ARCLIF – DOCUMENTATION

MAIN TITLES

1. ARCLIF- BASIC OVERVIEW
2. ARCLIF - MAIN FEATURES
3. DETAILED EXPLANATIONS OF FEATURES
4. ARCLIF – ADMIN PANEL

ARCLIF – BASIC OVERVIEW

1. PLATFORMS
- **1.1. Mobile App (Android & IOS)**
- **1.2. Web App (User Web)**
- **1.3. Web App (Admin Panel)**

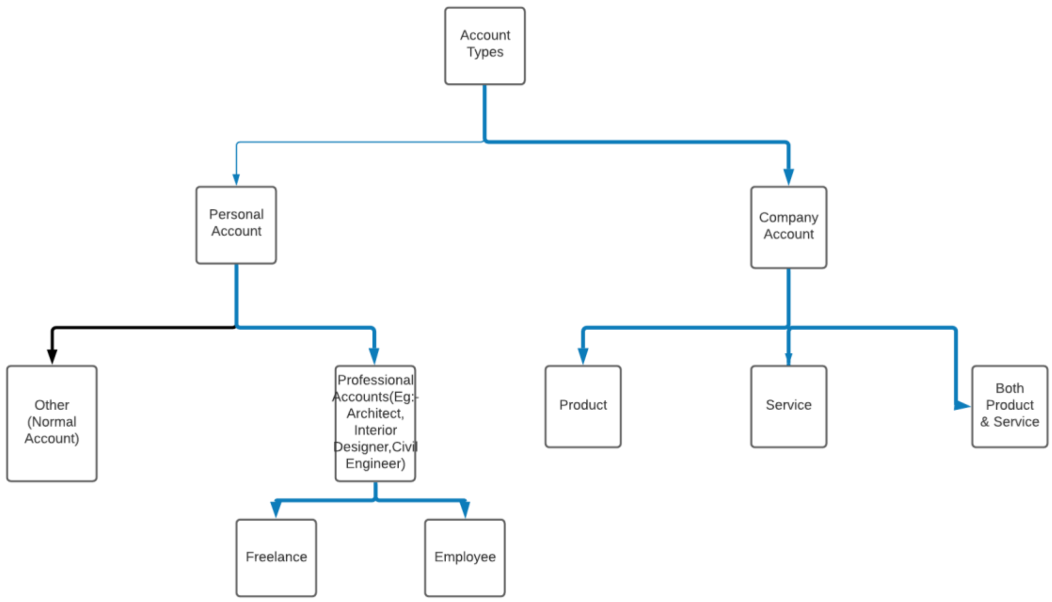
2. PLATFORM USED BY
- **2.1. Admin Users**
- **2.2. Other Users**

3. ADMIN USERS
3.1. Super Admin (Created by Seeding)
3.2. Admin
3.2.1. SUB ADMIN (Managed by Super Admin)
- There will be more than **one sub admins**
- They can manage all features except to manage other **sub admins**
- While login to sub admins account should be verify User by Send an OTP to their registered mobile number

3.2.2. HR ADMIN (Managed by Super Admin and Sub Admins)
- HR Admin has only permission to create **Staffs**
- While Creating a staff represent managing staff details, if they are under in any staff

3.2.3. STAFF (Managed by HR ADMIN)
1. **Field Survey Staff**
2. **Sales Staff**
3. **Marketing Staff**
4. **Tele caller Staff**
5. **Technical Staff**

4. OTHER USERS
4.1. Other users are mean by users registered through Mobile App or Website. People can create two types of accounts these are **Normal Account** and **Business Account**



5. DIFFERENT VIEWS

5.1. Common View (For Normal Account)

5.2. Business Account View

5.2.1. Architect View

5.2.2. Product View

5.2.3. Service View

5.2.4. Product & Service View

5.3. Admin View

ARCLIF - MAIN FEATURES

1. AUTHENTICATION
2. PROFILE
3. POST
4. PROJECT
5. MARKET PLACE (PRODUCT)
6. SERVICE
7. REQUIREMENT
8. SPIELS
9. SEARCH
10. SUGGESTION
11. CHAT
12. ADVERTISEMENT
13. WALLET
14. CREDIT
15. EVENTS
16. NOTIFICATION
17. USER ACTIVITIES LOGS

BASIC EXPLANATIONS OF FEATURES

1. **AUTHENTICATION**
    a. SIGN UP
    b. SIGN IN
    c. FORGOT PASSWORD
2. **PROFILE**
    a. ADD ADDITIONAL PROFILE DATA
    b. CHANGE PASSWORD
    c. UPDATE PROFILE DATA
3. **POST**
    a. CREATE POST
    b. MANAGE POST
    c. LISTING OF POST
    d. ACTIVITIES ON POST

