

# ERP Process Library Examples

15<sup>th</sup> April 2022

# PROJECT MANAGEMENT

MANISH PATIL / Tender  
Paramount Limited

ETM ENTERPRISE TASK MANAGEMENT

- My Home
- All Tasks
- My Board
- My Documents
- My Task Manager
- My Ticket Manager
- My Activity Manager

EPM ENTERPRISE PROCESS MGMT

- My Folders
- My Kanban
- My Process

EBI ENTERPRISE BI REPORTING

- My Apps
- My Dashboards
- My Reports
- My Trees

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## Business Process Design Master CRM Tender/Project *Edit*

1. SHORTLISTED	2. PURCHASE	3. DISTRIBUTION	4. TENDER STUDY	5. COMMUNICATION	6. BID PREPARATION	7. SUBMIT	8. OPENING	9. RESULT	10. PROJECT
2132. SHORTLISTED <b>TENDER</b> DAYS: 1 HRS: 2 PROGRESS: 0	508. PURCHASE <b>ACCOUNTS</b> DAYS: 1 HRS: 1 PROGRESS: 10	5695. TENDER-TBOQ <b>TENDER</b> DAYS: 1 HRS: 1 PROGRESS: 20	5696. RATEANALYSIS <b>TENDER</b> DAYS: 1 HRS: 1 PROGRESS: 30	5697. ESTIMATE <b>TENDER</b> DAYS: 1 HRS: 1 PROGRESS: 40	5698. PRICEBID <b>TENDER</b> DAYS: 1 HRS: 1 PROGRESS: 50	2135. SUBMITTED <b>TENDER</b> DAYS: 1 HRS: 1 PROGRESS: 60	5860. OPENING <b>TENDER</b> DAYS: 1 HRS: 1 PROGRESS: 90	2135. WON/LOST <b>TENDER</b> DAYS: 1 HRS: 1 PROGRESS: 100	5699. PRICEBID <b>TENDER</b> DAYS: 1 HRS: 1 PROGRESS: 40
What Next	What Next	What Next	What Next	What Next	What Next	What Next	What Next	What Next	What Next
1.PQ Match 2.BID/NO BID DECISION	1.PURCHASE VOUCHER 2.TENDER NO ALLOTMENT	1.Distribution to Engineering Department	1.For Commercial Terms 2.Preparation of TMC 3.Prebid Query from other department	1.Prebid Queries to Clients 2.Prebid Replies from Clients 3.Distribution of prebid replies to departments 4.Receipt of Amendment from client 5.Distribution of Amendment to engineering vendors for bought out items 6.Floating inquiries to vendors for bought out items 7.Receipt of proposal from vendors for bought out items	1.Receipt of technical offer from engineering 2.Preparation of commercial document 3.Costing Review with Management	1.Tender Won/Lost 2.Bid Analysis Table 3.Lost Bid Analysis	1.Tender opening Technical meeting 2.Postbid meeting from client 3.Queries from client 4.Reply to queries 5.Acceptance of technical bid 6.Tender opening Commercial	1.Tender Won/Lost 2.Bid Analysis Table 3.Lost Bid Analysis	1.Receipt of PO 2.PO Acceptance 3.Release of PO to Project Department 4.Contract agreement with client 5.Followup with client to get back EMD

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ROHITKUMAR B. KHARVA / Projects  
Paramount Limited

**ETM ENTERPRISE TASK MANAGEMENT**

- My Home
- All Tasks
- My Board
- My Documents
- My Task Manager
- My Ticket Manager
- My Activity Manager

**PMS PROJECT MANAGEMENT SYSTEM**

- Active Projects
- Completed Projects

**EPM ENTERPRISE PROCESS MGMT**

- My Folders
- My Kanban
- My Process

**EBI ENTERPRISE BI REPORTING**

- My Apps

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## Business Process Design Master EPC Project *Edit*

