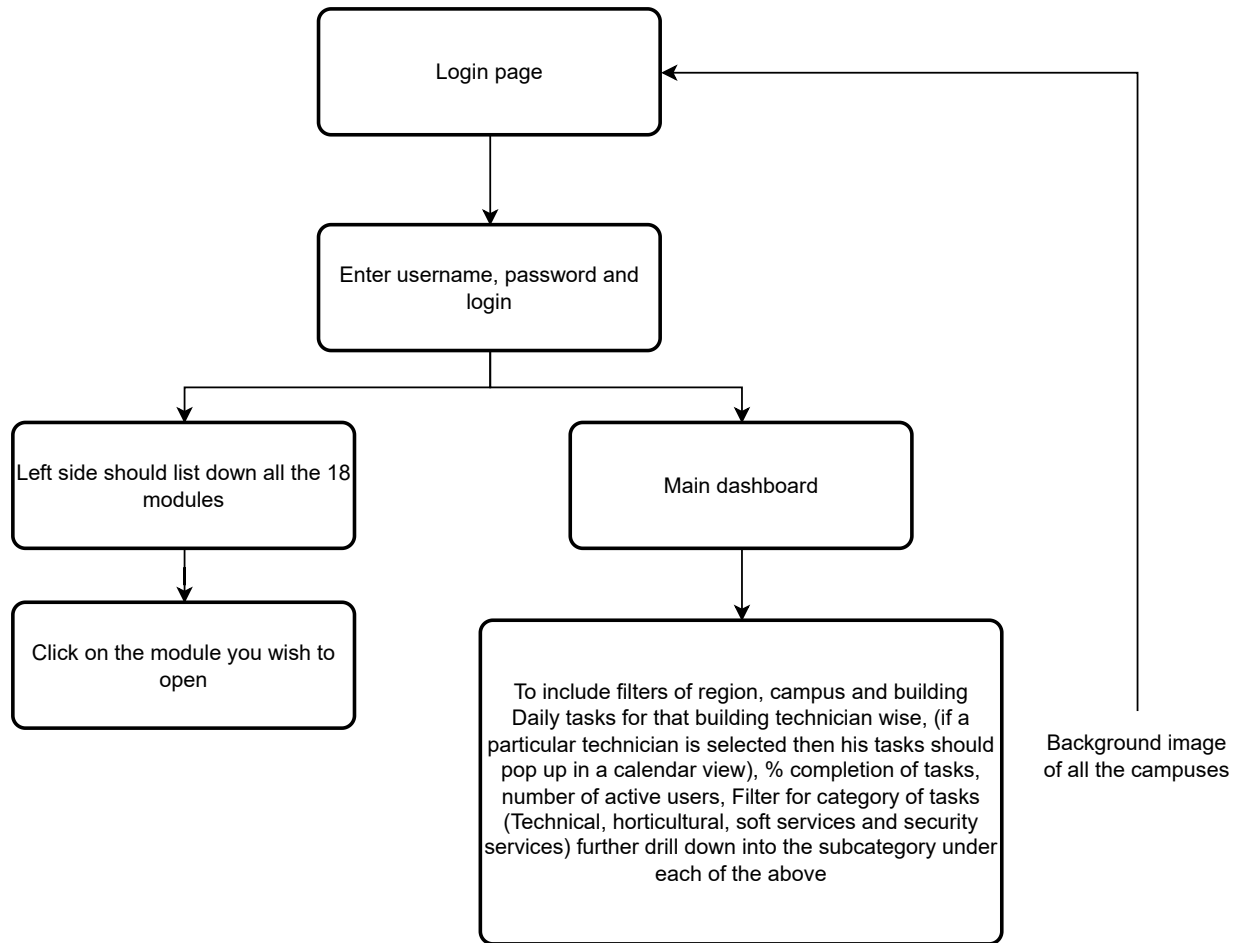
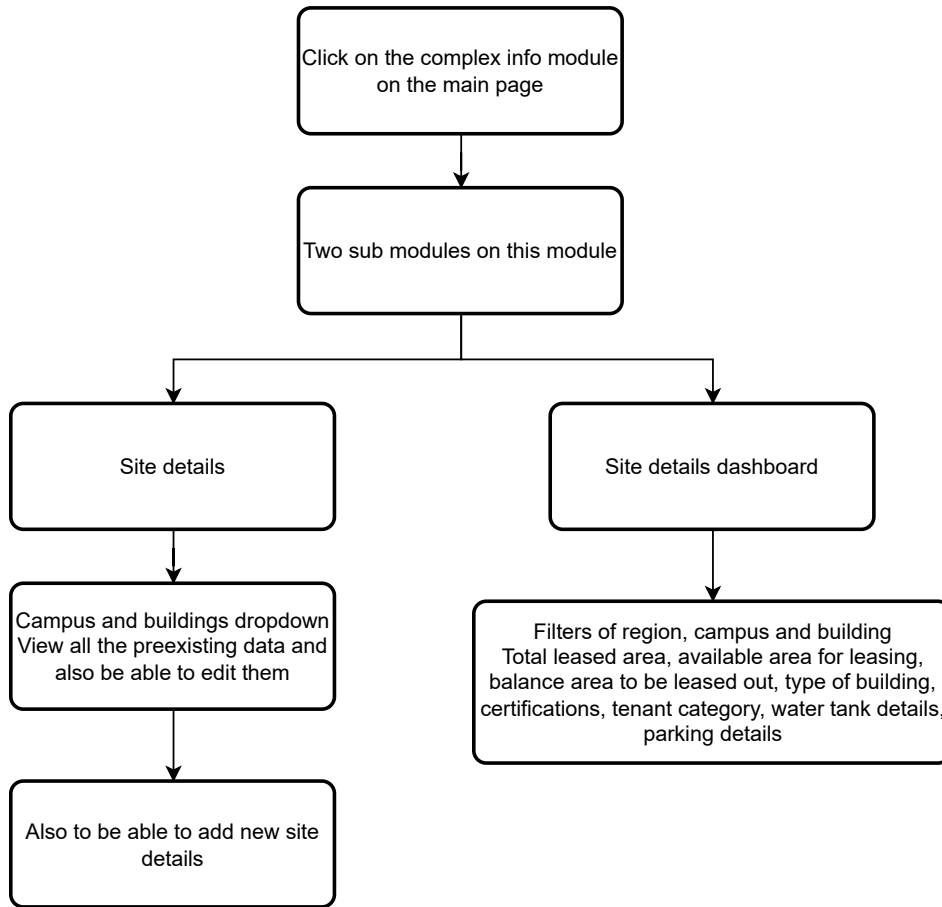


# Main Page



Button on the  
redirect to a f  
the pre rex

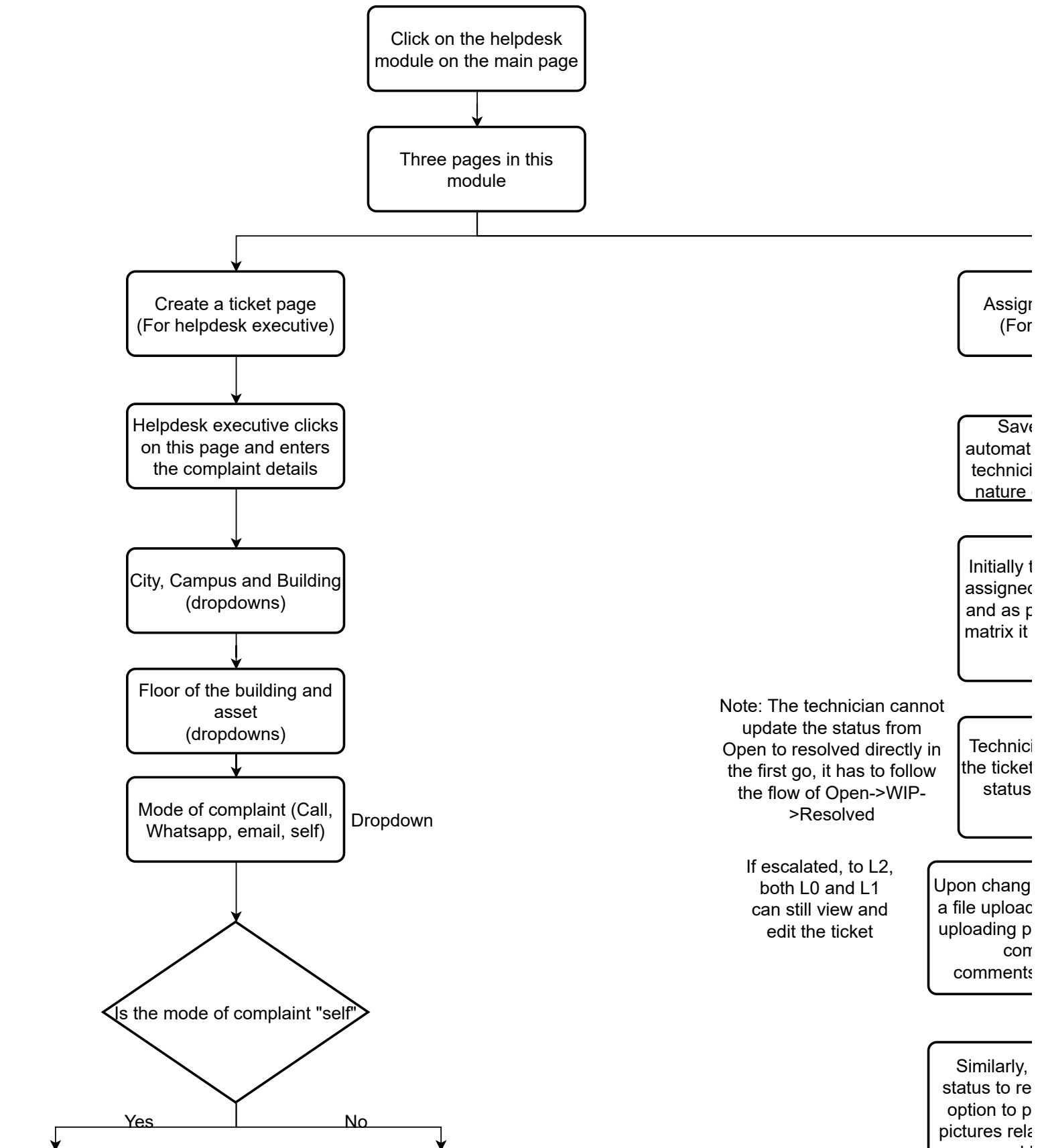
# 1) Complex information module

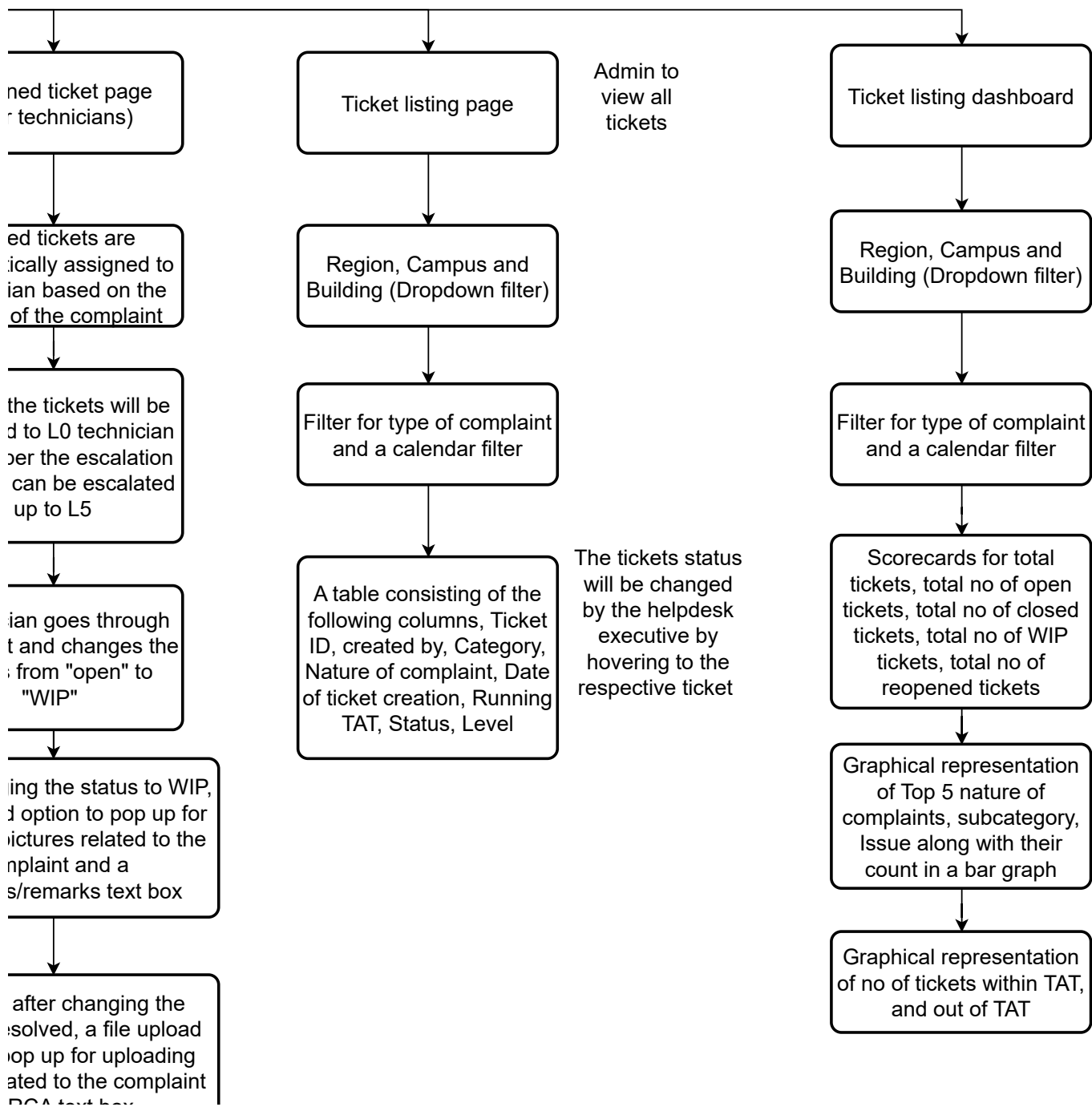


top right to  
orm to fill all  
quisites



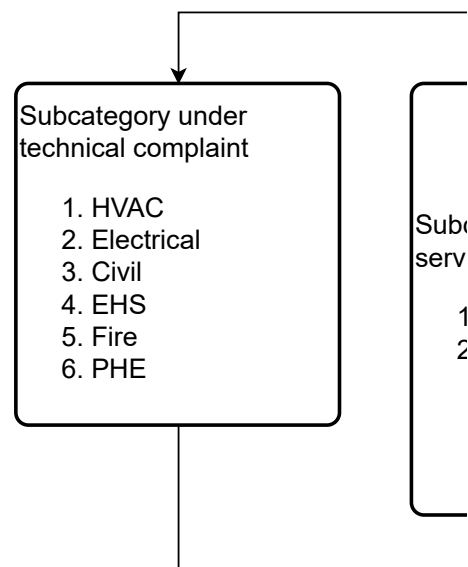
## 2) Helpdesk Module

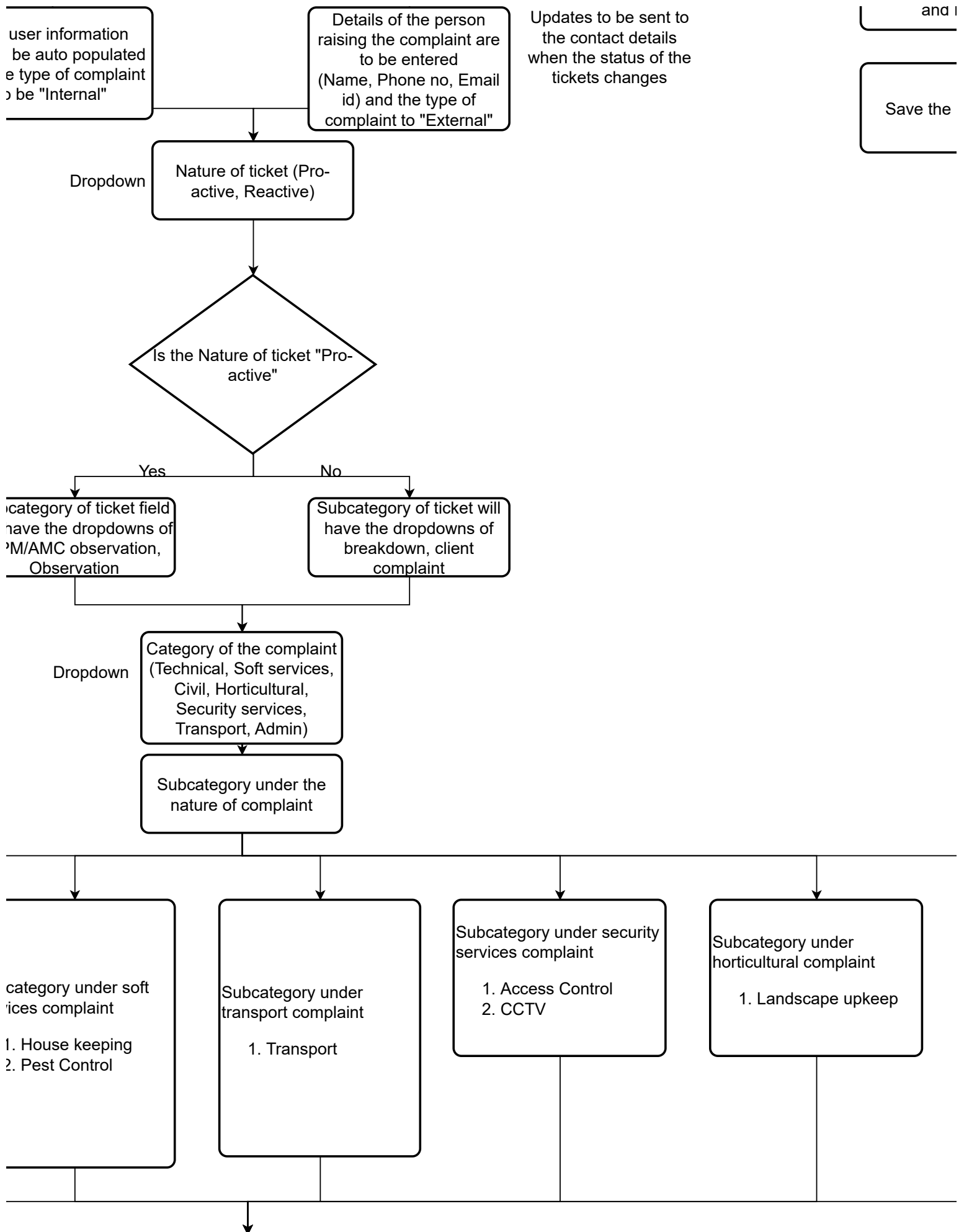


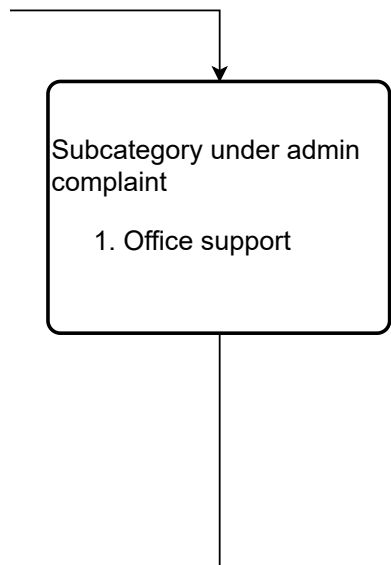
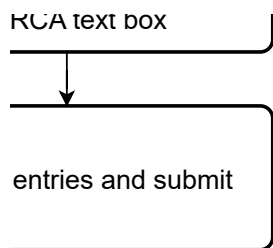