4. **PROJECT**
    a. CREATE PROJECT
    b. MANAGE PROJECT
    c. LISTING OF PROJECT
    d. ACTIVITIES ON PROJECT
5. **MARKET PLACE (PRODUCT)**
    a. ADD PRODUCTS
    b. MANAGE PRODUCT
    c. LISTING OF PRODUCTS
    d. ACTIVITIES ON PRODUCT
6. **SERVICE**
    a. ADD SERVICE

b. MANAGE SERVICE
c. LISTING OF SERVICES
d. ACTIVITIES ON SERVICES

7. **REQUIREMENT**
   a. ADD REQUIREMENT
   b. MANAGE REQUIREMENT
   c. LISTING OF REQUIREMENT
   d. ACTIVITIES ON REQUIREMENT
8. **SPIELS**
   a. ADD SPIELS
   b. MANAGE SPIELS
   c. LISTING OF SPIELS
   d. ACTIVITIES ON SPIELS
9. **SEARCH**
   a. SUBMIT **SOMETHING** TO SEARCH
   b. LISTING OF SEARCH RESULT
   c. FILTER ON SEARCH RESULT
   d. SORT ON SEARCH RESULT
10. **SUGGESTION**
    a. GENERATE DATA BY RECOMONDATION
    b. LISTING OF SUGGESTION
    c. ACTIVITIES ON SUGGESTION
11. **CHAT**
    a. Initial setups for chat
    b. Load chat history
12. **ADVERTISEMENT**
    a. ADD ADVERTISEMENT
    b. MANAGE ADVERTISEMENT
    c. ACTIVITIES ON ADVERTISEMENT
13. **WALLET**
    a. WALLET DETAILS
14. **CREDIT**
    a. Add credit
    b. Manage credit
    c. Send add credit request
15. **EVENTS**
    a. ADD EVENT
    b. MANAGE EVENT
    c. ACTIVITIES ON EVENT

16.**<u>NOTIFICATIONS</u>**

   a. LIST OF NOTIFICATIONS

17.**<u>USER ACTIVITIES LOGS</u>**

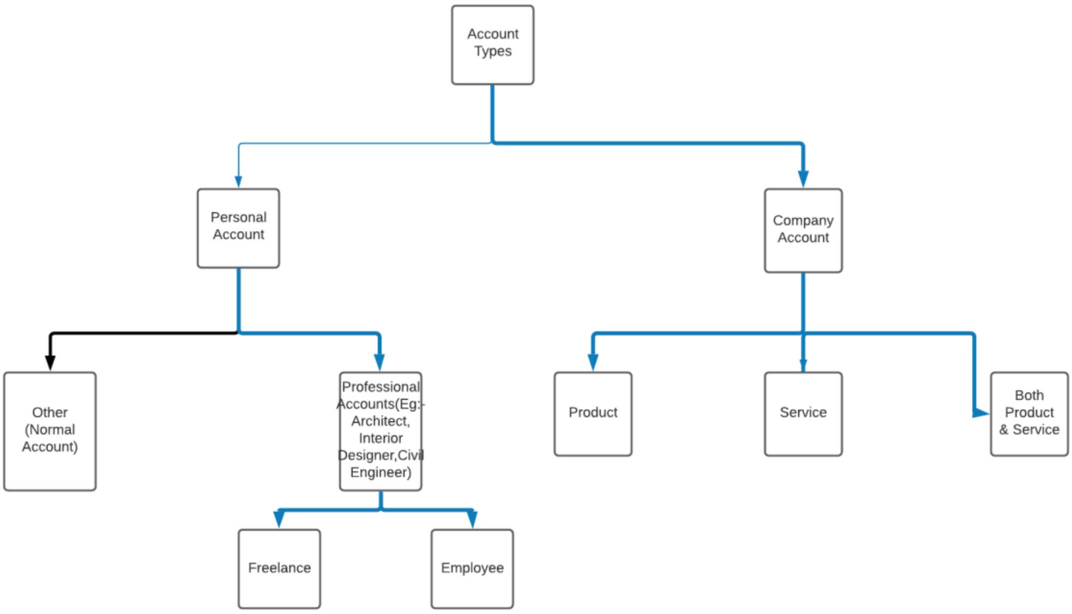
   a. LIST OF ACTIVITIES LOGS TO RECORD

DETAILED EXPLANATIONS OF FEATURES

1. AUTHENTICATION

Before we discuss about authentication, we have to understand about the different types of accounts provided to users through **Arclif** website and mobile application. These are

a. General user account (Normal Accounts)
b. Professional user account (E.g.: - Architect, Engineer, Designer etc...)
c. Product company account
d. Service company account
e. Both product and service account



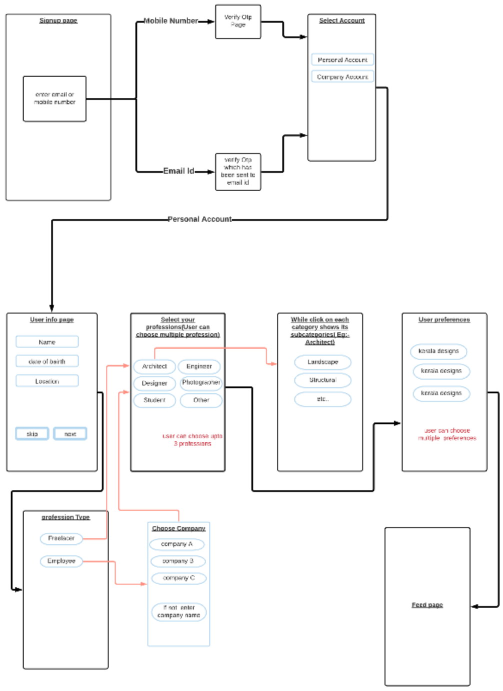
1.1. SIGN UP

- User can create two types of accounts, these are **personal account** and **company account**
- User can create account by using mobile number or email id
- User can create account by 4 ways
  - By using mobile number
  - By entering email id manual
  - By google signup
  - By using apple id