- |  |  |   |   |
|--|--|---|---|
| <p><b>1. INITIATE</b></p> <p>5675. PROJECT INITIATE -PREPARE DCI/L1/L2/L3</p> <p><b>PROJECT</b></p> <p><b>DAYS: 1</b><br/><b>HRS: 1</b><br/><b>PROGRESS: 20</b></p> <p><a href="#">What Next</a></p> | <p><b>2. PLANNING</b></p> <p>5676. PROJECT PLANNING - PREPARE BBU</p> <p><b>PROJECT</b></p> <p><b>DAYS: 1</b><br/><b>HRS: 1</b><br/><b>PROGRESS: 50</b></p> <p><a href="#">What Next</a></p> | <p><b>3. EXECUTION</b></p> <p>5677. PROJECT EXECUTION - PREPARE MR/PO/MIR/DPR/RABILL</p> <p><b>PROJECT</b></p> <p><b>DAYS: 1</b><br/><b>HRS: 1</b><br/><b>PROGRESS: 90</b></p> <p><a href="#">What Next</a></p> | <p><b>4. CLOSURE</b></p> <p>5678. PROJECT CLOSURE - DELIVER &amp; SIGNOFF</p> <p><b>PROJECT</b></p> <p><b>DAYS: 1</b><br/><b>HRS: 1</b><br/><b>PROGRESS: 100</b></p> <p><a href="#">What Next</a></p> |
|--|--|---|---|

23. BPM Application Manager : ECM-Enterprise Content Management System

Page Checklist Library Uploads Chatter Meetings Emails Status OnHold Drill Share

### BPM Application Manager

Entered By :KEYUR J. BHATT

PROJECTMASTERID	23	DEPARTMENT	Project
PROJECTMASTERDATE	04/03/2020	SITEID	
PROJECTNAME	EPC Project	UID	57

**OPEN**

**ASHISH G. KANTAWALA / Computer**  
Paramount Limited

- Marketing
- Planning
- Sales
- Stores
- H.R.
- SOFTROBOT - FULL LIFECYCLE DevOps
  - EPC Project Module DevOps Project
  - Invoice, Accounts, GST Module DevOps F
- SOFTROBOT - FULL STACK DEVELOPMENT
  - Application Manager - PowerApp
  - Interface Manager - PowerBI/VS
  - Logic Manager - PowerVA/CB
  - Data Manager - PowerRPA/API
- SOFTSERVICE IMPLEMENTATION TOOL
  - Company Manager
  - User Manager
  - Menu Manager

## Business Process Design Master HRRL Engineering/DCI

1. Code-II	2. Code-I	3. 3D Model	4. Handover	5. As Built	6. Mechanical	7. Commissioning	8. Testing	9. Completion
6342. 55% on submission of drawgs & P&IDs (defined for review category in tender document) and their approval under Code-II on pro- rata basis. (INR)	6342. 15% submission of drawings and P&IDs (defined for review category in tender document) and their approval under Code-I on pro- rata basis. (INR)	6342. 5 % on submission and approval of 3D model at 30%, 60%, 90% stages and final issuance to site. (INR)	6342. 5% on Completion of project documentation & data handover system (INR)	6342. 10 % on submission of As Built drawings for the Unit(s) along-with its electronic files against the CONTRACTORS certified Running Account Bill(s) along with operation and instruction manuals	6342. 5% on Mechanical Completion of the Unit(s) against the CONTRACTORs certified Running Account Bill(s).	6342. 2% on Commissioning of the Unit(s) against the CONTRACTORs certified Running Account Bill(s).	6342. 2% on completion of Performance Guarantee Test Run of the Unit(s) against the CONTRACTORs certified Running Account Bill(s).	6342. 1% on completion of all work in all respect and acceptance thereof and submission of all final documents against contractors certified Final bill.
<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 55	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 15	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 5	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 5	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 5	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 2	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 2	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 1
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>
1. CHECKLIST 1 2. CHECKLIST 2	1. CHECKLIST 1	1. CHECKLIST 1 2. CHECKLIST 2 3. CHECKLIST 3	1. CHECKLIST 1 2. CHECKLIST 2 3. CHECKLIST 3	1. CHECKLIST 1 2. CHECKLIST 2	1. CHECKLIST 1 2. CHECKLIST 2 3. CHECKLIST 3	1. CHECKLIST 1 2. CHECKLIST 2 3. CHECKLIST 3	1. CHECKLIST 1 2. CHECKLIST 2 3. CHECKLIST 3	1. CHECKLIST 1 2. CHECKLIST 2 3. CHECKLIST 3

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## Business Process Design Master HRRL Procurement/Supply

