



This QTrack software has five different views, each with different scenarios

- > Admin
- <u>► Manager</u>
- <u>► TeamLeader</u>
- ► <u>Modeller</u> ► <u>QC</u>

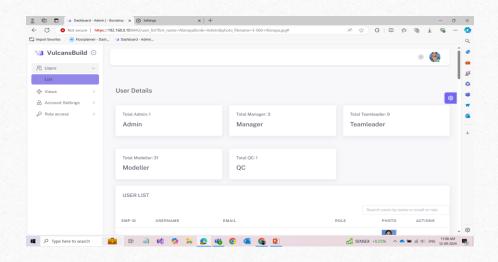
# Admin

This is the Admin view for adding and maintaining user information.

- <u> Users</u>
- > Views
- Account Settings
- Role Access

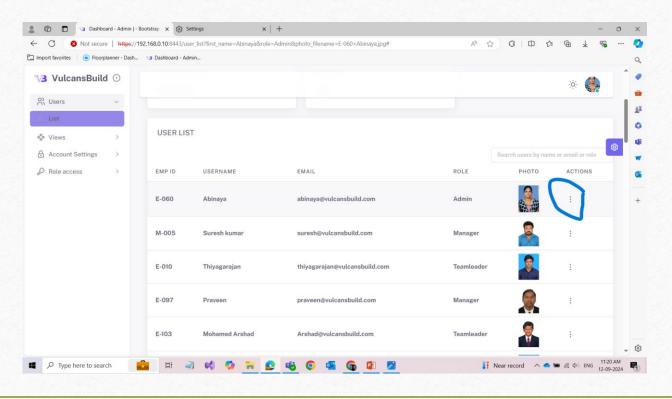
#### **>**Users

- The userlists are displayed under this menu.
- Cards are dynamically shown based on their roles.



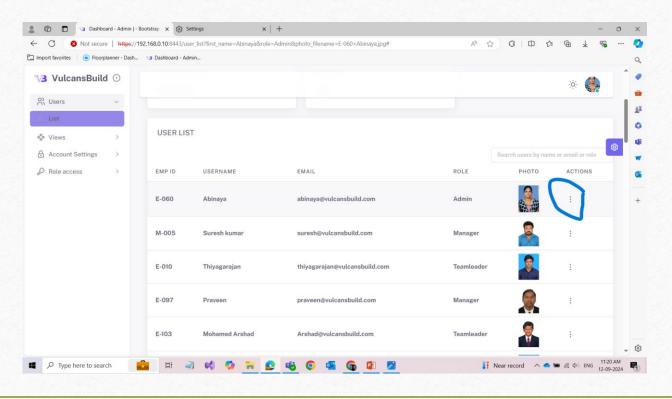
#### >Views

Clicking on Users will show a submenu List. When you click on List, it will display the user list. From there, go to 'Action' and click on it. It will show the user's details and performance metrics.



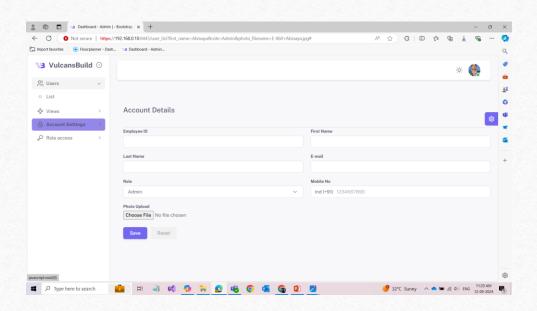
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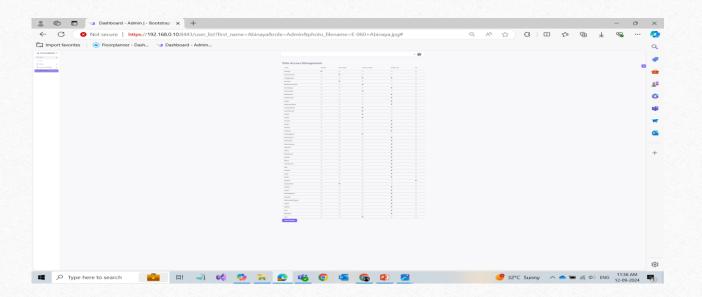
## ➤ Account Settings

This the form for adding user details.



