

Scope of Work for OPT Career

Mobile App Users

FOS Users:

1. **ATTENDENCE WITH GEO TAGGING IN & OUT TIMING:** This Section manages the attendance part of the FOS user's. When a user tries to make his/her attendance, they must take their picture along with Geo location and time. This attendance will be track by TL of FOS Team.
2. **Current Stock:** This Section shows the current stock for all products.
3. **Stock Uploading:** From this section user can upload new arrival stocks. And it's should be updated on Current Stock value.
4. **Sale Uploading:** From this section FOS users upload their sale details. This sale details can be viewed by their respective team leaders. This sale upload will update Current stock section. Make a section from where FOS users can view their sale details.
5. **Salary Tracking:** From this Section User can view his/her Salary Statement which is uploaded from admin section.
6. **Self Document Uploading:** FOS users can upload documents to their Team leaders.
7. **Leave Request:** FOS users can submit their leave request through this section. Leave request should be of two types, a. Casual leave b. Sick Leave.
8. **Grievance:** From this section a FOS launch a Grievance to the admin.
9. **Notification area:** This section consists of notifications coming from hierarchy users /Admin.

VM (Visual Merchandisers)

1. **ATTENDENCE WITH GEO TAGGING IN & OUT TIMING:** This Section manages the attendance part of the VM user's. When a user tries to make his/her attendance, they must take their picture along with Geo location and time. This attendance will be track by TL/AOM.
2. **PJP (Pre Journey Plan) View:** Can see the out-late details which they have to go day wise. This track the path of VM's daily basis by the senior (TL/AOM).
3. **Outlet visit report with photo:** VM will select a store name from dropdown, then give a Outlet name, Address, City, State, Pincode, add Photos, at least 10 photos will be taken.
4. **Salary Tracking:** From this Section VM's can view his/her Salary Statement which is uploaded from admin section.
5. **Self Document Uploading:** VM's users can upload documents to their TL/AOM leaders.

6. **Leave Request:** FOS users can submit their leave request through this section. Leave request should be of two types, a. Casual leave b. Sick Leave.
7. **Notification area:** This section consists of notifications coming from hierarchy users /Admin.

TL/AOM (TL/AOM will different for FOS and VM)

1. **ATTENDENCE WITH GEO TAGGING IN & OUT TIMING:** This Section manages the attendance part of the FOS user's. When a user tries to make his/her attendance, they must take their picture along with Geo location and time. This attendance will be track by RPM/REG client
2. **PJP (Pre Journey Plan) View of VM's:** Set outlet code per day's wise of VM's. Track the path of VM's daily basis by TL/AOM.
3. **PJP (Pre Journey Plan) view of own:** Can see the outlet details which they visit per day wise. This outlet's details will be set by RPM/REG.
4. **Review Out late visit report of VM's with photo:** TL/AOM will see the detail view of out-late visit report of VM's day wise/Month wise.
5. **Out late visit report with photo:** TL/AOM will select a store name from dropdown, then give a Out-late name, Address, City, State, Pin code, add Photos, at least 10 photos will be taken.
6. **Salary Tracking:** From this Section TL/AOM's can view his/her Salary Statement which is uploaded from admin section.
7. **Self Document Uploading:** VM's users can upload documents to their TL/AOM leaders.
8. **Leave Request:** TL/AOM users can submit their leave request through this section. Leave request should be of two types, a. Casual leave b. Sick Leave. This request will be approved by RPM/REG users.
9. **Leave Request Approval:** TL/AOM users can approve leave requests of VM/FOS (TL/AOM of FOS group and TL/AOM of VM's group).
10. **Document Review Section:** From this section TL/AOM can view the documents uploaded by FOS/VM s.
11. **Request for new Outlet:** Giving the details of new outlet. With proper address, location. This should be goes to RPM/REG.
12. **Notification area:** This section consists of notifications coming from hierarchy users /Admin.

Desktop Users/Web Users

RPM/REG Client:

1. Total Project Control:

- a. Project details, like client can see projects name, click on that project name the client will redirect to a detail page of that project, where client can see the no of outlets, manpower use per outlet wise. Click on that outlet client can view the resource used on that outlet, and click on that resource, the client will redirect to the manpower's detail page, where client can view the detail of that manpower.

2. PJP Creation for TL/AOM's: From this section RPM/REG's will create journey plan by giving outlet code day wise.

3. PJP tracking of all users: From this section client can view a PJP of a particular user for a particular day.

4. Attendance View: From this section client can view the attendance details of any users under that project. It can be daily wise or monthly wise.

5. Document Review Section: From this section Client can view the documents uploaded by TL/AOM s.

6. Outlet Requests: Detail view of outlet requests. If the request approved then it will send the outlet details to the national manager for approval.

7. Notification area: This section consists of notifications coming from hierarchy users /Admin.

Please add more features if they have.

ADMIN (OPT Career)

- 1. Create Project.**
- 2. Create Users (Employee) under a Project, with user type (like TL/AOM, FOS, VM), User Mapping (TL/AOM → VM or TL/AOM→ FOS) etc. Lower level users (Like FOS, VM) details will be shown to higher level users (Like TL/AOM).**
- 3. User Details:** Detailed view of FOS,VM,TL/AOM s. (Attendance, Payslip, Leave request)
- 4. Add Outlet Details, Like Outlet code, Latitude, Longitude etc.**
- 5. Offer letter upload against an employee with assign project details.**
- 6. Offer letter issue history.**
- 7. Grievance:** From this section Admin can view of grievances of FOS, VM, TL/AOM .
- 8. New Approvals:** New outlet request approval will be done from this section. The request will be come from RPM/REG client or National Client.

9. Reference: (Not Clear)

- 10. Shuffling:** From this section admin can see the user shuffling between one outlet to another.
- 11. Resigned:** From this section admin can see the list of resigned manpower details.
- 12. New Join Details:** From this section admin can see new join manpower details. It can be viewed by Month wise or Day wise.

13. Process Resigned: Not Clear

- 14. ESIC:** Admin will see ESIC details for any user coming from HRMS in this section.
- 15. PF:** Admin will see PF details for any user coming from HRMS in this section.
- 16. Query:** From this section admin will see all queries coming from any users, and admin will reply for those queries also from this section.
- 17. Activate Programmes:** From this section admin can active or Inactive a Project. Inactive will make all features inactive in mobile app section for all users.
- 18. Mobile Logs:** Admin will see a brief data in dash board for each project.
- 19. Offer letter:**
- 20. RAOG:** From this section admin can view the rating for a particular project based on many certain criteria.
- 21. Resignation Quarter-wise/zone-wise/City-wise:** A full description of Resignation history for a project.
- 22. DOC Uploading:** Admin can upload any document from this section which are available in users end.

Notes:

1. Please make a feature list for National Client.
2. Provide fields for each segment. Like when a User is created which data should be given from admin for create a user.