- Only user can proceed this step after verify their mobile number or email via **OTP**

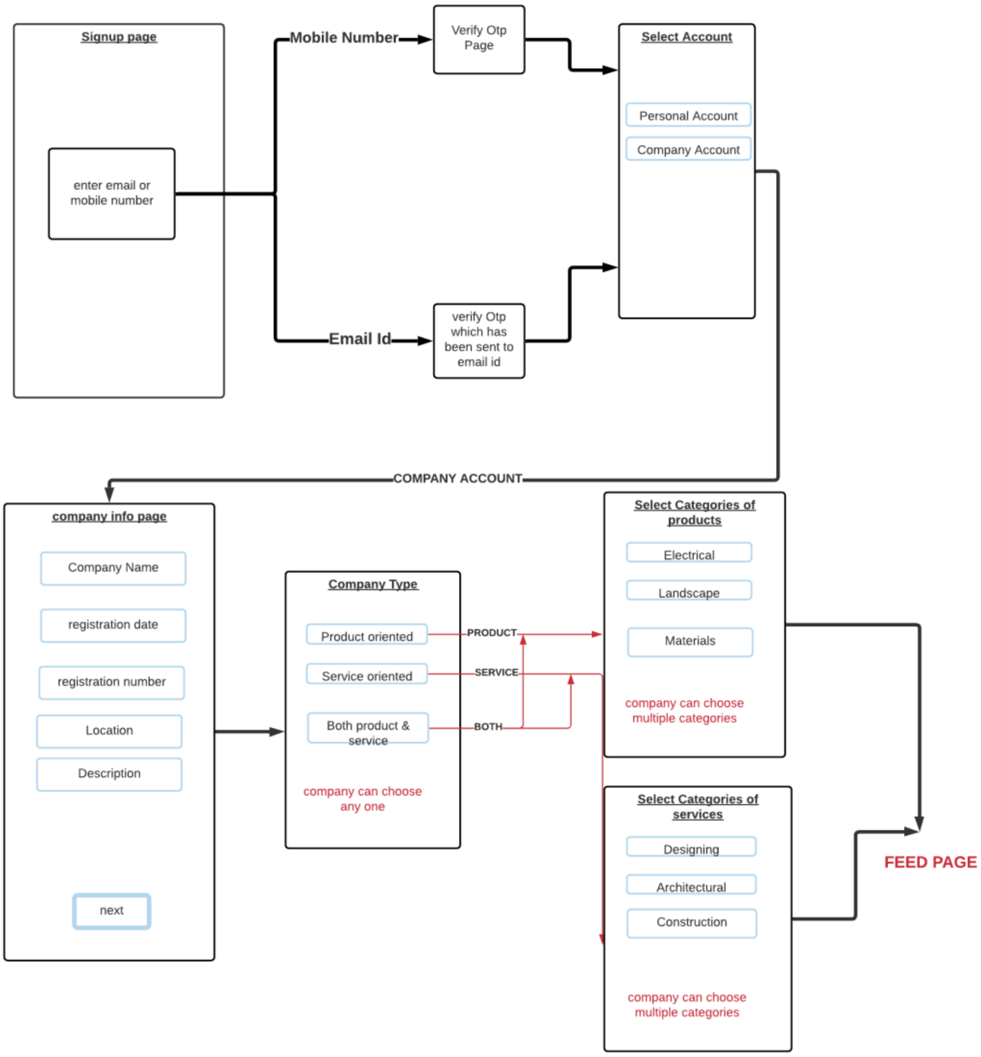
1.1.1. <u>Personal Account</u>

- While creating personal accounts User can choose multiple professions (**maximum 3**)
- There are two types of personal accounts
    - **Normal Account**
    - **Professional Account**
- The professions are listed under **main categories of professions**
    - **Eg:-**
        - Architect
            - Structural architect
            - Landscape architect
        - Engineer
            - Civil engineer
            - MEP engineer
- If the user's profession category does not exist in this list, then user can type their profession (**it will be stored in database as a new entry**)
- If the user selected profession needs the verification (**such as registration number**) then asks to user
- User can select their **professional type** such as freelance and employee
- If the user is an employee select their **company (**list of registered companies in Arclif)
- If the user company does not exist then user can type name of company and it will be stored in database as a member of **user_suggested_companies collection**
- Select user preferences
- <u>**profile badges for professionals**</u>
    1. **Blue badge –** if a user registered as a professional, then some professional has the verification (E.g.- check the registration number of architects, etc...), it is done by the admin and if they are verified then they will get the blue badge
    2. **Yellow-badge –** if they are not verified



1.1.2. <u>Company Account</u>

- While type the name of company checks this name in user table to check whether it already exist and if not then check this in **user_suggested_companies collection** if there exist then return it
- While creating company accounts User can choose type of company such as **product oriented, service oriented and both product and service oriented**
- And the company account can choose multiple categories of their products and services
- **<u>profile badges for companies</u>**
  1. **Blue badge –** it will get by successfully completed the verification processes by the admin (E.g.- check the registration number, etc...), it is a manual process and if the company is verified admin will update their verification status from admin panel, then they will get the blue badge
  2. **Yellow-badge –** if they are not verified



