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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:**	<mark>User Page</mark> 1. Design **Job Posting page** with Name of the Microtask/Job and Apply Button . 2. Name of the Microtask should come from the database 3. Apply button should perform the Job allocation function 4. Job allocation function will allocate the job by sending the email to the candidate(outsourcee) email id (email id should be taken from Login DB) with required details. (Details include job instruction , job sample, Job output sheet (google sheet). 5. Allocation Details will be saved into the Database along with the Job id , Time of allocation , Outsource Email Id and Outsource Name.
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
9	**Predecessor Field Name:**	Name of the microtask from job posting

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10	All Compliances for this Data Field:	The Name of the microtask in job posting must be same as mentioned in MAL requirements
11	Name of the Source from where the Predecessor Field appears:	Job Posting on Landing page
12	Permissions given to whom to take what action:	Permission to Habot to access the field
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 MAL requirements sheet and ends when job posting is done Clock 2A: Clock starts when the name of the microtask is not available in MAL requirements sheet and ends when it appears Clock 2B: Clock starts when the name of the microtask appears in MAL requirements sheet and ends when it is copied to Job posting script9 Clock 3: Clock stops when Job posting is done

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
		1. Notify if the job posting status has been done or not.
		2. If checking has not been done, the track stops and an error message shows up.
		3. Backup action to

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	- **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** -	replace it. 4. Removal of the error of the system after backup is online
18	**Databases involved in these set of Actions**	Varal DB
19	**Accuracy Check mechanism:**	NA
20	**Data incoming from a branch track of Habot, MTO or UI-Customer:**	NA
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 Job posting has been done and make sure that, The Name of the microtask in job posting must be the same as mentioned in MAL requirements. • Permission lies with Habot to access the field
23	**Input Field Number, Data, Source:**	Name of the micro task from the MAL requirements
24	**Output Data, Successor Field Name & Number:**	Name of the Microtask
25	**English Code for Action #1 from Track Document:**	1. Check if Job posting has been done and save the status to Varal DB (From which DB and saved in which DB + action needed to be taken)

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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**	• Check if Job posting has been done and make sure that, The Name of the microtask in job posting must be the same as mentioned in MAL requirements. • Permission lies with Habot to access the field
27	**Databases being used in this Action**	Varal 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**	• Check if the details of the action code of Checking the job posting status are available in the Varal database. • If not, send a request for the same (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.**
		• Check if the MAL requirements sheet is available.
		• If yes. Check if the name is the same in the Job posting.
		• If not, email the MAL owner to ask for the sheet.
		Source Docs, Compliance docs, DB list, Habot actions

30	**Write in detailed English what you want the system to do to implement the Action listed above**	The system is expected to check if Job posting has been done or not.
31	**English Code for Action #2 from Track Document [As above]:**	1. If Job posting is done, Copy the name of the microtask to the ED in Varal DB
32	4. **Including applying compliances, permissions, security issues, costs and revenues, database storage copying editing pasting, notifications, clocks starting and stopping, transaction storage, always on**	• If Job posting is done, Copy the name of the microtask to the ED in Varal DB • Permission lies with Habot to access the field

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33	**Databases being used in this Action**	Varal 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	• Check if the details of the action code of copying data to ED are available in the Varal database. • If not, send a request for the same (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.
		• Check if the ED is available.
		• If yes. Copy the name to it.
		• If not, email the MAL owner to ask for the sheet.
		Source Docs, Compliance docs, DB list, Habot actions

36	**Write in detailed English what you want the system to do to implement the Action listed above**	If the job posting is done, The system is expected to copy the name of the microtask to the ED
37	**English Code for Action #3 from Track Document [As above]:**	2. If Job posting is not done, request Habot team to perform Job posting
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**	• If Job posting is not done, request Habot team to perform Job posting • Permission lies with Habot to access the field
39	**Databases being used in this Action**	Varal DB
40	**8. 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	• Check if the details of the action code for sending the email to the Habot team are available in the Varal database. • If not, send a request for the same (Habot Action code Eg: TC, send email etc)

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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.
		• Check if the Job posting is available.
		• If yes, Copy the name to ED.
		• If not, email the Habot team to perform it.
		Source Docs, Compliance docs, DB list, Habot actions

42	**Write in detailed English what you want the system to do to implement the Action listed above**	If the job posting is not done, The system is expected to request Habot team assigned to perform the Job posting.
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.

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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

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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.