The  
should  
and the  
to

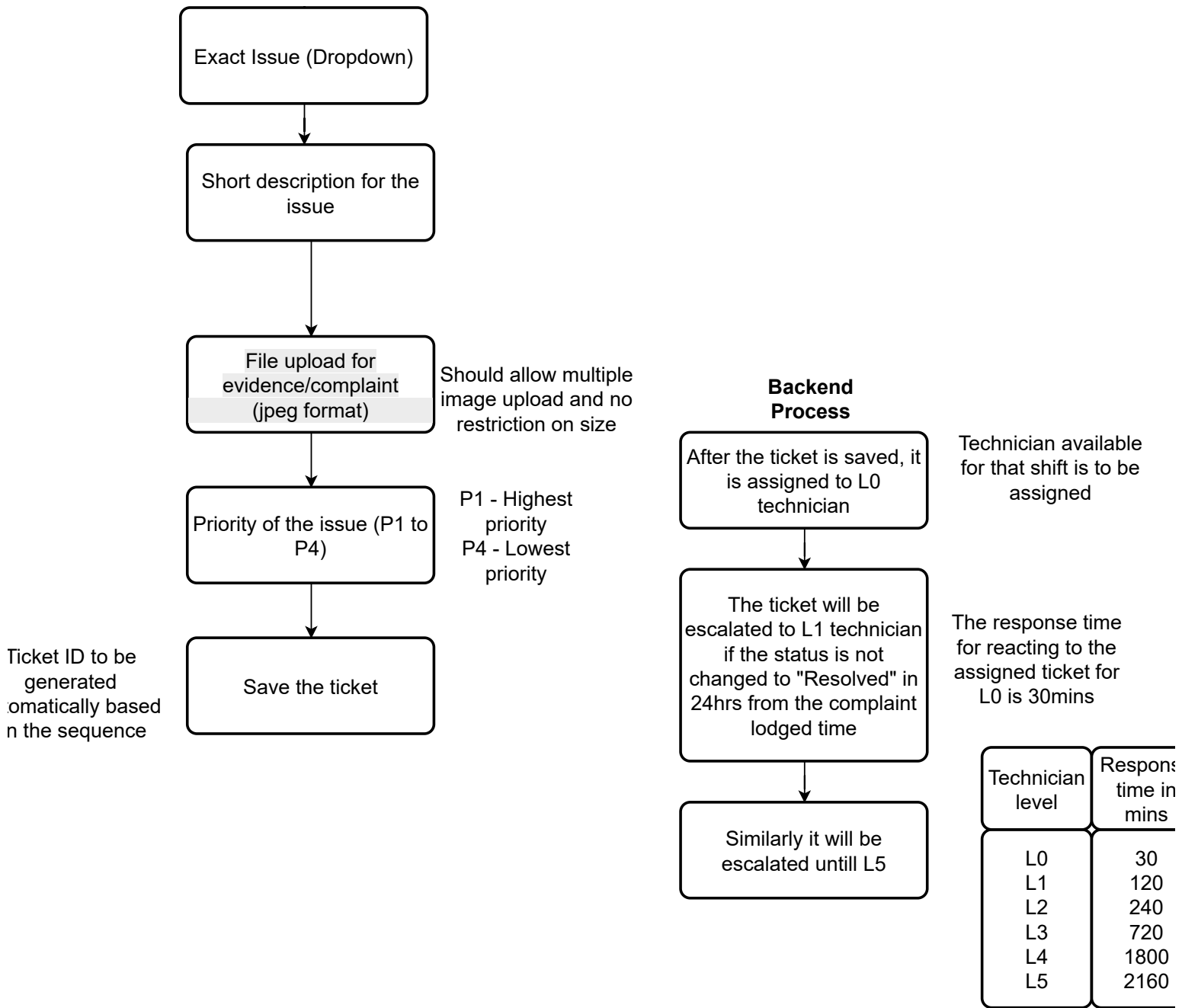
Sub  
will f  
PP







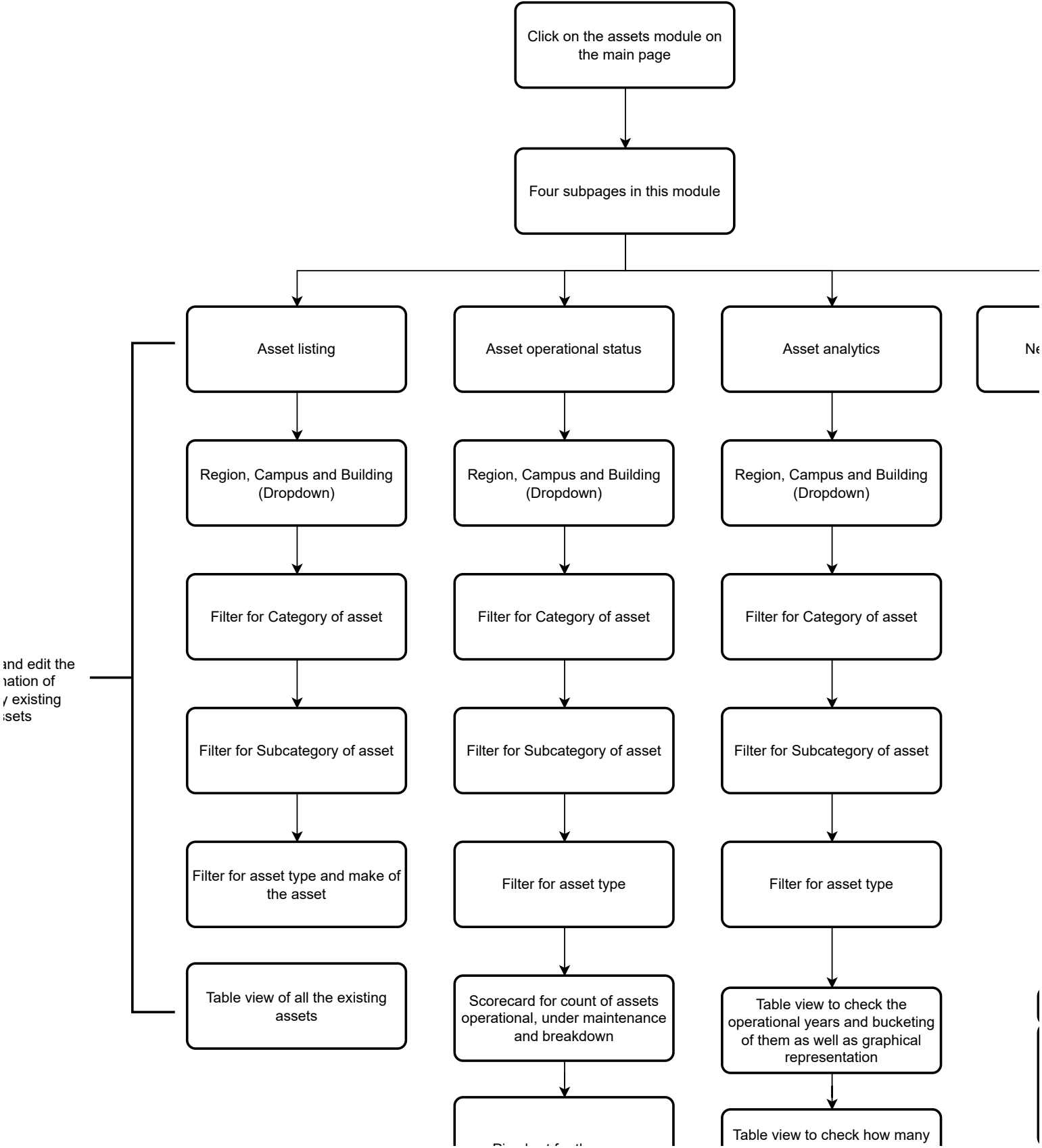


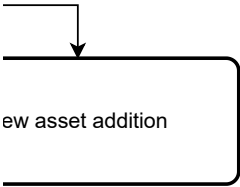


se 1	Resolution time in mins
	1440 2880 4320 5160 6600 8040

To view a  
inform  
already  
as

### 3) Assets Module





New asset addition

Page for adding new assets  
Option to upload manually one  
by one as well as bulk upload

After filling the field,  
generate a QR Code for  
the assets, QR Code to  
work in offline mode as well

Buckets
0-2
3-5
6-8
9-11
.....



Pie chart for the same

years the asset will last and  
bucketing of them

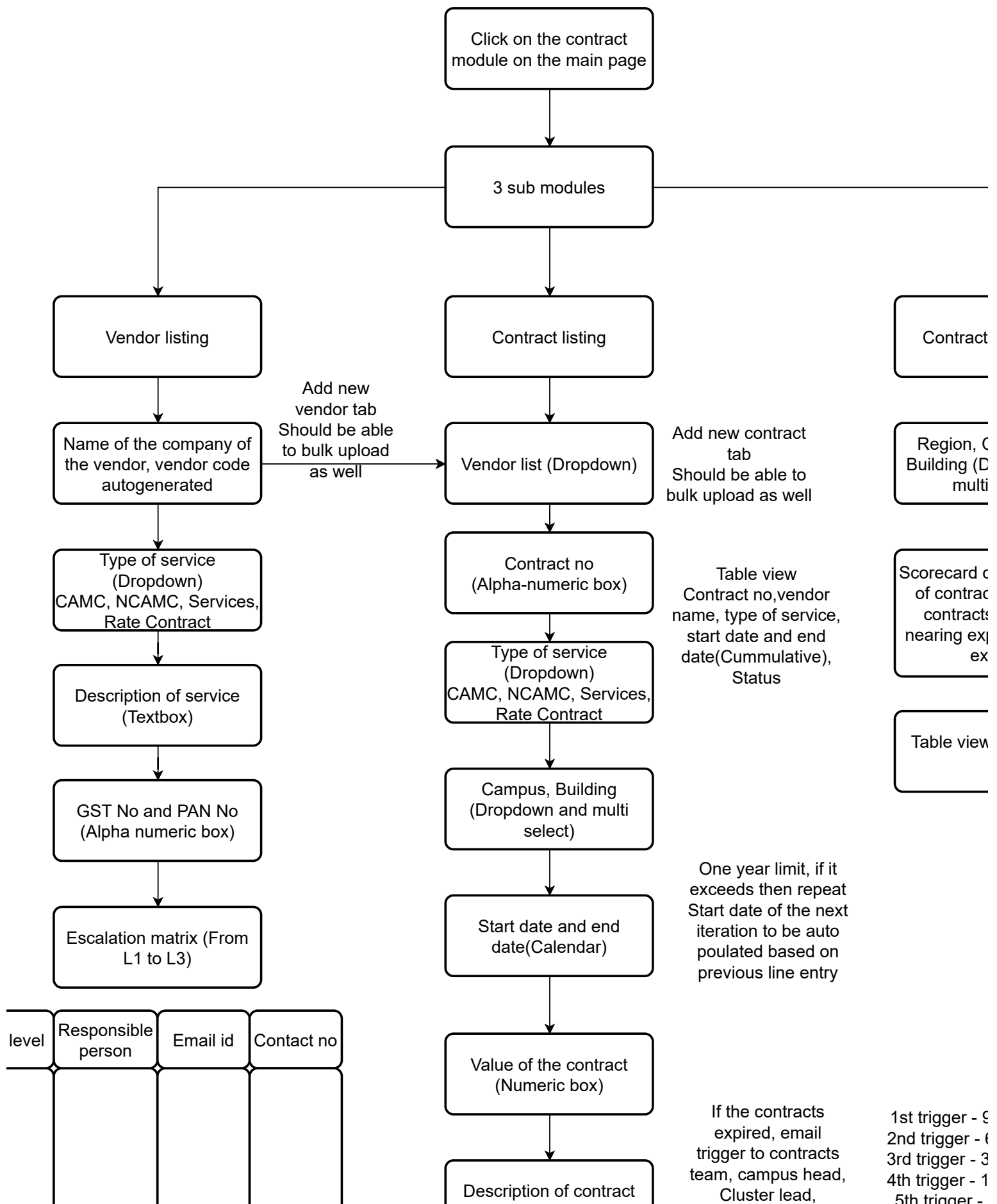
\_\_\_\_\_

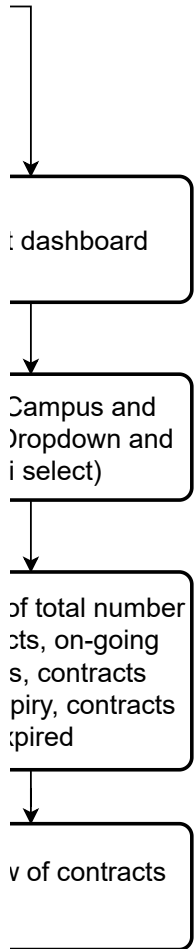
Table of  
first 4  
fields

Escalation

L1  
L2  
L3

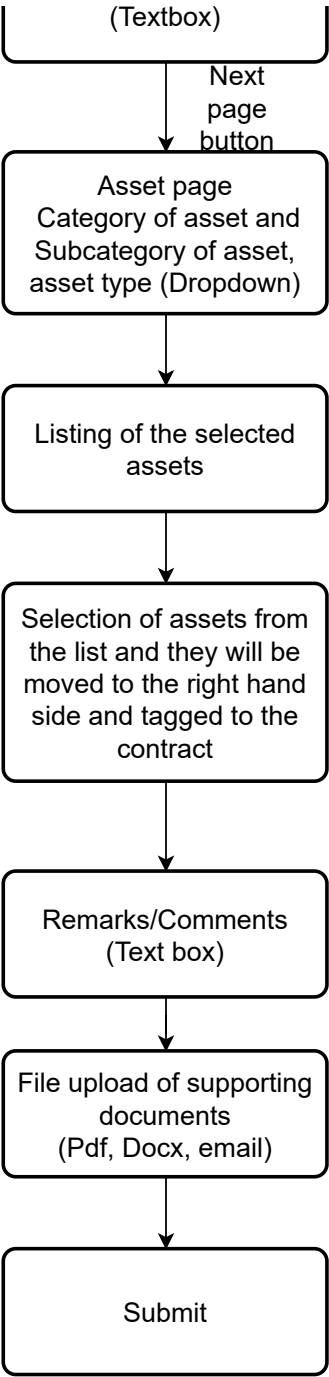
## 5) Contract Module





30days  
60days  
30 days  
15 days  
Day 0





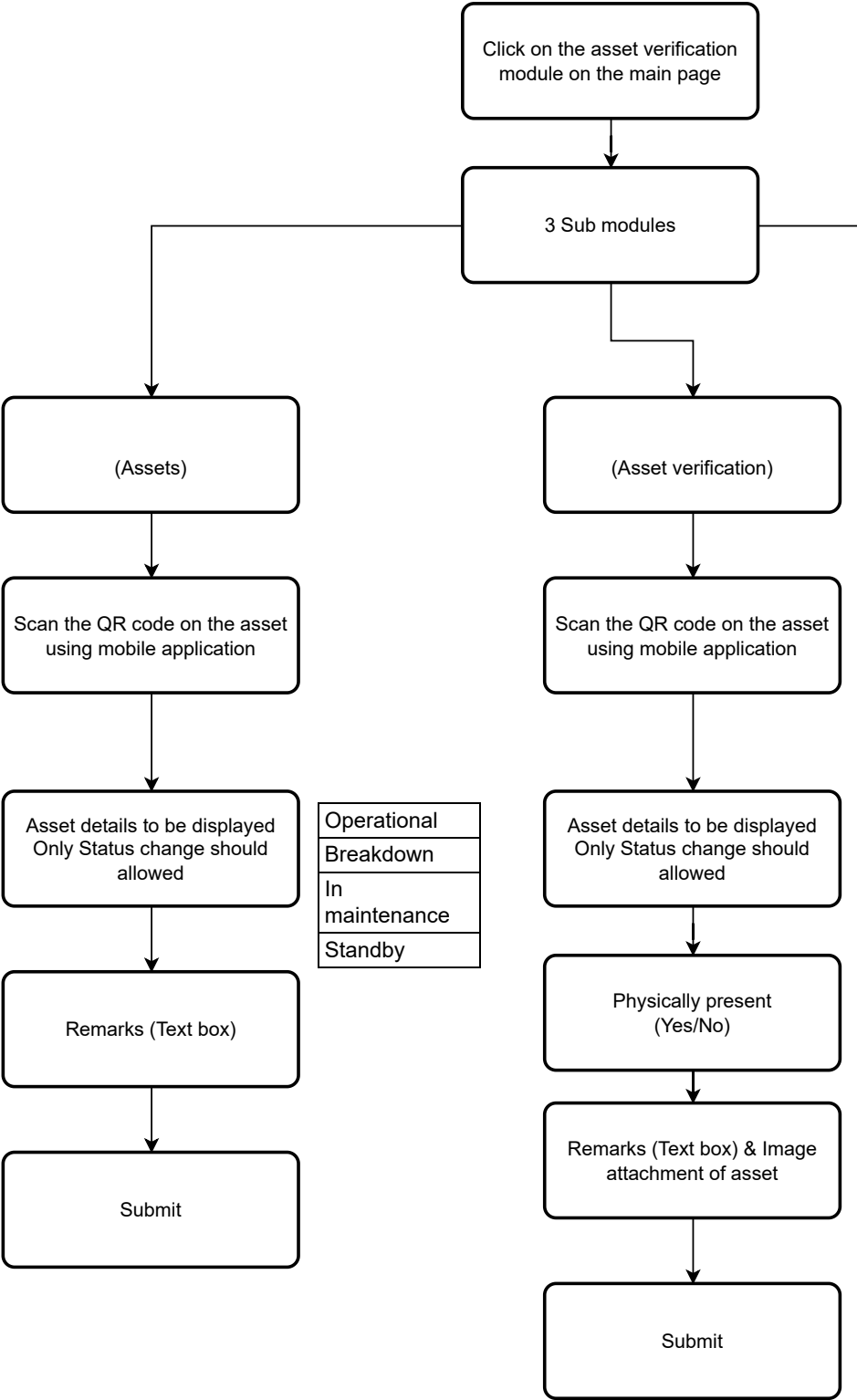
building manager  
and respective  
vendor (L1, L2, L3)

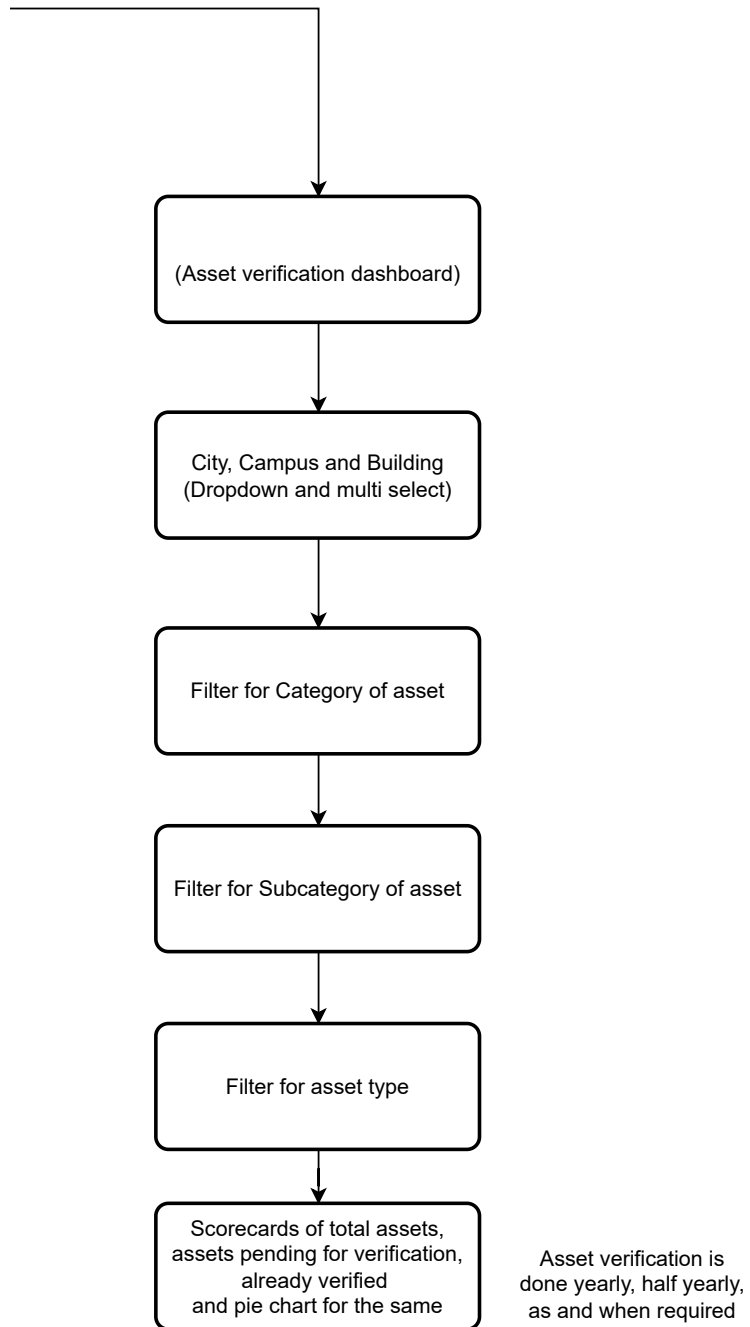
After expiry of  
continuous tri  
7days

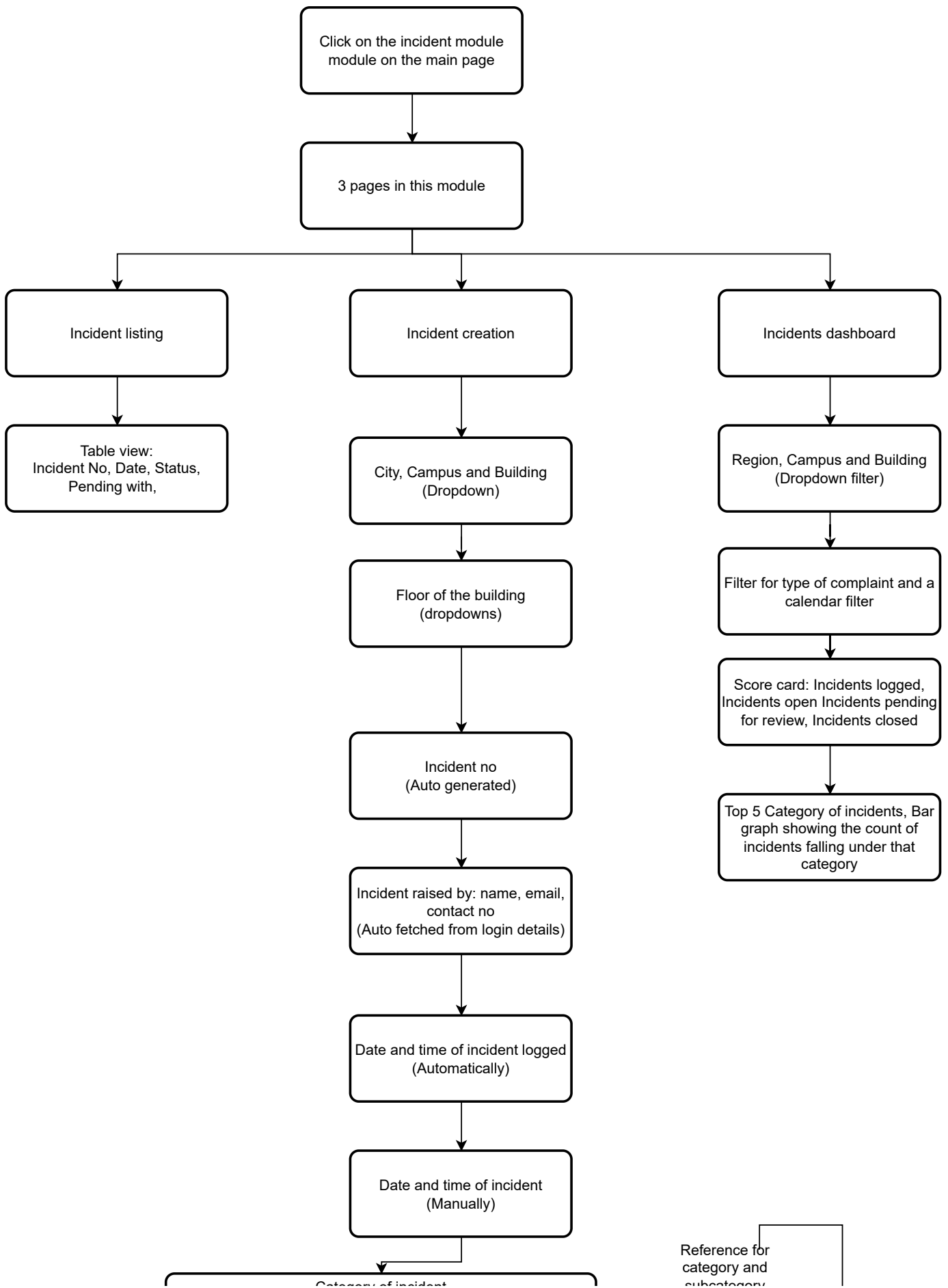
Contract  
is saved

contract,  
gger for

6) Asset Verification Modu







Dropdown

Category of the complaint  
(Technical, Soft services, Civil,  
Horticultural, Security services,  
Transport, Admin)

Subcategory under the nature of  
complaint



Category or incident  
(Dropdown)  
(Health & Safety (Injury, Near Miss, Unsafe Act/Condition)  
- Environment (Spill, Waste, Emission, Pollution)  
- Fire & Emergency  
- Property Damage  
- Security Breach  
Electrical / HVAC / Plumbing / Fire Safety / Lift / Housekeeping /  
Security / IT / Landscaping, Equipment Breakdown / Safety  
Hazard / Property Damage / Environmental, Slip & Fall / Broken  
Glass / Pest Infestation / Improper Waste Disposal / Spillage  
- Others (Specify)

subcategory

If others is selected:  
Text box to fill in the  
category

Sub  
com

Incident Type : (Dropdown) :  
Slip & Fall / Electrical Shock / Oil  
Spill / Fire Alarm Trigger / PPE  
Violation/Equipment Breakdown /  
Safety Hazard / Property Damage /  
Environmental