1.2. SIGN IN

- There are different ways of sign in options
  - .1. By using mobile number and OTP
  - .2. By using email and password
  - .3. By using google sign in
  - .4. By using apple id

1.3. FORGOT PASSWORD

1.3.1. RESET PASSWORD BY MOBILE NUMBER

- While user registered with mobile number then they have to verify their mobile number by otp. After the verification process they can change the password

1.3.2. RESET PASSWORD BY EMAIL ID

- While user registered with email id then they have to verify their email id by otp. After the verification process they can change the password

2. PROFILE

2.1. For Normal Account

2.1.1. My profile

- user can update their profile information

2.1.2. Other's profile

- User view other user's or company profiles
- With their detailed information (includes posts and projects)

2.2. For Professional Account

2.2.1. My profile

- User can add their skills (multiple skills)
- User can add their hobbies (multiple)
- Can add their work experience by mentioning company
- Can add their awards
- Can add their achievements
- User can set the visibility of their profile data (E.g.: - if some user does not require to make public view of their contact information)
- User can update their profile information

2.2.2. Other's profile

- User view other user's or company profiles
- With their detailed information (includes posts and projects)

2.3. For Company Account

2.3.1. My Profile

- Company can add their employee
- Can update their information
- Can add their awards
- Can add their achievements

3. POST

3.1. For Normal Account

3.1.1. CREATE POST

- It is not allowed for normal users

3.1.2. MANAGE POST

- It is not allowed for normal users, because they have privileges to add posts

3.1.3. LISTING OF POST

- Show list of posts (which are followed by this user)

3.1.4. ACTIVITIES ON POST

- **Like –** users can like the post
- **Comment –** users can comment on posts
- **Bookmark/save –** users can save the posts to their profile for further references
- **Recommend –** users can recommend any posts to their followers then it will list in their recommended lists
- **Share –** users can share any posts inside / outside of this platform
- **View count –** while user views a post its view count will increment

3.2. For Professional Account

3.2.1. CREATE POST

- for logged users (**except normal account**) can add new posts
- there are different types of posts these are
  - General Post (Normal post)
  - Blog Post
  - Project Post (Post under the user's project)
  - Competition Post (Post under any competition)
  - Sponsored Post (Paid post)
- They can set the **visibility** of the posts, these are
  - Public
  - Private
  - In my network (for my followers)
- Users can add **Images** and **Videos *** in post
- User can select **hashtags** while creating a post

3.2.2. MANAGE POST

- **Can edit post**
- **Can delete post**

3.2.3. LISTING OF POST

- Show list of posts (which are followed by this user)
- Listing of my post will be in profile page

3.2.4. ACTIVITIES ON POST (other's post)

- **Like –** users can like the post
- **Comment –** users can comment on posts

- **Bookmark/save –** users can save the posts to their profile for further references
- **Recommend –** users can recommend any posts to their followers then it will list in their recommended lists
- **Share –** users can share any posts inside / outside of this platform
- **View count –** while user views a post its view count will increment

3.2.5.

3.3. For Company Account

3.3.1. All process mentioned in 3.2

4. PROJECT

4.1. For Normal Account

4.1.1. CREATE PROJECT

- **Normal account has no privileges to create a project**

4.1.2. MANAGE PROJECT

- **They have no their own projects so thy cant manages any projects**

4.1.3. LISTING OF PROJECT

- **List of all projects (**which are followed by this user) with all posts and details including this project

4.1.4. ACTIVITIES ON PROJECT

- **Like –** users can like the project
- **Comment –** users can comment on projects
- **Bookmark/save –** users can save the projects to their profile for further references
- **Recommend –** users can recommend any projects to their followers then it will list in their recommended lists
- **Share –** users can share any project inside / outside of this platform
- **View count –** while user views a project its view count will increment

4.2. For Professional Account

4.2.1. CREATE PROJECT

- Can create project with its details
- Can add **hashtags**

4.2.2. MANAGE PROJECT

- Edit project
- Delete project

4.2.3. LISTING OF PROJECT

- **List of all projects (**which are followed by this user) with all posts and details including this project

- Listing of my projects will be in profile page

4.2.4. ACTIVITIES ON PROJECT

- **Like –** users can like the project
- **Comment –** users can comment on projects
- **Bookmark/save –** users can save the projects to their profile for further references
- **Recommend –** users can recommend any projects to their followers then it will list in their recommended lists
- **Share –** users can share any project inside / outside of this platform
- **View count -** while user views a project its view count will increment

4.3. For Company Account

4.3.1. All process mentioned in 4.2

5. MARKET PLACE (PRODUCT)

5.1. For Normal Account

5.1.1. ADD PRODUCTS

- The normal accounts cannot add products

5.1.2. MANAGE PRODUCT

- The normal account has no products to manage

5.1.3. LISTING OF PRODUCTS

- List all products in marketplace section

5.1.4. ACTIVITIES ON PRODUCT

- **Search** – user can search the products by name in marketplace
- **Cart** – user can products into cart
- **Wishlist** – user can add products into Wishlist
- **Filter** – user can filter products by specifications
- **Sort** – user can sort by price, relevance and popularity
- **Checkout** – user can purchase the product via online payment or cash on delivery
- **Track my order** – track order status
- **My Orders** – user can view all orders list
- **Review** – user can review to the purchased product
- **Suggest** - user can suggest this product to others
- **Share** - users can share any product inside / outside of this platform