1.	2.	3.	4.	5.	6.	7.
<b>PO</b>	<b>MIR</b>	<b>TPI</b>	<b>IRN</b>	<b>Mechanical</b>	<b>Commissioning</b>	<b>Completion</b>
6688. 10% of total supply value (including mandatory spares) on placement of Purchase Order for major tagged items as per Annexure VI on pro-rata basis of dispatch. Amount INR	6688. 25% for major tagged items or 35% for Non tagged items On Proof of Dispatch of materials Amount INR	6688. 45% of price of materials on submission of certification of TPI certificate & certificate of receipt of materials at project site on pro rata basis Amount INR	6688. 10% of price of materials as indicated in the Bill(s) of Materials issue on fabrication and erection/installation, alignment and grouting as required including testing where involved required CONTRACTORS Amount INR	6688. 5% of price of material as indicated in the Bill of Materials on Mechanical Completion of the plant/works against the CONTRACTORS certified Running Account Bill(s) Amount INR	6688. 2% of price of materials as indicated in the Bill of Materials on issue of Commissioning Certificate against the CONTRACTORS certified Running Account Bill(s). Amount INR	6688. 3% of price of materials as indicated in the Bill of Materials on completion of all jobs against the CONTRACTORS certified Final Bill. Amount INR
<b>PROCUREMENT</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>PROCUREMENT</b> DAYS: 1 HRS: 1 PROGRESS: 25	<b>PROCUREMENT</b> DAYS: 1 HRS: 1 PROGRESS: 45	<b>PROCUREMENT</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>PROCUREMENT</b> DAYS: 1 HRS: 1 PROGRESS: 5	<b>PROCUREMENT</b> DAYS: 1 HRS: 1 PROGRESS: 2	<b>PROCUREMENT</b> DAYS: 1 HRS: 1 PROGRESS: 3
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

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- Invoice, Accounts, GST Module DevOps F

**SOFTROBOT - FULL STACK DEVELOPMENT**

- Application Manager - PowerApp
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- Data Manager - PowerRPA/API

**SOFTSERVICE IMPLEMENTATION TOOL**

- Company Manager
- User Manager
- Menu Manager

## Business Process Design Master HRRL Manufacturing/Tanks

1. Cutting	2. Welding	3. NDT	4. Hydro Test	5. Mechanical	6. Commissioning	7. Testing	8. Completion
6387. On completion of Pre-fabrication (Plate cutting & rolling) (35%)	6387. On completion of Erection & Welding (40%)	6387. On completion of NDT (8%)	6387. On completion of hydro test (7%)	6387. On issue of Mechanical Completion Certificate (5%)	6387. On issue of Commissioning Certificate (2%)	6387. On issue of Performance Test Certificate (2%)	6387. On completion of all jobs (1%)
<b>MANUFACTURING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 35</b>	<b>MANUFACTURING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 40</b>	<b>MANUFACTURING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 8</b>	<b>MANUFACTURING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 7</b>	<b>MANUFACTURING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 5</b>	<b>MANUFACTURING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 2</b>	<b>MANUFACTURING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 2</b>	<b>MANUFACTURING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 1</b>
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

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## Business Process Design Master HRRL Construction/Civil

1. Piling	2. Construction	3. Mechanical	4. Commissioning	5. Testing	6. Completion
6392. 10% on Completion of Piling	6392. 80% on Pro-rata basis on Completion of below individual Items	6392. On Mechanical Completion 5%	6392. On issue of Commissioning Certificate 2%	6392. On issue of Performance Test Certificate 2%	6392. On completion of all jobs against Final Bill 1%
<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>
<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>
<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>
<b>PROGRESS: 10</b>	<b>PROGRESS: 80</b>	<b>PROGRESS: 5</b>	<b>PROGRESS: 2</b>	<b>PROGRESS: 2</b>	<b>PROGRESS: 1</b>
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>



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## Business Process Design Master HRRL Piping/Installation

1. Pre-Fabrication	2. Erection	3. Hydro Test	4. Mechanical	5. Commissioning	6. Testing	7. Completion
6698. On completion of pre-fabrication (35%)	6698. On completion of erection and welding (40%)	6698. On completion of hydro-testing (15%)	6698. On issue of Mechanical Completion Certificate (5%)	6698. On issue of Commissioning Certificate (2%)	6698. On issue of Performance Test Certificate (2%)	6698. On completion of all jobs (1%)
<b>CONSTRUCTION</b> DAYS: 1 HRS: 1 PROGRESS: 35	<b>CONSTRUCTION</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>CONSTRUCTION</b> DAYS: 1 HRS: 1 PROGRESS: 15	<b>CONSTRUCTION</b> DAYS: 1 HRS: 1 PROGRESS: 5	<b>CONSTRUCTION</b> DAYS: 1 HRS: 1 PROGRESS: 2	<b>CONSTRUCTION</b> DAYS: 1 HRS: 1 PROGRESS: 2	<b>CONSTRUCTION</b> DAYS: 1 HRS: 1 PROGRESS: 1
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

