



# **ENTERPRISE**

**Resource Planning** 

"Crafting Success Stories By Tailored ERP"

#### **ADVANTAGES**

- **Highly Secured Server**
- Looping Mechanism
- Customizable Modules
- 24 x 7 Support
- **Integrated Modules**
- **CDN Connected**
- 100% Satisfaction



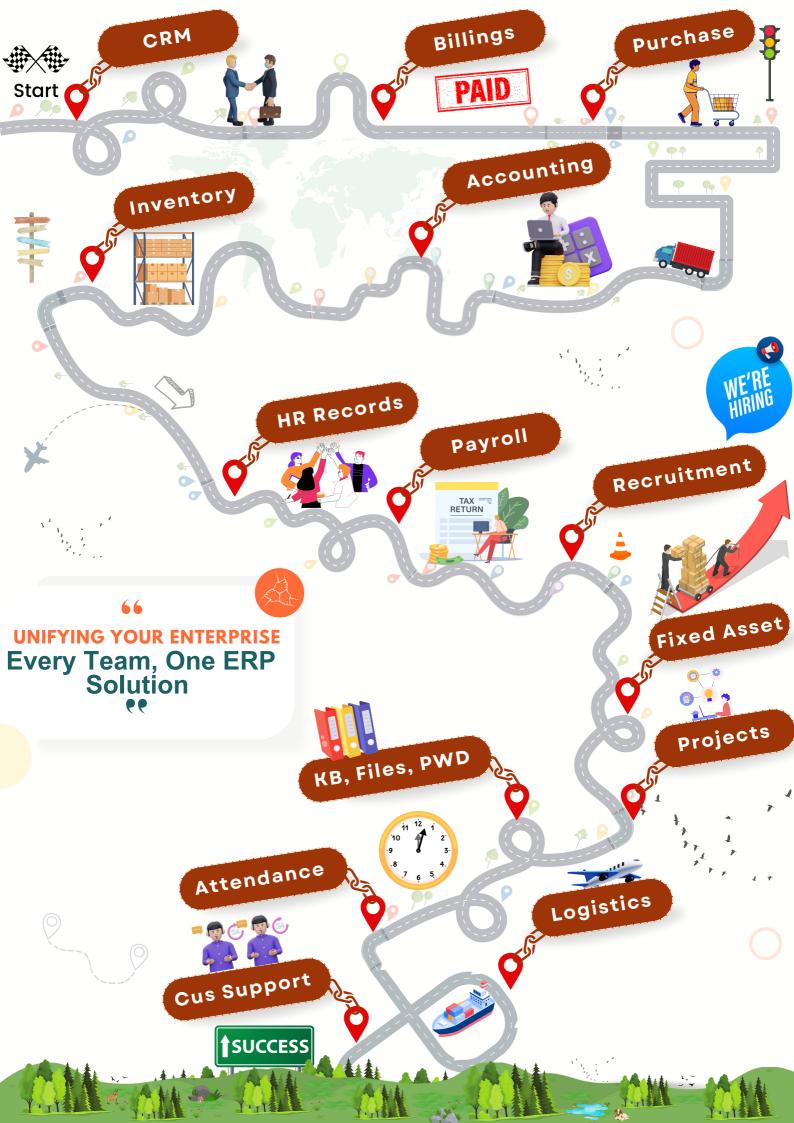












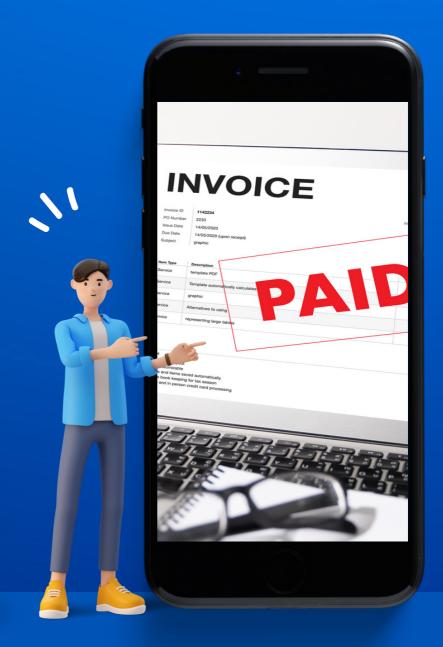
# SALES CORE MODULE





- **S** ESTIMATE
- ✓ PROPOSAL
- **W** INVOICE
- RECUURING INVOICE TAB
- **RETAINER INVOICE**
- SALES ORDER
- O DELIVERY CHALLAN
- CREDIT NOTES
- PAYMENTS











### @ESTIMATE

- Generate accurate cost estimates for products or services.
- Foster transparent communication with clients.
- Customize estimates based on client requirements.
- Seamlessly convert estimates into proposals.



- Create professional proposals with detailed project information.
- Integrate electronic signatures for quick approvals.
- Facilitate collaborative editing for multiple team members.
- Track different versions of proposals for history and reference.







### @INVOICE

- Automate invoice generation for completed sales.
- Customize invoices for branding and professionalism.
- Support multi-currency transactions for international business
- Implement automated reminders for overdue payments.



### @RECURRING INV

- Schedule and automate recurring invoices for subscriptions.
- Provide flexibility in billing cycles based on business needs.
- Allow modifications to recurring invoices for plan changes.
- Implement a notification system for upcoming invoices.





### @RETAINER INVOICE

- Efficiently manage and track retainer contracts.
- Generate invoices for retainer-based services.
- Track retainer balances and usage based on Customers.
- Send automated reminders for retainer contract renewals.



### @SALES ORDER

- Efficiently create and manage sales orders.
- Link sales orders to inventory for accurate tracking.
- Provide real-time updates on sales order status.
- Integrate sales orders with the invoicing process.









### @DELIVERY CHALLAN

- Generate documentation for shipped goods.
- Serve as proof of delivery for shipped products.
- Streamline logistics processes with accurate documentation.
- Record and track details of each shipment.



### @CREDIT NOTES

- Issue credit notes for returns or adjustments.
- Record credit transactions on ERP in a timely manner.
- Clear outstanding balances through credit notes.
- Maintain a Record history of issued credit notes.











- Record payments received from clients.
- Reconcile payments with outstanding invoices.
- Automate payment recording for efficiency Tracking.
- Implement late payment reminders to enhance cash flow.