#### ➤ Role Access

- This is the menu for assigning role access to the users.
- Click on checkbox which role you want to give, then click on save changes it will gets updated.

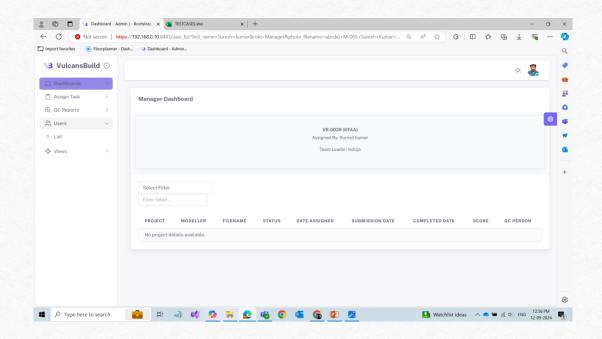


# Manager

- <u>▶ Dashboards</u>
- Assign Task
- ► <u>QC Reports</u>
- <u> Users</u>
- <u>Views</u>

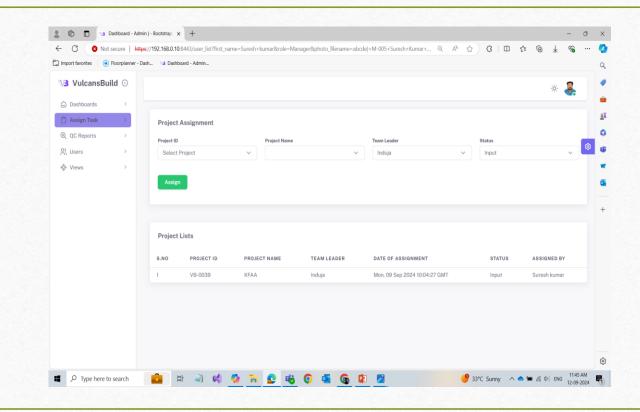
## Dashboards

After assigning the projects to the Team Leader, that gets displayed in this menu.



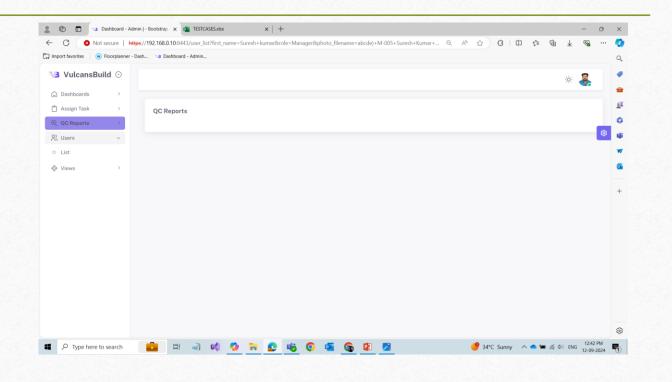
# Assign Task

This is the form for assigning projects to the team leader. The assigned projects get reflected in this table.



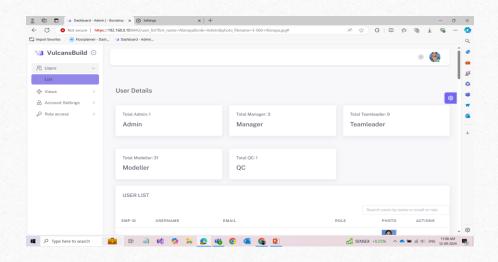
# ➤ QC Reports

Whatever files above QC Score 90 means gets displayed in this menu.