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- ⚙️ Menu Manager

## Business Process Design Master HRRL Installation/Equipments

1. Erection	2. Grouting	3. Mechanical	4. Commissioning	5. Testing	6. Completion
6693. On completion of erection (45%)	6693. On completion of alignment & grouting (45%)	6693. On issue of Mechanical Completion Certificate (5%)	6693. On issue of Commissioning Certificate (2%)	6693. On issue of Performance Test Certificate (2%)	6693. On completion of all jobs (1%)
<b>COMMISSIONING</b>	<b>COMMISSIONING</b>	<b>COMMISSIONING</b>	<b>COMMISSIONING</b>	<b>COMMISSIONING</b>	<b>COMMISSIONING</b>
<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>
<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>
<b>PROGRESS: 45</b>	<b>PROGRESS: 45</b>	<b>PROGRESS: 5</b>	<b>PROGRESS: 2</b>	<b>PROGRESS: 2</b>	<b>PROGRESS: 1</b>
<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>

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## Business Process Design Master HRRL Painting Works

1. Preparation	2. Painting	3. Mechanical	4. Commissioning	5. Testing	6. Completion
6703. On surface preparation & primer application (10%)	6703. On Final Painting (80%)	6703. On issue of Mechanical Completion Certificate (5%)	6703. On issue of Commissioning Certificate (2%)	6703. On issue of Performance Test Certificate (2%)	6703. On completion of all jobs (1%)
<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>	<b>CONSTRUCTION</b>
<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>
<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>
<b>PROGRESS: 10</b>	<b>PROGRESS: 80</b>	<b>PROGRESS: 5</b>	<b>PROGRESS: 2</b>	<b>PROGRESS: 2</b>	<b>PROGRESS: 1</b>
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

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## Business Process Design Master HRRL Commissioning

### 1. Pre-Commissioning

6397. Pre-Comissioning & Commissioning

**SITE**  
**DAYS: 1**  
**HRS: 1**  
**PROGRESS: 3**

What Next

### 2. Testing

6397. Conducting Performance Guarantee Test Rubs fir Effluent Treatment Plant (ETP)

**SITE**  
**DAYS: 1**  
**HRS: 1**  
**PROGRESS: 15**

What Next

### 3. Transportation

6397. Inland Transportation

**SITE**  
**DAYS: 1**  
**HRS: 1**  
**PROGRESS: 82**

What Next

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## Business Process Design Master SCM Invoicing

1. ENTER INVOICE	2. PRINT INVOICE	3. SALES VOUCHER	4. COLLECTIONS	5. RECEIPT VOUCHER
5585. INVOICE-Edit and Approve Invoice	5588. INVOICE-Print Invoice	5588. SV-Sales Voucher and Outstanding Check	6001. RCVD-Collections Entry when payments received	852. RV-Receipt Voucher Entry when payments deposited
<b>PROJECT</b>	<b>ACCOUNTS</b>	<b>ACCOUNTS</b>	<b>PROJECT</b>	<b>ACCOUNTS</b>
<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>
<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>
<b>PROGRESS: 40</b>	<b>PROGRESS: 50</b>	<b>PROGRESS: 80</b>	<b>PROGRESS: 90</b>	<b>PROGRESS: 100</b>
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>
<ol style="list-style-type: none"> <li>1. Print and Check</li> <li>2. OQC: Outgoing QC Final Inspection</li> <li>3. NCR: Quarantine Material to resolve and investigate Quality Issues</li> <li>4. FSR: Frozen Storage Parameters Record</li> <li>5. CPR: Contingency Planning for Electricity Interruption</li> <li>6. PMP: Maintenance of Coldroom, Forklift etc.</li> <li>7. Approve &amp; Send Invoice</li> <li>8. Check Stockcard</li> </ol>	<ol style="list-style-type: none"> <li>1. Check Outstanding/Aging List</li> <li>2. Check Party Outstanding</li> <li>3. Send Payment Reminders</li> <li>4. Enter Collections in system</li> <li>5. Deposit Collections in Bank</li> <li>6. Check Bank Statement for deposit</li> <li>7. Send Payment Ack Receipt</li> </ol>	<ol style="list-style-type: none"> <li>1. Check Outstanding/Aging List</li> <li>2. Check Party Outstanding</li> <li>3. Send Payment Reminders</li> <li>4. Enter Collections in system</li> <li>5. Deposit Collections in Bank</li> <li>6. Check Bank Statement for deposit</li> <li>7. Send Payment Ack Receipt</li> </ol>	<ol style="list-style-type: none"> <li>1. Check Receipt voucher</li> <li>2. Adjust Invoice against Receipts</li> <li>3. Send Reconciliation Statement</li> <li>4. Receive and store acceptance of accounts</li> <li>5. Take Action in case of dispute</li> </ol>	