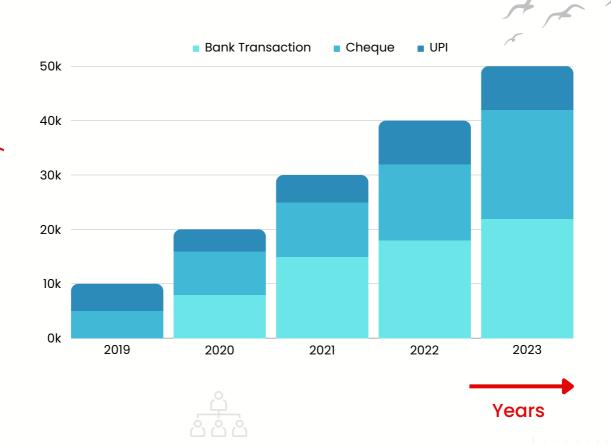
### @FEATURES LIST

- **W** Item Inventory Syncing
- Dynamic Discount
- Write OFF Feature
- ✓ Invoice by Status
- ✓ Draggable Line items
- ✓ Merge & Clone Concept
- **User Activity Logs**
- Share Public bills via URL

- Multiple Tax adding
- Remainder & Notes for Invoice
- Digital PDF Download
- Recurring Payments
- Payments by Invoice & Customer
- GST Payable & Recievable
- **Overage** Pending Quotation
- Overdue Invoices & Customer







### CHARTS & REPORTS

- Payments Vs Customer
- Customer By Sales person
- **Expense vs Income**
- Credit Notes issued Monthly
- Record payments received.
- **Upcoming Followups**
- **Upcoming Payments**
- **Record payments received.**

- **V** Payment By Zones
- **Upcoming Remainder Followups**
- Monthly, Yearly Turnover
- **Monthly Overdue Targets**
- **Record payments received.**
- **GST Reports**
- Record payments received.
- Ocuments Stage by Invoice

# CUSTOMER (CRM)

**RELATIONSHIP MANAGEMENT** 





- LEADS
- **OPPORTUNITY**
- **SALES TEAM**
- SALES TARGET
- SALES PERSON OVERVIEW
- ✓ UPCOMING ORDERS ○
- ORDERS BY ZONE



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### **CRM MODULE**







- Capture and enter new leads into the system, providing a centralized repository
- Qualify leads based on criteria such as interest, budget, and timeline.
- Track the sources of leads to analyze the effectiveness of marketing and sales channels.
- Facilitate the conversion of qualified leads into opportunities for further engagement.



### @OPPORTUNITY

- Manage the sales pipeline by tracking opportunities through various stages.
- Include competitor information and analysis for each opportunity.
- Use historical opportunity data for sales forecasting and planning.
- Integrate opportunity data with customer profiles for a comprehensive view of customer interactions.



### Loyal Wings

### CRM MODULE



### @SALES TEAMS

- Create and manage sales teams based on territories, product lines, or other criteria.
- Facilitate collaboration within sales teams for effective communication and information sharing.
- Track and analyze team performance metrics, such as sales quotas and achievements.
- Integrate sales team data with comprehensive sales reports for strategic analysis.



### @SALES TARGET

- Set sales targets for individual salespersons, teams, or the entire organization.
- Analyze historical sales performance against targets for continuous improvement.
- Link sales targets to incentive programs to motivate and reward sales teams.
- Integrate with the goals module to align sales targets with individual and team goals.





### **Q** CRM MODULE

### @SALES PERSON VIEW

- Provide a comprehensive overview of individual salesperson performance
- Highlight the number of deals closed and conversion rates for each salesperson.
- Track sales activities, including calls, meetings, and emails.
- Calculate commissions based on individual salesperson contributions.



### @UPCOMING ORDERS

- Forecast upcoming orders based on historical data and current trends.
- Assist in inventory planning by providing insights into expected order volumes.
- Allocate resources, such as production and shipping, based on upcoming order projections.
- Communicate upcoming order information to customers for better coordination.







#### **CRM MODULE**



### ORDERS BY ZONE

- Analyze sales data based on geographical zones or regions.
- Track sales performance metrics for each zone, including revenue and order volume.
- Segment customers based on their geographical location for targeted marketing.
- Customize sales strategies and approaches based on the characteristics of each zone.





### @FEATURES LIST

- Leads status creation
- Sales team creation
- Sales target assigning
- Leads source setting
- **A**l Leads suggestion
- **User permission**
- Sales team leader settings
- Leads data import

- **Multiple language**
- **Customer mini portal**
- Leads remainder settings
- **V** Leads from web
- Open visit report
- **Trial report development**
- Assign sales person to zone
- **Sales hierarchy**



### **Q** CRM MODULE





- Orders by item
- Sales by sales person
- Leads by Customers
- **V** Leads by Date
- **Upcoming leads**
- **V** Leads by source
- Leads by vendors
- **Orders** by zone

- **Orders** by value
- Orders by sales team
- Sales team report
- **Customer vs order value**
- Customer vs order count
- Monthly orders value comparison
- Sales person vs target
- Sales team vs target

# **EXPENSES** MODULE











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- Track costs tied to serving specific customer needs
- Manage payments for goods, services, and supplier relationships.
- Record staff-related costs for accurate financial tracking.
- Capture project-related expenditures for budget and cost analysis.





### Need to add



- **Expense Customer Integration**
- Static & Recurring Expense
- **Expense Category Creation**
- **Expense Bill Adding**
- Vendor Expense Creation
- Project Expense and Customer
- **Expense Status by Admin**
- **O** Date wise Expense

- **Expense Invoice Integration**
- **Expense Notes & Remainder**
- **Expense Payment Withdraw**
- **Audit Trials**
- **Refurbishment Tracking**
- **Tax Adding**
- **Auto Expense Matching**
- **Multi Currency Support**



### **Q** EXPENSE MODULE





- **Expense vs Customers**
- **Expense vs Staff**
- Expense by categories
- **Expense vs Vendors**
- **Expense vs Projects**
- **Expense vs Team**
- **Expense by Zone**
- **Expense** by Branch

- **Expense by Date Range**
- **Expense by Month or Year**
- Expense sheet by category by month
- **Over the Expense of Pending expense for approval**
- **Expense Heatmap by range**
- **Expense** by Status
- W Bubble chart by Category
- **ODITION OF THE PROPERTY OF TH**

# PURCHASE MODULE





- ✓ ITEMS
- **VENDOR ITEMS**
- **VENDOR**
- **PURCHASE REQUEST**
- **Q**UOTATION
- PURCHASE ORDER
- ORDER RETURNS
- **O** CONTRACTS
- DEBIT NOTES
- INVOICES
- SETTINGS















### @ITEMS

- Define and organize a comprehensive catalog of products or services.
- Maintain details such as item codes, descriptions, and pricing.
- Facilitate efficient inventory management and stock tracking.
- Streamline the ordering process by referencing standardised item information.



