Assembly Line or Track Name & Number| English Coding Document| Name & Number of DATA Field

Note: Each English Code document is for the ACTIONS of 1 DATA FIELD ONLY, and NOT FOR general projects. So there will be a new sheet for every DATA FIELD

SN	Information Type	Value
1	**Name of Track or Assembly Line:**	MTO Generic track
2	**Number of Track or Assembly Line:**	DEVMA01
3	**Copy of the List of ACTIONS exactly as listed on the Main Assembly Line or Branch Track document:**	**Admin Page** 1. Design **MAL Requirements form** with Name of the Microtask and submit button 2. The Name of the Microtask will be displayed as drop down and should be come from the database 3. The submit button will perform the job posting function. 4. Job posting function means when ever the admin choose the name of the task from the dropdown list and submit the button the job will be displayed in the **Job posting Page** **(Refer English code for Predecessor 1)**
4	**Name of the End Document Data Field:**	Name of the Microtask
5	**End Document Data Field Code or Number:**	DEVMA01F001
6	**Explanation of what data it contains:**	Name of the microtask of the job to be done
7	**Data Field Format:**	Text
8	**Predecessor Field #:**	1 [SHOULD BE THE FIELD NUMBER FROM OUR FIELD NUMBER PROTOCOL]
9	**Predecessor Field Name:**	Name of the micro task from the MAL requirements
10	**All Compliances for this Data Field:**	• The Name of the microtask given in MAL requirements must be taken from the Job posting Database only
11	**Name of the Source from where the Predecessor Field appears:**	MAL requirements sheet

12	**Permissions given to whom to take what action:**	• Permission to Habot to access the MAL Requirement sheet • Permission to Habot to copy Name to Job posting script • Permission toHabot to do the job posting
13	**Costs for the Field:**	1
14	**Revenue for the Field:**	15

15	**Totaling all Costs and Revenues for all fields in the Track: (database will be having 4 fields 1. Cost, 2.revenue for this field 3. Cumulative cost till this field in this track 4. Cumulative revenue till this field in this track**	1. 1
		2. 15
		3. ..
		4. ..

16	**Clock Starting or adding:** **1. Starting at start of Track, Stopping at end of track** **2. Starting when job comes to field, Ending when job leaves field** **3. Clock starting when each Action starts and Ends** **4. Accuracy clock starts and stops when each Accuracy Check starts and stops for each person and goes in to persons' DB**	Clock 1: Clock starts when the name of the microtask appears in job posting DB and ends when it is copied to MAL requirements Clock 2A: Clock starts when the name of the microtask is not available in Job posting DB and ends when it appears Clock 2B: Clock starts when the name of the microtask appears in job posting DB and ends when it is copied to MAL requirements
17	**Events: (notification showing like done or error is there,)** **- Notify the action taken** **- If no error will move to the next field** **- If any error shows up** **- Track have to be idle** **- Error message to show up** **- Backup have to be online to replacet the error** **- Auto testing for the activated back up** **- If no error then system can run again** **- Root cause diagnosis of error have to be done with that station offline** **- Root cause removal by modifying system so that this error if it happens can be delt with**	1. Check if the copy pasting action has been done or not. 2. If action has not been done, the track stops and an error message shows up. 3. Backup action to replace it. 4. Removal of the error of the system after backup is online