#### **>**Users

- The userlists are displayed under this menu.
- Cards are dynamically shown based on their roles.

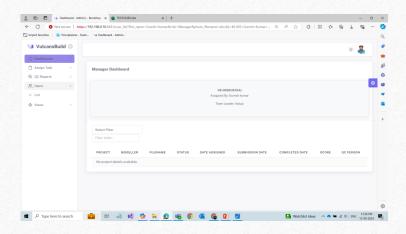


# TeamLeader

- **→** <u>Dashboards</u>
- Assigned To Me
- Assign Projects
- File Reception
- File Submission
- Report Reception

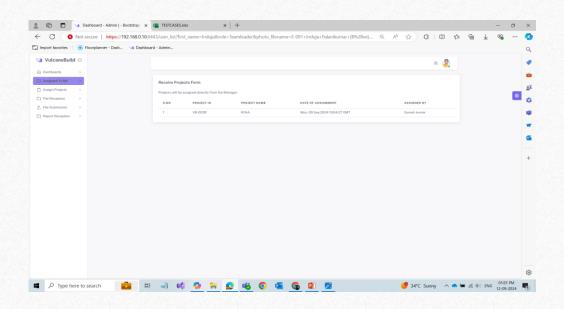
# Dashboards

After assigning the files to the modellers, that gets displayed in this menu



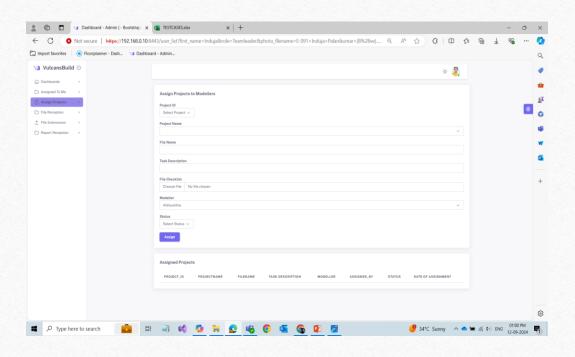
# Assigned To Me

The team leader received the projects that are assigned by the manager are displayed under this menu.



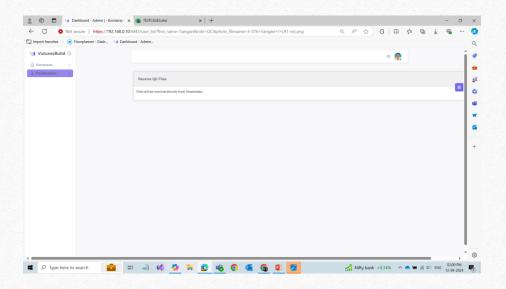
# Assign Projects

After receiving the projects from the manager, the team leader (TL) has to assign the files based on the projects to the modellers. This is the form for assigning files to the modellers, which are then reflected in this table.



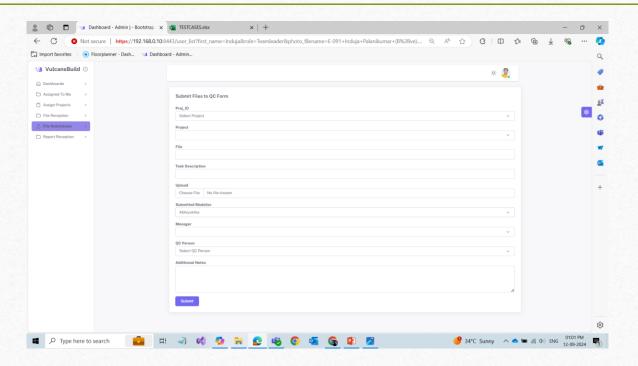
# File Reception

In this menu, the teamleader receives the submitted files from the modellers along with the checklist.