### @VENDOR ITEMS

- Associate specific products or services with particular vendors.
- Streamline procurement by mapping each vendor to their corresponding items.
- Simplify purchasing decisions by having a vendorspecific item catalogue.
- Improve accuracy in purchase orders by referencing vendor-specific product details.









### @VENDOR

- Maintain a centralized database of vendor details for effective management.
- Track and evaluate vendor performance, including delivery times and quality.
- Streamline communication by storing contact information and preferred terms.
- Enhance decision-making by referencing vendor history and reliability.



### @PURCHASE REQUEST

- Enable employees to submit requests for the procurement of goods or services.
- Initiate the procurement process by creating a formal record of requested items.
- Improve transparency by documenting the purpose, quantity, and urgency of requests.
- Streamline approvals through structured workflows for purchase request authorization.











- Request and compare price quotations from multiple vendors for cost-effective decisions.
- Facilitate negotiation processes by gathering detailed pricing information.
- Support vendor selection by analyzing and comparing received quotations.
- Improve decision-making through transparent and standardized quotation processes.



### @PURCHASE ORDER

- Formalise the intent to purchase goods or services from selected vendors.
- Streamline procurement by specifying quantities, prices, and terms in official documents.
- Enhance communication with vendors by providing detailed purchase order information.
- Facilitate order tracking by referencing unique purchase order numbers.









### @ORDER RETURNS

- Record and manage returns of items to vendors due to defects or errors.
- Track and document reasons for returns to identify patterns and improve processes.
- Ensure accurate inventory levels by updating stock upon the return of goods.
- Facilitate efficient communication with vendors regarding returned items.



### @CONTRACTS

- Create and manage formal agreements with vendors, specifying terms and conditions.
- Streamline and standardize procurement processes through predefined contract terms.
- Ensure compliance with agreed-upon conditions, minimizing legal risks
- Facilitate negotiations and revisions by referencing established contract details.











- Document situations where the vendor owes the organization money.
- Record overpayments, returned goods, or other adjustments in financial transactions.
- Facilitate communication with vendors by providing a clear record of debit situations.
- Streamline accounting processes by referencing debit notes in financial reports.



### @INVOICES

- Manage and process vendor invoices for goods or services received.
- Ensure accuracy in billing by matching invoices with corresponding purchase orders.
- Facilitate timely payments by referencing detailed invoice information.
- Streamline approval workflows for invoice processing, ensuring adherence to policies.



### PURCHASE MODULE





### @SETTINGS

- Configure and customize the procurement module based on organizational needs.
- Define and manage user permissions and access controls for security.
- Establish default settings for procurement processes to ensure consistency.
- Tailor the system to adhere to specific industry or organizational requirements.



### @FEATURES LIST

- **Transaction Lock**
- Inventory Syncing
- **✓** Vendor catalog Integration
- **W** Budget Allocation
- Supplier Work Flow
- Realtime Inventory Tracking
- **Matcing**
- **Multiple Currency Support**

- Approval Workflow Settings
- **Ompliance Check**
- Oelivery Status Checking
- **Total Recievables**
- Automated Purchase Reorder
- O Document Attachments
- **Tasks & Remainders**
- **Customizable Dashboard**



### **QPURCHASE MODULE**

### CHARTS & REPORTS

**OPO History Chart** 

**W** Budget vs Actual Pending

▼ Top Suppliers vs Status

**Expense Category Breakdown** 

✓ Purchase Approval Time Analysis ✓ Vendor by Category

**PR** vs Customers

**OVER** PR by value

**V** Future PO vs Items

**O** PO by Tasks

Calendar view PO remainders

**Refund vs Status** 

PO by status

PO by Projects

Vendors by Asset

**Total Purchase by year** 

### CHARTS & REPORTS

**V** Purchase Order Status

Supplier Performance Metrics

**✓** Inventory Levels over Time

**Cost by Department** 

Monthly spend vs Budget

**ROI** Analysis

PR by value (To check profit)

**Supplier Diversity** 

**Supplier** by Zone

Purchase Cycle time

**Supplier Risk matrix** 

**Supplier Price Index** 

Purchase volume - Heatmap

**Supplier Score Cards** 

Supplier Collaboration Metrix

✓ Purchase Order by Customers

# KNOWLEDGE BASE





- **(V)** KNOWLEDGE BASE
- **VIEW KNOWLEDGE BASE**
- LIST KNOWLEDGE BASE
- ✓ ADD KNOWLEDGE BASE



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### @KNOWLEDGE BASE

- Centralized repository for storing and organizing informational articles, documents, and resources.
- Facilitates knowledge sharing within the organization, promoting collaboration and learning.
- Enables employees to access essentialinformation, best practices, and training materials.
- Enhances onboarding processes by providing a comprehensive resource for new hires.



### @VIEW KNOWLEDGE BASE

- User-friendly interface to access and navigate the contents of the knowledge base.
- Allows users to search, filter, and browse knowledge articles efficiently.
- Enhances user experience by providing intuitive navigation and quick access to information.
- Supports categorization and tagging for easy organization and retrieval of knowledge.







### @FEATURES LIST

- **KB** by category
- **KB** tags creation
- **Staff KB creation**
- ✓ Internal knowledge base
- **V** Public Knowledge base
- **Knowledge base slug**
- **W** User friendly interface
- **Mage upload**

- **Files** upload
- **User review and voting**
- **Viewers** analysis
- **Recurring Payments**
- Protected article (Private)
- **O** Dynamic text area
- **Customer tagging feature**
- **Vendor Assigning**

### CHARTS & REPORTS

- **KB** by status
- **KB** by Users
- **KB** vs Customers
- **KB** vs Vendors
- **KB** by Ratings
- **KB** by Categories
- **KB** vs Tags
- **KB** vs Tasks

- **KB** vs Checklist
- **KB** vs Remainders
- ✓ KB heatmap by distribution
- **KB** by Teams
- **KB** by Projects
- **KB** by Grant
- **KB** By demographics
- **KB** by read status

# ATTENDANCE

### MODULE





- ATTENDANCE
- **⊘** SHIFT
- **WORK PLACE**
- LEAVE REQUEST
- **WORK SHIFT TABLE**
- **WORK PATH**
- **GEO LOCATION TRACKING**
- PAYSLIP ADJUSTMENT
- **ATTENDANCE IN CALENDER**



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# **QATTENDANCE MODULE**





### @ATTENDANCE

- Record and track employee attendance, including arrival and departure times.
- Provide real-time visibility into employee work hours for payroll and scheduling
- Integrate with leave management systems to track employee absences.
- Support accurate payroll calculations by considering leave data.





