**RMT PROJECT FLOW**

**Head Quarter Module:**

Firstly, HQ admin must register its Branch(s).In each branch he had facility to add “**Duedate-Duedate Task**”, “**Task-Subtask**”, “**Customer**”, “**Holiday List**”, etc

He can approve branch to create **Duedate-Duedate Task**”, “**Task-Subtask**”, “**Customer**”, “**Holiday List**”, etc.

**Duedate:**

* Can add Duedate - Duedate task – Duedate Checklist for multiple branches at a time.
* Can add instruction file for each Duedate, and for each Duedate task (note: instruction file should be in PDF format only).
* Can edit Duedate and its checklist and can add more checklist at a time in respect to branch.
* Can edit Duedate task and can add more Duedate task at a time in respect to branch.
* HQ admin can view branch wise customer, due date task assignment which are not-initiated, Initiated or completed.
* If due date task is not initiate, he can send reminder throughSMS or email. He can select multiple customer at a time or can send reminder individually. For multiple customer the reminder will go to default contact person of customer. While sending individually, he can select contact person of that customer and can change contact number also.
* While editing Duedate, he can delete previously created checklist, previously created Duedate task.
* He can assign Duedate task to branch employee in respect to branch.
* He has authority to fill Duedate assignment by his own.
* He can view all Duedate list and Duedate task assignment with respect to each branch.

**Task:**

* Can add Task- Subtask for multiple branches at a time
* From Task and subtask, he can create multipleTaskAssignment with respect to branch for each customer.
* The allotted employee to main task will be the convener of that task assignment and remaining employee will be junior for that task assignment.
* He can create multiple custom subtask with respect to customer.
* On details page of task assignment, he can change convener, can transfer sub task and custom subtask to another employee.
* He can forcefully complete any task assignment at any time.
* He can send reminder for task assignment in the form of email.
* While editing task he can add/update/delete multiple checklist for each subtask.
* On details of Task assignment,he can edit task assignment name, task convener.
* He can transfer sub task assignment to his employee and can edit/delete custom subtask assignment with respect to selected task assignment.
* He can view at all the task assignment status (not-initiated, Initiated, Completed, Archived) at one glance.

**Customer:**

* He can create, edit and remove the customer for selected branch.
* Can view count of customer’s task assignment, attached due date and sum of total assignment with respect to the branches.
* Can view all the detail of task assignment, can transfer subtask/custom subtask to other employee and can forcefully close subtask and custom sub task.
* Can remove or attach due date to each customer.
* Can view all the Duedate task which are attached to customer, according to their status he can able to send reminder in the form of mail and SMS.

**Employee:**

* HQ admin can view employee details with respect to selected branch.
* He can find the current task of that employee with their status.

**Holiday Management:**

* HQ admin can add Holiday list for his branch(s).
* To add holiday, he must specify date on which holiday is, also if he want to wish everyone for that holiday, he can wish through wishing image and some quote. For that he must specify start date end date for that holiday.
* This image and quote will display on everyone’s dashboard whenever they login.
* He can edit/delete holiday at any time for selected branch.

**Branch Head Module:**

* If HQ has permitted to create Duedate, task and customer then only he can create new Duedate, Task, and Customer else he can only assign the created (by HQ admin) Duedate task/ Task Assignment to his employee for his customers.
* He can add/edit/delete employees.
* He cannot delete any Duedate/Task/ Customer weather it is created by HQ admin or Branch head.

**Employee Module:**

* Submit the Due date tasks (Private/ Public)
* Do the working on the assigned sub tasks and upload the working papers (for future references)
* Customer Reminders via SMS and email’s