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## Business Process Design Master CRM Exports

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
<b>EXPORT ORDER CONFIRMATION</b>	<b>BANK PRE-SHIPMENT CREDIT</b>	<b>OBTAIN CLEARANCE CERTIFICATE</b>	<b>OBTAIN PRE-SHIPMENT QA</b>	<b>APPOINT C&amp;F AGENT</b>	<b>PRPARE PRE-SHIPMENT DOCS</b>	<b>GOODS ISSUED TO PORT</b>	<b>CUSTOMS CLEARANCE DONE</b>	<b>DISPATCH DOCUMENTS</b>	<b>POST SHIPMENT DOCS PREPARED</b>	<b>SEND SHIPMENT ADVISE</b>
6472. Exporter gives Confirmation of Order by Exporter via Acknowledgement	6472. Bank Pre-Shipment Credit Applied to mfg goods, fund received and Voucher entries made	6472. Exporter obtains clearance certificate from Excise/GST Dept via filing AR4 or AR4A Forms	6472. Exporter obtains Pre-Shipment Quality Inspection Certificate of goods for customs and importer verifications	6472. Exporter appoints Clearing and Forwarding agent to do packing, marking, labelling, transport arrangement, customs clearance etc.	6472. Pre-Shipment Export Documents are prepared and given to C&F agent along with Export Invoice	6472. Shipment: Goods ISSUED to Port of Shipment via DO-->TO-->MI	6472. Port Formalities and Customs Clearance DONE	6472. After obtaining the Bill of Lading from the Shipping Company, the clearing and forwarding agent dispatches all the documents to his / her exporter	6472. Post-Shipment: Certificate of Origin applied to Chamber of Commerce based on above documents received	6472. Exporter send Dispatch of Shipment Advice to the Importer
<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 0</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 10</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 20</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 30</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 40</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 50</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 60</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 70</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 80</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 85</b>	<b>SALES</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 90</b>
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

Activate Windows  
Go to Settings to activate Windows.

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- Stores
- H.R.
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- EPC Project Module DevOps Project
- Invoice, Accounts, GST Module DevOps F
- SOFTROBOT - FULL STACK DEVELOPMENT
  - Application Manager - PowerApp
  - Interface Manager - PowerBI/VS
  - Logic Manager - PowerVA/CB
  - Data Manager - PowerRPA/API
- SOFTSERVICE IMPLEMENTATION TOOL
  - Company Manager
  - User Manager
  - Menu Manager

## Business Process Design Master SCM SHIPMENT

1. PICKUP	2. DELIVERY	3. DELIVER POD
4066. Start Journey - Pickup Done-Update Truck Card	4066. End Journey - Delivery Done - Update Truck Card	4066. Deliver POD-Proof of Delivery to Shipment
<b>TRANSPORTER</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>TRANSPORTER</b> DAYS: 1 HRS: 1 PROGRESS: 90	<b>TRANSPORTER</b> DAYS: 1 HRS: 1 PROGRESS: 100
<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>