- Define and configure various work shifts, including regular, night, or rotating shifts
- Define and configure various work shifts, including regular, night, or rotating shifts.
- Enable flexibility in assigning shifts based on organizational needs.
- Classify shifts into categories, such as day shifts, night shifts, or weekend shifts.









- Maintain a centralized database of work locations and office branches.
- Support attendance tracking by associating employees with specific workplaces.
- Manage office space efficiently by tracking capacity and occupancy
- Facilitate better workplace planning and resource allocation.





- Enable employees to submit leave requests through the ERP system
- Streamline the request process for planned absences, ensuring a standardized approach.
- Assign and track employee training during the onboarding period.
- Ensure adherence to company-specific leave policies and regulatory requirements.



# QATTENDANCE MODULE





- Schedule and organize employee work shifts for efficient resource allocation.
- Facilitate better workforce management through a centralized shift table.
- Manage office space efficiently by trackingcapacity and occupancy
- Facilitate better workplace planning and resource allocation.



### **@WORK PATHS**

- Define and optimize workflow paths for specific job roles or projects.
- Promote collaboration by displaying team structures and inter-departmental connections.
- Maintain a centralized database of work locations and office branches.
- Support attendance tracking by associating employees with specific workplaces.

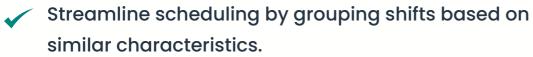


### ATTENDANCE MODULE















### @FEATURES LIST

Multiple shift creation

Attendance validation by map

✓ Geo-location tracking

Employee attendance overview

Payroll integration

HR Records integration

**Workplace Creation** 

**Employee tracking** 

Leave scheduling

✓ IP Allocation & blacklist

**Siometric Integration** 

Leave request & Approve

**V** LOP Calculation

**Operation** Dynamic Leave addon

Leave Approval Leaders

**W** Holiday Allocation



### **QATTENDANCE MODULE**





**V** Leave vs User

Present days vs User

🕜 Holidays vs Month

Users vs Leave approval status

Pending Employee Attendance

Team vs Attendance

Attendance vs Work place

Overall leave overview

Leave categories vs month

Workplace vs users status

**Extra leave addon by users** 

**Attendance** vs Year

V Leave person block in dashboard V Leave Approval Leaders

🕜 Team leaves in Team dashboard 🎸 Leave person block in dashboard

# HR

### MODULE





- **O** JOB DESCRIPTION
- **ORGANISATION CHART**
- **ONBOARDING**
- HR RECORDS
- **TRAINING**
- **O** CONTRACT
- DEPENDENT
- LAYOFF CHECKLIST
- **QUESTION & ANSWER**











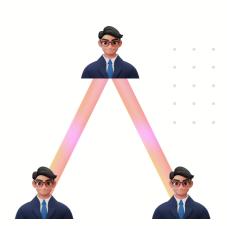
#### @JOB DESCRIPTION

- Clearly define roles, responsibilities, and expectations for each job position
- Provide a basis for creating job postings and conducting interviews.
- Align performance expectations with documented job descriptions.
- Ensure that job descriptions comply with employment laws and regulations.



#### @ORG CHART

- Illustrate reporting relationships and hierarchies within the organization.
- Identify potential successors for key roles and plan for leadership development.
- Promote collaboration by displaying team structures and inter-departmental connections.
- Aid in understanding team dynamics and communication flows.







#### @ONBOARDING

- Provide a structured and standardized onboarding process for new employees.
- Facilitate the submission and verification of required documents.
- Assign and track employee training during the onboarding period.
- Introduce new hires to the company's values, mission, and culture.



#### @HR RECORDS

- Store and manage employee records in a centralized and secure location.
- Ensure compliance with data privacy and security regulations.
- Maintain a historical record of employee information for audits or reviews.
- Track and analyze employees' performance over time.







#### @TRAINING

- Identify and address skill gaps through targeted training programs.
- Manage and track employee certifications and training achievements.
- Ensure that employees complete mandatory compliance training.
- Develop training plans as part of performance improvement initiatives.



#### @CONTRACTS

- Generate and manage employment contracts for new hires.
- Set reminders for contract renewal dates to ensure timely action.
- Store and organize all employment contracts in a centralized repository.
- Ensure that employment contracts comply with labor laws and regulations.







- Capture and manage information about employees' dependents.
- Use dependent information for benefits administration, such as health insurance coverage.
- Store emergency contact details for dependents for quick reference.
- Provide notifications or reminders related to family events or benefits.



#### @LAYOFF CHECKLIST

- Provide a checklist for a structured and compliant layoff or termination process.
- Ensure that the layoff process adheres to legal requirements.
- Manage documentation related to layoffs, including termination letters and exit interviews.
- Plan and execute communication strategies for affected employees.



#### -

#### HR MODULE







- Provide a platform for employees to ask HRrelated questions.
- Foster knowledge sharing by addressing common queries in a centralized location.
- Maintain a repository of frequently asked questions with detailed answers.
- Make HR information easily accessible, reducing dependency on direct support channels.



