

Minutes of Meeting held on July 21, 2022

Agenda: Services and Solutions Streamlined (S3) Version 1.0 Release

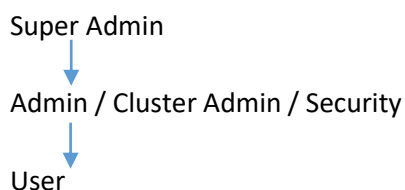
We received some suggestions from Capt RPS Tulsi that need to be implemented before the release of above mentioned product phase 1.

Tagline of the application

Tagline shall be "One Stop Solution for Property / Facility Management Services"

Login / Registration Module

Application shall have the following dropdown approach:



Super Admin: (a) will add a property record with following details,

Type of Property

Property Name

Address

Location

Admin Name (assigned to property)

after that a unique 6-digit random property ID shall be generated by the application.

(b) shall create / edit / remove admin / cluster-admin for each property.

(c) shall have customized dashboard.

(d) shall issue the following Heads (8) and Subheads (52) to each property as per the requirement. (Multi Property Management).

1	ELECTROMECHANICAL SERVICES
	1. Repair & Maintenance Services-Electrical, Mechanical & Plumbing. 2. Fire-Fighting System Management & Maintenance. 3. Prevention & Breakdown Maintenance. 4. Energy & AMC Management. 5. Common Area Maintenance. 6. Utility Management - Lifts, DG sets, WTP etc.
	Subheads (6)

2	REAL ESTATE MANAGEMENT
	1. Purchase / Sale Leasing 2. Lease Administration 3. Tax Management 4. Expense Management 5. Space Management
	Subheads (5)

3	RESIDENTIAL/OCCUPANCY MANAGEMENT SERVICES
	1. Complaint Management 2. Home Rule & Guideline 3. Fit-out Guidelines 4. CAM charges 5. Residents Engagement Activities 6. Customer Relations Management 7. Centralized 24X7 Helpdesk 8. Technical Assistance on Execution Of Interior Works Data & DTH Services.
	Subheads (8)

4	SECURITY & SOFT SERVICES
	1. General Services 2. Preventive Maintenance 3. Management 4. Housekeeping 5. Fire Safety 6. Horticulture 7. Pest Control 8. Waste Management 9. Parking Management 10. Domestic Help management 11. Common Facility Management 12. Chauffeur Services 13. Environment Health Safety & Sustainability
	Subheads (13)

5	ASSET MANAGEMENT
	1. Furniture & Assets 2. Capital Planning 3. Condition Assessments 4. Project Planning 5. Project Execution
	Subheads (5)

6	FINANCIAL & PERFORMANCE MANAGEMENT
	1. Finance 2. Budgeting 3. Reporting 4. Performance Reporting 5. Utilities Management
	Subheads (5)

7	BUILDING SYSTEM
	1. Access Control 2. Building Automation System 3. Energy Management 4. Monitoring and Control System
	Subheads (4)

8	SPORTS & CLUB FACILITY MANAGEMENT
	1. All Indoor & Outdoor Activities 2. All Types of Coaches, Trainers & Instructor Operations & Maintenance of all Sports Facility. 3. Event Management & Road Shows 4. Fitness Consultancy & Counselling 5. Fitness Workshops & Boot camps 6. Professional Coaching & Courses
	Subheads (6)

Admin: (a) Account shall not be editable by Admin itself.
 (b) shall be able to add managers of each property block.
 (c) shall verify each user(resident) before approval of registration.
 (d) dashboard shall contain the Property Name and Logo.
 (e) Employee and Resident hired staff record shall be maintained by the admin.
 (f) Admin login with Password with Thumb Impression.
 (g) Admin shall verify the submitted registration form of user (resident).

Security: (a) login with combination of Password and security login Token provided by Admin.
 (b) If security log out from the login and wants to login again shall need to seek the Admin permission in the form of token.
 (c) Track the In-time and Out-Time record of all the Employee and Resident hired Staff.
 (d) shall select employee (Office Staff or Residents hire) by scanning QR code.

User (Resident): (a) shall require Property Name and Property ID to fill the registration form.
 (b) shall submit the filled form to the Admin after given these details.

Name
 Mobile
 Email ID
 KYC Document Type
 User Status (1) Owner (2) Owner Family Member (3) Tenant
 (4) Tenant Family Member
 Access List of user (1) Name (2) Relation (3) Age (4) Photograph
 (5) Mobile (6) KYC Document
 Car (1) Registration Number (2) Make (3) Model
 Two-wheeler (1) Registration Number (2) Make (3) Model
 Flat Number
 Pet Registration Details (if any)

(c) shall check the box "I agree with terms and condition".
 (d) may login by using his mobile number and password after getting the approval from Admin.
 (e) Primary Member ID and Is Primary field shall be removed.
 (f) Property ID shall be the identification key for user (resident).
 (g) If any user (resident) with already registered Flat Number, a message shall be sent to the owner mobile number.
 (h) The owner shall approve the registration and after that admin shall also approve the user.

Owner_Member → Owner → Admin

(i) After Approval Newly registered user may login with his mobile name and password.

User (Tenant): (a) Tenant shall register using owner flat number.
 (b) A Push message shall be sent to the owner mobile number.
 (c) owner approve tenant request.
 (d) Admin shall finally approve tenant add request.

Tenant → Owner → Admin
 Tenant_Member → Tenant → Admin

Employee (Office Staff) Registration

An Employee (Office Staff) shall be registered with following details:

- (a) Employee ID
- (b) Name
- (c) Fathers Name
- (d) Mobile
- (e) Email
- (f) Property Name
- (g) Property ID
- (h) Designation
- (i) Department
- (j) Work Location
- (k) ID Type
- (l) ID Number
- (m) Local Address
- (n) Emergency Contact
- (o) Photo
- (p) Biometric
- (q) QR Code (generated by application)
- (r) Police Verification ID No
- (s) Police Verification Upload
- (t) Generate ID Card

Employee (Resident hired Staff) Registration

- a. Name
- b. Fathers Name
- c. Address
- d. Mobile Number
- e. ID Card Type
- f. ID Card Number
- g. Property Name
- h. Property ID
- i. Type of work
- j. Photo
- k. Biometric
- l. QR Code (generated by application)
- m. Police Verification ID No
- n. Police Verification Upload
- o. Generate ID Card

Attendance Employee (Resident hired Staff)

- a. In-Time, Out-Time, Face Mask Yes/No, Temperature shall be recorded by the security.
- b. Push Notification shall be send to the users (residents) registered mobile number. (Staff Entered/Left)

Visitor Management

Visitor shall give the user (resident) property ID, and security shall create visitor record by capturing following details:

Name
Phone
Email ID
ID card type
ID card number
ID upload
Photo upload
Mask Yes/No
Temperature
Tools
Vehicle details Registration No, Make, Model
Vehicle type: two / four-wheeler
Number of people with visitor
In-Time
Exit-Time

- (a) Push Notification shall be send to all the members of family of property, after visitor shall enter.
- (b) Any member of family shall allow the visitor to enter.
- (c) Push Message shall contain three option – Allow / Deny / Call.

Services

- (a) Staff Required, Dedicated Time, Request Title not required.
- (b) User may cancel or edit the Request at any time.
- (c) User shall be able to give time slot of service.
- (d) Service Engineer Login shall be created to modify request at the time of execution.

#Notice Management

- (a) Notice shall remain in the database after it expired.
- (b) Notification Flash Frequency facility shall be added.
- (c) Salutation and Signature shall be added.
- (d) Notice shall be flashed into groups/property ID.
- (e) Created By field Shall be removed.