

TROPICAL FISH INTERNATIONAL (PVT) LTD

OPR

Department – Admin
Ajith Wasantha Kumara - Admin assistant cum Drive
Approved by – Lahiru Peiris – Admin executive
Date – 07.03.2016
Last updated –
Pages – 11

1. Attend to vehicle requirement of Mr/Mrs Wijewardana (Directors)

- Since the drive Nishantha with the vehicle (Verosa car) to Nawala resident for personal work.

2. Supervise kitchen for its daily and urgent requirement.

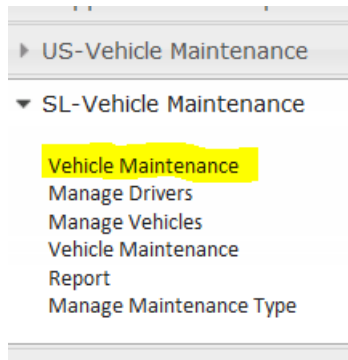
- Check the menu with Reka and support to her for supply of food and inform to Premadasa to require items or order to supplier and arrange the items to kitchen.
- The procedures, purchasing items for kitchen and any other necessity.

3. Check E mail and prioritize/updating vehicle maintenance in ETF.


- Open office outlook and login to official mail address.
- Check any mail reserved from and any department and not down any vehicle requirement of repair, replacement.
- Open and login to ETF site for updating vehicle maintenance.


▶ Training Calender
▶ CRM
▶ Supplier Relationship
▶ US-Vehicle Maintenance
▶ <u>SL-Vehicle Maintenance</u>
▶ Quantity Available With Supplier
▶ Company Profiles
▶ BPI Details
▶ Org Chart
▶ Agro Management Tracker
▶ Dry Goods Info Management

- Enter SL-Vehicle maintenance and enter vehicle maintenance.S




- Select report date.

To Date : 

Select Report Date : 

- Select vehicle.

Select Report Date : 

Vehicle Code	Vehicle Name	Make	Model	Engine CC	Fuel Type	Ins.Expire Date	Revenue Lic. Expire	Meter Level	Fuel Level	Division	Next Service @ KM	Next Oil Change @ KM	
HOVHO3	BAJAJ DISCOVER	BAJAJ	DISCOVER	125	Petrol	03/28/2016	11/11/2016	30078.00	0.10	SL-HO	30877.00	30877.00	Select
SLFM07	BAJAJ DISCOVER 125	BAJAJ	DISCOVER125	124.00	Petrol	04/21/2016	04/17/2016	61415.00	0.80	SL-HO			Select
3	Cab - PP9611	Mazda	KQ-SKF2T	1990	Diesel	01/19/2016	01/20/2015	157560.00	0.25	SL-HO	157800.00	157800.00	Select

- Enter daily check list of the vehicle and have any comment and save check list.
- Enter running details from running chart.
- Select driver - location from- location to- meter reading start and end- fuel level- and note down purpose of travel – and select running details.

Daily Check List

<input type="checkbox"/> Oil level	<input type="checkbox"/> Radiator Coolant
<input type="checkbox"/> Break Oil	<input type="checkbox"/> Gear Box Oil
<input type="checkbox"/> Cleaned/Washed The Vehicle	<input type="checkbox"/> Spare Wheel
<input type="checkbox"/> Tyre Air Level	<input type="checkbox"/> Fuel Level
Check By : <input type="text" value="-- Select --"/>	
Comment : <input type="text"/>	
<input type="button" value="Save Check List"/>	

Vehicle Running Details

HOVH03 BAJAJ DISCOVER		Fuel Level - 0.10	Meter Level - 30078.00
Driver : <input type="text" value="-- Select --"/>			
Location From : <input type="text"/>	Location To : <input type="text"/>		
Fuel Level @ End : <input type="text"/>	Meter Reading @ Start : <input type="text" value="30078.00"/>	Meter Reading @ End : <input type="text"/>	
Fuel Filling Details			
@ Meter Reading : <input type="text"/>	# Of Litres : <input type="text"/>		
Fuel Station : <input type="text"/>	Amount (Rs) : <input type="text"/>		
<input type="button" value="Add Fuel Details"/>			
Purpose Of Travel : <input type="text"/>			
<input type="button" value="Save Running Details"/>			

- Enter fuel filling details.

		Meter Reading @ End : <input type="text"/>
Fuel Filling Details		
@ Meter Reading : <input type="text"/>	# Of Litres : <input type="text"/>	
Fuel Station : <input type="text"/>	Amount (Rs) : <input type="text"/>	
<input type="button" value="Add Fuel Details"/>		

- Enter meter reading- fuel station- liters- amount RS. And enter.
- Need to enter any maintenance details and replacement or repair details.
- Select type-enter replacement and changing- meter reading- cost Rs- spent time – next service KM .
- And save maintenance details.