#### @FEATURES LIST

- On boarding checklist
- Openity Documents Collection
- **Welcome Message**
- **W** Birthday Celebration
- **Employee database**
- Record Updates
- **W** History Tracking
- **Experience Tracking**

- **Employee Profile**
- **Overage** Performance History
- **Skills Tracking & Updation**
- Training Needs Analysis
- Training Calendar & Attendance
- **W** Hierarchy navigation
- **ORG** Charts
- Contract renewal Remainders



#### @ADVANCED

- **Ontracts Management**
- Version Control
- **Openage of the Control of the Contr**
- **W** Benefits Eligibility
- **✓** Employee Feedback Service
- **Anonymous Reporting**
- **V** Layoff Planning
- **Exit Interviews**

- **Electronic Signature**
- **Task Automation**
- **W** Buddy System
- **Custom Fields**
- **Ompliance Tracking**
- Awards & Recognition
- Professional development Plans
- Roles, Permissions & Colloborate

#### CHARTS & REPORTS

- **Current & Retaining**
- Recruitment vs Hiring
- Training vs development
- Attendance vs Punctuality
- **Employee vs Engagement**
- **W** HR VS Complience
- **Time vs Leave**
- Workplace Health & Saftey

- **Employee Feedback vs Survey**
- **Employee** vs Production
- **W** HR Budget vs Actual
- **Employee Recognition Report**
- **Employee vs Programs**
- **Employee vs Awards**
- **Employee vs Birthdays**
- **Employee** vs laid-off

# HR PAYROLL MODULE





- **MPLOYEES**
- ATTENDANCE
- **O** COMMISSIONS
- **O** DEDUCTIONS
- **O** BONUS KPI
- INSURANCE
- PAYSLIP
- INCOME TAX
- PF, ESI, HRA, Loans..













#### @EMPLOYEES

- Store and manage comprehensive employee profiles, including personal and professional details.
- Maintain a repository for essential documents, such as resumes and certifications.
- Create an employee directory for quick reference and communication.
- Track changes in roles and positions throughout an employee's tenure.



#### @ATTENDANCE

- Record and track employee working hours, including clock-in and clock-out times.
- Integrate with leave management systems for accurate attendance tracking.
- Automatically calculate and record overtime hours worked by employees.
- Generate reports on attendance patterns, late arrivals, and absenteeism.











- Track sales performance to determine commission eligibility.
- Define and manage commission structures based on sales targets and achievements.
- Automatically calculate commissions in real-time as sales transactions occur.
- Generate reports to provide insights into individual and team commission earnings.



#### @DEDUCTIONS

- Manage and calculate tax deductions based on applicable laws and regulations.
- Deduct employee benefits contributions, such as health insurance or retirement plans.
- Automatically deduct loan repayments from employee salaries.
- Create and customize deduction categories to suit organizational policies.













- Calculate bonuses based on key performance indicators (KPIs) and achievement of goals.
- Design and manage bonus plans that align with organizational objectives.
- Use bonuses as a tool for recognizing and rewarding outstanding performance.
- Automate the process of calculating and disbursing bonuses.





- Manage and administer employee insurance policies.
- Facilitate the enrollment of new employees in insurance plans and manage changes.
- Determine and communicate benefit eligibility criteria for insurance coverage.
- Streamline the processing of insurance claims for employees.









- Automatically generate and distribute payslips to employees.
- Provide a breakdown of earnings, deductions, and net pay on each payslip.
- Ensure that payslips comply with local taxregulations and reporting requirements.
- Enable employees to access and download their payslips securely.



#### @INCOME TAX

- Calculate and withhold income taxes based on applicable laws and employee details.
- Manage and track tax exemptions, allowances, and deductions.
- Ensure compliance with income tax filing requirements for employees.
- Generate year-end tax reports and statements for employees.



# **V**Loyal Wings

#### **QHR PAYROLL MODULE**

#### @FEATURES LIST

- **Employee Information**
- **Employee Portal**
- Automated Payroll
- **Salary Components Adding**
- **Real time Attendance import**
- **V** Loan Management
- **V** PF, ESI, TDS and More
- **Sasic Pay, HRA, DA and More**

- **Earning Categories**
- opayslip Bulk Export
- **(V)** Loan Intrest
- **Advance Payment Management**
- **Remote Work Tracking**
- **Overtime Calculations**
- **V** Payslip Mailing
- **OBONUS Payout**

#### CHARTS & REPORTS

- **Employee** vs Loans
- Employee vs Deductions
- **Employee** vs PF
- ✓ TDS Payable Remainder
- **Employee** vs salary
- ✓ Total Loan amount to Collect
- Payslip vs Employee
- **Employee** vs LOP

- **Earnings vs Month**
- O Deductions vs Month
- **Collectible Loans interest**
- Performance vs Salary
- **W** Bonus vs Employee
- **V** Upcoming Bonus
- ✓ Incentives vs Employee
- **KPI vs Employee**

# FILE MANAGER

MODULE







- MANAGE DOWNLOADS
- **⊘** REPORTS
- **SETTINGS**





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#### @FILE SHARING

- Enable employees to collaborate on documents and projects by sharing files within the ERP system.
- Implement version control to track changes and revisions to shared files
- Set and manage access permissions to control who can view, edit, or download shared files.
- Maintain an audit trail to track user activities related to file sharing for security and compliance purposes



# MANAGE DOWNLOADS

- Track and log downloads of files from the ERP system.
- Implement user authentication to control access to downloadable files
- Set permissions to determine who can download specific files based on roles and responsibilities.
- Maintain a history of downloaded files for reference and auditing.









#### @REPORTS

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# INVENTORY MODULE







- RECEIVING VOUCHER
- **O** DELIVERY VOUCHER
- PACKING LIST
- ✓ INTERNAL DELIVERY NOTE
- O LOSS & ADJUSTMENT
- RECEIVING EXPORT RETURN
- **WARE HOUSE**
- **O** INVENTORY HISTORY

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- Create and manage a comprehensive catalog of inventory items.
- Categorize items based on type, department, or any relevant criteria.
- Specify the unit of measurement for each item (e.g., quantity, weight, volume).
- Define and track specific attributes for each item, such as dimensions or specifications.



#### @INVENTORY RECEIVING VOUCHER

- Document the receipt of goods and materials into the inventory.
- Record results of quality inspections conducted upon receiving items.
- Verify and cross-reference received items with supplier documentation.
- Capture and trace batch or lot information for received inventory.











- Document the issuance or delivery of goods from the inventory.
- Specify the destination or recipient for delivered items.
- Attach shipping documents, such as invoices or packing lists, to the delivery voucher.
- Track the movement of inventory in real-time.



#### @PACKING LISTS

- Specify packaging details for each item included in a shipment.
- Provide a breakdown of quantities packed for each item in a shipment.
- Include instructions for warehouse staff regarding packing procedures.
- Use packing lists to verify that the correct items are being prepared for delivery.









