# Communication management

# Communication module helps residents to communicate among each other also including admin. it will have following features.

# • Notices and Announcement.

# • Polls/Discussion

# • Schedule meeting and sending calendar invites

# • General Discussion

# • Sharing the documents/media

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| Feature Required |
| Run polls/Discussions.  * + Create opinion polls to understand what your residents want and make quick decisions. Want to plan an event or celebration? Know if people are interested in? Create a poll and find out immediately. |

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| **Workflow (User Story)** |
| **Step 1**  Any Resident will be able to run polls/discussions. Once the poll is created, the resident will not be able to delete it.  **Step 2** By default Polls / Discussion host will be the person who will start the poll/discussions.  **Step 3** Resident will choose the visibility group.  **Step 4** Polls / Discussion result will be visible to all the participants. |

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| **Step-1** | |
| **Screen** | **Description** |
| Graphical user interface, application  Description automatically generated | The resident will choose the communication option from the dashboard to get the screen of posts.  In this page all the post will be available like poll, event, discussion.  The resident can add a post by pressing + button. The posts will be of the following types.   1. Polls 2. Discussions 3. Event |

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| **Step-2** | |
| **Screen** | **Description** |
| Graphical user interface, text, application, chat or text message  Description automatically generated | By choosing the New Poll option resident will get a page having the following options:   1. Resident name 2. Flat Number 3. Textbox for writing poll question. 4. Add option button to add options. 5. Post button. 6. Dropdown for selecting the visibility group of the persons. |

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| Feature Required |
| Send meeting invites.Looking to call for a meeting to plan an event? The ‘Meeting’ feature will help you create an invite. It allows you to list the meeting description, agenda, venue, date & time, and participating groups for attendees’ convenience. |

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| **Work Flow (User Story)** |
| **Step 1** Resident will be able to call meeting or invites or plan an event.  **Step 2** Resident will add the description of post that includes date, time, and venue.  **Step 3** Resident will choose the visibility group.  **Step 4** Any Resident can comment on the post. |

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| **Step-1** | |
| **Screen** | **Description** |
| Graphical user interface, application  Description automatically generated | The resident will choose the communication option from the dashboard to get the screen of posts.  In this page all the post will be available like poll, event, discussion.  The resident can add a post by pressing + button. The posts will be of the following types.   1. Polls 2. Discussions 3. Event |

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| **Step-2** | |
| **Screen** | **Description** |
| Graphical user interface, text, application, chat or text message  Description automatically generated | By choosing the New Event option resident will get a page having the following options:   1. Resident name 2. Flat Number 3. Textbox for writing event description. 4. Event Date text box. 5. Add venue text box. 6. Attachment icon button. 7. Post button.   Dropdown for selecting the visibility group of the persons. |

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| Feature Required |
| Start a discussion.  * + All residents can check into the 'Communications’ section of the app and pen down their suggestions to start a discussion and comment on other ideas that interest you. |

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| **Work Flow (User Story)** |
| **Step 1** Resident will be able to start a discussion.  **Step 2** The resident will write the topic of the discussion.  **Step 3** Resident will choose the visibility group.  **Step 4** Any Resident can comment on the post. |

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| **Step-1** | |
| **Screen** | **Description** |
| Graphical user interface, application  Description automatically generated | Resident will choose the communication option from the dashboard a get screen of posts.  In this page all the post will be available like poll, event, discussion.  The resident can add a post by pressing + button. The posts will be of the following types.   1. Polls 2. Discussions 3. Event |

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| **Step-2** | |
| **Screen** | **Description** |
|  | By choosing the New Discussion option resident will get a page having the following options:   1. Resident name 2. Flat Number 3. Textbox for writing discussion topic. 4. Attachment icon button. 5. Post button. 6. Dropdown for selecting the visibility group of the persons. |

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| **Feature Required** |
| Notice Boards/Announcements  * + Can see all announcements/Notice related to residents through the app. |

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| **Work Flow (User Story) for Resident** |
| Step 1 Resident will access the notification section.  Step 2 Resident will get a list of all the notification read/unread.  Step 3 To read a notice resident will select the required notification.  Step 4 After choosing a notice, detailed notice page will appear. |

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| **Step-1** | |
| **Screen** | **Description** |
|  | Resident will access the notification by choosing the notification bell icon. |

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| **Step-2** | |
| **Screen** | **Description** |
|  | Resident will see all the notices list inside the notifications. |

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| **Step-3** | |
| **Screen** | **Description** |
|  | Resident will open a notice by choosing a particular notice in the list. |

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| **Feature Required** |
| Documents  * Documents related to society/facilities can be stored for easy accessibility as and when needed. Security / Safety riders-restricting downloads/read only/etc. |

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| **Work Flow (User Story)** |
| **Step 1** Admin will upload all the utilities documents related to society /  facilities.  **Step 2** Uploaded documents will have restrictions like restricted download /  read-only.  **Step 3** These documents will be available to all the residents of the  community. |

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| **Step-1** | |
| **Screen** | **Description** |
| Graphical user interface, text, application, chat or text message  Description automatically generated | Resident can view the documents related to community, with the option **Document** placed on the dashboard. Here resident will also have the Add folder and Add Document button to add document. |

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| **Step-2** | |
| **Screen** | **Description** |
| Graphical user interface, application  Description automatically generated | Resident will choose the add document option and add the documents by giving some information about it. This page will have the Type, Title Description, attachment, and Add in Folder option with Add Document button to add document. After adding document, it will be available to all community residents. Any resident of the community can add documents. |