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18	**Databases involved in these set of Actions**	Varal Job Posting DB
19	**Accuracy Check mechanism:**	NA
20	**Data incoming from a branch track of Habot, MTO or UI-Customer:**	Script for Job Posting
21	**Which branch track is it coming from Habot, MTO or UI-Customer? UI/MAL/Habot/MTO**	Habot
22	**Actions required on the field to move system to the Successor Field** [including applying compliances, security issues,permissions, costs and revenues, database storage copying editing pasting, notifications, clocks starting and stopping, transaction storage, always on backup, accuracy check mechanism, incoming data from another branch track]	• Check if Name of the microtask present in MAL requirement sheet. • If yes, then copy to Job posting script. • If no, copy the data from job posting DB. • Check if all necessary data is present in the job posting script. • If yes, Do the job posting. • If no, request data to Habot team.
23	**Input Field Number, Data, Source:**	Field number - VAR001DEVMA010820001DWVMR02F001 Data - Name of the micro task from the MAL requirements Source - MAL requirements sheet
24	**Output Data, Successor Field Name & Number:**	Field number - VAR001DEVMA010820001WWVJP01F001 Data -The Name of the microtask in job posting must be same as mentioned in MAL requirements Source - Job Posting on Landing page
25	**English Code for Action #1 from Track Document:**	• Check if Name of the microtask present in MAL requirement sheet present in the job posting database • If yes, then copy the Name of the microtask to Job posting script in the job posting database • If no, copy the data from the job posting DB. (From which DB and saved in which DB + action needed

		to be taken)
26	**1. Including applying compliances, permissions, security issues, costs and revenues, database storage copying editing pasting, notifications, clocks starting and stopping, transaction storage, always on backup, accuracy check mechanism, incoming data from another branch track**	Compliances : The Name of the microtask given in Job posting script. must be taken from the MAL requirements only Permission provided to habot to access the MAL requirement sheet present in the job posting database Permission provided to habot access the Job posting script in the job posting database Clock starts when the data MAL requirements sheet is accessed by the habot to copy data Clock Stops when the data is saved in the job posting script in the job posting database
27	**Databases being used in this Action**	Varal Job Posting DB
28	**2. Check if Action code and details are available in the database.** a. Check if the details are available in the database or send a request for the same	Yes available - Action code : ABCP12 Copying Data to DBs If action not present send email for action requirement (Habot Action code Eg: TC, send email etc)
29	**3. Related documents are ready and kept in the DB** a. Check whether the documents related to the Actions are ready b. Else notification mail to the MTO, UI or Habot to make the track.	Yes available -MAL Requirements sheet present in the Varal Job Posting DB •Check whether the documents related to the Actions are ready •Else notification mail to the MTO, UI or Habot to make the track.
30	**Write in detailed English what you want the system to do to implement the Action listed above**	The name of the micro task must be copied from the MAL requirement sheet to the job posting script
31	**English Code for Action #2 from Track Document [As above]:**	• Check if all necessary data is present in the job posting script. • If yes, Do the job posting. • If no, request data to Habot team.
32	**4. Including applying compliances, permissions, security issues, costs and revenues, database storage copying editing**	Compliances : The Name of the microtask given in MAL requirements must be taken from the Job posting Database only Permission: •provided to habot to

	pasting, notifications, clocks starting and stopping, transaction storage, always on	access the Job posting script in the job posting database •provided to habot to perform job posting Clock starts when the job posting script is accessed Clock stops when the job position is done
33	**Databases being used in this Action**	Varal Job Posting DB
34	**5. Check if Action code and details are available in the database.** a. Check if the details are available in the database or send a request for the same	Yes available - Action code : ABJP14 Job Posting If action not present send email for action requirement (Habot Action code Eg: TC, send email etc)
35	**6. Related documents are ready and kept in the DB** **a.** Check whether the documents related to the Actions are ready **b.** Else notification mail to the MTO, UI or Habot to make the track.	Yes available - Job posting script in the job posting database •Check whether the documents related to the Actions are ready •Else notification mail to the MTO, UI or Habot to make the track.
36	**Write in detailed English what you want the system to do to implement the Action listed above**	Job Posting :Each time a job is to be given to Vendor OS, this station is to be triggered and the job details are posted on the Varal Site from where OS can apply and do the job.
37	**English Code for Action #3 from Track Document [As above]:**	-Not applicable -
38	**7. Including applying compliances, permissions, security issues, costs and revenues, database storage copying editing pasting, notifications, clocks starting and stopping, transaction storage, always on**	-Not applicable -
39	**Databases being used in this Action**	-Not applicable -
40	**8. Check if Action code and details are available in the database.**	-Not applicable -

	a. Check if the details are available in the database or send a request for the same	
41	**9. Related documents are ready and kept in the DB** **a.** Check whether the documents related to the Actions are ready **b.** Else notification mail to the MTO, UI or Habot to make the track.	-Not applicable -
42	**Write in detailed English what you want the system to do to implement the Action listed above**	-Not applicable -
43	**Certified by non-coding partners in the team that they have understood the English Code and what it is meant to do**	
44	**Name of Partner 1, Date, Understood**	
45	**Name of Partner 2, Date, Understood**	
46	**TC-Accuracy Leader #1, Date, Approved**	
47	**TC-Accuracy Leader #2, Date, Approved**	