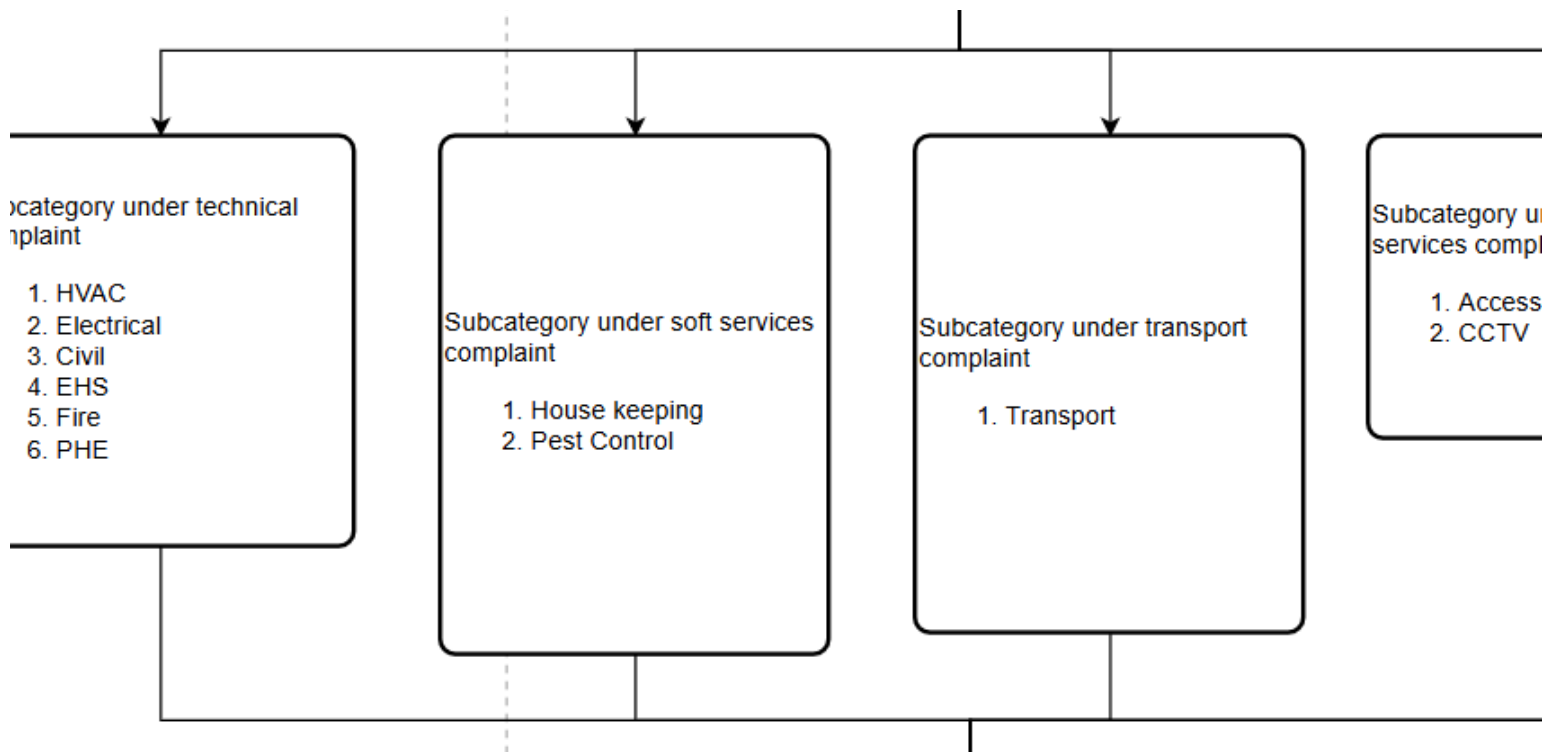
Severity / Potential Severity :  
(Dropdown) :  
Minor / Moderate / Major / Critical

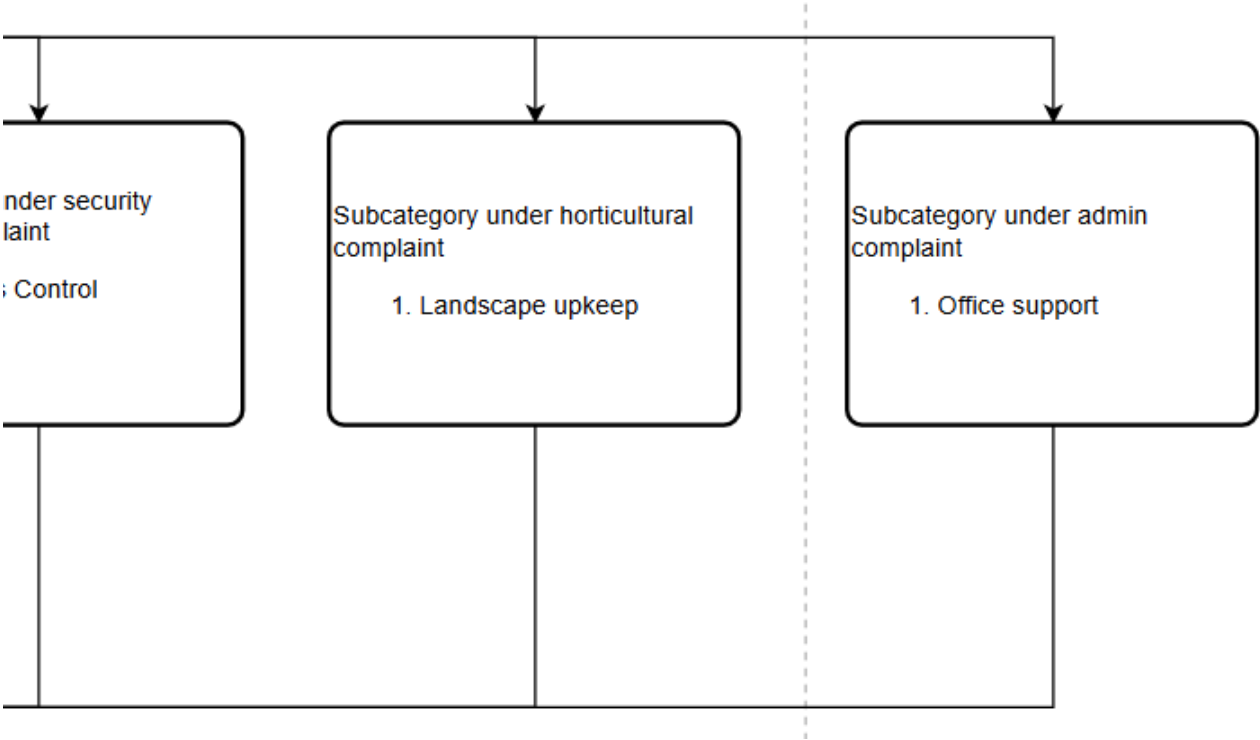
Classification (Dropdown) :  
Lost Time Injury (LTI) / Medical  
Treatment / First Aid / Near Miss /  
Environmental Non-Compliance

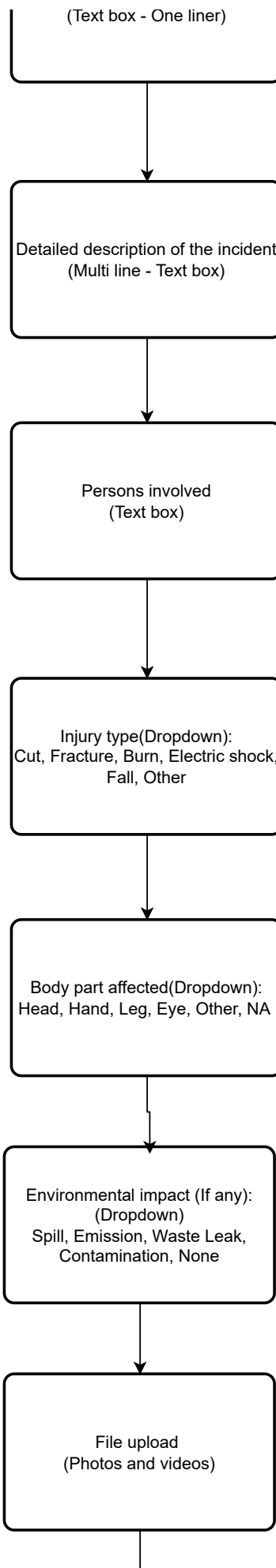
Priority Level (P1,P2,P3) -  
Dropdown

Incident Source (Dropdown) :  
Employee / Contractor / Visitor /  
Vendor / Public

Incident summary







If others is selected:  
Text box to fill in the  
category





↓

Submit incident

Auto trigger to  
Building managers  
for review

Status of the ticket:  
Open, Closed, Pending review

When Building manager opens the ticket:  
Whether to investigate this  
incident: Yes/No  
If NO: Description box, File upload  
After this ticket is triggered to QHSE  
campus head for review and approval  
If he approves it, the incident is closed

Name, email,  
contact no  
Auto fetched for  
only team leader

If YES: Creates an investigation  
team, Team leader, other team  
members: (Dropdown/Text box)  
Description, File upload  
After submitting, triggers to the  
campus head for approval  
If approved: Email triggers for the  
team members, building manager  
and QHSE campus head

Team leader of the investigation will  
get a 5 Why type of fields where he  
enters and after submitting should get  
an acknowledgement mail  
File upload and submits  
Triggers to building manager, Campus  
head, QHSE campus head  
Then only QHSE campus head  
should have the permissions of  
approving it, email trigger for  
building manager, team leader and  
his team, cluster lead and campus  
security incharge

Approved, Send back for edit for  
QHSE campus head

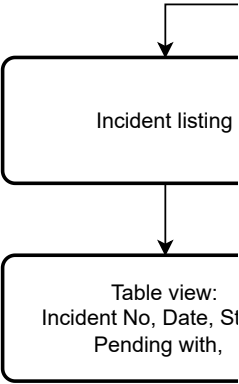
If the second option is  
selected; text box for  
filling in why

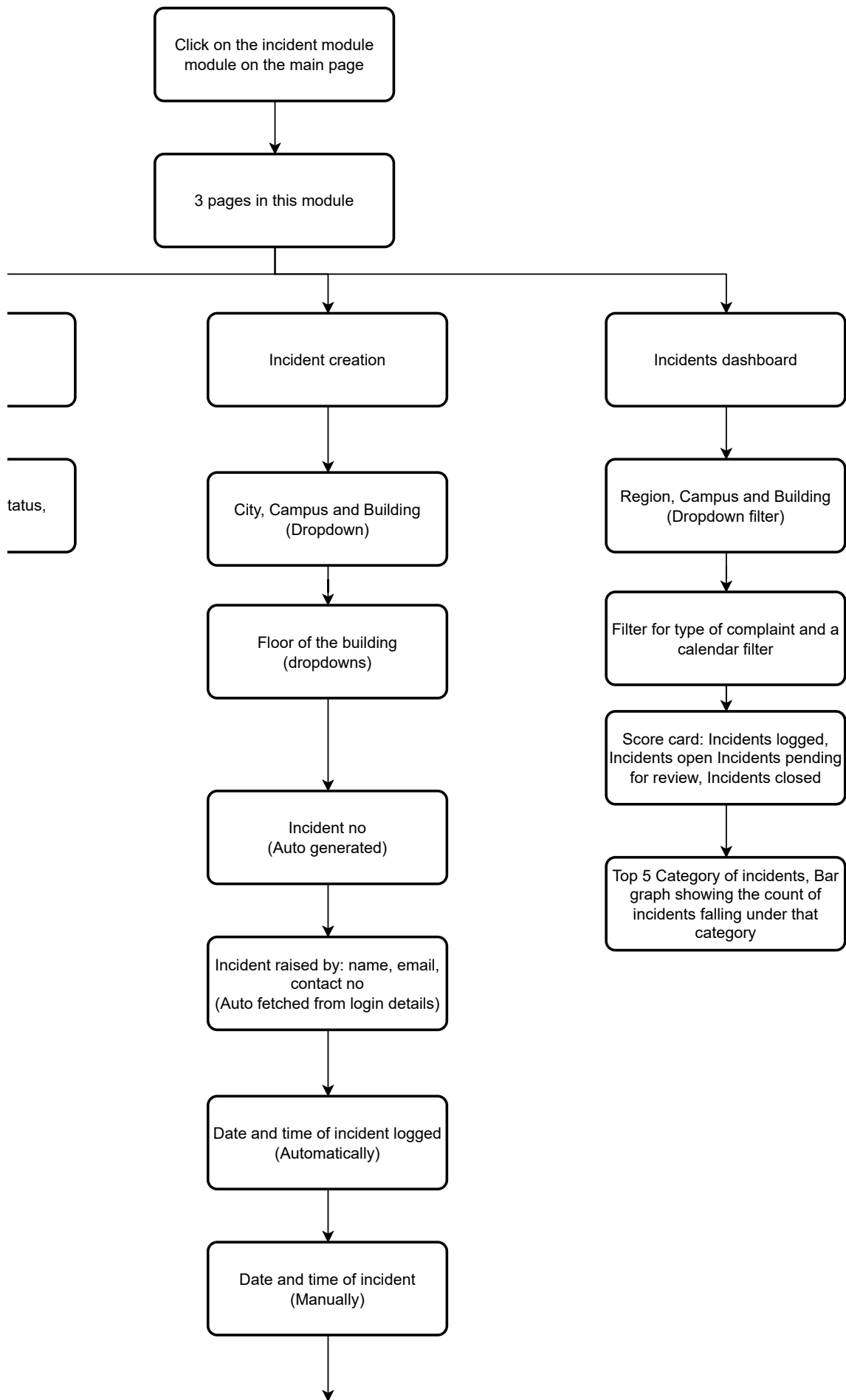
5 Why format from Whatsapp  
RCA Conducted By, Method  
used, Root cause description,  
Immediate causes, Underlying  
causes, corrective actions,  
preventive actions, target  
completion date

Verification details to be filled in  
by QHSE Head  
Verification date, closure  
remarks, incident status, closure  
date, supporting documents









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(Tit

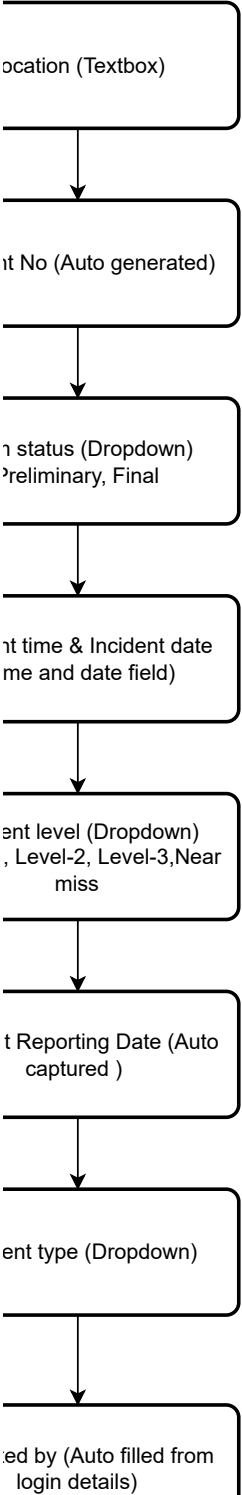
Incide  
Level-1,

Inciden

Incide

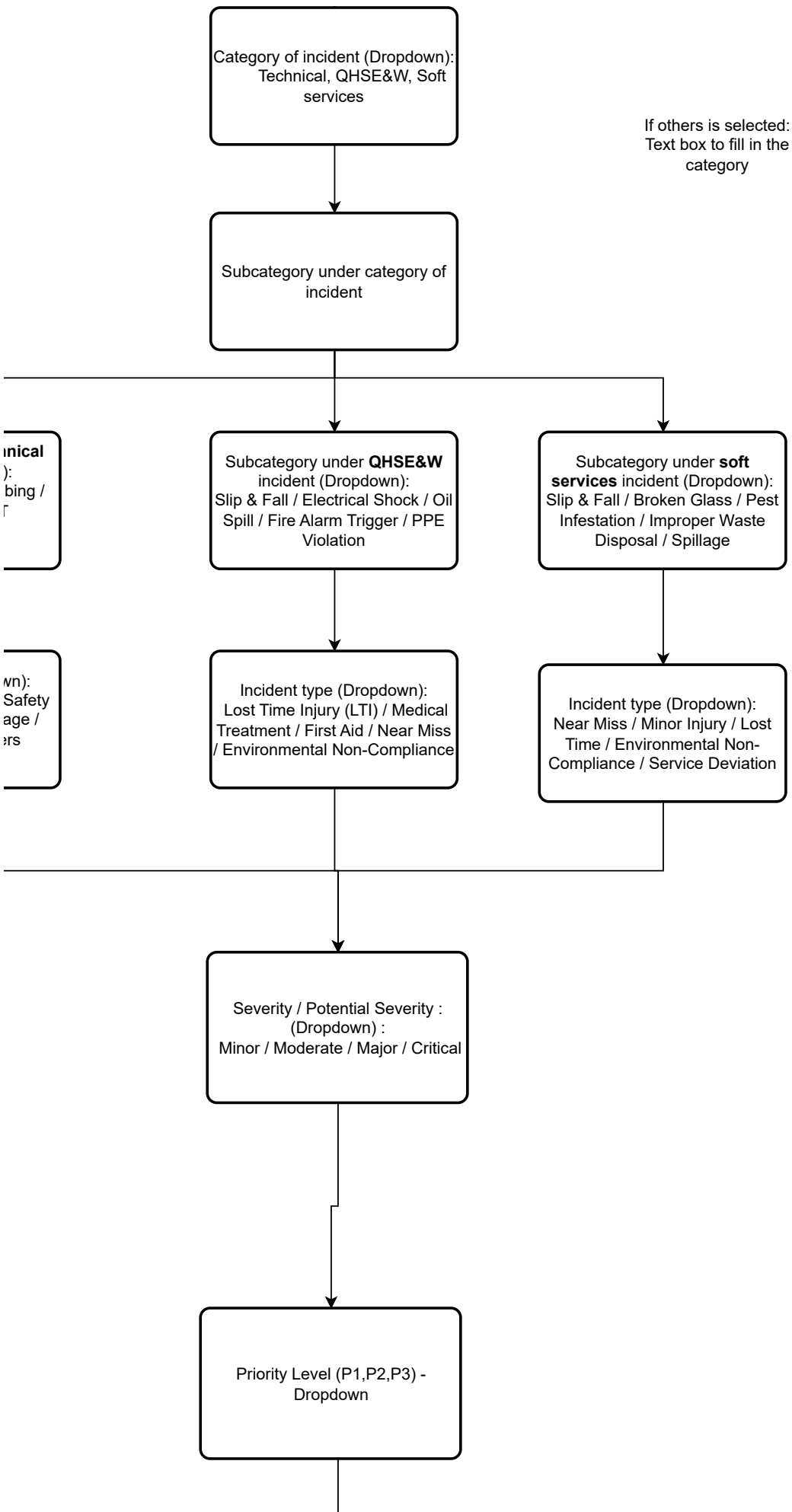
Report

Reference



Subcategory under **tech**  
incident (Dropdown)  
Electrical / HVAC / Plum  
Fire Safety / Lift / IT

Incident type (Dropdown)  
Equipment Breakdown / S  
Hazard / Property Dam  
Environmental / Othe

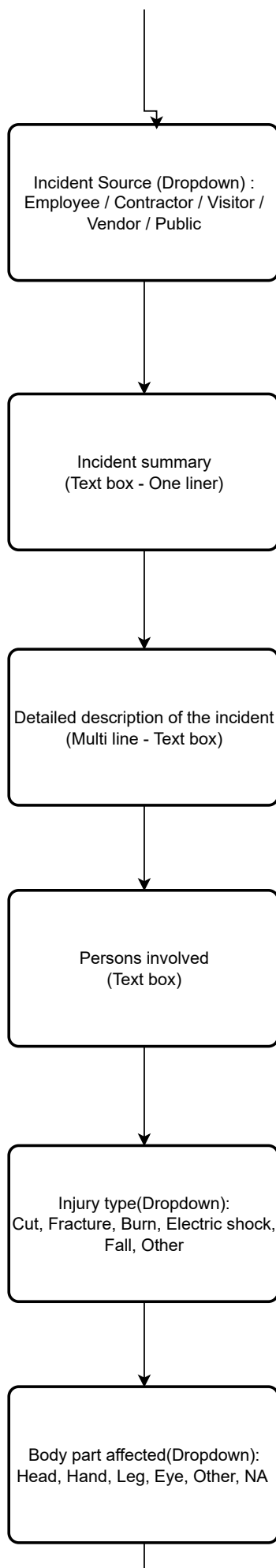




Report

ed by (Auto filled from  
login details)



