

Project Monitoring Software Requirement: Konark Engineers,

1. Reminder pop ups (Weekly/ Daily) to engineers about planning according to date.

Notification can be generated in software for each employee to show his planning of that date. This will remain there until that task is completed.

2. Edit option for every sub task for date extending / Activity.

Presently, tasks have no edit option. This will be provided for Admin to Edit tasks

3. Travel expenses to be filled mandatory by engineers.

Expenses adding provision is available, but optional. We can make it compulsory for each day.

4. Outstation Expenses Tab to be added with tab of picture of bills to be uploaded.

In Expenses tab, itself we can provide for adding scanned copies / photo copies of invoices/bills/tickets.

5. Admin should get how much time is spent by engineers on entire site.

Presently, time of each task and total time for the day is recorded. We can provide for total time spent on each project so far, by each employee and total of all employees for that project.

6. Advance settlement reminder if taken and to be on time.

We will provide facility to give advances to employees, and they will submit expenses with details (Bills, Receipts, Tickets, etc.) online against such advance. Any balance amount of Advance will be shown and periodic notification (for example once a month, or on submission of expenses) will be sent to all concerned about it.

7. One Engineer should be able to assign task to other engineer if it's out of his scope. (e.g. mail or any documentation at back office)

We can provide this, for any existing employee to re-assign his task to other employees. However, this will have to be final, after approval from the team Manager.

8. Inputs to get expenses of project

This is available presently, we can make it more clear to get project-wise expenses.

9. Expenses should be bifurcated like food, travel, etc.

Yes. These fields can be added for Expenses entry by employees, and can then be shown in report.

10. If local material is purchased how to track those expenses?

We can provide for site expenses for local material purchase and employee can add to his report and to expenses

11. Project wise consumables taken on site to be updated for that project.

This is presently available

12. Sequencing of activity should be editable.

In present project planning, activities once added cannot be altered for sequence. We will provide facility to change sequence of Activities (along with its associated stages & tasks), or to shift stage within the Activity, or to another activity (with its tasks), or move tasks from one stage to another stage or to another activity. Admin will have control for this change.

13. Labour cost & supply cost to be added separately in project planning.

The present field of Project cost can be divided into two parts, as above.

14. Service reports pictures should be uploaded

- A. We will provide facility to upload documents at different sections. Client will specify in which sections they need document upload facility. This can be while adding a daily work report, daily expenses, like Project Documents, any drawings or documents against any activity or stage or task etc.
- B. Employee will be able to make a report of any servicing done at site and can upload documents related to it like - service reports, commissioning report, erection reports, other reports.

15. Reminder for balance payment from each site.

This can be added. For this, project invoice amounts need to be entered into software. We need to provide for this, e.g. Invoice amount, less advance received and balance pending

16. Daily Report (if engineers at office and all task are done on tell calls) different tab.

Yes. This can be added. If it is not for any project, it will be shown separately, otherwise can get added to that particular project.