5.2. For Professional Account

5.2.1. ADD PRODUCTS

- The professional accounts cannot add products

5.2.2. MANAGE PRODUCT

- The professional account has no products to manage

5.2.3. **LISTING OF PRODUCTS**

- List all products in marketplace section

5.2.4. **ACTIVITIES ON PRODUCT**

- **Search** – user can search the products by name in marketplace
- **Cart** – user can products into cart
- **Wishlist** – user can add products into Wishlist
- **Filter** – user can filter products by specifications
- **Sort** – user can sort by price, relevance and popularity
- **Checkout** – user can purchase the product via online payment or cash on delivery
- **Track my order** – track order status
- **My Orders** – user can view all orders list
- **Review** – user can review to the purchased product
- **Suggest** - user can suggest this product to others
- **Recommend** - professionals can recommend any products, then in products details the recommended professionals list can see to public
-

5.3. **For Company Account (product or both product and service)**

5.3.1. **ADD PRODUCTS**

- **Product company can add their products with relevant details**

5.3.2. **MANAGE PRODUCT**

- **Edit product details**
- **Delete and activate or deactivate product**

5.3.3. **LISTING OF PRODUCTS**

- **List of all my products with its details**
- **List of all others products in a separate section**

5.3.4. **ACTIVITIES ON PRODUCT**

- **Search** – search products by name
- **filter –** filter products by specifications
- **order management**
  - **new orders – list of new order**
  - **confirmed order – list of confirmed order (confirmation by this company)**
  - **cancelled orders – list of cancelled orders by users**
  - **shipping orders -list of orders in shipping**
  - **delivered orders - list of delivered orders**
  - **returned orders – list of returned orders**

5.4. <u>For Company Account (service company)</u>

5.4.1. ADD PRODUCTS

- **They cannot add products**

5.4.2. MANAGE PRODUCT

- **They cannot manage product**

5.4.3. LISTING OF PRODUCTS

- **List of all products**

5.4.4. ACTIVITIES ON PRODUCT

- **Search** – user can search the products by name in marketplace
- **Cart** – user can products into cart
- **Wishlist** – user can add products into Wishlist
- **Filter** – user can filter products by specifications
- **Sort** – user can sort by price, relevance and popularity
- **Checkout** – user can purchase the product via online payment or cash on delivery
- **Track my order** – track order status
- **My Orders** – user can view all orders list
- **Review** – user can review to the purchased product
- **Suggest** - user can suggest this product to others

6. <u>SERVICES</u>

6.1. <u>For Normal Account</u>

6.1.1. ADD SERVICE

- Normal account users cannot add any service

6.1.2. MANAGE SERVICE

- There will be no services to manage

6.1.3. LISTING OF SERVICES

- List of services added by others

6.1.4. ACTIVITIES ON SERVICES

- **Search** – user can search the services by name in service section
- **Book for service** – user can book for services
- **Filter** – user can filter services by specifications
- **Sort** – user can sort by price, relevance and popularity
- **My Bookings** – user can view all previous bookings

- **Review** – user can review to service
- **Suggest** - user can suggest this service to others

6.2. For Professional Account

6.2.1. ADD SERVICE

- Can add services

6.2.2. MANAGE SERVICE

- **Edit service**
- **Delete and activate or deactivate**

6.2.3. LISTING OF SERVICES

- **List of services (added by current user)**
- **List of services other users**

6.2.4. ACTIVITIES ON SERVICES

- **ACTIVITIES ON MY SERVICES**
  - **Booking management**
    - **new service bookings – list of new bookings on my services**
    - **confirmed service bookings – list of confirmed bookings**
    - **today's services – list of service bookings for today**
    - **completed bookings – list of completed bookings**
- **ACTIVITIES ON OTHER'S SERVICES**
  - **Search** – user can search the services by name in service section
  - **Book for service** – user can book for services
  - **Filter** – user can filter services by specifications
  - **Sort** – user can sort by price, relevance and popularity
  - **My Bookings** – user can view all previous bookings
  - **Review** – user can review to service
  - **Suggest** - user can suggest this service to others
  - **Recommend –** professionals can recommend these services to public, then this professional information will be added in this service description

6.3. For Company Account (service or both product and service)

6.3.1. ADD SERVICE

- Same as **6.2.1**

6.3.2. MANAGE SERVICE

- Same as **6.2.2**

6.3.3. LISTING OF SERVICES

- Same as **6.2.3**

6.3.4. ACTIVITIES ON SERVICES

- Same as **6.2.4**

6.4. For Company Account (product)

6.4.1. ADD SERVICE

- Product company has no privileges to add service

6.4.2. MANAGE SERVICE

- Product company has no privileges to manage service

6.4.3. LISTING OF SERVICES

- list of all services in service section

6.4.4. ACTIVITIES ON SERVICES

- **Search** – user can search the services by name in service section
- **Book for service** – user can book for services
- **Filter** – user can filter services by specifications
- **Sort** – user can sort by price, relevance and popularity
- **My Bookings** – user can view all previous bookings
- **Review** – user can review to service
- **Suggest** - user can suggest this service to others
- **Recommend –** product company can recommend these services to public, then this company information will be added in this service description