Vehicle Maintenance

Next Service (KM) : **30877.00**

Next Oil Change (KM) : **30877.00**

Type of Maintenance :

☐ Engine Oil Changed

Engine Oil Type (If Changed)

☐ Break Oil Changed

Break Oil Type (If Changed)

☐ Gear Box Oil Changed

☐ Differential Oil Changed

☐ Power Steering Oil Changed

☐ Oil Filter Replaced

☐ Battery Replaced

☐ Diesel Filter Replaced

☐ Air Filter Replaced

Next Service @ KM

Next Oil Change @ KM

Comment :

Rich text editor toolbar with options: Paragraph, Font, Size, Color, Highlight, Bold, Italic, Underline, Bulleted List, Numbered List, Indent Left, Indent Right, Outdent Left, Outdent Right, Undo, Redo, Print, and a text area for comments.

Meter Reading (KM) :

Cost (Rs) :

Spent Time (Hr) :

[e.aspx#](#)

- Farm vehicle can be get the details from Kloudip GPS sistam.
Login to Kloudip

KLOUDiP logo

User:

Password:

Language:

☐ Remember

[Login as](#) | [Forgot your password?](#)

© KLOUDIP

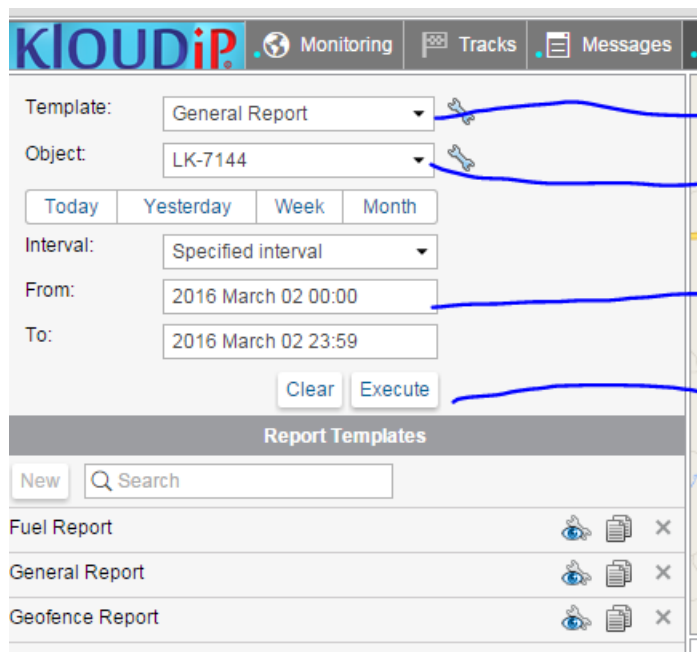
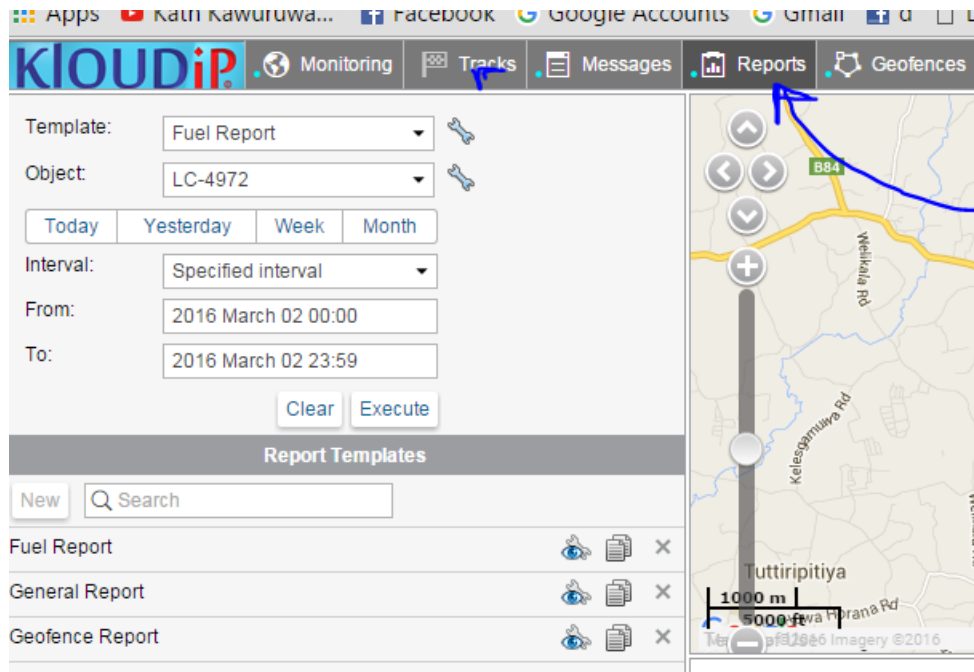