- Document the transfer of inventory items between different departments or locations.
- Reflect adjustments to stock levels as a result of internal transfers.
- Implement an approval workflow for internal delivery requests.
- Allocate costs associated with internal transfers to the respective departments.



#### @LOSS & ADJUSTMENT

- Record write-offs for damaged, expired, or obsolete inventory items.
- Specify reasons for inventory adjustments, such as shrinkage or discrepancies.
- Implement approval processes for inventory adjustments to maintain control.
- Reflect adjustments in the financial statements for accurate reporting.









#### @RECEIVING EXPORTING RETURN ORDER

- Manage return orders for exported goods, including compliance with international regulations.
- Generate and store necessary customs documentation for return shipments.
- Implement an RMA process for streamlined return order management.
- Conduct quality inspections on returned items before reintegration into inventory.



#### @WAREHOUSE

- Manage the allocation of storage space for different inventory items.
- Streamline the pick, pack, and ship process for efficient order fulfilment.
- Optimise warehouse layout for accessibility and storage efficiency.
- Implement RFID or barcode systems for accurate real-time inventory tracking.





# **Q INVENTORY MODULE**





#### @INVENTORY HISTORY

- Maintain a comprehensive history of all inventory transactions and movements.
- Provide an audit trail for tracking changes to inventory data over time.
- Analyse historical data to identify trends, seasonal variations, and performance patterns.
- Serve as documentation for regulatory compliance and audits.



#### @FEATURES LIST

- **V** Inventory Tracking
- Inventory Optimization
- **Warehouse Management**
- **Stock Replenishment**
- Multi-location Inventory
- Inventory Valuation
- **Vendor Management**
- **Supplier Management**

- ✓ Inventory Reports and Analytics
- **⋘** Barcode/RFID Integration
- **Stock Status Visibility**
- Order Management Integration
- **Object of the Control of the Contro**
- **Kitting and Assemblies**
- **Mobile Accessibility**
- **W** User Permissions and Security



#### **Q INVENTORY MODULE**





- **Expense vs Customers**
- **Expense vs Staff**
- Expense by categories
- **Expense vs Vendors**
- **Expense vs Projects**
- **Expense vs Team**
- **Expense by Zone**
- **Expense** by Branch

- **Expense by Date Range**
- **Expense by Month or Year**
- **Expense sheet by category by month**
- Pending expense for approval
- **Expense Heatmap by range**
- **Expense** by Status
- W Bubble chart by Category
- **ODITION** OF THE PROPERTY OF T

# ACCOUNTING

# MODULE





- TRANSACTION
- **JOURNEL ENTRY**
- **BUDJET**
- TRANSFER
- **O** CHART OF ACCOUNTS
- **RECONCILE**
- Transaction Lock



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# QACCOUNTING MODULE





#### @TRANSACTION

- Record financial transactions in real-time, capturing details such as date, amount, and transaction type.
- Classify transactions based on categories such as revenue, expenses, assets, and liabilities.
- Handle transactions in multiple currencies,
   facilitating international business operations.
- Implement an approval workflow for certain transactions to ensure control and accuracy.



#### @JOURNAL ENTRY

- Record journal entries for accruals and deferrals to align financial reporting with actual economic events.
- Make adjusting journal entries to correct errors or reflect changes in financial conditions.
- Implement reversing entries for transactions that span multiple accounting periods.
- Establish an approval process for critical journal entries to maintain financial accuracy.



# **QACCOUNTING MODULE**





#### @BUDGET

- Create and manage budget plans for different departments, projects, or cost centers.
- Implement budget versioning to accommodate changes and what-if scenarios.
- Allocate budget amounts to specific accounts or categories based on organizational priorities.
- Monitor budget vs. actual performance to ensure adherence and take corrective actions.

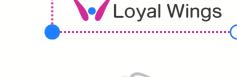


#### @TRANSFER

- Facilitate transfers between different accounts within the organization.
- Transfer funds or expenses between different cost centers or departments.
- Record transfers between bank accounts, ensuring accurate reconciliation.
- Document the transfer of assets from one location or department to another.









- Define and organize accounts based on categories such as assets, liabilities, equity, revenue, and expenses.
- Create a hierarchical structure for the chart of accounts to reflect the organization's financial structure.
- Ensure the chart of accounts can scale as theorganization grows or undergoes structural changes.
- Enforce consistency in account naming conventions and coding for clarity and accuracy.



#### @RECONCILE

- Perform regular reconciliations to match accounting records with bank statements.
- Reconcile accounts payable with vendor statements to ensure accurate payment records.
- Reconcile accounts receivable with customer statements for accurate billing and collections.
- Reconcile transactions between different entities within the organization.





#### **QACCOUNTING MODULE**

#### @FEATURES LIST

- General Ledger (GL)
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Bank Reconciliation
- **Fixed Asset Management**
- **Expense Management**
- Budgeting and Forecasting
- **Financial Reporting**

- **Multi-Currency Support**
- **Tax Management**
- **ODIGITAL PDF Download**
- **Recurring Payments**
- **OV** Payments by Invoice & Customer
- **GST Payable & Recievable**
- **Overage** Pending Quotation
- Overdue Invoices & Customer

#### CHARTS & REPORTS

- **Expense vs Customers**
- **Expense vs Staff**
- Expense by categories
- **Expense vs Vendors**
- **Expense vs Projects**
- **Expense vs Team**
- **Expense by Zone**
- **Expense** by Branch

- **Expense by Date Range**
- Expense by Month or Year
- Expense sheet by category & Month
- Pending expense for approval
- **Expense Heatmap by range**
- **Expense by Status**
- W Bubble chart by Category
- Onut Chart vs Chart of Accounts

# **PROJECTS** MODULE





- LIST PROJECT
- PROJECT OVERVIEW
- **TASKS**
- **MILESTONES**
- TIME SHEET
- FILES
- O DISCUSSIONS
- **GRANTT**
- SALES
- PURCHASE
- ✓ NOTES
- ACTIVITY

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### **PROJECTS MODULE**





#### @LIST PROJECT

- Maintain a centralized repository listing all active and completed projects.
- Categorize projects based on type, department, or any relevant criteria.
- Maintain a centralized repository listing all activeand completed projects.
- Assign priority levels to projects to indicate their relative importance.



# @PROJECT OVERVIEW

- Provide a high-level summary of the project, including objectives and key deliverables.
- Display key performance metrics, such as progress, timelines, and budget utilization.
- Include a visual timeline to illustrate project phases and milestones.
- Highlight dependencies between project tasks and milestones.





