Daily Report:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Company Name | Contact Name | Contact Mobile | Contact Email | Discussion Summery | Drop Down | Value | Reason | Existing System Details |

1. Date = Visiting Date
2. Company Name = Visiting Company Name
3. Contact Name= Visiting Person Name
4. Contact Mobile = Visiting Person Mobile
5. Contact Email = Visiting Person Email
6. Discussion Summery = what he discuss with his customer? Around 250 to 500 Word
7. Drop Down= Follow Up Need/ No Need Follow Up / Quotation Submitted
8. Values = Submitted Quotation Value (if no quotation submitted value would be 0)
9. Reason = Write reason about why he select drop down option
10. Existing System Details = Details of their existing system around 500 word

Follow Up:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name | Contact Name | Contact Mobile | Contact Email | Follow Up Date | Follow Up Summery | Drop Down | Value | Competitor Details | Reason |

1. Follow Up Date= Date When he visited the same customer
2. Follow Up Summery = Details Discussion with Customer
3. Drop Down= Follow Up Needed/ Quotation Submitted/ Revise Quotation Needed/ Technical Discussion Started/Technical & Commercial Discussion/ Revision on T&C/ We Won/ We lost
4. Value= Value from Daily Report or Revise Value
5. Competitors Details = Details of our competitors on this project
6. Reason = Write reason about why he select drop down option

Super Admin Panel