

Sapaghor ERP System - Complete Implementation Plan

Business Overview

Company: Sapaghor (সাপাঘর)

Type: Printing & Design Business

Website: facebook.com/sapaghor

Current System: Manual/TallyGold Multi-User

Core Modules Required

1. User Management & Roles

Roles to Implement:

- Super Admin (Full Access)
- Management (Oversight & Reports)
- Shareholder (Financial Reports & Analytics)
- Employee (Department-specific Access)
 - Designer
 - Production Staff
 - Accountant
 - Delivery Personnel

Features:

- Role-based access control
 - User activity logs
 - Permission management
 - Multi-user support (like TallyGold)
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2. Order Management Module

Order Types:

- Pre Order (প্রি-অর্ডার)
- Regular Order (অর্ডার)

Order Workflow:

Pre Order → Order → Assign Designer → Proof → Confirm →
Payment → In Process → Printing → Binding → Ready for Delivery → Delivered

Features:

- Order creation with customer details
- Order tracking system
- Status updates at each stage
- Order history & search
- Customer information management
- Pricing & quotation
- Order modification & cancellation

Fields to Capture:

- Order Number (Auto-generated)
- Customer Name (প্রতিষ্ঠানের নাম)
- Address (ঠিকানা)
- Contact Details (কাজের নাম)
- Order Date
- Delivery Date
- Order Type
- Items/Products ordered
- Quantity (পরিমাণ)
- Size (সাইজ)
- Color (কালার)
- Rate per unit
- Total Amount

3. Design Module

Features:

- Designer assignment
- Design request management
- Proof generation & approval
- Design file uploads
- Client feedback tracking
- Revision history
- Design templates library

Workflow:

- Assign Designer → Design Creation → Submit Proof → Client Review → Revisions (if needed) → Final Approval

4. Production Module

Production Stages:

- In Process (কাজ চলছে)
- Printing (প্রিন্টিং)
- Binding (বাইন্ডিং)
- Quality Check
- Ready for Delivery

Features:

- Production scheduling
- Machine/Resource allocation
- Material inventory tracking
- Production status updates

- Quality control checkpoints
- Production time tracking
- Wastage management

Equipment Types to Track:

- PVC
 - B-PMC
 - PANJA
 - STIKAR
 - R-STIKAR
 - INK (for different purposes)
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5. Delivery Module

Features:

- Delivery scheduling
- Delivery personnel assignment
- Route planning
- Delivery status tracking
- Proof of delivery (POD)
- Customer signature capture
- Delivery reports

Delivery Information:

- Order Number
- Customer Details
- Delivery Address
- Delivery Personnel
- Delivery Date & Time
- Delivery Status

- Customer Feedback
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6. Account & Finance Module

Features:

- Invoice generation (like TallyGold format)
- Payment tracking
 - Advance payments
 - Partial payments
 - Full payments
 - Pending payments
- Receipt generation
- Contra entries
- Credit Note
- Debit Note
- Payment methods (Cash, Bank, Mobile Banking)
- Expense management
- Profit/Loss statements
- GST/VAT management
- Bank reconciliation

Financial Reports:

- Daily sales report
- Monthly revenue report
- Outstanding payments
- Expense reports
- Profit & loss statement
- Balance sheet
- Cash flow statement

7. Inventory Management

Materials to Track:

- Paper (different types & sizes)
- Ink (different colors)
- Binding materials
- PVC sheets
- Sticker rolls
- Other consumables

Features:

- Stock in/out management
- Low stock alerts
- Supplier management
- Purchase orders
- Material consumption tracking
- Stock valuation

8. Customer Management (CRM)

Features:

- Customer database
 - Customer order history
 - Contact management
 - Customer categorization
 - Credit limit management
 - Customer statements
 - Communication history
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9. Employee Management

Features:

- Employee profiles
 - Role & department assignment
 - Attendance tracking
 - Salary management
 - Performance tracking
 - Task assignment
 - Leave management
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10. Reports & Analytics

Key Reports:

- Daily/Weekly/Monthly sales reports
- Order status reports
- Production reports
- Delivery reports
- Financial reports
- Employee performance reports
- Customer analytics
- Inventory reports
- Profit analysis by order type

Dashboard Metrics:

- Total orders (today/week/month)
- Orders by status
- Revenue trends
- Pending payments

- Production queue
 - Delivery schedule
 - Low stock items
 - Top customers
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Technical Architecture

Technology Stack Options:

Option 1: Web-Based (Recommended)