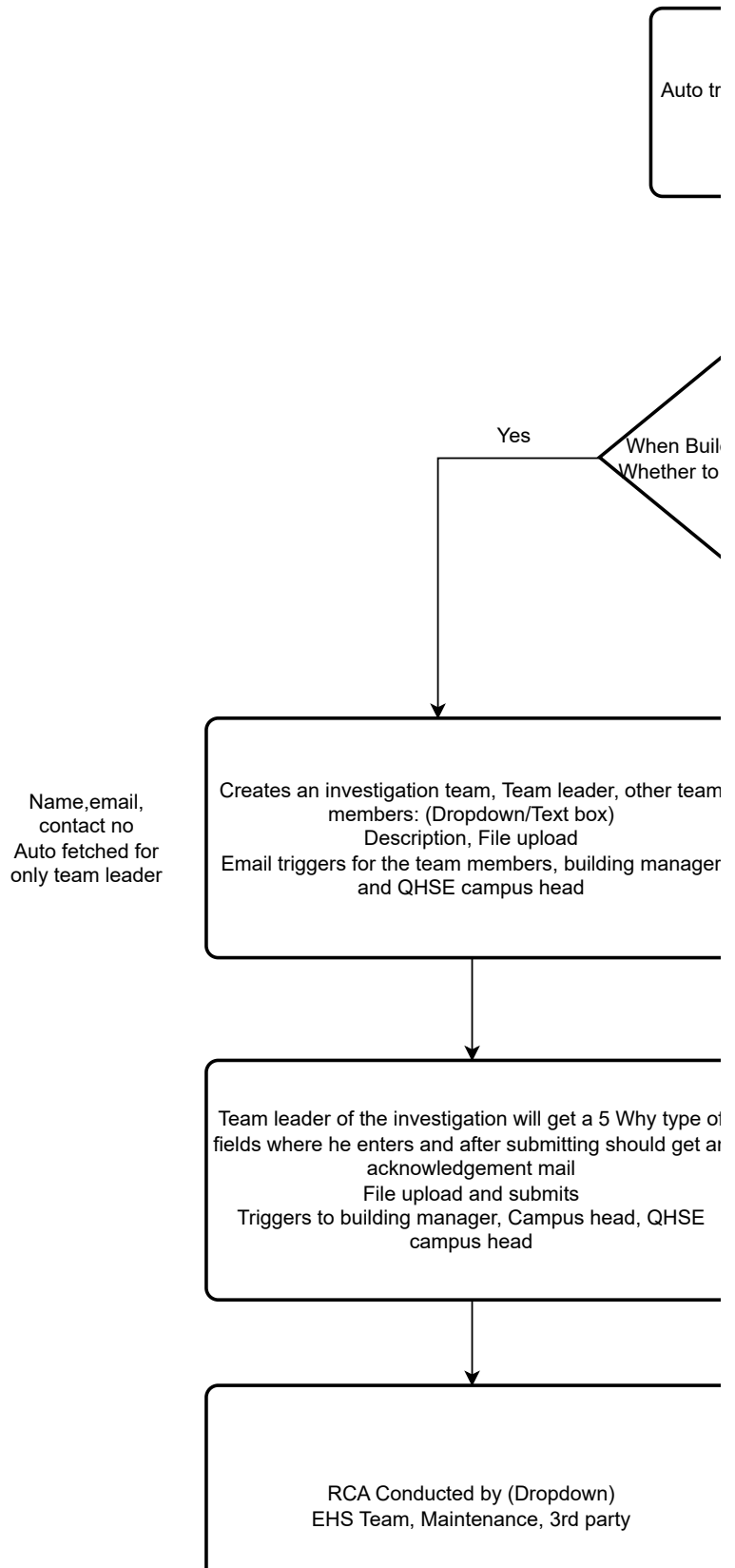
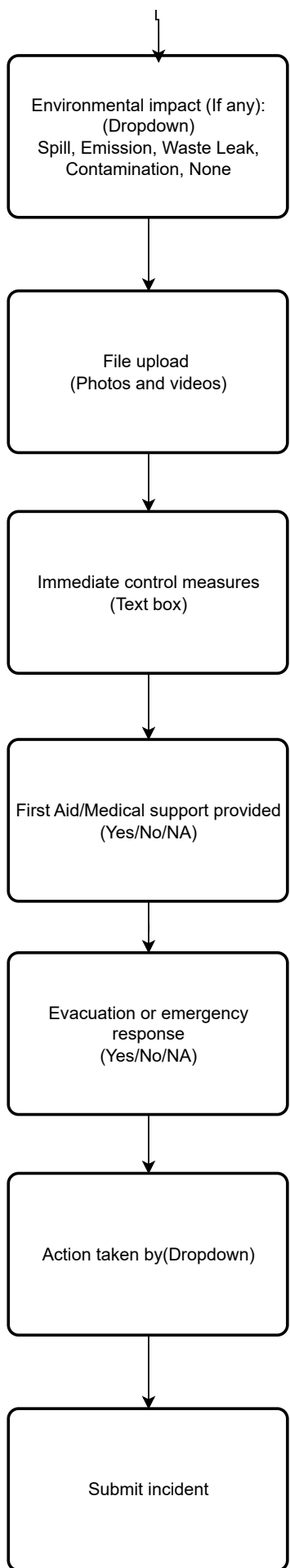


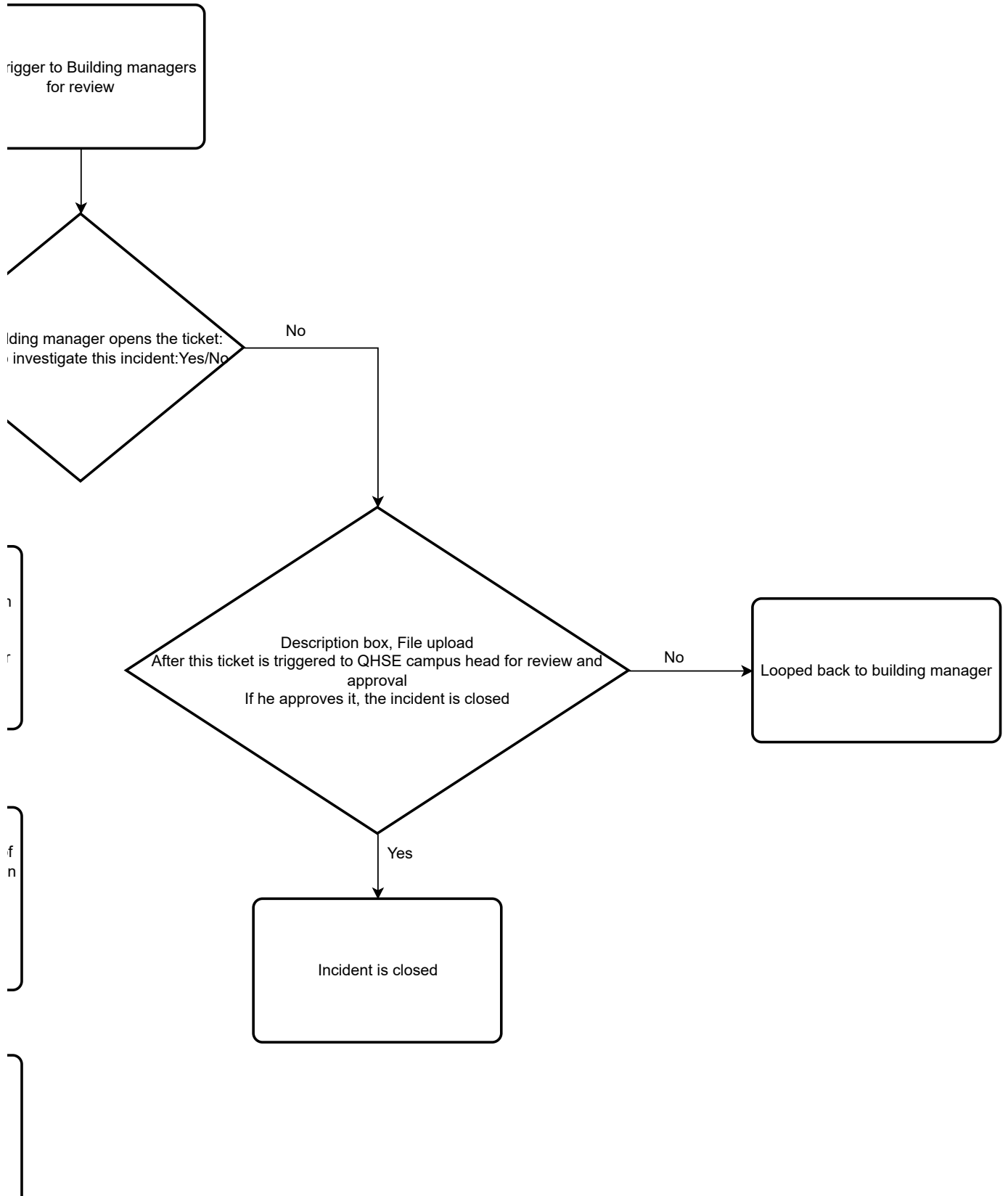
If others is selected:  
Text box to fill in the  
category





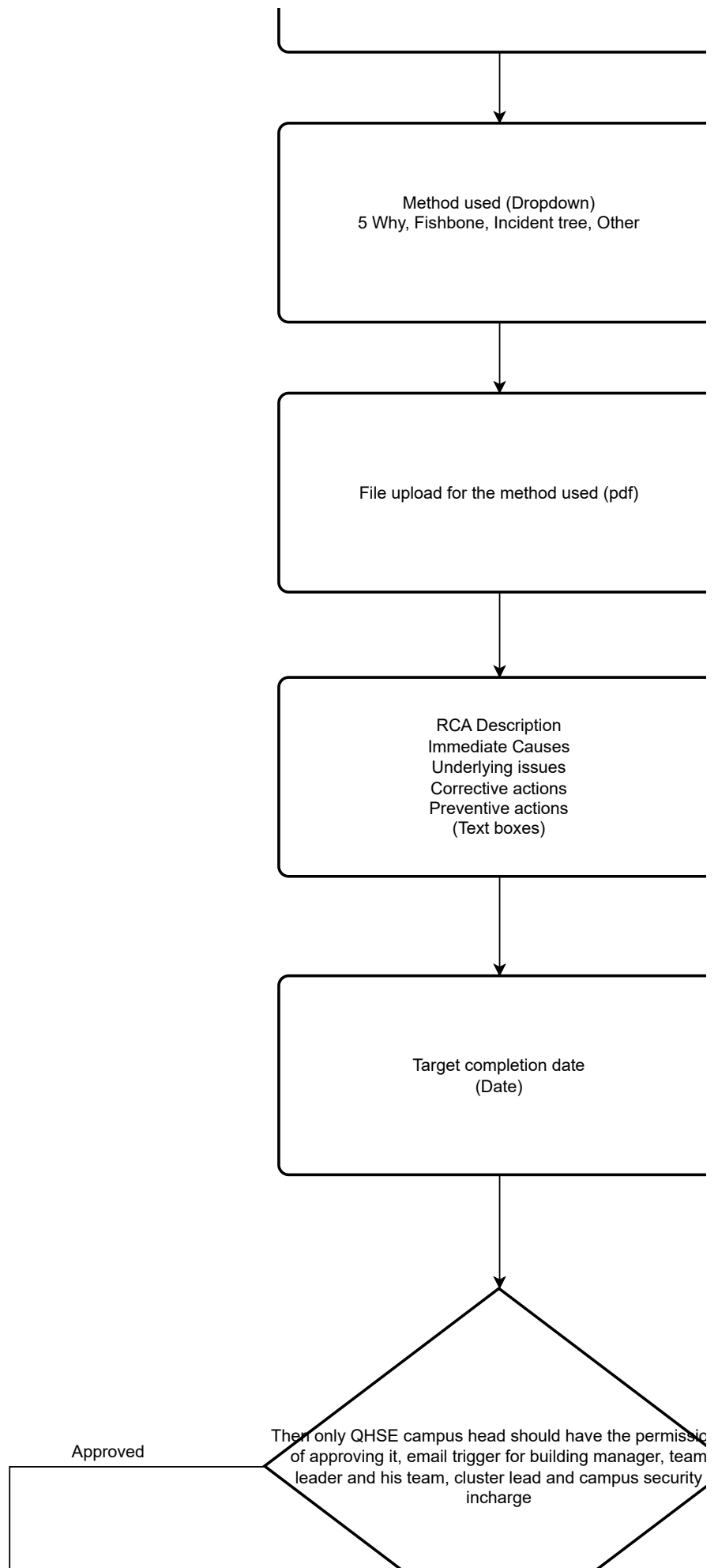












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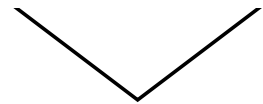
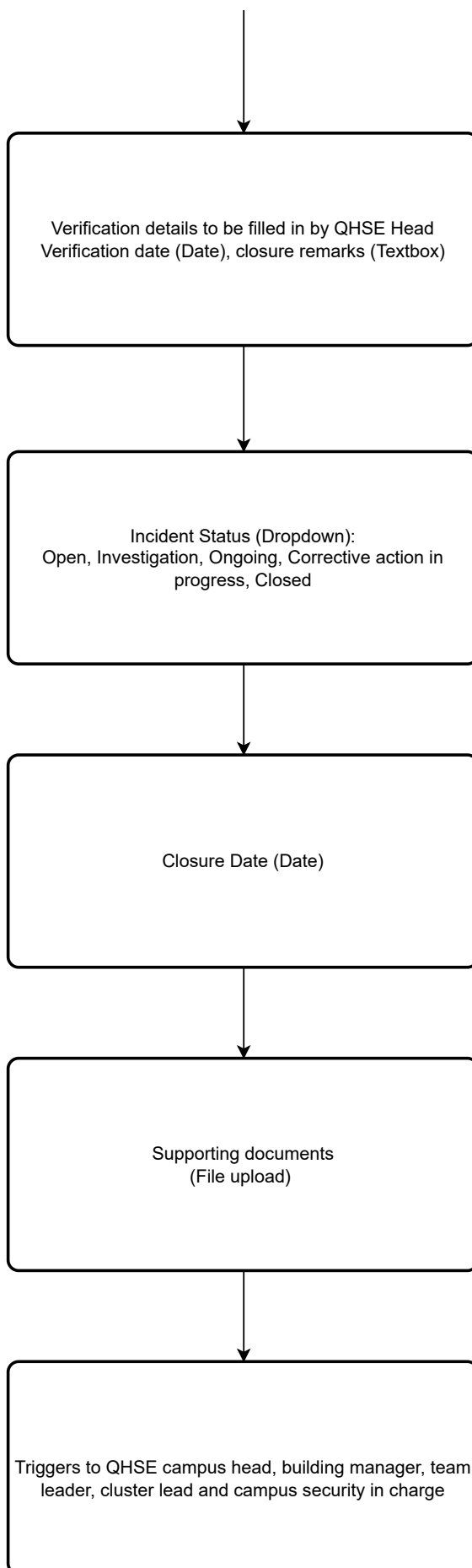
ns  
1

Send back  
to edit

Text box for filling in why









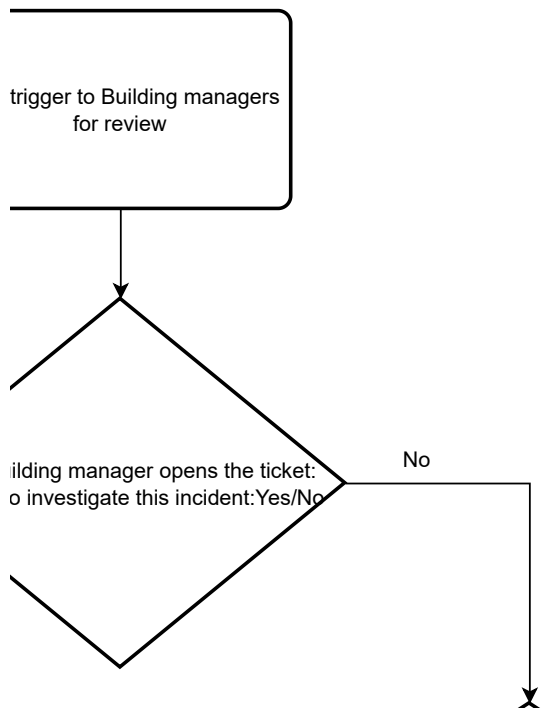
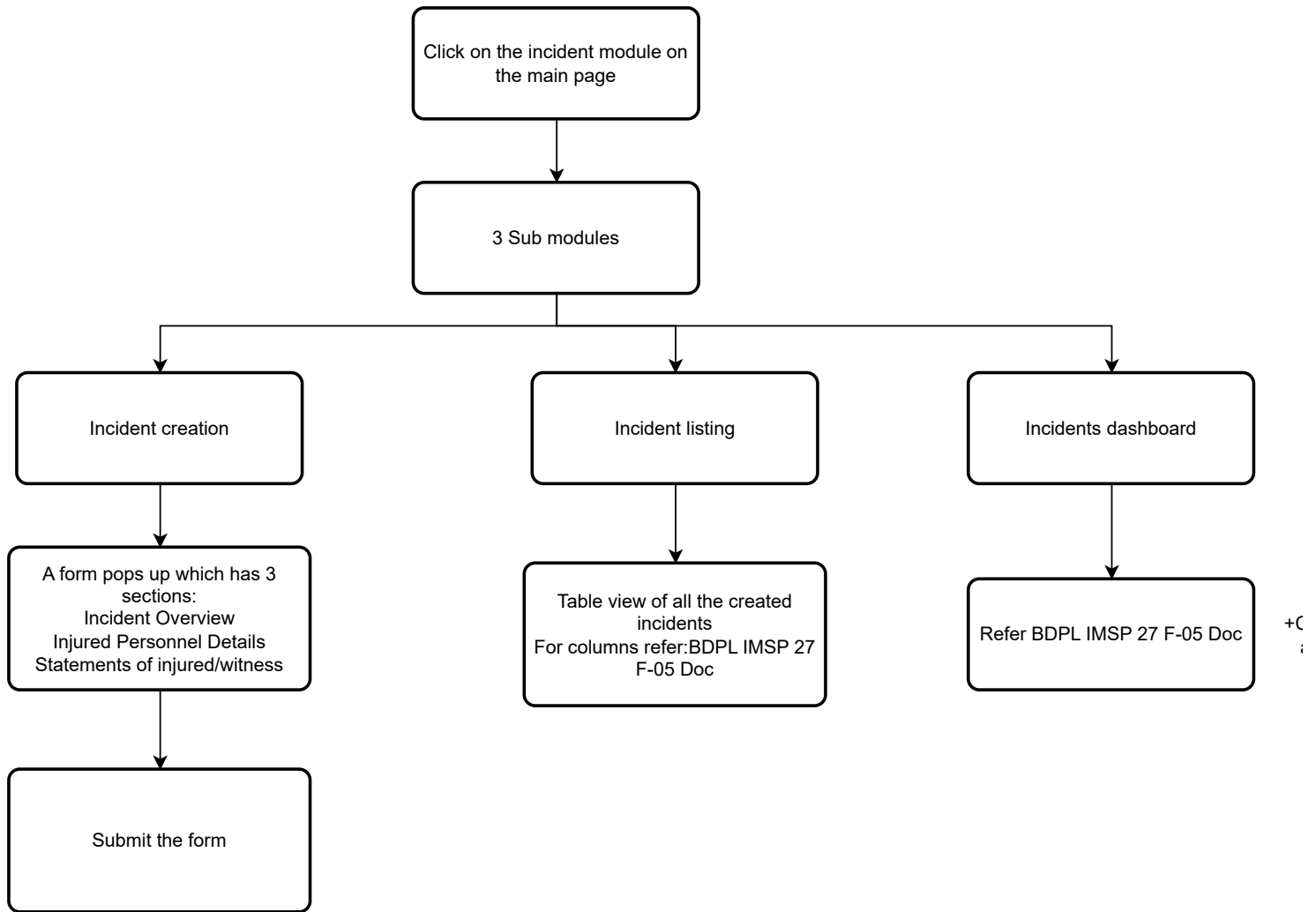
Route back to team leader  
Triggers to QHSE campus head, building manager, team  
leader, cluster lead and campus security in charge



