Netbrowse Media

App name: NETBROWSE JOB CARD MANAGEMENT SYSTEM

**DESCRIPTION**

The system is used by a contractor who receives work either in terms of small job cards within a Contract or a single contract with no job cards. The system should be able to track these contracts and job cards and keep track of costs and expenses to determine whether there is profit being made.

The system will track Materials and Labour expenses versus Income but will also be use by technicians and contractors to update status of job and take pictures of before, during and after pictures using an android app. The pictures can be taken even if there is no internet connectivity but will sync to the server once the device is connected to internet.

Quotations will be done per each job card. For invoicing quotation can either be changed to invoices or a number of quotations can be invoiced on the same invoice. If a number of quotations will be invoiced on the same invoice then only the quote name, reference and amount before VAT must show on the invoice as an invoice line (refer to the invoice format I sent).

**Job Cards**

The system shall provide a way to store the job cards as they come. No 2 job cards shall have the same number. Jobcards will be entered manually although there should be a facility to upload the jobcards if there is need.

When a job card is entered manually, an email shall be sent to the Project Manager (Same as DFM in The previous Project) to acknowledge that the job card has been received. Job card shall have the following fields.

Jobcard number

Project Number (the same as contract number)

Description

Problem Type

**Priority**

**Facility Name**

**District**

**Sub-District**

**Project Manager**

Labour Paid

Travelling Paid

Materials Paid (auto-populated from quote before applying Markup)

Quoted Amount

Status

Assigned to (Contractor or employee assigned) app access only for assigned jo cards

Before Pictures (Maximum 10)

During and After Pictures (maximum 12)

**Quotations**

Quotations shall be done as per quote sample sent earlier.

Quotation will have sections as follows

1. Materials last entry under materials shall be an auto calculated % markup.
2. Labour on Site (Based on Technicians rate which shall be taken from Rates table) dropdown can be used here.
3. Travelling time ( Which is also labour taken from same table as Labour)
4. Travelling KM (Rate per KM which shall be taken from same table of rates)
5. Each of the above shall also have quantities field which shall be manually populated
6. Total Net Amount ( A summation of the above)
7. Total VAT Amount (Tax amount applied)
8. Total (VAT + Net Amount)
9. VAT exempt goods shall not have VAT calculated
10. Quotation number
11. Quotation Name (Entered Manually)
12. Quotation Date (Automatically captured)
13. Client Details (Automatically taken from clients Table by dropdown)

**Invoices**

Invoice shall be made either as single line items taken from rates tables or as quotations or both.

The following fields shall apply on invoices:

1. Description (This will be either description taken from rates table (amendable) or quote name and reference)
2. Quantity
3. Amount
4. Total Net amount
5. Total VAT amount
6. Total (This is VAT Amount + Total Net Amount)

In case the quotes are being used, a dropdown can be used to select jobcard number and all information will be auto-populated on that line for the invoice taken from the quote figures.

In case of rates tables being used also a dropdown must show prepopulated item and selecting it auto-populates the figures

**REPORTS**

Reports shall show the following items

**Status Report can be filtered be Contract/Project**

Job card number

Description

Status

Expenses

Amount

VAT Collected

Profit/Loss (Amount-Expenses- Vat collected + VAT Paid)

**OTHER TABLES NECESSARY**

Materials rates

Labour Rates

VAT Tables

Project Managers

Contracts/Projects