7. REQUIREMENT

7.1. For Normal Account

7.1.1. ADD REQUIREMENT

- Submit user requirements on their expectations about home
- User can choose which professional has to show this (E.g.: - Architect**, Interior Designer, Engineers etc...**) and geometric area
- This requirement will show to all **Architects** and they can react with it

7.1.2. MANAGE REQUIREMENT

- Edit requirement
- Delete requirement

7.1.3. LISTING OF REQUIREMENT

- List of all requirements added by the user
- This requirement will show to all **Architects** and they can react with it

7.1.4. ACTIVITIES ON REQUIREMENT

- User can see the single view of **Requirement** and they can view all responses from the Architects
- **Filter –** filter the list of requirements by date and status
- **Follow-ups -** user can follow-up their requirements and finally they can **close** the requirement

7.2. <u>For Professional Account</u>

- If the professionals have the any requirements, then they can submit and can follow the steps mentioned in **7.1**

7.2.2. ADD REQUIREMENT

- Already mentioned

7.2.3. MANAGE REQUIREMENT

- Already mentioned

7.2.4. LISTING OF REQUIREMENT

- Lists of requirements added by the users

7.2.5. ACTIVITIES ON REQUIREMENT

- **Follow-ups –** professionals can follow-up to user requirements and finally they can **close** the requirement

7.3. <u>For Product Company Account</u>

- All activities mentioned in **7.1**

7.4. <u>For Service Company Account</u>

- All activities mentioned in **7.2**

7.5. <u>For Both Product and Service Company Account</u>

- All activities mentioned in **7.2**

8. <u>SPIELS</u>

8.1. <u>For Normal Account</u>

8.1.1. ADD SPIELS

- Normal account users can add spiels

8.1.2. MANAGE SPIELS

- There will be no spiels for normal account users to manage

8.1.3. LISTING OF SPIELS

- List of spiels (which are followed by this user)

8.1.4. ACTIVITIES ON SPIELS

- **View** – view spiels

8.2. <u>For Professional Account</u>

8.2.1. ADD SPIELS

- Professionals can add spiels as **image** or **short video**

8.2.2. MANAGE SPIELS

- Edit spiels
- Delete spiels

8.2.3. LISTING OF SPIELS

- List of all spiels (which are followed by this professional)

8.2.4. ACTIVITIES ON SPIELS

- **View list –** list of users viewed the spiels

8.3. <u>For Company Account</u>

8.3.1. ADD SPIELS
- Activities mentioned in **8.2.1**

8.3.2. MANAGE SPIELS
- Activities mentioned in **8.2.2**

8.3.3. LISTING OF SPIELS
- Activities mentioned in **8.2.3**

8.3.4. ACTIVITIES ON SPIELS
- Activities mentioned in **8.2.4**

9. SEARCH

9.1. Common Search

9.1.1. SUBMIT SOMETHING TO SEARCH
9.1.2. LISTING OF SEARCH RESULT
9.1.3. FILTER ON SEARCH RESULT
9.1.4. SORT ON SEARCH RESULT

9.2. Search in marketplace

9.2.1. SUBMIT SOMETHING TO SEARCH
9.2.2. LISTING OF SEARCH RESULT
9.2.3. FILTER ON SEARCH RESULT
9.2.4. SORT ON SEARCH RESULT

9.3. Search in services

9.3.1. SUBMIT SOMETHING TO SEARCH
9.3.2. LISTING OF SEARCH RESULT
9.3.3. FILTER ON SEARCH RESULT
9.3.4. SORT ON SEARCH RESULT

10. SUGGESTIONS

10.1. GENERATE DATA BY RECOMONDATION
- Suggest generated professional based on each users’ interests
- Suggest generated companies based on each users’ interests
- Suggest generated post data on each users’ interests
- Suggest generated project data on each users’ interests
- Suggest generated products data on each users’ interests
- Suggest generated services data on each users’ interests

10.2. LISTING OF SUGGESTION
- list of suggested professional users’ suggestion
- list of suggested companies
- list of suggested posts
- list of suggested projects
- list of suggested products

- list of suggested services

10.3. ACTIVITIES ON SUGGESTION

- **Follow –** follow profiles
- **Visit –** visit single views of project, product, service and posts

11. <u>CHAT</u>

11.1. <u>CHAT WITH PROFESSIONALS</u>

11.1.1. Initial setups for chat

11.1.2. Load chat history

11.2. <u>CHAT WITHIN A PROJECT MEMBERS</u>

11.2.1. Initial setups for chat

11.2.2. Load chat history

12. <u>ADVERTISEMENT</u>

12.1. ADD ADVERTISEMENT

- **Advertisement created by admin**

12.2. MANAGE ADVERTISEMENT

- **Admin can manage the advertisement (edit and delete)**

12.3. ACTIVITIES ON ADVERTISEMENT

- **View – any user can view advertisement**
- **Report – admin can get the advertisement view report**