1. **Objectives of the English Code:**
   a. **Convert the actions into English Code**
   b. **Ensure that the English Code addresses all ACTIONS for the DATA FIELD.**
   c. **Each Action must be addressed.**
   d. **Make sure that at the completion of the exercise the system moves to the SUCCESSOR DATA FIELD**
   e. **For each Action covers** applying compliances, permissions, security issues, costs and revenues, database storage copying editing pasting moving, notifications, clocks starting and stopping, transaction storage, always on backup, accuracy check mechanism, incoming data from another branch track
2. **Database Checklist** [Select from this Glossary of all the databases]
   c. **Lead DB:** All the lead information is collected to this database . The lead information comes to this database from the web.

d. **Transaction DB:** Stores all transactions happening in the Habot system all the time. Used to trace back errors and corrections. It is a logical unit that is independently executed for data retrieval or updates.
e. **Triangular A-B Check:** It is a temporary database at which the comparison of the data takes place.
f. **HR DB:** This Database Module will store the details of Varal employees information and the source documents of those employees. The HR database will perform duties as storing employee data, managing payrolls, recruitment processes, Performance appraisal, benefits administration and keeping track of attendance records.
g. **Client DB:** Stores all client information from master list and from CAC sheets, from Freshsales. Should also be linked to Vendor and accounts to make invoices
h. **Form DB:** This database stores all forms, end documents, examples of source, kycs, used for data entry or form submission. Can also store web forms.This Database Module will store all the blank forms and templates. Also this DB will send forms to the stations which are required.
i. **Vendor DB:** All information regarding all vendors dealing with Varal including jurisdictions, institutions, service providers. Including prices, special offers, products, contact details, compliances, ratings. To be linked to invoice making in Client DB.
j. **Account DB:** Primarily to store credit and debit information for each transaction. Which is then transferred to QB as CSV files and mapped into their fields and uploaded daily.
k. **Vendor OS DB:** All information regarding all vendors dealing with Varal including jurisdictions, institutions, service providers. Including prices, special offers, products, contact details, compliances, ratings. To be linked to invoice making in Client DB.
l. **Compliance DB:**To be used to store compliance applications to each form for each Vendor we deal with and how it applies to each field. This information will be called upon when a form is filled at a station.
m. **Performance DB:** The time taken to complete this action is recorded here.
n. **Security DB:** Where all permissions for all tasks within the system will be stored. Links to HR, Vendor OS will be made. All tracks will 1st seek information from here so that it can proceed.
o. **Error report & Replacement:**It is the database where all the errors and corrections are recorded . Recoded corrections are also used by the system to eliminate the cause of error in future.
p. **Report DB:** This database is used for saving the generated report that is happening in the report generation function. There are various reports generated and saved in this database.
q. **Script DB:**This is the database where we store the script for emails. The fields included are subject, email content and the attachment (job description).

r. **Order / JobsDB:** Jobs regarding all tracks. Those asked for in estimates, those made in the past, those on going, those completed. Will also be used to make invoices as the system grows. Linked to accounts, client

s. **Cost DB:** For each process there is a cost occurred ,the cost for these processes is stored in the cost DB , this cost will be later summarized and used to generate the bill for the client. the client.Cost for the station to run.

t. **Varal DB:** All information regarding all Varal like prices, special offers, products, contact details, compliances, ratings.

u. **Varal MTO Job Posting DB:** The database with details for each outsourcing job from Varal is added to this database and each time a job is created it takes the details for the job from this database.