



Document Tracking System

Key Features

A. Master Database Entry

1. Client Details (personal & contact details)
2. Work List to be done by the users
3. File Rake Database to identify which file is located in which Reck.
4. Employee database master (personal & contact details with picture)
5. User Database with priority setup option (where new users can be created and set priority level)

B. Daily Transaction (Admin Level)

1. Creating daily work schedule for all users along with time frame
 - i. It can have sms facility (optional)
2. Viewing/Tracking work progress
 - i. List of work/project completed
 - ii. List of work/project pending
 - iii. List of work/project going slow (after crossing time period)
3. Maintaining client project details like project type, area, build up area, project cost etc.
4. Resending of work back to the users if not completed properly or to be modified any more.
5. Confirmation where work successfully completed.
6. List of delivered drawings client & project wise
7. List of drawing to be delivered

C. Daily Transaction (User Level)

1. Users will feed the daily work progress and transfer to admin level to further approval.
1. Every user will have their notification center where he/she can view all the task send from the admin level. It will show all task in different pattern like pending task in red color, completed in green color and modifying task in orange color etc.
2. User alarm which will remind user, which work has to be finished first (for argent projects)



D. Approval Level

1. This user will receive completed drawing for approval he/she will approve the drawing in two ways
 - i. Either resend for correction
 - ii. Or complete and send for delivery to client

E. Accounts Section

1. Making project wise and drawing wise quotation
2. Making Drawing wise invoice as mentioned in quotation
3. Making payment entry received through client in particular project
4. Complete Client ledger project wise
5. All Quotation, Invoice & Payment is connected to each other.

F. Utilities

1. Database backup facility
2. Password changing facility