13. <u>WALLET</u>

13.1. <u>FOR ALL WEB USERS EXCLUDE ADMIN USERS</u>

13.1.1. WALLET DETAILS

- **Dashboard –** show the user current wallet amount (mention the locked and unlocked balances)
- **Add money to wallet –** user can add money to their wallet by purchasing tokens
- **Purchase history –** shows all purchase details
- **Transfer tokens to others –** user can transfer their tokens from their wallet to another wallet
- **Transactions -** shows all transactions occurs through this wallet
- **KYC Verification - user** can submit their **KYC** details and admin will verify it

13.2. <u>FOR ADMIN</u>

13.2.1. KYC VERIFICATION - admin has to verify the **KYC** applications submitted by the users

14. <u>CREDIT</u>

The credit system is means that an architect or a company may have projects, if they are adding a post, they can mention which kinds of products are used in that project post, that means they can mention the dealers accounts with that post. For these architects specify some number of tokens(amount). In which a particular percentage will added to Arclif account

14.1. For post owners (professional accounts, company accounts)

- **Add credit - select** a registered company accounts and mention their role and required credit amount, then this company account will display below this post, and a notification will be sent to company account. This credit will visible to public only when the company account pays the specified amount
- **Manage credit**
  - **Delete credit –** once a post owner deleted the credit then the credit amount will refund to company account
  - **Send add credit request –** if any other company added their post, then professionals can also send a request for add a credit in their post,
  - **Pay amount –** while a professional's request accepted by company, then they will demand some amount to pay for add credit, and after pay this amount credit will be visible in public

15. EVENTS

15.1. For Normal Account and Professional Account

15.1.1. ADD EVENT

- They can't add events (because it added by admin and companies)

15.1.2. MANAGE EVENT

- Nothing to manage

15.1.3. ACTIVITIES ON EVENT

- **Register –** users can register for events
- **Event lists –** user can see all events such as
  - Completed events
  - Upcoming events

15.2. For Company Account

15.2.1. ADD EVENT

- They can add events (it will display in public after it verified by admin)

15.2.2. MANAGE EVENT

- Edit and delete

15.2.3. ACTIVITIES ON EVENT

- **Registered users list** - list of registered users
- **Draw** – randomly choose a user from a registered users list

15.3. For Admin Account

15.3.1. ADD EVENT

- They can add

15.3.2. MANAGE EVENT

- Edit and delete

15.3.3. ACTIVITIES ON EVENT

- **Registered users list** - list of registered users
- **Draw** – randomly choose a user from a registered users list

16. NOTIFICATIONS

16.1. For Normal Account

16.1.1. LIST OF NOTIFICATIONS

- **New post - when a follower added a post**
- **Comment Reply – when a reply posted to their comment**
- **Replies for requirements – while someone replies to their requirement**

16.2. For Professional Account

16.2.1. LIST OF NOTIFICATIONS

- **New post - when a follower added a post**
- **Comment – when someone comment on their own post**
- **Like – when someone like on their own post**
- **Comment Reply – when a reply posted to their comment**
- **Credit request – while a company requested to add credit**
- **Credit payment completed – while a company paid the credit amount**
- **New requirement – while a user add a new requirement**
- **New follow – while a user follow**

16.3. For Company Account

16.3.1. LIST OF NOTIFICATIONS

- **New post - when a follower added a post**
- **Comment – when someone comment on their own post**
- **Like – when someone like on their own post**
- **Comment Reply – when a reply posted to their comment**
- **Credit request – while a professional requested to add credit**
- **Credit payment completed – while a professional paid the credit amount**
- **New requirement – while a user add a new requirement**

- **New follow – while a user follow**
-

17. USER ACTIVITIES LOGS

17.1. LIST OF ACTIVITIES LOGS TO RECORD

17.1.1. POST

- **Create post – while a post**
- **Edit post - while edit post**
- **Delete post – while delete post**
- **Like post – while like post**
- **Comment – while comment to any post**
- **Reply – while reply to any post**
- **View - while view any post**

17.1.2. PROJECT

- **Create project – while a project**
- **Edit project - while edit project**
- **Delete project – while delete project**
- **Like post – while like project**
- **Comment – while comment to any project**
- **Reply – while reply to any project**

17.1.3. FOLLOW and UNFOLLOW

- **Follow – while follow to any user**
- **Unfollow – while unfollow to any user**

17.1.4. PROFILE

- **Profile update - while update profile**

17.1.5. REQUIREMENT

- **Added a requirement – while added a requirement**
- **Update - while update a requirement**
- **Follow up – while follow-ups to requirement**