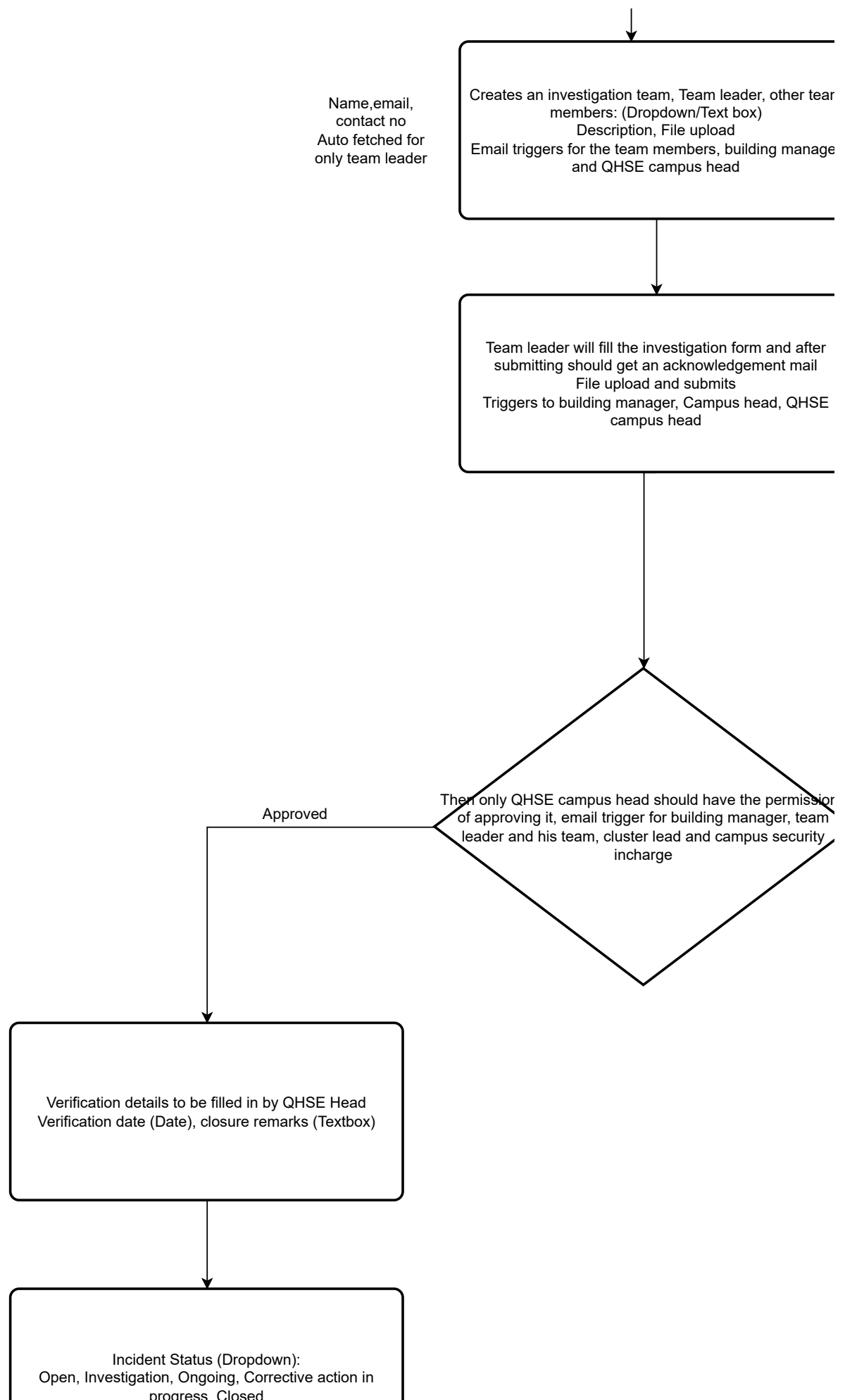
Auto 1

Yes

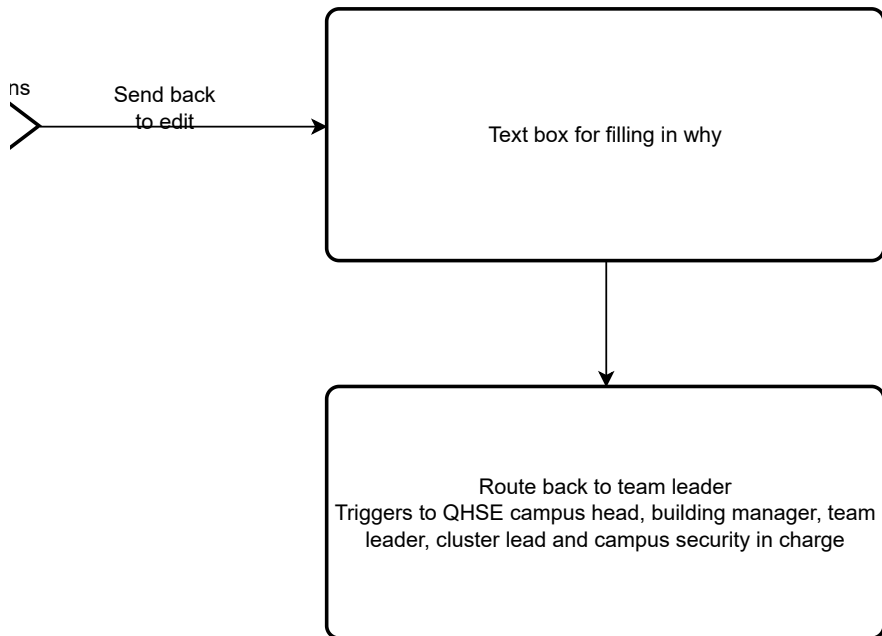
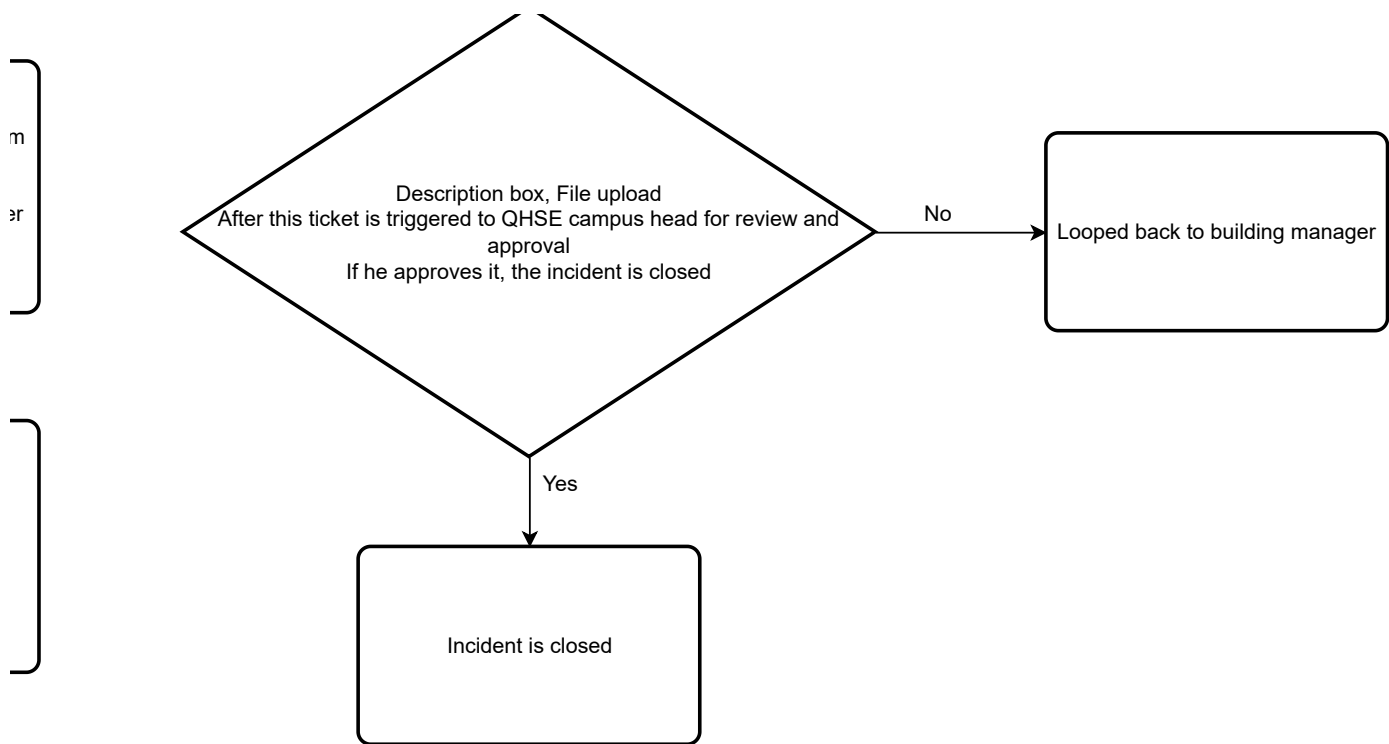
When Bui  
Whether to



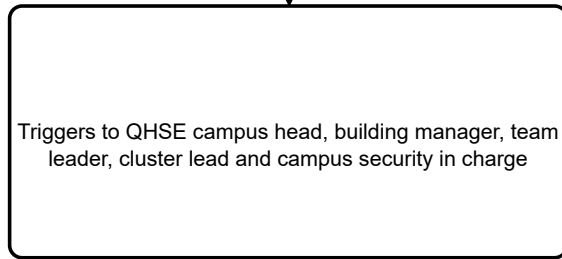
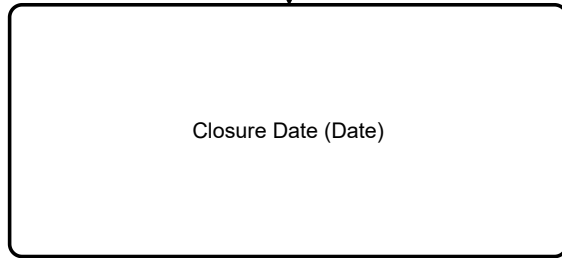
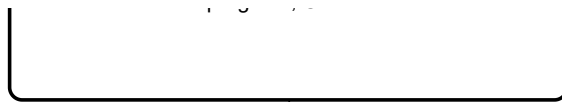
Corrective  
actions



Name,email,  
contact no  
Auto fetched for  
only team leader















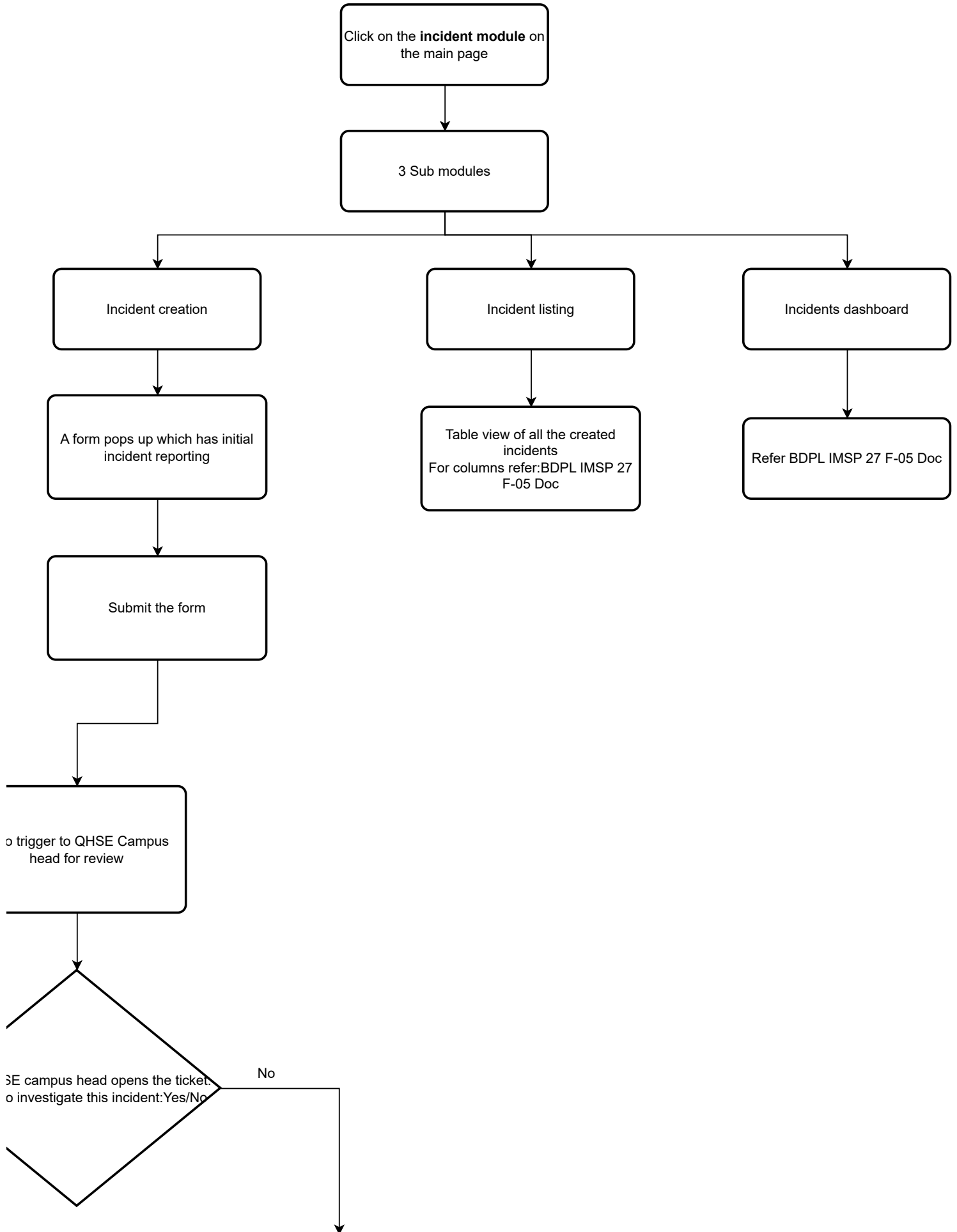


Aut

Yes

When QHS  
Whether to

## 7. Incident module



+ Corrective  
actions

Name,email,  
contact no  
Auto fetched for  
only team leader

Creates an investigation team, Team leader, other team members: (Dropdown/Text box)  
Description, File upload  
Email triggers for the team members and selected mails

Team leader will fill the investigation form and submits after submitting should get an acknowledgement mail.

Triggers to building manager, Campus head, QHSE campus head

QHSE Campus head will assign a person for each corrective action and target date for each action, and then submits, then that responsible person should get an email for their respective task to be completed

After that responsible person completes the task and updates the completed date and incident status to "Closed". Trigger the mail to QHSE campus head/cluster lead

Closed

QHSE campus head/cluster lead to review and can close the incident or send back for edit

mail

Remarks and evidence upload;  
then the Incident is closed

3,

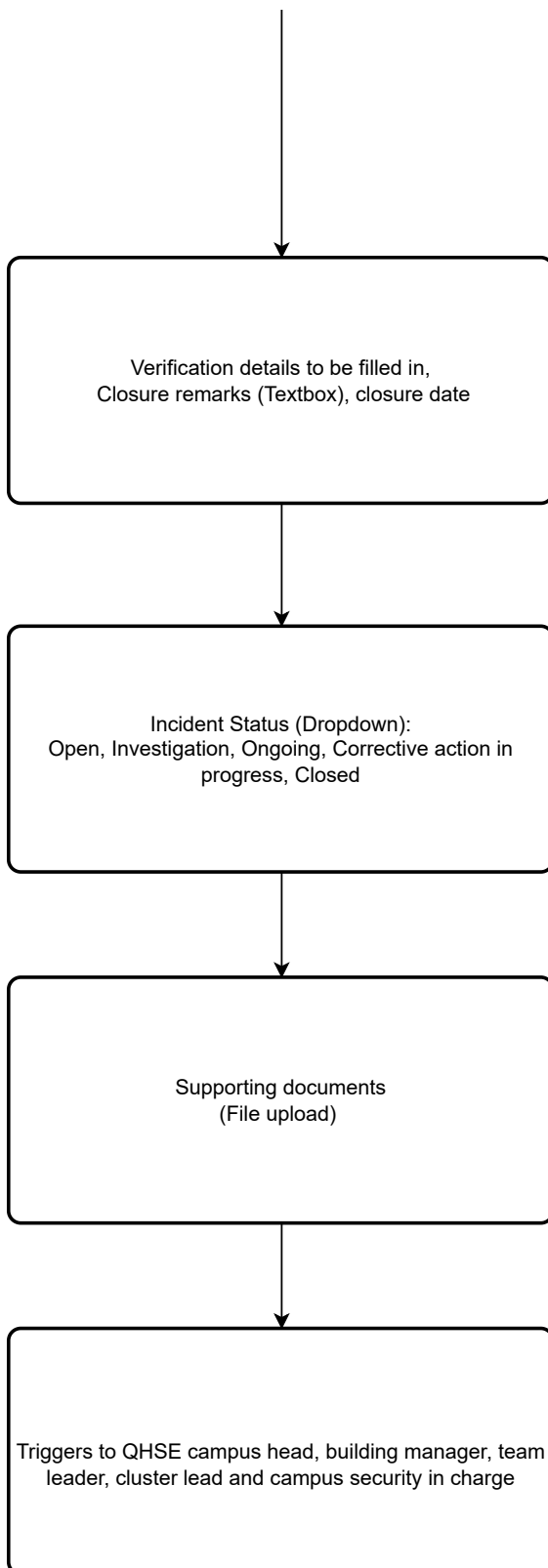
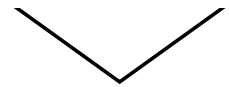
mail

If QHSE Campus head is involved in the  
investigation team, then it goes to cluster  
lead

er

Send back for  
edit







Text box for filling in why and route back to the responsible person who completed that particular corrective action

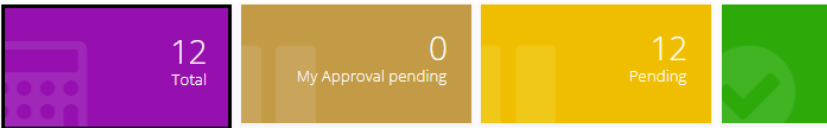










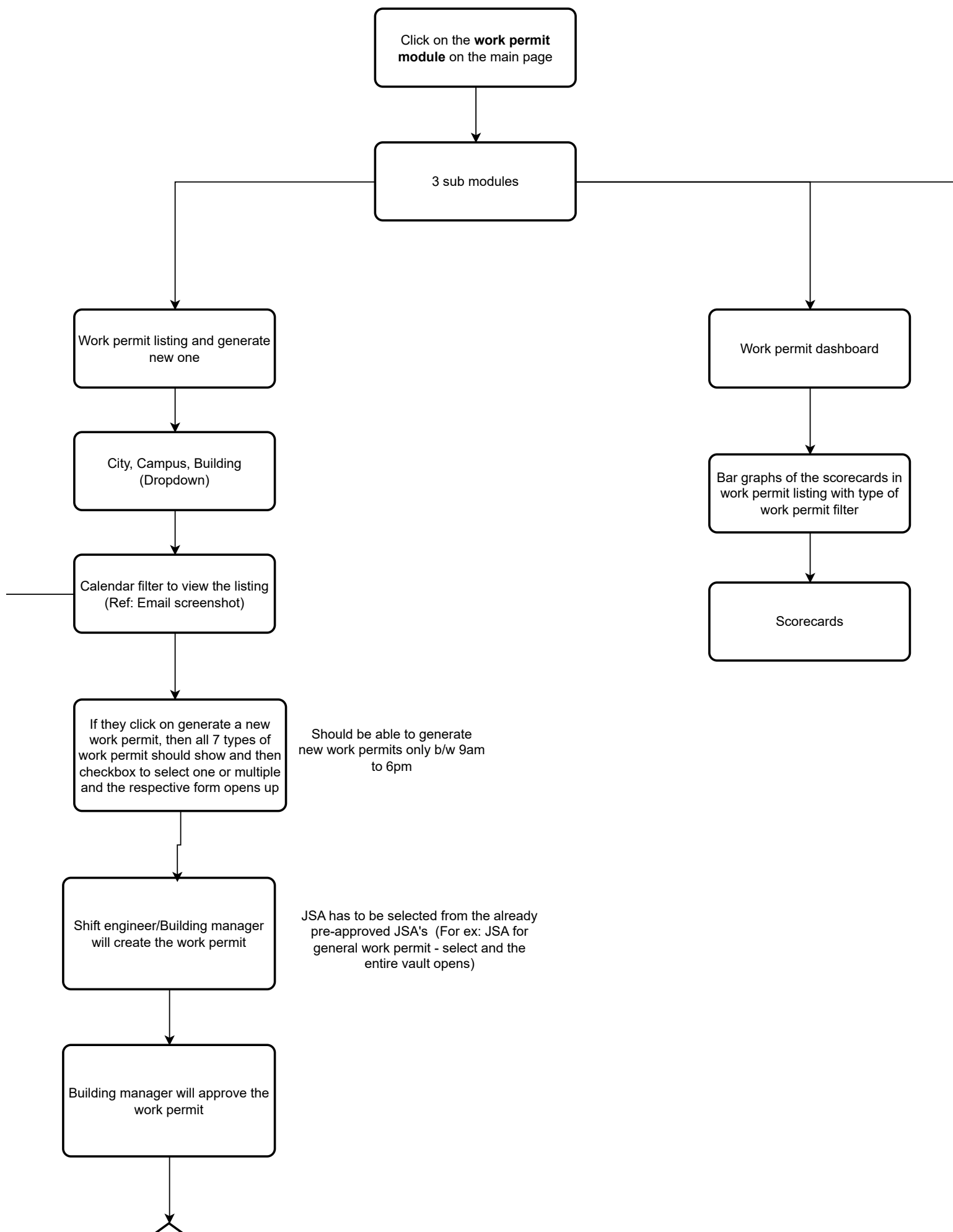


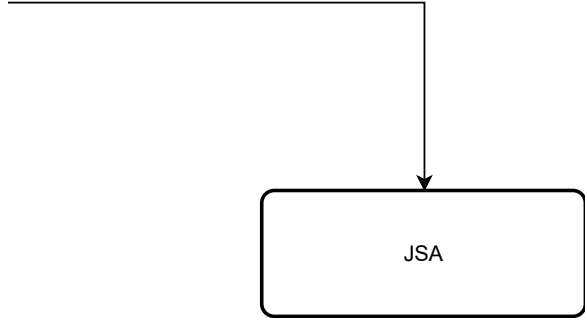
Sr. No.	Date	Permit Type	Permit No.	Complex	Building
1	17 Jul, 2025	General Work Permit	BTP/Commerz 1/25-26/GWP/0031	BTP	Commerz 1
2	17 Jul, 2025	Electrical Work Permit	BTP/Olympia/25-26/ELWP/0017	BTP	Olympia
3	17 Jul, 2025	Hot Work Permit	BTP/Laurel/25-26/HWP/0003	BTP	Laurel
4	17 Jul, 2025	General Work Permit	BTP/Commerz 1/25-26/GWP/0030	BTP	Commerz 1
5	17 Jul, 2025	Electrical Work Permit	BTP/Commerz 1/25-26/ELWP/0031	BTP	Commerz 1
6	17 Jul, 2025	General Work Permit	BTP/Commerz 1/25-26/GWP/0029	BTP	Commerz 1
7	17 Jul, 2025	Excavation Work Permit	BTP/Crown/25-26/EXWP/0001	BTP	Crown
8	17 Jul, 2025	General Work Permit	BTP/Lakeview/25-26/GWP/0029	BTP	Lakeview
9	17 Jul, 2025	General Work Permit	BTP/Lakeview/25-26/GWP/0028	BTP	Lakeview
10	17 Jul, 2025	General Work Permit	BTP/Olympia/25-26/GWP/0038	BTP	Olympia

Status	Count
Issued	0
Hold	0
Rejected	0
Lapsed	0
Closed	0
Cancelled	0

Column visibility Export

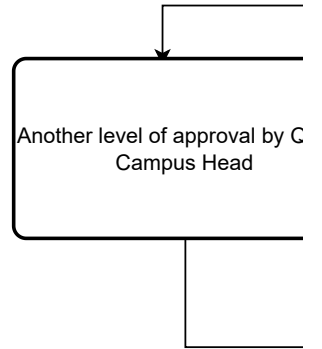
	Nature of work	Description of work	Vendor Company Name	Vendor Contact	No. of Worker	Start Time	End Time	Status	Action
	Granite Tiles Fixing work	Granite tiles fixing work	SLVC	9876457898	4	17 Jul, 2025 16:00:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	 
	VCB Breaker replacement work	RMU Yard HT 21 VCB Breaker replacement work	PV control	6366816668	1	17 Jul, 2025 14:37:00	17 Jul, 2025 18:00:00	Campus Head <	 
	Clint Work	Trane Chiller Removing Work	Best E West	9845543037	5	17 Jul, 2025 14:18:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	 
	PM work	Monthly PM work	Airtel	9632441525	1	17 Jul, 2025 12:50:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	 
	Lift ERD Battery replacement work	Lift ERD Battery replacement work	Mitsubishi	8141296976	2	17 Jul, 2025 11:20:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	 
	Garden planter box civil work	Garden planter box civil work	SLVC	8147690852	3	17 Jul, 2025 10:45:00	17 Jul, 2025 18:00:00	Building Manager < Campus Head <	 
	chamber Alignment work	Earthpit chamber Alignment work	SP Enterprises	6299589285	2	17 Jul, 2025 10:39:00	17 Jul, 2025 18:00:00	Campus Head <	 
	Fabrication	GI sheet fixing work	IN house	9844494845	2	17 Jul, 2025 10:45:00	17 Jul, 2025 18:00:00	Campus Head <	 
	Chiller PM	Chiller quarterly PM work	Trane india	8310151566	2	17 Jul, 2025 10:35:00	17 Jul, 2025 18:00:00	Campus Head <	 
	Wall putty and painting work	MLCP Building Ground floor Wall putty and painting work	VK solution	9739157308	10	17 Jul, 2025 10:19:00	17 Jul, 2025 18:00:00	Campus Head <	 

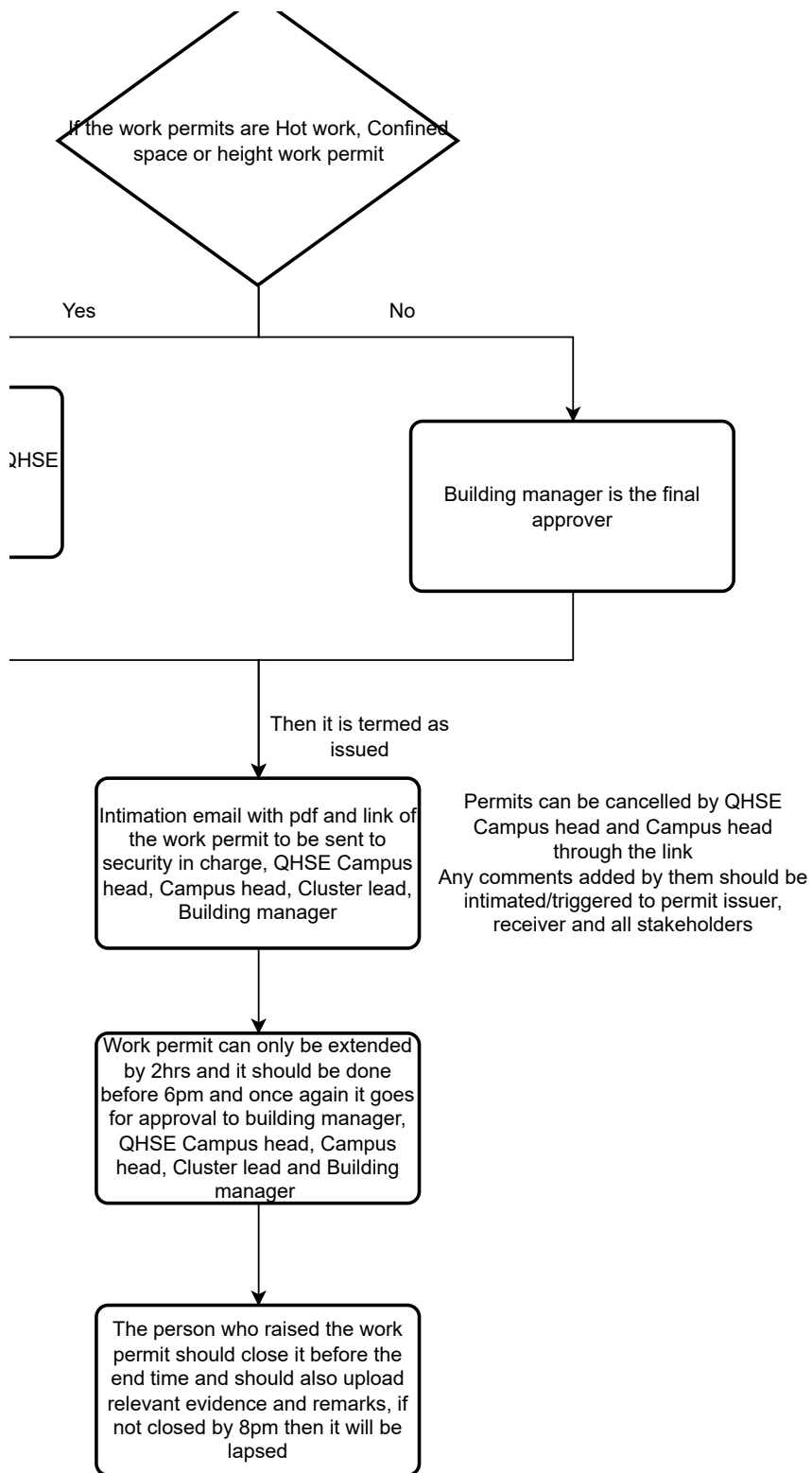




JSA approver: Building manager and QHSE Campus head(For those  
3 work permits) also can edit  
Creator of work permit will create JSA