KLOUDiP Monitoring Tracks Messages

Vehicle	Status	Location	Speed	Altitude	Distance	Time
LC-4972	Offline					
LE-6012	Offline					
LK-7144	Online	10 min 44 s ago (2016-03-02 09:24:01) Wagawatta Road, Sri Lanka, 2.76 km from Gurugoda	0 km/h	17 m	12082 km	754 h

Ignition: Off Fuel Level Sensor: 73.40 lt (20 min 40 s ago)

Vehicle	Status	Location	Speed	Altitude	Distance	Time
TW-7109	Offline					



- Select report type- select vehicle- select from and to date – select execute.
- After can get the report for running /filling details.

10 min	
pfid2016 Imagery ©2016	
1 of 1	
Items from 1 to 6 of 6	
50	
Report	General Report
Unit	LK-7144
Report execution time	2016-03-02 09:43:22
Interval beginning	2016-02-29 00:00:00
Interval end	2016-03-06 23:59:59
Mileage in all messages	339 km

F	G	H	I	J
Duration	Mileage	Avg speed	Max speed	Consumed by FLS
1:12:02	52 km	43 km/h	63 km/h	4.40 lt
0:11:15	5 km	25 km/h	51 km/h	0.50 lt
0:42:18	23 km	32 km/h	56 km/h	1.40 lt
0:09:45	5 km	33 km/h	52 km/h	0.30 lt
1:12:13	35 km	29 km/h	61 km/h	2.60 lt
0:02:21	0 km	13 km/h	30 km/h	0.0 lt
0:05:24	1 km	12 km/h	35 km/h	0.20 lt
0:03:27	1 km	14 km/h	29 km/h	0.60 lt
0:05:53	1 km	6 km/h	20 km/h	0.0 lt
0:01:42	0 km	12 km/h	24 km/h	0.0 lt
0:10:48	1 km	7 km/h	30 km/h	0.0 lt
0:06:42	1 km	12 km/h	34 km/h	0.40 lt
0:11:18	5 km	25 km/h	49 km/h	0.60 lt
0:10:03	5 km	28 km/h	49 km/h	0.40 lt
0:03:09	0 km	9 km/h	20 km/h	0.0 lt
0:04:48	1 km	14 km/h	35 km/h	0.0 lt
0:28:51	14 km	29 km/h	51 km/h	0.0 lt
0:51:42	38 km	45 km/h	67 km/h	2.80 lt
0:02:57	0 km	8 km/h	25 km/h	0.40 lt
0:03:39	0 km	6 km/h	23 km/h	0.10 lt
0:04:06	1 km	12 km/h	44 km/h	0.0 lt
0:09:43	1 km	5 km/h	37 km/h	0.10 lt
0:04:15	2 km	24 km/h	37 km/h	0.30 lt
1:02:30	50 km	48 km/h	71 km/h	3.70 lt
7:20:51	243 km	33 km/h	71 km/h	18.80 lt

4. Attend to requirement of purchasing stationery /computer/laptops and mobile accessories other.
- Check any requirement for stationery items form mail by department.
Contact ordinary supplier (Soorya stationery) for collect a quotation and get an approval from HOD and updated to arrange the requested Items to H/O.
Following the invoices submit to HOD for arrange the payment from accounts.

- **Check any requirement computer/laptop/mobile accessories from IT ticket.
Check following accessories and call to venders for quotations with warranty and credit period for the payment. And submit HOD for approvals.
Updated to deliver the items from approved vender and submit the invoices for payment.
Collected accessories hand over to IT support for arrange the requirement. By schedules.**

- 5. Attending to H/O maintenance, construction and cleaning supervision.**
- **Have any issues the H/O, AC /electricity/water supply/ furnishings and the building.
Contac the contractors,
For AC Royal cool - Lakshita - 0712915605
Electricity – AMT – Dinesh - 0112864225
Water and other small things – SSS Maintenance – Rusik – 0779227319.
Generator – New power technology – Chaminda – 0766430026.**
- **Have any heavy constructions in the building and check any contractors get a quotation and discuss with HOD following the issues do the needful for approvals.
After arrange the contraction with the approved contractor.**

- 6. Updating and maintaining asset form HO & Farm.**
- **We have three asset forms.
Assets handing over form/ assets clearing form and company asset form.**
- **Company assets – printer/ cupboard/table and chair/ desktop/ micros cop, ets.**
- **Heavy assets (Lockers/Cupboards) to be signed off by HoD
Other assets (laptop, mobile, dongle, sim and accessories) need to be singe collected employee only.
Anyway resign any employee it will be inform to admin from HR.
After informed from HR and collect the all assets and check with IT support and close the form.**