ARCLIF - ADMIN PANEL

1. **Authentication**
    a. **Common authentication for all admin users (Super Admin, Sub Admins, HR Admin, Staff)**
    b. **While login to any account sent otp and verify to enter the account and record the login time details to show the super admin**
    c. **Forgot password**
2. **SUPER ADMIN**
    a. **Dashboard**
        i. **Count of total users registered**

ii. **Count of total posts**
iii. **Count of daily registered users**
iv. **Count of day-to-day post**

b. **Users Section (Exclude Admin Users)**

i. **List of all users**
1. List all registered users with profession, account type and order by registered date
2. Search users by name, email or mobile number
3. Filter users by profession

ii. **User Single view**
1. Show the user details

iii. **Manage User Data**
1. block & unblock users

c. **Admin Users Section**

i. **List of admin users**
1. List of all admin users with role
2. Search users by name, email or mobile number
3. Filter by role

ii. **Admin Single View**
1. Show admin user details

iii. **Manage Admin User Data**
1. block & unblock admin users

iv. **Create new Admins**

d. **Post Data Section**

i. **Post Lists**
1. List all posts with posted time
2. Filter posts by uses

ii. **Post Single View**
1. View post details

iii. **Manage Post**
1. Block and Unblock posts

e. **Advertisement Section**

i. **Advertisement List**
1. List all advertisements with details

ii. **Advertisement Single View**
1. Show advertisement details
2. Show Advertisement View Details

iii. **Create New Advertisement**
1. Create Advertisements with details

iv. **Manage Advertisement**
1. Update, Delete and block Advertisement

f. **Building Product Category**

i. **Create building product category**
1. Add new building product category with name, description, image

ii. **List building product category**
1. list of all building product categories with statuses (Eg:- Active, Inactive)

iii. **Manage building product category**
    1. Update category details (includes change status)

g. **<u>Field Survey Data</u>**
    i. **List of Field Survey Data**
        1. List of all field survey data collected by all employees with status
        2. Filter data by status, employee and location
    ii. **Allocate Field Survey Data to Sales Head**
        1. Allocate each collected survey data to proper sale's staff heads

3. <u>SUB ADMIN (ADMIN)</u>

a. Possible all features of **2** except **2.c**

4. <u>HR ADMIN (ADMIN)</u>

a. **<u>Staff Section</u>**
    i. **Create a staff**
        1. Create a staff with details and choose staff category (E.g.: - Field Survey Staff)
        2. Represent whether this staff Is head of this category or not
        3. There may be more than one heads for a staff category
        4. Represent the Head of the category while add a new staff
    ii. **Manage Staff**
        1. Edit staff details
        2. Block and unblock staff (can't access admin panel while the user is blocked)
    iii. **Staff Single View**
        1. Show the staff details

5. <u>STAFF - Field Survey Staff (ADMIN)</u>

a. **<u>Dashboard</u>**
    i. **Count of daily completed survey details**
    ii. **Count of total completed survey details**

b. **<u>Field Survey Data</u>**
    i. **Add new field survey data**
        1. staff add data without submit all details but it's **status** will **not be in a completed** survey details, its status will be **doing**
        2. Once staff submit details with all mandatory information then they can't edit the information again
    ii. **List all survey details**
        1. show all staff collected survey list with sort by date
        2. filter data by status and locations
    iii. **View Single Survey Details**
        1. Show the survey details
    iv. **Update Survey Details**
        1. Update doing survey details only

6. <u>STAFF - Field Survey Staff-Head (ADMIN)</u>

a. <u>**Dashboard**</u>
   i. **Count of daily completed survey details by staffs Under this head**
   ii. **Count of total completed survey details by staffs Under this head**

b. <u>**Field Survey Data**</u>
   i. **Add new field survey data**
      1. staff add data without submit all details but it's **status** will **not be in a completed** survey details, its status will be **doing**
      2. Once staff submit details with all mandatory information then they can't edit the information again
   ii. **List all survey details**
      1. show all collected survey list with sort by date
      2. filter data by staffs managed by this employee, status and locations
   iii. **View Single Survey Details**
      1. Show the survey details
   iv. **Update Survey Details**
      1. Update doing survey details only

7. <u>STAFF - Sales Staff – HEAD (ADMIN)</u>

a. <u>**Dashboard**</u>
   i. **Count of daily allocated tasks to sales staffs managed by this employee**
   ii. **Count of daily completed tasks to sales staffs managed by this employee**

b. <u>**Staff Section**</u>
   i. **List of Staffs**
      1. List of all staffs managed by this **head**
   ii. **Single View of Staffs**
      1. Show basic details of staff
   iii. **Field Survey Collected Data by Staff**
      1. Show staff-based field data collections

c. <u>**Field Visit Data Section**</u>
   i. **List of New Field Survey Data**
      1. List of all new field survey data
      2. The new field survey data means that which allocated to this **head** (This data assigned by Admin or Super Admin) and it **didn't allocate to any employee**
      3. From this **head** can allocate this data to other employees for the purpose of further step
   ii. **List of Field Survey Data**
      1. List of all field survey data managed by employees, they are under this head
      2. Filter Data by various statuses (such as doing, completed), employee and location

8. <u>STAFF - Sales Staff (ADMIN)</u>

a. **<u>Dashboard</u>**
   i. **Count of total allocated field survey data**
   ii. **Count of total completed field survey data**

b. **<u>Field Visit Data Section</u>**
   i. **List of Field Data**
      1. List of all allocated field visit data
      2. Filter by location, building product category, status
   ii. **Update Field Visit Data**
      1. When Sale's staff visits to the site, collecting the requirements from the client and updating information such as
         a. *Select the product from a list (The product is added by product companies through their web portal), which needed for the client,*
         b. *Update the requirements (new field in survey data) in field survey data*
         c. *Show the Total Amount of this requirement (in front end)*
         d. *Calculate the commission amounts to **Arclif** from the product companies*
   iii. **View Field Visit Single Data**
      1. Show the details of a single field visit data