- **Frontend:** React.js with Tailwind CSS
- **Backend:** Node.js + Express or Python + Django
- **Database:** PostgreSQL or MySQL
- **Storage:** Cloud storage for design files
- **Hosting:** AWS, DigitalOcean, or local server

Advantages:

- Access from anywhere
- Multi-user support
- Automatic backups
- Mobile responsive
- Easy updates

Option 2: Desktop Application

- **Technology:** Electron (Windows/Mac/Linux)
- **Database:** SQLite or local MySQL
- **Similar to:** TallyERP offline mode

Advantages:

- Works offline
- Fast performance

- Data security on local machine

Option 3: Hybrid

- Desktop app with cloud sync
 - Best of both worlds
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Additional Features

Mobile App (Future)

- Order tracking for customers
- Status notifications
- Payment reminders
- Delivery updates

Integration Options

- SMS notifications
- Email notifications
- WhatsApp integration
- Accounting software export (TallyGold format)
- Barcode/QR code scanning
- Digital signature for delivery

Language Support

- Bengali (বাংলা) - Primary
 - English - Secondary
 - Bilingual interface
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Implementation Phases

Phase 1: Core Setup (2-3 weeks)

- User management & authentication

- Basic dashboard
- Order creation & management
- Customer database

Phase 2: Production Workflow (2-3 weeks)

- Design module
- Production tracking
- Status updates
- Delivery management

Phase 3: Finance & Accounting (2-3 weeks)

- Invoice generation
- Payment tracking
- Basic accounting reports
- Receipt printing

Phase 4: Advanced Features (3-4 weeks)

- Inventory management
- Employee management
- Advanced reports & analytics
- Notifications system

Phase 5: Polish & Deploy (1-2 weeks)

- User training
- Data migration from existing system
- Testing & bug fixes
- Documentation

Cost Estimation

Development Cost:

- Custom development: \$5,000 - \$15,000

- Using existing ERP framework: \$2,000 - \$5,000
- Open-source customization: \$1,000 - \$3,000

Ongoing Costs:

- Hosting (if cloud): \$20-100/month
- Maintenance: \$200-500/month
- Support: As needed

Alternative: Ready-Made Solutions

- Odoo (Open Source): Free + customization cost
 - ERPNext: Free + customization cost
 - TallyPrime: ₹18,000/year (but limited customization)
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Key Success Factors

1. Simple & Intuitive Interface

- Easy to learn for all staff
- Bengali language support
- Similar to TallyGold familiarity

2. Reliable & Fast

- Quick order processing
- Real-time updates
- Minimal downtime

3. Scalable

- Can grow with business
- Add more users easily
- Handle increasing orders

4. Secure

- Data backup
- User permissions

- Audit trails

5. Good Reporting

- Business insights
 - Financial analysis
 - Performance tracking
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Next Steps

1. **Finalize Requirements:** Review and confirm all modules needed
 2. **Choose Technology:** Web vs Desktop vs Hybrid
 3. **Budget Approval:** Confirm investment amount
 4. **Select Developer:** In-house, outsource, or ready-made solution
 5. **Create Timeline:** Set realistic deadlines
 6. **Start Development:** Begin with Phase 1
 7. **Regular Reviews:** Weekly progress checks
 8. **Training Plan:** Prepare staff for new system
 9. **Migration Strategy:** Move data from current system
 10. **Go Live:** Launch with support team ready
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Training Requirements

- Super Admin: Full system training (2 days)
 - Management: Dashboard & reports (1 day)
 - Designers: Design module (0.5 day)
 - Production: Production module (0.5 day)
 - Accounts: Finance module (1 day)
 - Delivery: Delivery module (0.5 day)
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Expected Benefits

1. **Efficiency:** 40-50% faster order processing
 2. **Accuracy:** Reduced errors in orders & billing
 3. **Visibility:** Real-time status of all orders
 4. **Customer Satisfaction:** Better communication & faster delivery
 5. **Financial Control:** Better cash flow management
 6. **Scalability:** Handle 3x more orders with same staff
 7. **Reports:** Data-driven business decisions
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Risks & Mitigation

Risk	Mitigation
Staff resistance to change	Proper training & gradual rollout
Data loss during migration	Multiple backups & testing
System downtime	Backup system & support team
Feature creep	Clear scope & phased approach
Budget overrun	Fixed-price contract or phases

Would you like me to:

1. Build a working prototype of any specific module?
2. Create detailed mockups/designs?
3. Recommend specific software solutions?
4. Help with vendor selection?
5. Create a detailed budget breakdown?