# Q PROJECTS MODULE





#### @TASKS

- Create individual tasks with detailed descriptions, deadlines, and assigned resources.
- Set priority levels and urgency for tasks to guide the team's focus.
- Assign tasks to specific team members or departments.
- Assign priority levels to projects to indicate their relative importance.

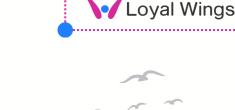


#### @MILESTONES

- Set and define strategic goals and achievements as milestones.
- ✓ Align milestones with the overall project timeline.
- Highlight significant project achievements to boost team morale.
- Link milestones to specific tasks or project phases.

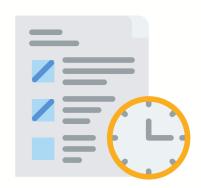


# **O** PROJECTS MODULE





- Integrate timesheet data with the payroll system for accurate compensation.
- Differentiate between billable and non-billable hours for client billing purposes.
- Allocate time to specific projects for accurate project costing
- Enable team members to log hours spent on various tasks and projects





- Maintain a centralized repository for projectrelated documents and files
- Implement version control for documents to track changes over time.
- Enable collaborative editing of documents in realtime.
- Set and manage access permissions to control who can view or edit project files.



# **PROJECTS MODULE**



Loyal Wings



- Facilitate discussions and communication among project team members
- Organize discussions into topic threads for clarity and context.
- Document decisions and agreements made during discussions
- Notify team members of new discussion topics or updates





- Display a visual representation of the project timeline using Gantt charts.
- Visualize dependencies between tasks and milestones.
- Allocate resources and team members to specific tasks and periods.
- Identify and highlight the critical path for project completion.



# Q PROJECTS MODULE





- Track sales activities and progress within the project.
- Manage client information, communications, and contracts.
- Use sales data for forecasting and planning.
- Integrate sales data with customer relationship management for comprehensive insights.



#### @PURCHASE

- Manage procurement processes for projectrelated materials and services.
- Maintain a vendor database and manage relationships for procurement.
- Generate and track purchase orders for projectrelated expenses
- Integrate purchase data with the project budget for cost control.



# Q PROJECTS MODULE





- Provide a platform for team members to take and share project-related notes.
- Document meeting minutes and key discussions within the project.
- Track action items and tasks resulting from meetings or notes.
- Tag notes and categorize them based on topics or relevance





- Provide an activity feed displaying recent actions, updates, and changes within the project.
- Showcase individual team members' contributions and activities.
- Notify users of significant project-related activities
- ✓ Visualize project activity on a timeline for context.





#### PROJECTS MODULE

NEED TO ADD

#### **@FEATURES LIST**

- Multiple shift creation
- Attendance validation by map
- Geo-location tracking
- Employee attendance overview
- Payroll integration
- HR Records integration
- Workplace Creation
- Employee tracking

- Leave scheduling
- Biometric Integration
- ✓ IP Allocation & blacklist
- Leave request & Approve
- LOP Calculation
- Dynamic Leave addon
- Leave Approval Leaders
- Holiday Allocation

#### **NEED TO ADD**

#### CHARTS

- Leave vs User
- Present days vs User
- Holidays vs Month
- Users vs Leave approval status
- Pending Employee Attendance
- Team vs Attendance
- Leave person block in dashboard Leave Approval Leaders
- Team leaves in Team dashboard Leave person block in dashboard

- 🗸 Attendance vs Work place
- Overall leave overview
- Leave categories vs month
- Workplace vs users status
- Extra leave addon by users
- Attendance vs Year

#### Customer module

Store and organize detailed contact information for each customer.

Facilitates efficient communication and ensures accurate contact details for outreach.

Create comprehensive customer profiles with key details such as name, company, title, and contact history.

Enables a holistic view of each customer, facilitating personalized interactions.

Communication History:

Record and track all communication with customers, including emails, calls, and meetings.

Dedicated Customer side portal
Realtime status to the customer by email
Customer Mini Statement
Overdue payments list
customers by overdues,

auto recommend customers based on their previous purchase

#### Reports

Contacts by customers, customers by tasks, Invoice, estimate, payments by customers, Purchase by customers, expense by customer, Customers by pending orders, customers by zone, Al based repetitive order analysis

geographical distribution of customers.

composition of customers in different segments based on demographics or behavior.

history of communications with customers over time.

stages of lead conversion to customers, highlighting conversion rates.

customer satisfaction scores based on feedback and surveys.

distribution of support tickets by type or priority.

Tracks the order history and revenue trends over time.

frequency of customer interactions over a specified period.

Tracks customer retention rates over time.

# CUSTOMER SUPPORT

MODULE





- **SUPPORT**
- SUPPORT CATEGORY
- **ADD SUPPORT**
- LIST SUPPORT
- **ASSIGN TO TEAM**











# CUSTOMER SUPPORTMODULE



#### @SUPPORT

- Create a centralized hub for handling customer support requests and inquiries.
- Manage and track customer support cases from initiation to resolution.
- Maintain a history of interactions and communications with customers.
- Assign priority levels to support cases based on urgency and impact.



# @SUPPORT CATEGORY

- Classify support issues into categories based on the nature of the problem.
- Establish a hierarchical structure for support categories for better organization.
- Define escalation rules for each support category to ensure timely resolution.
- Implement automation triggers based on support category to streamline processes.





# CUSTOMER SUPPORTMODULE



# @ADD SUPPORT

- Provide a streamlined process for quickly creating support tickets or cases.
- Log customer interactions and details when creating a support entry.
- Allow users to attach relevant documents or files to support entries.
- Implement automated routing of support tickets to the appropriate teams or agents.



# @LIST SUPPORT

- Provide a dashboard displaying a list of all active and resolved support tickets.
- Enable users to filter and sort support tickets based on various criteria.
- Track the status of each support ticket, indicating open, in progress, or resolved.
- Allow users to create custom views for personalized ticket management.



# CUSTOMER SUPPORTMODULE



#### @ASSIGN TO TEAM

- Facilitate collaboration among support teams for effective issue resolution.
- Define rules for the automatic assignment of support tickets to specific teams.
- Balance the workload by distributing support tickets evenly among teams.
- Establish pathways for escalating support tickets to higher-tier teams when necessary.



