RECEIVE SIMILAR EMAIL.
- THESE EMAILS SHALL GO FROM DIRECTOR'S EMAIL ID AND SHALL BE STORED IN THE SENT ITEMS FOLDER IN OUTLOOK.
- THESE EMAILS SHALL HAVE A LINK FOR THE ASSOCIATE AND EMPLOYEE TO ACCESS THE RESPECTIVE TABLES OF THE ASSIGNED PROJECTS.

LOG IN SCREEN:

- DIRECTOR, ASSOCIATES AND EMPLOYEES SHALL BE ABLE TO ACCESS THIS DATA VIA A LOGIN ID AND PASSWORD.
- CREATE A TABLE TO STORE THE LOGIN ID'S AND PASSWORDS.
- LOGIN ID FOR EMPLOYEE SHALL BE HIS OR HER EMPLOYEE NUMBER.
- LOGIN ID FOR THE ASSOCIATE SHALL BE ASSOCIATE ID FOR THAT PARTICULAR ASSOCIATE.

ALL THIS SHALL HAPPEN ON WEBPAGES OF APTECONSULTANTS.IN. DOMAIN IS AND WILL BE LIVE. HOSTING IS REQUIRED. WEBPAGES SHALL BE PC, LAPTOP, MOBILE PHONE, TABLET AND TV FRIENDLY.

REPOERTS

REPORT DESCRIPTION	REPORT TYPE
TOTAL BILLING FOR CURRENT FY	ON SCREEN AND OPTION OF GENERATING PDF
TOTAL BILLING FOR PREVIOUS FY	ON SCREEN AND OPTION OF GENERATING PDF
BILLING FOR QUARTERS OF PREVIOUS FY	ON SCREEN AND OPTION OF GENERATING PDF
BILLING FOR QUARTERS OF CURRENT FY	ON SCREEN AND OPTION OF GENERATING PDF
BILLING FOR ANY DATE RANGE	ON SCREEN AND OPTION OF GENERATING PDF
PROJECT WISE BILLING	ON SCREEN AND OPTION OF GENERATING PDF
PROJECT WISE COST INPUT	ON SCREEN AND OPTION OF GENERATING PDF
PROJECT WISE FEES TO ASSOCIATES	ON SCREEN AND OPTION OF GENERATING PDF OPERATOR SHALL BE ABLE TO SELECT PROJECT AND ASSOCIATE
PROJECT WISE COST INPUT BY EMPLOYEES	ON SCREEN AND OPTION OF GENERATING PDF OPERATOR SHALL BE ABLE TO SELECT PROJECT AND EMPLOYEE ASSIGNED TO THE PROJECT SHALL BE DISPLAYED.
CLIENT WISE BILLING FOR ALL PROJECTS WITH SELECTED CLIENT	ON SCREEN AND OPTION OF GENERATING PDF
DRAWING WISE NUMBER OF REVISIONS FOR SELECTED PROJECT	ON SCREEN AND OPTION OF GENERATING PDF
MONTHLY ATTENDANCE OF STAFF	ON SCREEN AND OPTION OF GENERATING PDF
MONTHLY LEAVES OF STAFF	ON SCREEN AND OPTION OF GENERATING PDF

OPERATOR SHALL BE ABLE TO SELECT CURRENT AND PREVIOUS FY BY CLICKING LINKS FOR RESPECTIVE FYS, AS WE USE IN ONLINE BANKING.

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CONSULTANT'S SIGNATURE

PROJECT PROJECTS DATA BASE

PROJECT ARCHITECT

CHETAN ARVIND APTE

CLIENT

APTE CONSULTANTS

DOCUMENT NAME

RDBMS DESIGN

DOCUMENT DATE	CREATED BY	REV NO	REV DATE
29/07/2023	CAA	RO	29/07/2023

RO	FIRST ISSUE	29/07/23
REV NO	PARTICULARS OF REVISION	DATE
REVISION HISTORY		
AO	COPYRIGHT OF THE DRAWING: <b>APTE CONSULTANTS</b>	