- 7. Arranging and assisting Cabs/Vehicle for office purposes**
- **Have any requirement for visiting for office purposes any way, we have contacts for cab services.
For three wheelers – 0117 588588
Nano cars - 0112816816, 0112889889, 0112592592,
Vans -0117589589, 0112501501
Contact a cab service and check the packagers and arrange the requirement on time.**

- 8. Coordinate construction work of H/O.**
- Enter the any construction area and check the construction, how to make and using the materials.**

- 9. Attend to any ad-hoc/urgent work getting on daily basis.**

- Any ad-hoc/ urgent work getting on and attend to on current basis.

10. Check generator fuel and condition /obtain signatures form HOD for the whole week's cleaning schedules.

- Check the fuel and condition and start the generator.
- Every wash rooms cleaning sheets and caretaker sheets check and submit to HOD for the signatures.

11. Updating weekly lunch expenses sheets on ETF.

STAFF LUNCH EXPENSES								
				From	23/02/2016 to 26/02/2016			
Item No	Item Description	UNIT	Quantity	Rate Per Unit	Amount	Used	Balance	Cost for a Week
1	Chicken	Kg	11.700	490.00	5,510.00	11.700	-	5,730.00
2	Dry Fish	Kg	0.500	800.00	400.00	0.500		400.00
3	Fish Thalapat	Kg	3.084	690.00	2,127.96	3.084	-	2,127.96
4	Dry Fish Katta	Kg	2.000	1,100.00	2,200.00	2.000	-	2,200.00
5	Dhal	Kg	3.000	175.00	525.00	3.000	-	525.00
6	Rice (Samba)	Kg	6.000	98.00	588.00	6.000	-	588.00
7	Rice (Samba)	Kg	25.000	97.00	2,425.00	18.00	7.000	1,746.00
8	Eggs		9.000	16.00	144.00	9.000	-	144.00
9	Eggs		20.000	17.00	340.00	10.000	10.000	170.00
10	Soya	Kg	0.500	300.00	-	0.100	0.400	30.00
11	Garlic	Kg	0.750	300.00	225.00	0.750	-	225.00
12	Papadam	Kg	1.500	300.00	450.00	1.000	0.500	300.00
13	Onion	Kg	5.000	65.00	325.00	4.000	1.000	260.00

- All perched foods items/used and balance updating to sheet.

67		Kg	0.000	-	-	0.000	-	-
TOTAL					24,831.71			21,229.59
					Bar soap			180.00
					Cost for 226			21,409.59
					Add ; TRAVELING CHARGES			380.00
					TOTAL COST FOR THE WEEK			21,789.59
					COST PER PERSON			96.41

- Logging to ETF and enter to report owner panel.
- Search current week. And select weekly staff lunch.
- Select attachement file and downlode .
- Send report.

Go to Menu

LOGOUT

HOME

Tools

Search Products

Report/Document Calender

Report/Document Calendar

Manage Users

Manage Reports

Report Owner Panel

Report Supervisor Panel

Report Review Panel

Reports Status

Review Sugestions

Add Division

Owner's Report Panel

Report Day : -- All --

☒ Current Week
 ☐ Previous Week

Search

Report Day : -- All --

☒ Current Week
 ☐ Previous Week

Search

SL Time : 3/2/2016 6:16:22 PM

Report Code	Report Name	Day	Supervisor	Send By	Status	Report Date	
WSLER	Weekly Staff Lunch Expences Report	FRI	Bihari Y Dasanayaka	U	Pending	03/04/2016	Select
WVT0002	Weekly Vehicle Tracker	TUE	Bihari Y Dasanayaka	U	Sent	03/01/2016	Select

Report Day : -- All --

SL Time : 3/2/2016 6:16:22 PM

- ☒ Current Week
☐ Previous Week

Search

Report Code	Report Name	Day	Supervisor	Send By	Status	Report Date	
WSLER	Weekly Staff Lunch Expences Report	FRI	Bihari Y Dasanayaka	U	Pending	03/04/2016	Select
WVT0002	Weekly Vehicle Tracker	TUE	Bihari Y Dasanayaka	U	Sent	03/01/2016	Select

Subject of Email : **Shanaka | Weekly Staff Lunch Expences Report**
To : shanakaw@cisintl.com;Accounts@etropicalfish.com
CC : nadeekad@cisintl.com;ajithw@cisintl.com;bihariy@cisintl.com

Download OPR

Attachment File : 1

Browse...

☐ Report has been checked against OPR and complied with

Paragraph Font Size Color Highlight B I U abc x x

Report Editor

Design HTML

Send Report