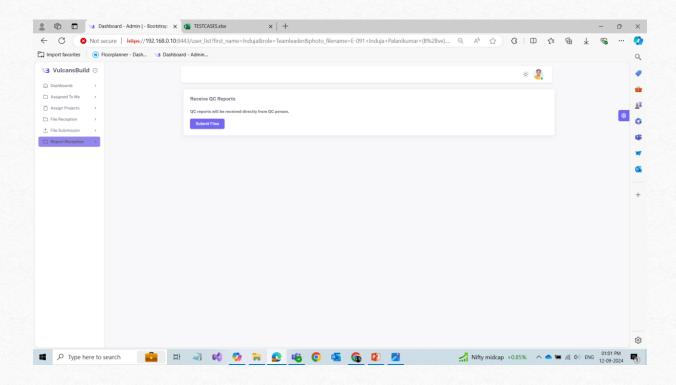
## File Submission

In this menu, the teamleader assigns the submitted files to the "QC" along with the checklist.



# Report Reception

- In this menu, The TL receives QC reports and scores from the QC person.
- The TL sends the file directly to the manager if the score is above 90 or sending the files back to the modeller for rework.



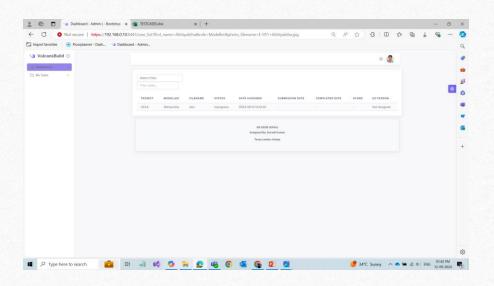
# Modeller

- ▶ Dashboards
- ► My Tasks

## Modeller

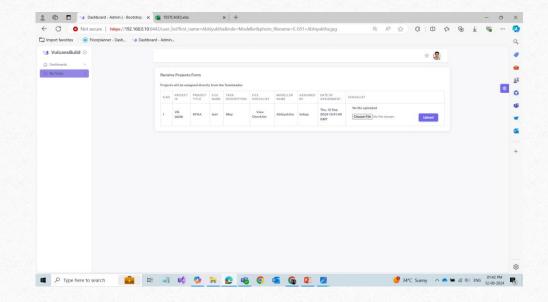
#### **▶** Dashboards

The project that are assigned to the modeler get displayed in this menu



#### ➤ My Tasks

- Modellers receive project files from the team leader.
- Once the modeller completes the files, they upload a file alongwith the checklist. Those files alongwith the uploaded checklist are considered completed and submitted to the team leader.
- If the files are without a checklist, they are considered in progress and have not yet been submitted to the team leader.

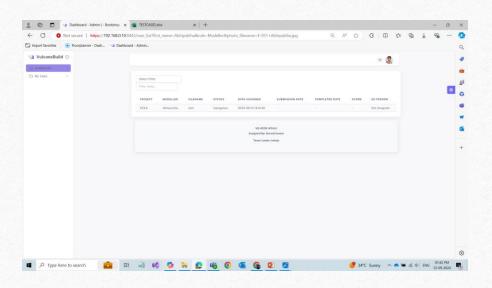


# QC

- ▶ Dashboards
- File Reception

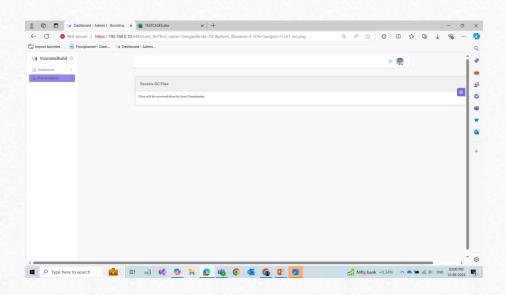
#### **▶** Dashboards

The project details are displayed in this menu



### ➤ File Reception

- The QC person receives submitted files from the team leader for quality checking.
- The QC person then reviews the files and assigns QC scores.
- Subsequently, the QC person prepares QC reports that include the scores.
- Finally, the QC person sends the QC reports and scores to the team leader.



# Thank you