# INVENTORY MANAGEMENT

# Business Process Design Master PLM VENDOR

## 1. SAMPLES PROCUREMENT DONE

1306. SAMPLES PROCUREMENT DONE

PLM  
DAYS: 1  
HRS: 1  
PROGRESS: 10

What Next

## 2. AVL-APPROVED VENDOR PRICE LIST PREPARED

1306. AVL-APPROVED VENDOR PRICE LIST PREPARED

PLM  
DAYS: 1  
HRS: 1  
PROGRESS: 30

What Next

## 3. SUPPLIER AUDIT DONE

1306. SUPPLIER AUDIT DONE

PLM  
DAYS: 1  
HRS: 1  
PROGRESS: 50

What Next

## 4. SUPPLIER RATING UPDATED

1306. SUPPLIER RATING UPDATED

PLM  
DAYS: 1  
HRS: 1  
PROGRESS: 100

What Next

# Business Process Design Master PLM PRODUCT

1. ITEM MASTER SETUP	2. WORKCENTER SETUP	3. PROCESS MASTER SETUP	4. BOM MASTER SETUP	5. BACKFLUSH ITEM SETUP	6. PACKING ITEM SETUP	7. FINAL PRODUCT RELEASED
6422. ITEM MASTER SETUP	6422. WORKCENTER SETUP	6422. PROCESS MASTER SETUP	6422. BOM MASTER SETUP	6422. BACKFLUSH ITEM SETUP	6422. PACKING ITEM SETUP	6422. FINAL PRODUCT RELEASED
<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 60	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 80	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 100
<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>

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- ⚙️ Logic Manager - PowerVA/CB
- ⚙️ Data Manager - PowerRPA/API
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- ⚙️ Company Manager
- ⚙️ User Manager
- ⚙️ Menu Manager

## Business Process Design Master EPC Procurement

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>MR</b>	<b>INQUIRY</b>	<b>OFFER</b>	<b>TR</b>	<b>TQ</b>	<b>SELECTION</b>	<b>CR</b>	<b>FINALIZE</b>	<b>LOI</b>	<b>PR</b>
5823. ISSUE OF MR-MATERIAL REQUEST BY ENGG	3281. ISSUE OF RFQ TO APPROVED VENDOR LIST BY PURCHASE	1838. OFFER RECEIVED AND ENETERED BY PURCHASE	4517. TECHNICAL REVIEW BY ENGINEERING	6713. ENGG RAISE AND RESOLVE TECHNICAL QUERIES	6718. RECOMMENDATION OF PREFERRED VENDOR	6718. COMMERCIAL REVIEW BY PURCHASE	1838. COMMERCIAL NEGOTIATION WITH VENDOR	1838. ISSUE OF LETTER OF INTENT TO VENDOR	4517. ISSUE OF PR TO PURCHASE W.R.T TOTAL REQUIREMENT
<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 0	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 20	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>ENGINEERING</b> DAYS: 1 HRS: 1 PROGRESS: 50	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 60	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 80	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 100
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

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## Business Process Design Master SCM Purchase

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	
PR	PO	OA	VD	ER	CR	CA	MC	IC	ID	DC	MI	
5640. UNAPPROVED PO RECEIVED AGAINST MR- Edit/Approve	5643. APPROVED PO SENT TO VANDOR - Print/Send	5643. ORDER ACCEPTANCE / VENDOR DOCS RECEIVED AND UPLOADED BY PURCHASE	5643. VENDOR DOCS RECEIVED AND UPLOADED BY PURCHASE	5643. ENGG REVIEWS VENDOR DOCS AND SEND TO CLIENT	5643. CLIENT REVIEWS VENDOR DOCS AND SEND APPROVAL	5643. CLEINT APPROVES VENDOR DOCS AND SEND TO ENGG	5643. PURCHASE ISSUE MFG CLEARANCE TO VENDOR	5643. PURCHASE RECEIVE INSPECTION CALL FROM VENDOR	5643. INSPECTION DONE BY CLIENT/TPI AGAINST INSPECTION CALL	5643. ISSUE DISPATCH CLEARANCE TO VENDOR AGAINST RELEASE NOTE	5643. ISSUE DISPATCH CLEARANCE TO VENDOR AGAINST RELEASE NOTE	5643. MATERIAL INWARD AT SITE FROM VENDOR AGAINST DC
<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 10</b>	<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 20</b>	<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 30</b>	<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 40</b>	<b>ENGINEERING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 50</b>	<b>ENGINEERING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 60</b>	<b>ENGINEERING</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 70</b>	<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 80</b>	<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 85</b>	<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 90</b>	<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 95</b>	<b>PURCHASE</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 100</b>	
<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	
<ul style="list-style-type: none"> <li>1. Print Purchase Order</li> <li>2. Supplier Vehicle Delivery Check</li> <li>3. Own Vehicle Delivery Check</li> <li>4. Collection Agency Delivery Check</li> </ul>			<a href="#">What Next</a>								<a href="#">What Next</a>	

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## Business Process Design Master SCM BillPassing