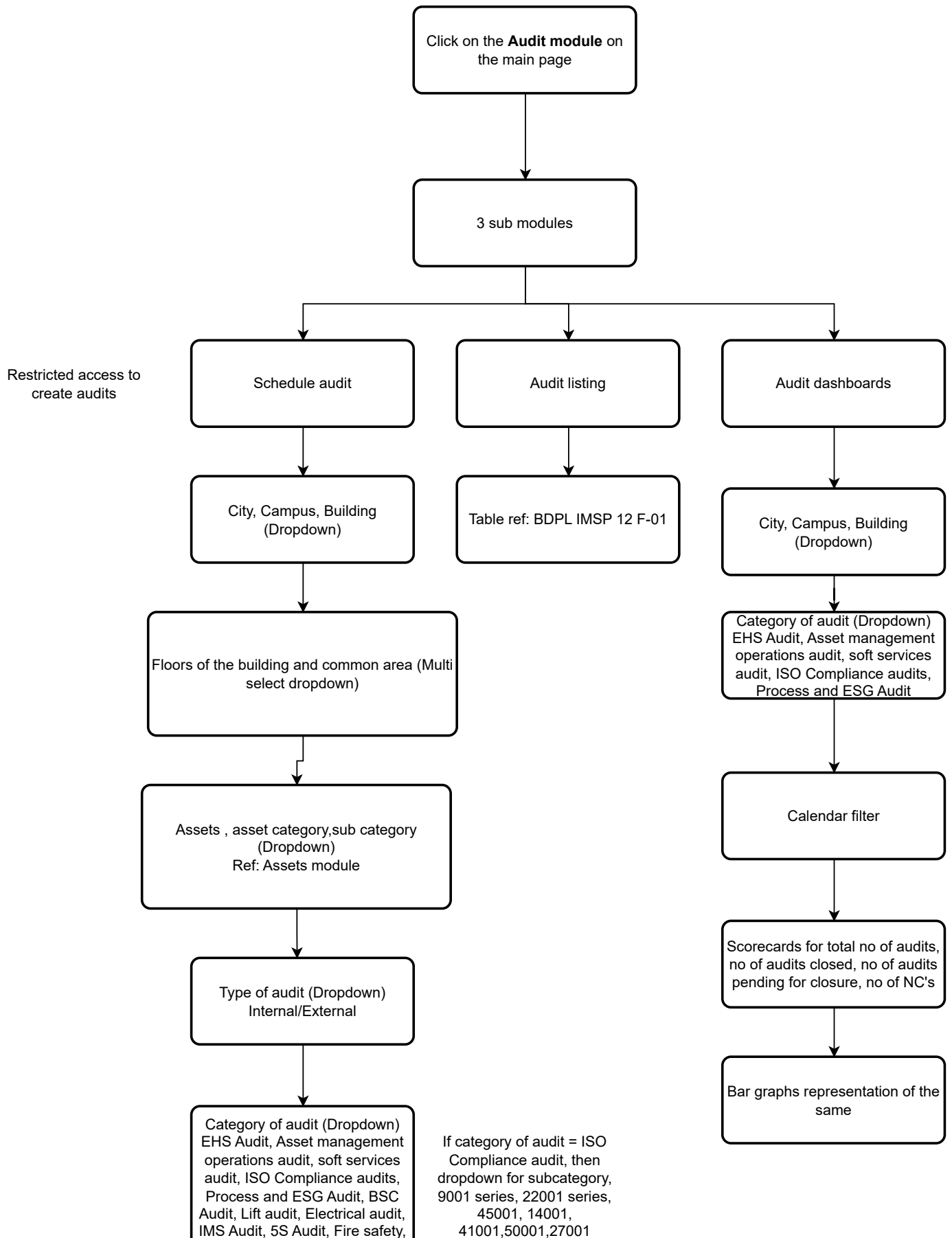




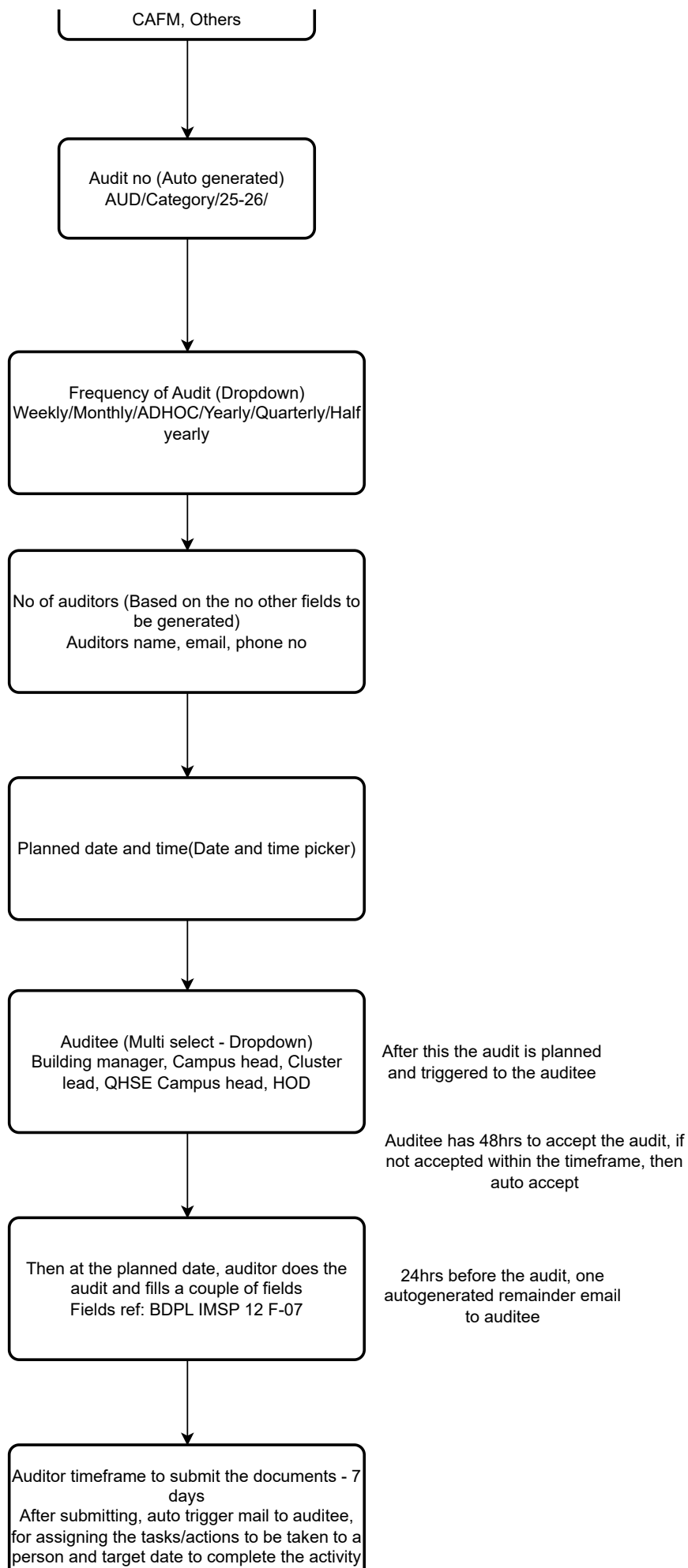




## 9) Audit Module



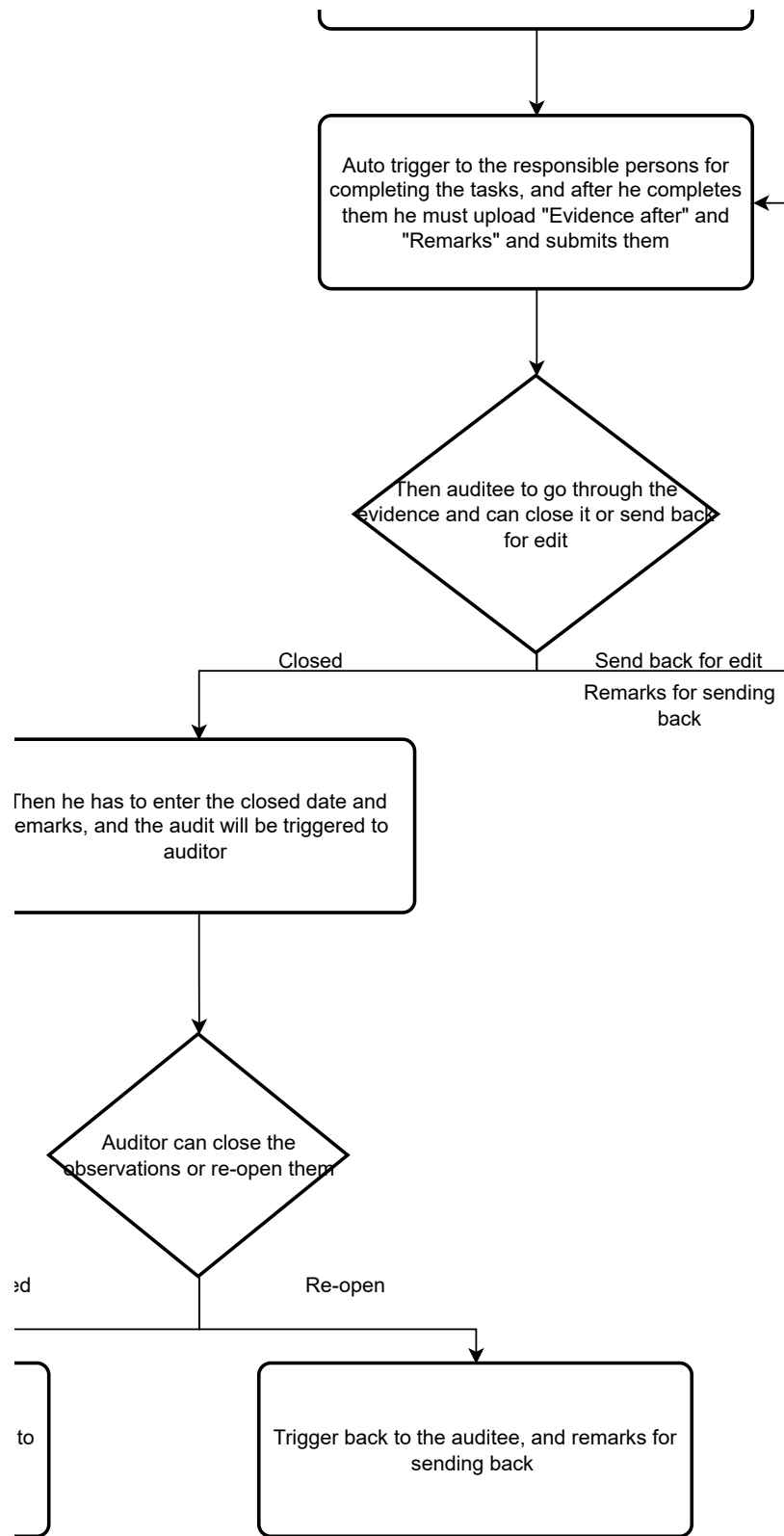




Tr

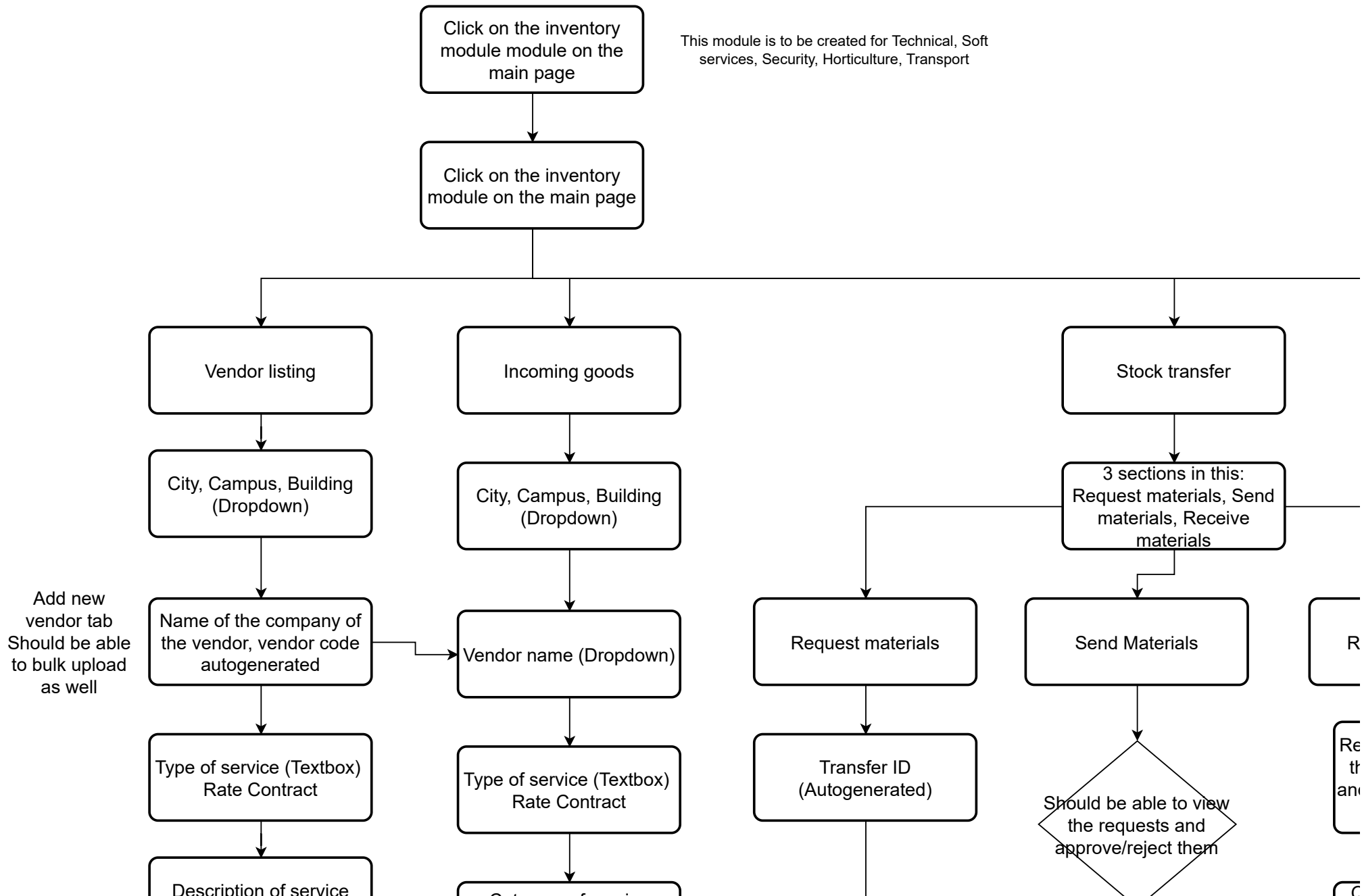
Close

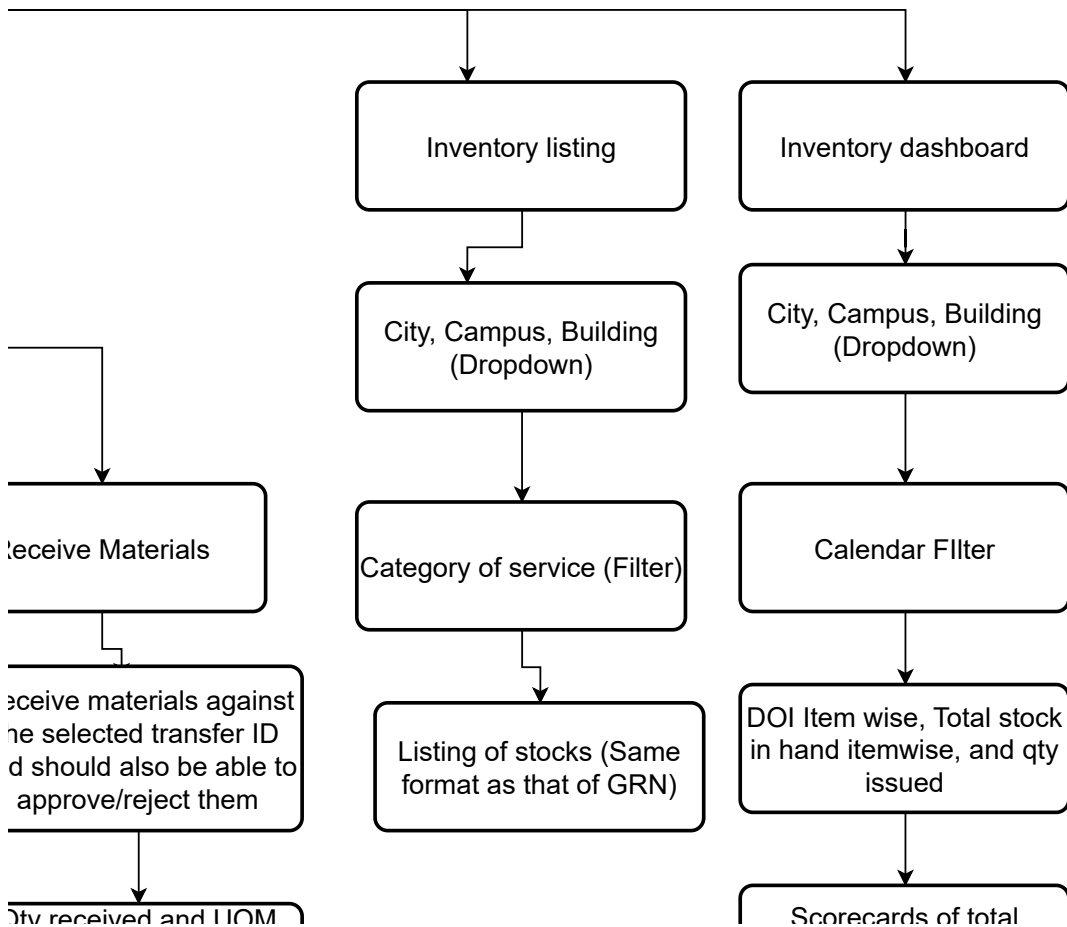
Then the audit is closed and email trigger the auditee





## 10) Inventory Module





Esc

lf

Description of service  
(Textbox)

GST No and PAN No  
(Alpha numeric box)

Escalation matrix (From L1 to L3)

Escalation level	Responsible person	Email id	Contact no
L1			
L2			
L3			

Category of service  
(Dropdown)  
Technical, Soft Services,  
Security, Transport,  
Horticulture

Table to fill in the particulars  
Serial no, WO no/PO no,  
Item code (Auto generated  
based on sequence), Store  
name, Category of material,  
Material code, Material  
description, UOM, Total  
available quantity, Unit rate,  
Minimum requirement, Make,  
Model, Capacity/Size

Also bulk upload

Add rows after previous row is filled

UOM (Dropdown)  
Kg  
Ltrs  
mtrs  
Nos  
sqft

Requester - Shift engineer  
Approver - Building manager

Source Location  
City, Campus, Building  
(Dropdown)

Destination Location  
City, Campus, Building  
(Dropdown)

Material Code and  
Material desc  
(Fetched from incoming  
module)

Qty and UOM

Submit

Approved

Qty and UOM

Transfer status(Open/Closed)

Rejected

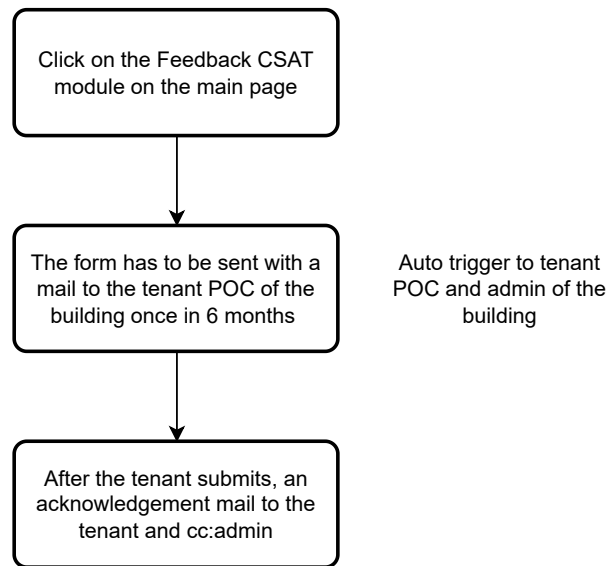
Stock transfer cancelled

Qty received and Consumed  
variance Auto calculated  
Transfer Status  
(Open/Calculated)

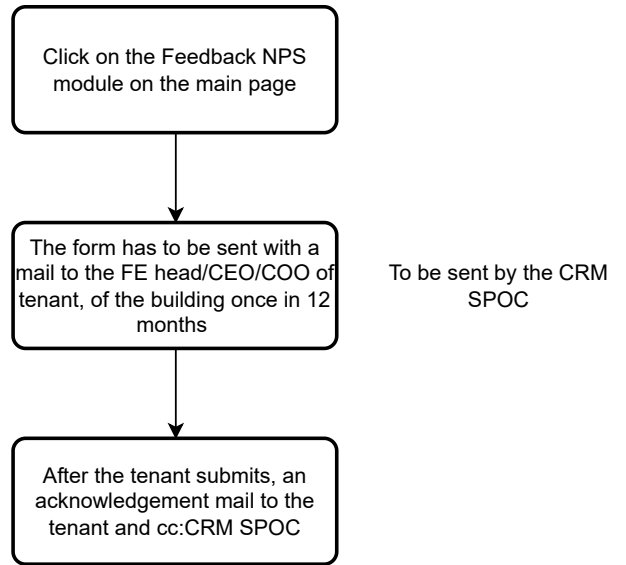
Scorecards of total  
inventory holding value  
and issued value

Transfer  
Status

## 12) Feedback Module - CSAT



## 13) Feedback Module - NPS



Further a dashboard to be created representing the same in a graphical form, also highlighting the red zone / yellow green zone – for the clients who have submitted the feedback.