# @FEATURES LIST

- **V** Ticket Management
- **Multi-channel Support**
- **Case Management**
- **Knowledge Base**
- Automation and Workflow
- Service Level Agreement
- **Customer Communication**
- ✓ Integration Capabilities

- Analytics and Reporting
- Agent Collaboration Tools
- Self-Service Portals
- **V** Feedback Management
- **Solution** Escalation and Routing
- **Security and Compliance**
- Customer Segmentation
- Remote Support & Sharing



# CUSTOMER SUPPORT MODULE



# CHARTS & REPORTS

✓ Team vs response time

**Thread vs Member** 

Customer vs Thread

Threads by Category

Thread Status by Customer

Thread Status by Team Member

Project vs Threads

✓ Projects vs Customer vs Thread

**Thread vs Days** 

Thread status vs Month

**Overall performance Report** 

Time vs Thread

**KB** vs Threads

**KB** vs Projects vs Customers

Vendors vs Threads

✓ Internal Threads vs Status

# RECRUITMENT

SERVICES





- **CANDIDATE PROFILE**
- **INTERVIEW SCHEDULE**
- **RECRUITMENT CHANNELS**
- RECRUITMENT PORTALS
- RESUME AND ORGANISATION











# A To The

#### @CANDIDATE PROFILE

- Store and manage detailed information about each candidate, including personal details, education, work experience, and skills.
- Create a repository for candidate-related documents such as resumes, cover letters, and certifications.
- Maintain a history of the candidate's applications, including application dates and positions applied for.
- Document all communications with the candidate, including emails, calls, and interview feedback.



#### @INTERVIEW SCHEDULE

- Plan and schedule interviews with candidates efficiently, considering availability of interviewers and meeting rooms.
- Send automated interview invitations and reminders to candidates and interviewers.
- Assign interviewers to specific time slots and ensure proper coordination.
- Provide real-time visibility into interviewers' availability to avoid scheduling conflicts.







#### @RECRUITMENT CHANNELS

- Track the sources from which candidates are applying, such as job boards, career fairs, or employee referrals.
- Analyze the effectiveness of different recruitment channels in attracting qualified candidates.
- Monitor the costs associated with each recruitment channel to optimize budget allocation.
- Integrate recruitment channel data with analytics tools for data-driven decision-making.



#### @RECRUITMENT PORTALS

- Post job openings to various recruitment portals and job boards from a centralized system.
- Allow candidates to submit resumes and applications directly through the recruitment portal.
- Track and manage applications received through different portals in a unified dashboard.
- Ensure consistent branding and messaging across all recruitment portals.







#### @RESUME STORAGE AND ORGANIZATION

- Create a centralized repository to store resumes of potential candidates.
- Organize resumes based on categories such as skills, experience, and job roles.
- Implement robust search functionality to quickly retrieve resumes based on specific criteria.
- Maintain version control for resumes, tracking updates and changes over time.



# @FEATURES LIST

- **Resume Parsing**
- Job Posting and Distribution
- **Our Candidate Management**
- Automated Screening
- Interview Scheduling
- **Collaborative Hiring**
- **Onboarding Tools**
- **Candidate Communication**

- ✓ Integration Capabilities
- **Compliance and Data Security**
- Mobile Accessibility
- **Referral Program Management**
- **Career Site Integration**
- **Real-time Notifications**
- Reporting and Analytics
- Feedbacks & Support







- **Resume by Date**
- **Skills by Employees**
- Skill Set Filter
- **Overage** Position vs Resume
- Resume by Job Post
- **V** Job Post vs Month
- **Salary vs Resume**
- **W** Branch vs Salary

- Feedbacks vs Candidates
- Candidates vs Level Interview
- **V** Jobs vs Levels
- Referrals vs Candidates
- **Resumes by Location**
- ✓ Time vs Resumes vs Job
- ✓ Teammates vs Remainders
- Interview vs Job

# PASSWORD MANAGEMENT MODULE





- SECURE PASSWORD
  STORAGE
- **CREATE CATEGORIES**
- **TEAM PASSWORD**
- PASSWORD HISTORY
- **PASSWORD GENERTAION**
- SECURITY ALERTS











# PASSWORD MANAGEMENT



#### @SECURE PASSWORD STORAGE

- Establish a centralized repository for securely storing team passwords.
- Implement robust encryption to safeguard sensitive password information.
- Set access controls to ensure that only authorized team members can view or retrieve passwords.
- Enforce password policies for complexity, length, and expiration.



#### @CREATE CATEGORIES

- Create categories to organize team passwords based on departments, projects, or functionalities.
- Allow users to create custom categories to suit their organizational structure.
- Implement tagging and labeling features for further classification and quick retrieval.
- Set access permissions at the category level to control who can manage specific password groups.





# PASSWORD MANAGEMENT



# @TEAM PASSWORD

- Assign role-based access to team passwords, ensuring that team members only have access to relevant credentials.
- Enable the sharing of passwords among team members with appropriate permissions.
- Implement features for regularly rotating shared passwords for security.
- Notify team members when passwords are updated or changed.



- Track and maintain a history of password changes, allowing for version comparison.
- Provide the ability to restore previous password versions if needed.
- Attribute password changes to specific users for accountability.
- Allow users to provide a reason or comment when changing passwords.





# PASSWORD MANAGEMENT



#### @PASSWORD GENERATION

- Include a feature for generating strong, random passwords.
- Allow users to customize password generation parameters, such as length and character types.
- Enable one-click copying of generated passwords to the clipboard.
- Display a strength meter to help users gauge the security of generated passwords.



#### @SECURITY ALERTS

- Implement anomaly detection to identify unusual patterns in password access.
- Send notifications to administrators or security teams when unusual password-related activities occur.
- Add features for verifying the device and location of password access.
- Integrate with incident response systems to initiate appropriate actions in case of security incidents.



# OTHERS MODULE





- **O** GOALS MODULE
- **ANNOUNCEMENT MODULE**











#### **OTHERS MODULE**





#### **@USER GOALS**

- Align individual and team goals with the overall strategic objectives of the organization.
- Define key performance indicators (KPIs) that reflect organizational priorities.
- Set SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) goals for employees.
- Provide a platform for ongoing performance discussions and goal tracking.



# @ANNOUNCEMENT

- Share important announcements and updates with all employees across the organization.
- Ensure consistent and timely communication of key information.
- Use the announcement module to notify employees about upcoming events, meetings, or training sessions.
- Provide event details, agendas, and any relevant materials.



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