Master Screen : Master screen data should be created first before transaction screen process .

The following master screens features are :

* Land
* Buildings
* Floor
* Building Type Room
* Building Room

Transactional Screen Flow

1. Asset Maintenance Process Flow

Activity:

The asset management process begins with identifying assets and assigning them to an Asset Maintenance Team. This team oversees the Asset Maintenance, keeping a detailed Asset Maintenance Log that records all actions taken, including routine upkeep and any necessary repairs. When repairs are needed, the team addresses them promptly, ensuring assets are swiftly restored to optimal functionality while maintaining a comprehensive record of the repair history for future reference and analysis.

Roles: Building administrator ,Floor Supervisor , Maintenance Department , Employee

Pre-requisites : Department , Location ,Cost Centre

Step: Asset >Asset Maintenance Team >Asset Maintenance >Asset Maintenance Log > Asset Repair

1. Third Party Attendance Flow

Activity:

The Contract outlines agreements between parties, leading to the creation of a Third Party Attendance Contract. This specific contract delineates the terms and conditions regarding the involvement of external entities or third parties in attendance-related matters. It sets guidelines for their participation, defining roles, responsibilities, and expectations, ensuring clarity and alignment between all involved parties regarding attendance-related activities or engagements.

Roles:ToT coordinator/director ,ToT coordinator/administrator ,TOT Trainer

Pre-requisites : Party Name, Party User

Step: Contract >Third Party Attendance Contract>Third Party Attendance>Total Development Area