# In addition to the above, the detailed feedback from the clients can be viewed within the detailed feedback form.

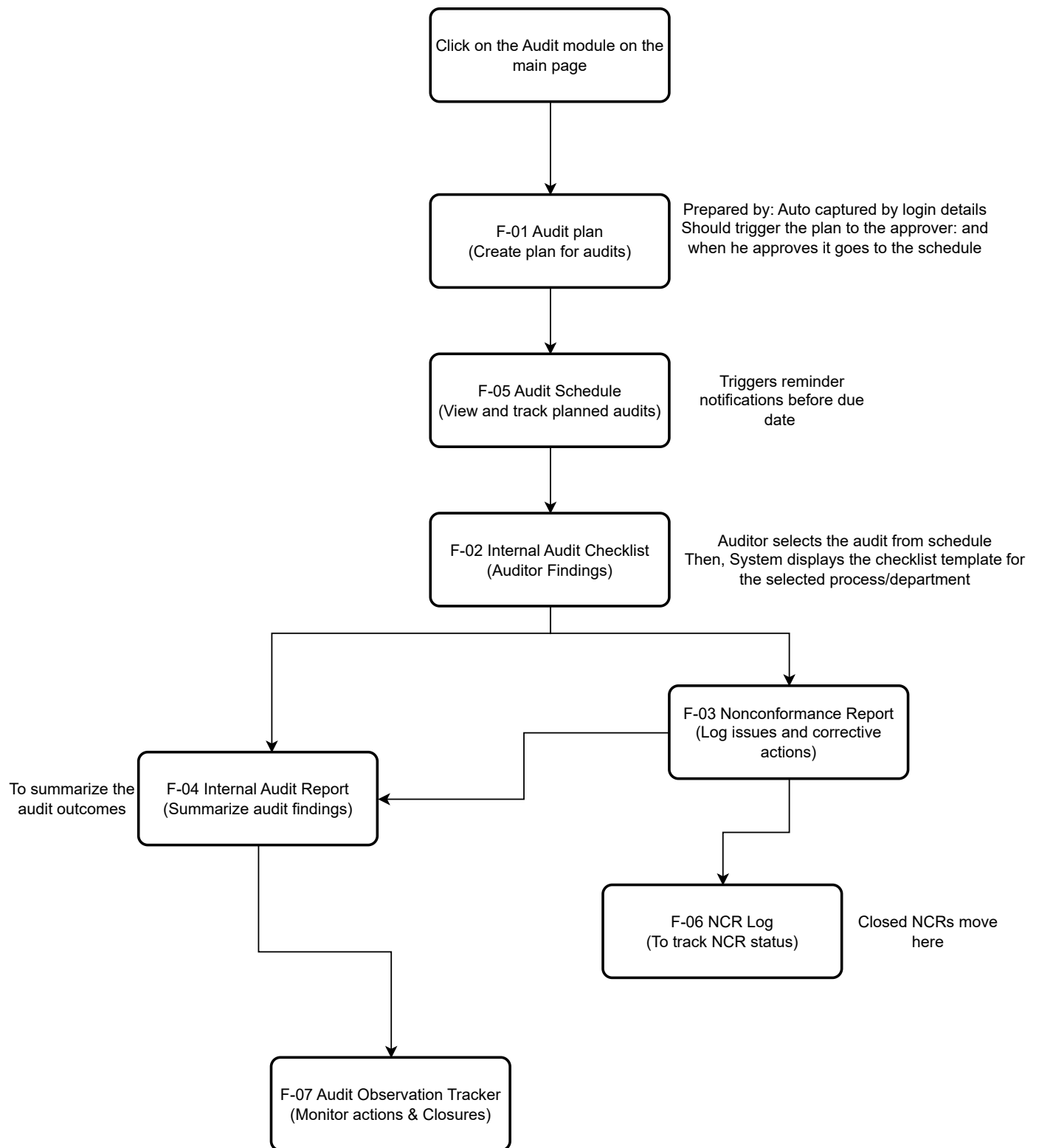
The above points to be considered for both feedback modules i.e. C-SAT & NPS.

Red Zone: Tenant rating below 3 (for NPS) & 5 (for C-SAT)

Yellow Zone: 3 to 4 (for NPS) & 5–8 (for C-SAT)

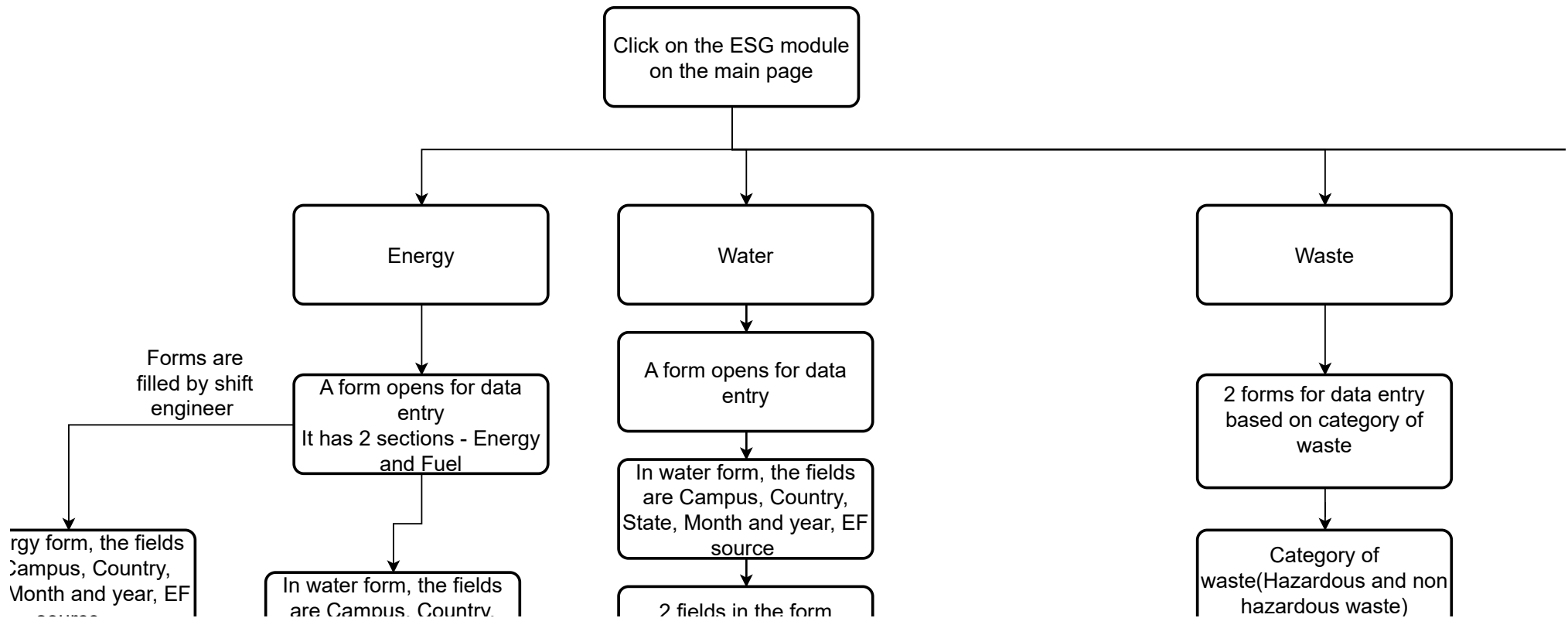
Green Zone: 4 & 5 (for NPS) & 8–10 (for C-SAT)

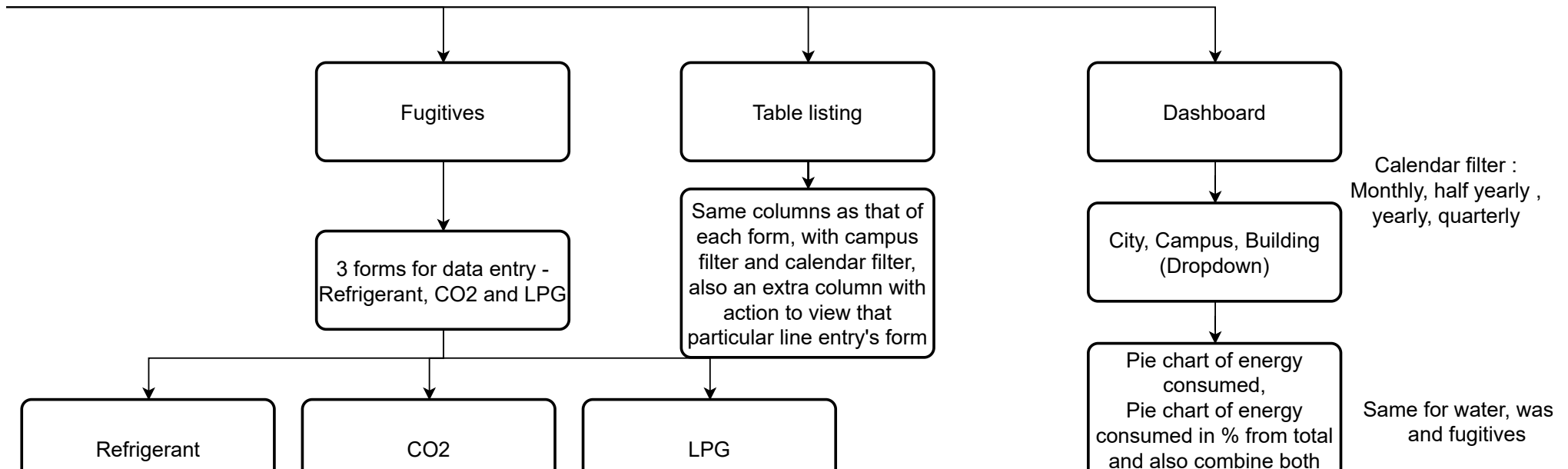
' zone /





## 16) ESG Module







UOM -  
kwh for  
all  
Emission  
factor  
score

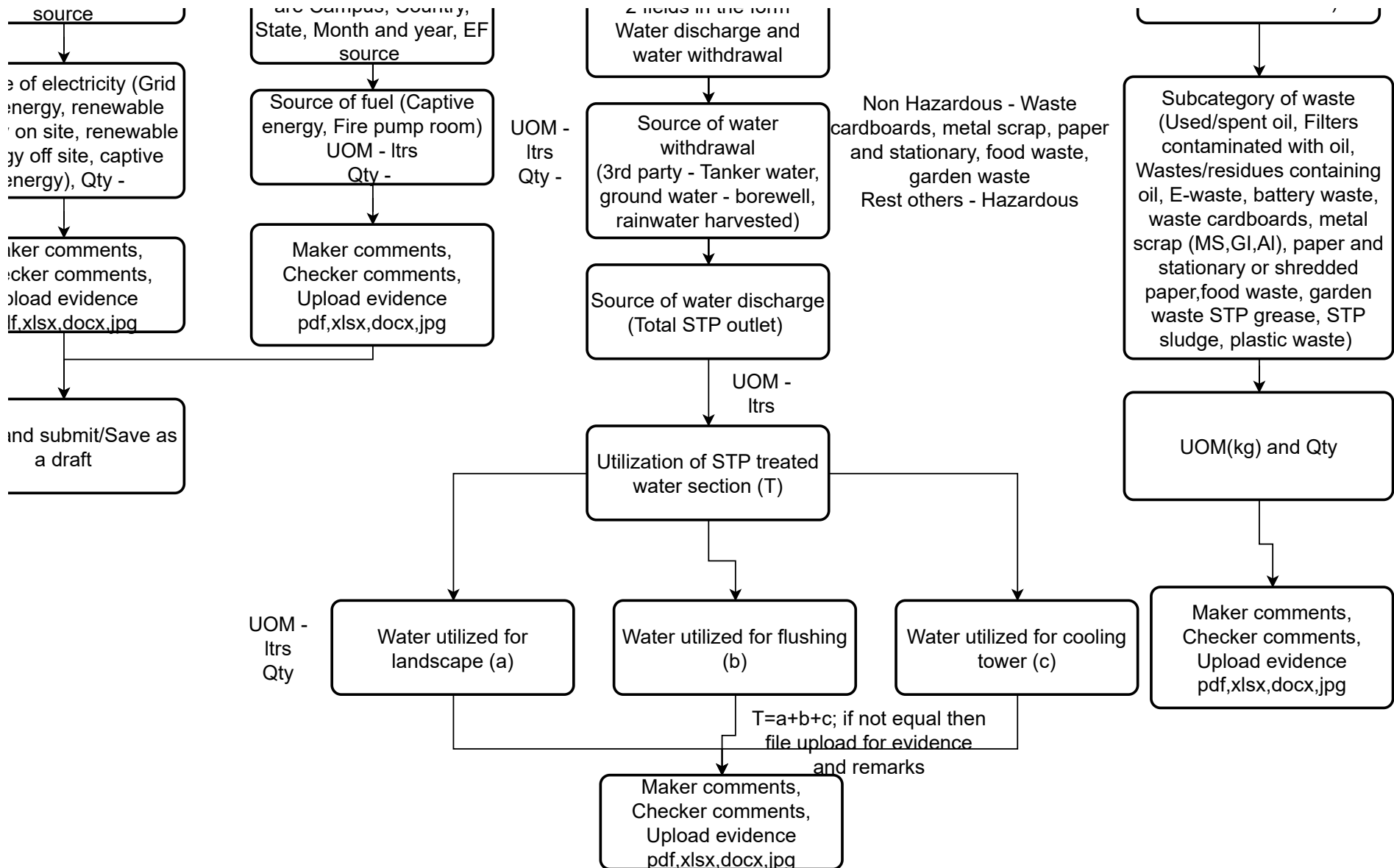
Source  
sub e  
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energ  
e

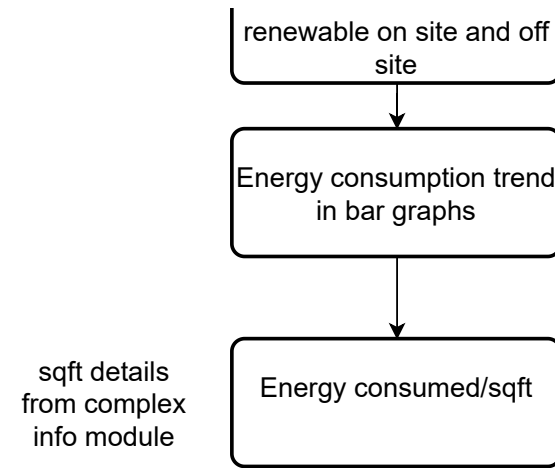
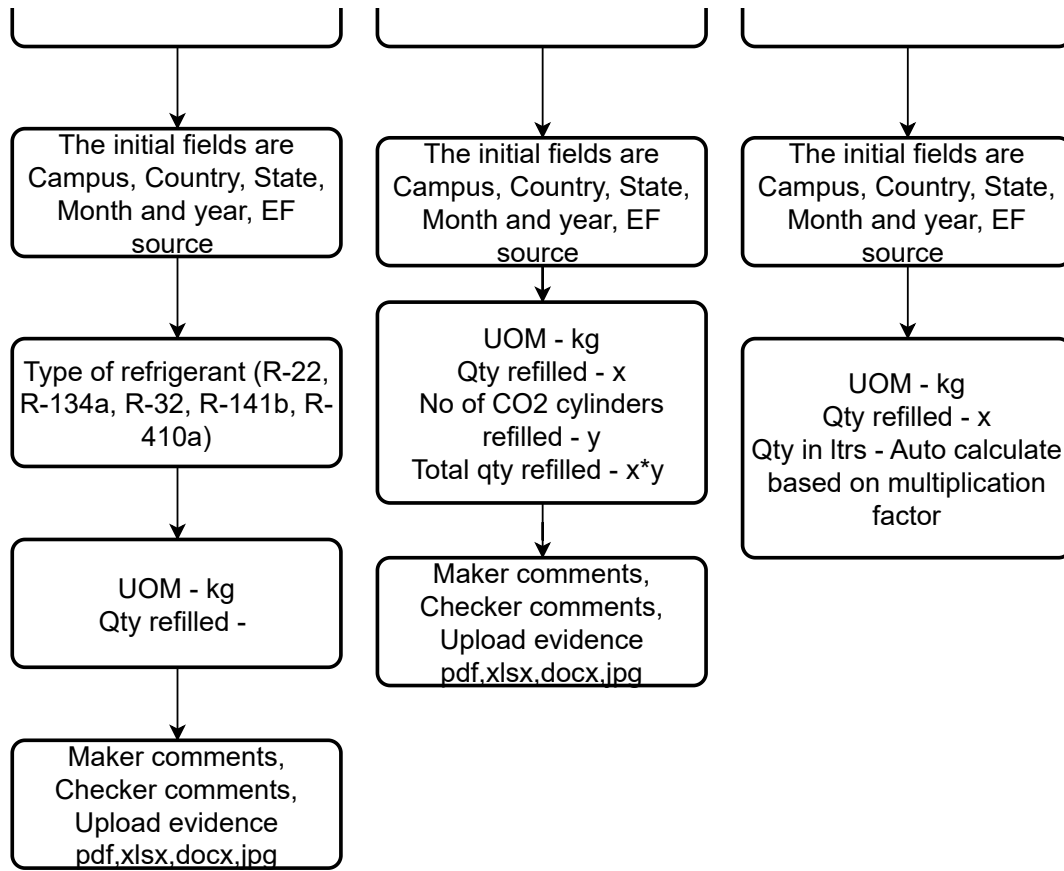
After saving building  
manager will have  
permissions to approve  
or send back for edit

Ma  
Che  
Up  
pd

How to access  
drafts?

Save a

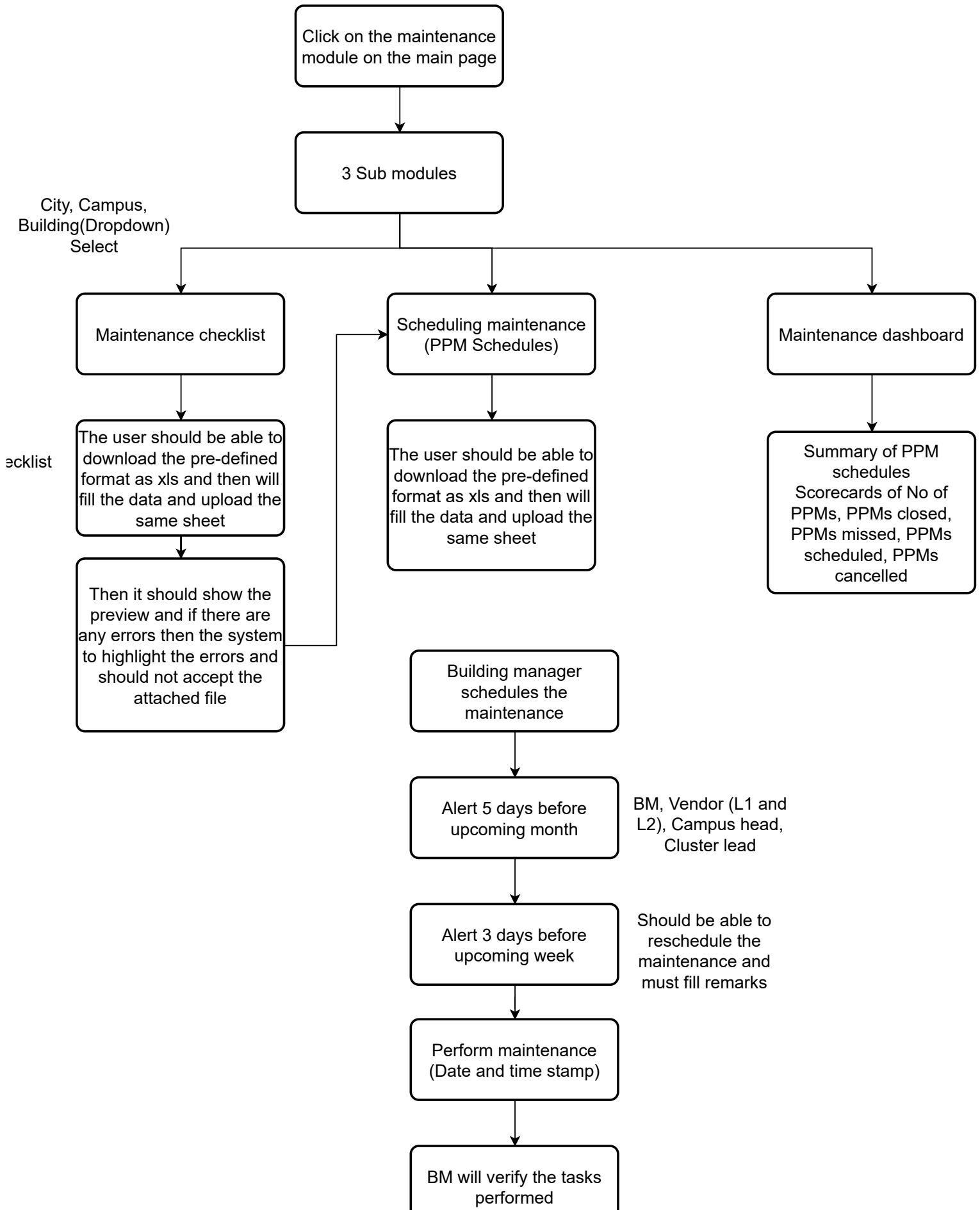


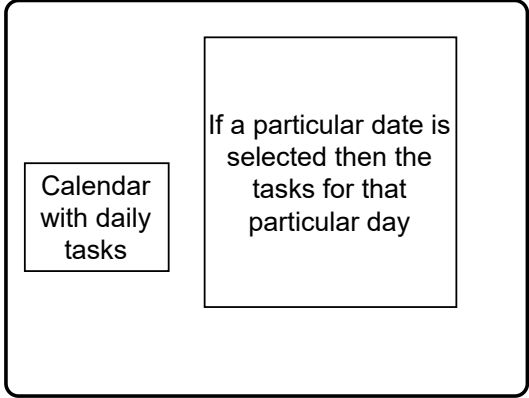




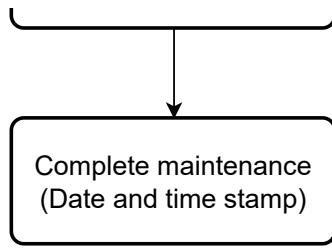
Ref: Maintenance\_Che

## 4) Maintenance Module





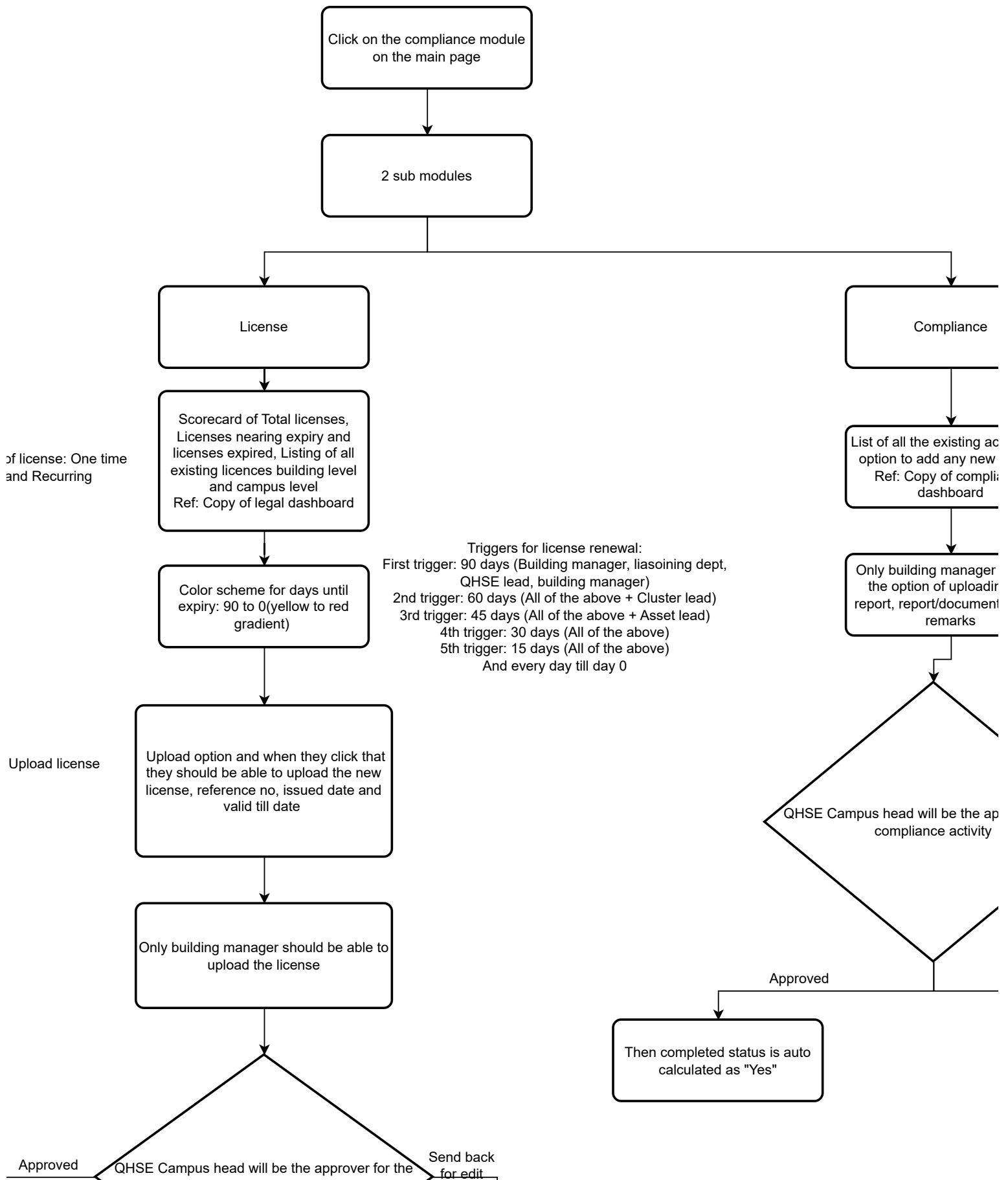








## 15) Compliance Module



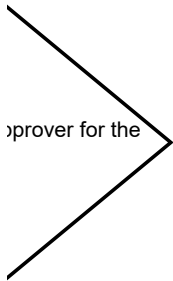


activities +  
activity  
ance

to have  
ng the  
t no and

Compliance documents to be uploaded on or before 10th for the previous  
month activity  
28th of every month remainder email for the list of activities to building  
manager  
5th of the month remainder for uploading the documents to building  
manager, QHSE Campus head  
7th of the month for uploading the documents to building manager, QHSE  
Campus head, Cluster lead, Campus head


Only if the document  
is not uploaded



approver for the

Send back  
for edit

Remarks for sending it back



Then completed st:  
calculated as

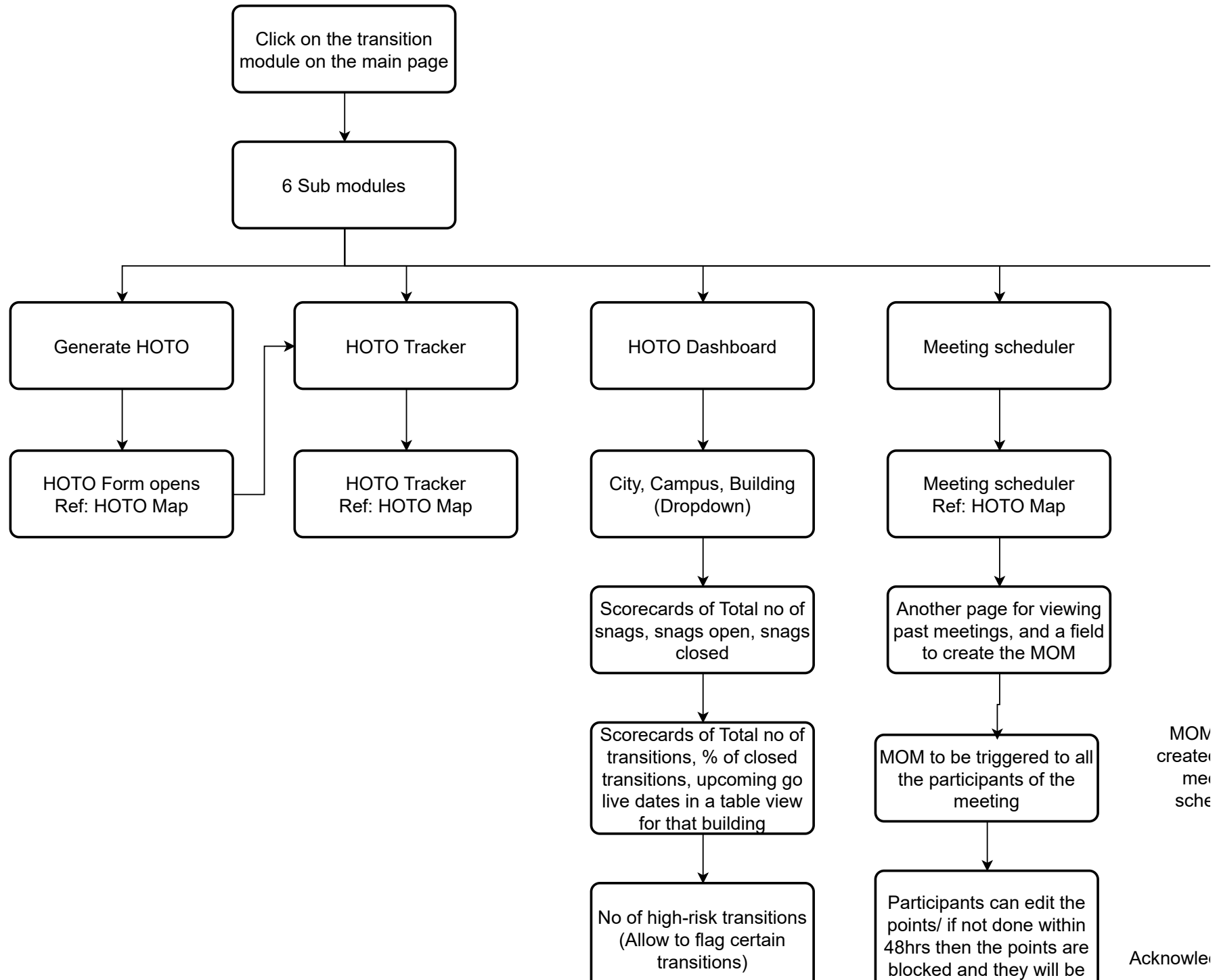
compliance activity

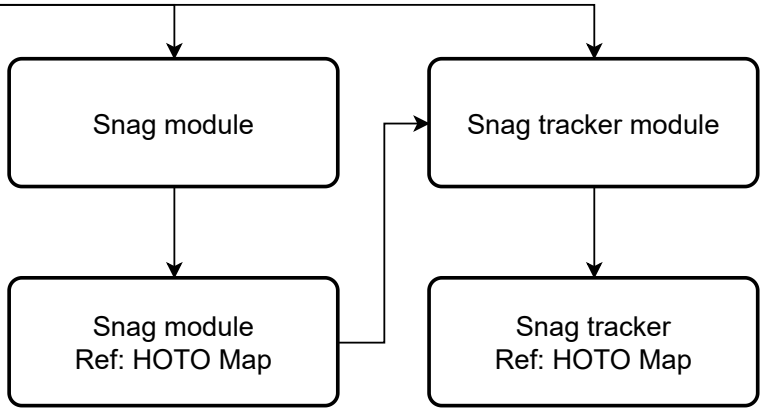
atus is auto  
"Yes"

Remarks for sending it back



## 17) Transition Module





l to be  
d by the  
eting  
aduler

converted into actionable  
and milestones

Admin to have

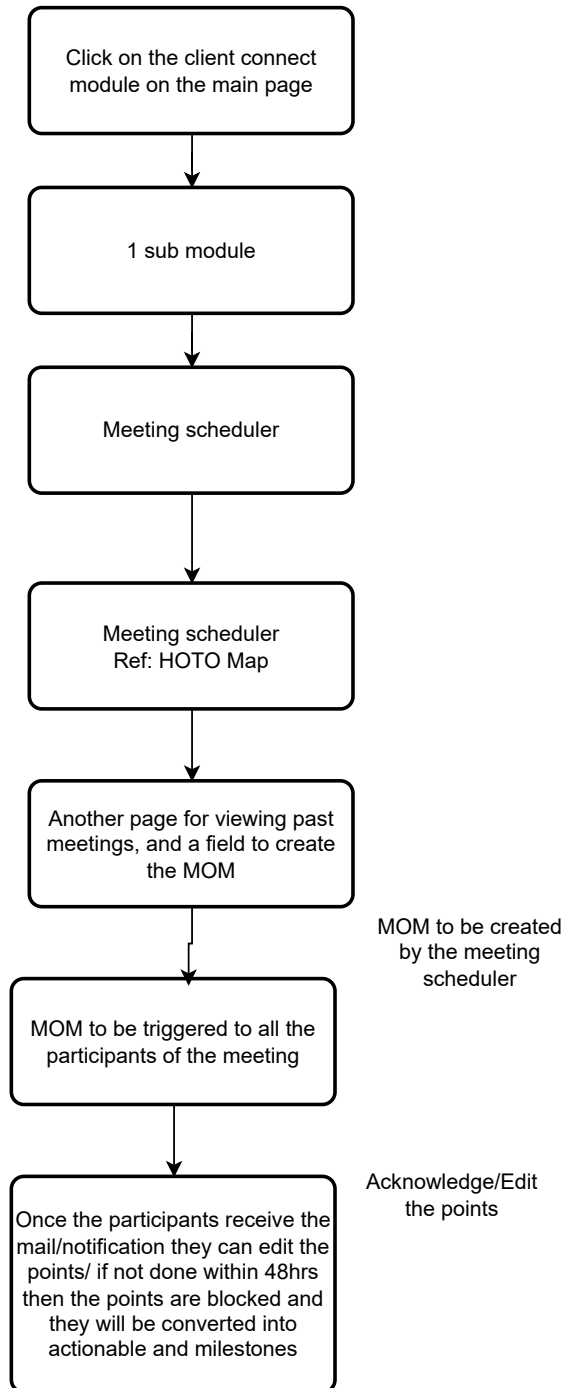
He/She should

An intimate

• edit access for MOM - Admin to have edit access for MOM →  
only if he/she has the approval email to edit.

• Id have an option to enclose the approval e-mail prior to editing  
the MOM...  
on email to be triggered for any edit to all stakeholders of the  
meeting.

## 14) Client Connect Module

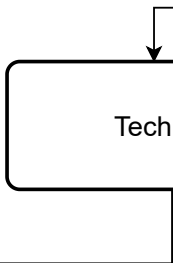
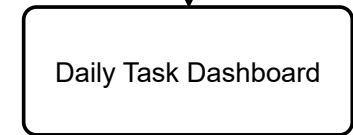


Admin to have edit access for MOM - Admin to have edit access for MOM → only if he/she has the approval email to edit.

He/She should have an option to enclose the approval e-mail prior to editing the MOM...

An intimation email to be triggered for any edit to all stakeholders of the meeting.

Shift Engineer (Punching) and Upload  
Photo for proof  
Building Manager (Review and  
Approval)  
After approval notification to  
BM,CH,CL, QHSE CH, Shift engineer



Commo  
for all 4  
Scorecards  
tasks, open tas  
tasks and laps  
and listing c

11) Daily Task Module

Click on the daily task module on the main page



City,Campus, Building  
(Dropdown)



6 Sub Modules



Soft Services

Supervisor - Punching  
Executive - Review and approval  
BM and Soft services manager can only send back for edit



Security

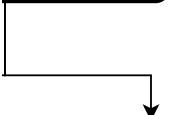
Separate creator and approver for each checklist



Horticulture

Supervisor - Punching  
Horticulture manager - Final approver

nical

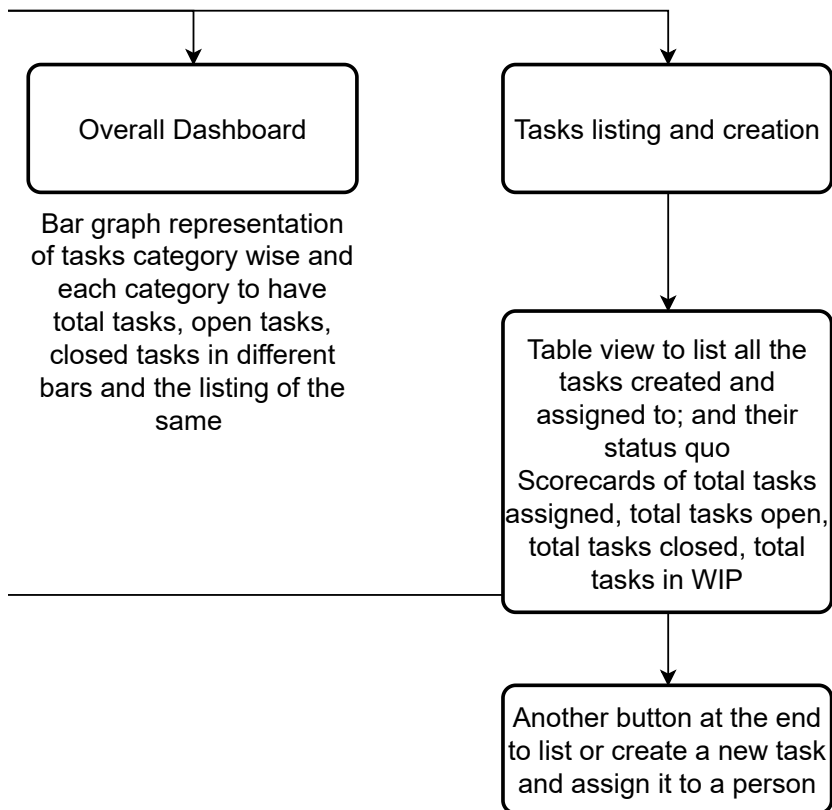


Log Sheet Dashboard



on  
4  
for total  
isks, closed  
sed tasks  
of them





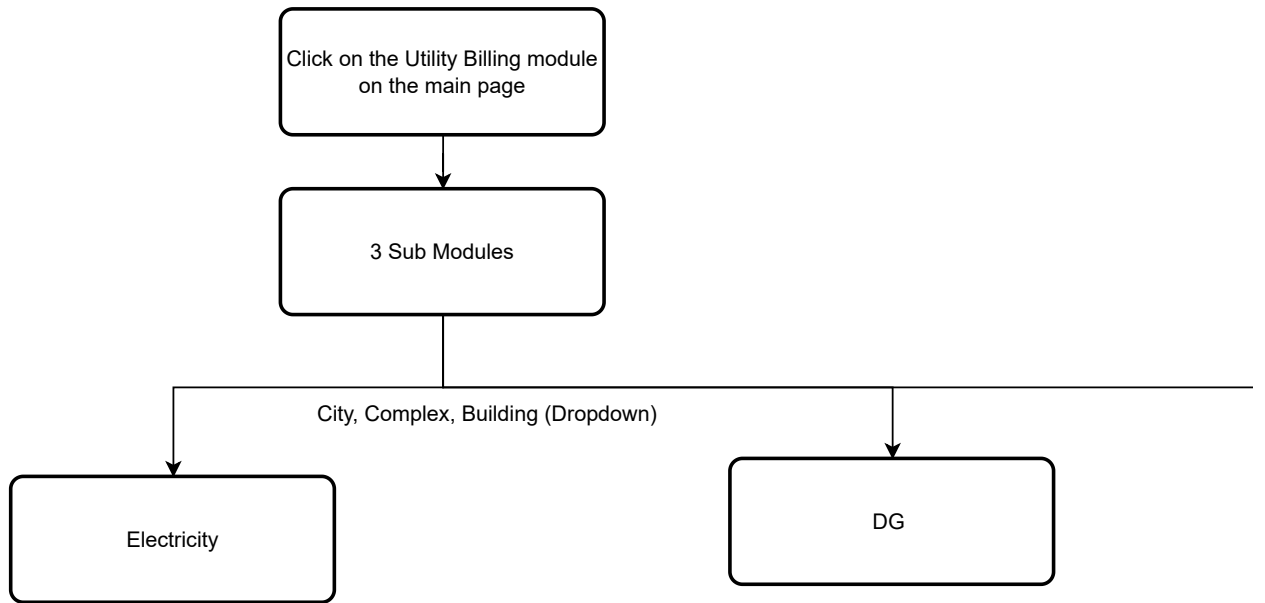


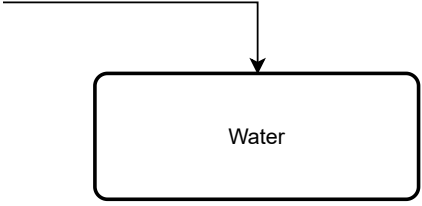


### Creation Fields

Task ID	Task name	Task brief description	Created by:	Assigned to:	Priority	Status	Rem
Auto generated based on the sequence	Text box	Text box	Auto captured based on the login credentials	Dropdown of users	Dropdown	Dropodown	Text
					P1,P2,P3,P4	Open, Closed, WIP	

marks	Evidence/File upload
. box	pdf,xls,docx, png





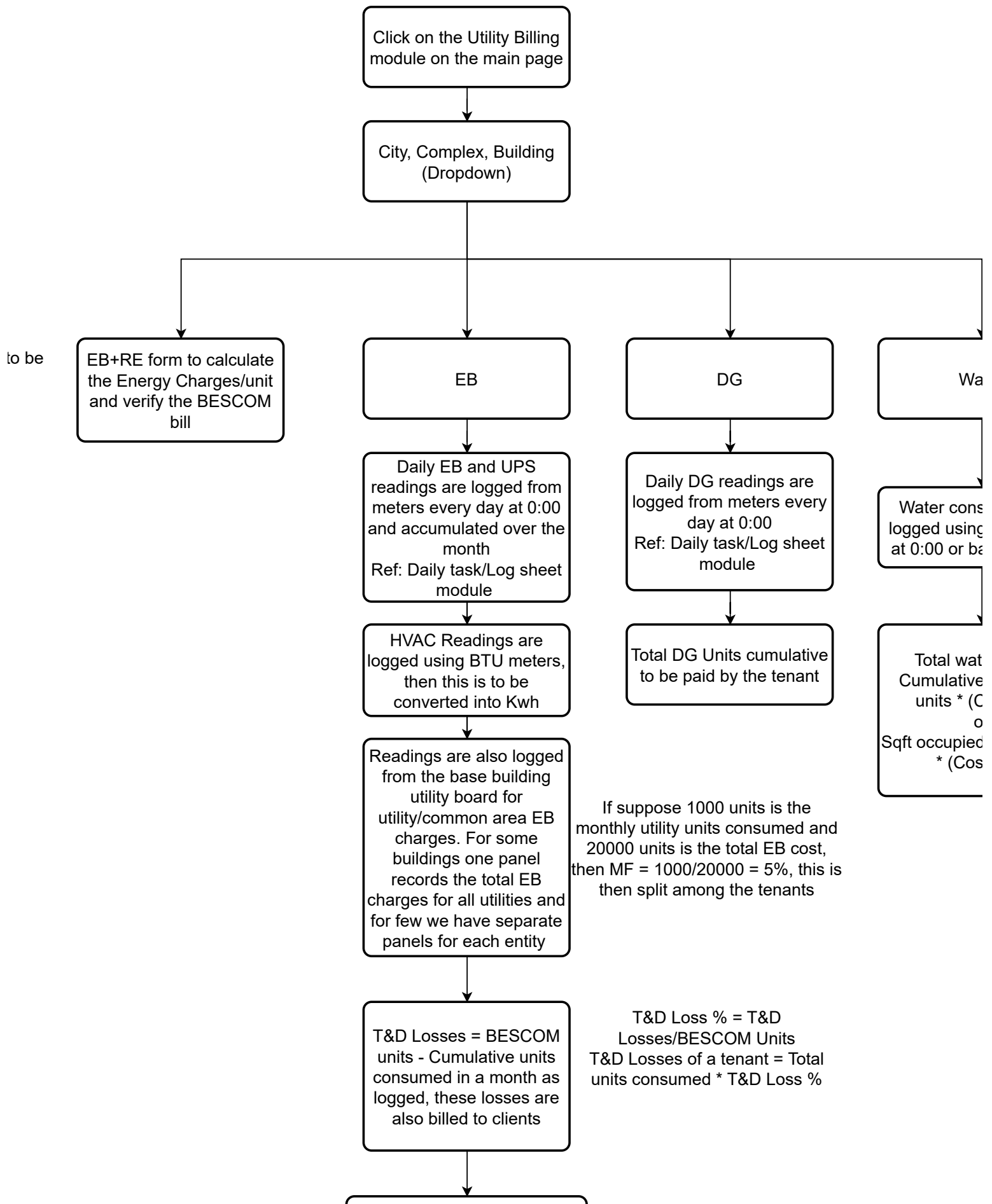






Mandatory proof/evidence t  
attached

## 18) Utility Billing



Water meter

Assumption is that flowmeters are based on sqft

Water cost = (flowmeter Cost/litre) or determined by the client (Cost/litre)

Yesterday's closing reading will be today's opening reading

Cost/litre varies tenant to tenant and this is fixed based on the commercials  
Cost/litre is a numeric box to fill in the values



Total EB cost to be paid by the  
tenant = EB + HVAC + UPS +  
Utility/Common area + T&D  
Losses

All the above 3 categories of EB+DG+Water to be interlinked with the daily  
logs of energy, water and DG, to conclude on the cumulative consumption for  
that respective month