1. MIR	2. GRN	3. BILL	4. PV	5. PA	6. PV	7. CHQ
5590. MATERIAL INWARD + BILL RECEIVED FROM SITE/STORE AGAINST PO	5591. INSPECTION OF MATERIAL AND BILLS APPROVAL BY PURCHASE	5592. BILL PASSING BY ACCOUNTS DEPARTMENT	5593. AUDIT PURCHASE VOUCHER AGAINST BILL REFERENCE	1082. PURCHASE ENTERS PAYMENT ADVISE AGAINST BILL	458. AUDIT PAYMENT VOUCHER AGAINST BILL REF	458. CHEQUE PRINTING DONE
<b>PURCHASE</b> DAYS: 7 HRS: 1 PROGRESS: 20	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>ACCOUNTS</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>ACCOUNTS</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 90	<b>ACCOUNTS</b> DAYS: 1 HRS: 1 PROGRESS: 100	<b>PURCHASE</b> DAYS: 1 HRS: 1 PROGRESS: 70
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>
1. Upload Scan Copy of Supplier Bill	1. Incoming SRNO Entry 2. Incoming Batch No Entry 3. Transfer Order to Location 4. Packing List Check 5. COA: Certificate of Analysis	1. Check Bill 2/3/4 Ways 2. Check Stockcard - FIFO 3. Post Purchase Voucher		1. Check Outstanding 2. Enter Payments 3. Send Via NEFT/TT 4. Cheque Printing	1. Check Payment Voucher 2. Adjust Bills against Payments 3. Send Reconciliation Statement 4. Receive and store acceptance of accounts 5. Take Action in case of dispute	1. Check Payment Voucher 2. Adjust Bills against Payments 3. Send Reconciliation Statement 4. Receive and store acceptance of accounts 5. Take Action in case of dispute

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- EPC Project Module DevOps Project
- Invoice, Accounts, GST Module DevOps F

SOFTROBOT - FULL STACK DEVELOPMENT

- Application Manager - PowerApp
- Interface Manager - PowerBI/VS
- Logic Manager - PowerVA/CB
- Data Manager - PowerRPA/API

SOFTSERVICE IMPLEMENTATION TOOL

- Company Manager
- User Manager
- Menu Manager

## Business Process Design Master MFG Eng

1. Planning	2. Issue	3. Release	4. Shopfloor	5. LineQA	6. Receive
6155. PO for Raw Material if shortage in MO	6155. TO-Reserve Material for workorder	6155. MO-Release Manufacturing Order	582. SO-Shopfloor Operations	1900. LineQA-Quality Assurance	6155. MO Completed QC Check
<b>PLANNING</b> DAYS: 3 HRS: 1 PROGRESS: 5	<b>SHOPFLOOR</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>SHOPFLOOR</b> DAYS: 1 HRS: 1 PROGRESS: 15	<b>SHOPFLOOR</b> DAYS: 1 HRS: 1 PROGRESS: 60	<b>SHOPFLOOR</b> DAYS: 1 HRS: 1 PROGRESS: 90	<b>SHOPFLOOR</b> DAYS: 1 HRS: 1 PROGRESS: 100
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>
			<ul style="list-style-type: none"> <li>1. APPROVED QAP</li> <li>2. GOOD FOR FABRICATION DRAWING</li> <li>3. FLANGES</li> <li>4. PIPES</li> <li>5. PLATE MARKING FOR ROOF AND BOTTOM</li> <li>6. ROOF AND BOTTOM PLATE CUTTING AND EDGE PREPARATION</li> <li>7. ROOF AND BOTTOM PLATE L/S SETUP AND WELDING</li> <li>8. SHELL PLATE MARKING, CUTTING AND EDGE PREPARATION</li> <li>9. SHELL PLATE ROLLING</li> </ul>	<ul style="list-style-type: none"> <li>1. Inspection Record</li> <li>2. QC Parameters Check</li> <li>3. Temperature Check</li> <li>4. Glass Control in Glass Policy Check</li> <li>5. NCR - Non Cofirmity / Condemned</li> <li>6. Maintain RM Chillroom</li> <li>7. Calibrate indicator thermometer</li> <li>8. Contingency Plan: Watercity interruption</li> </ul>	



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## Business Process Design Master SCM Maintenance

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
<b>Schedule</b>	<b>Confirm</b>	<b>Sanction</b>	<b>Release</b>	<b>Execution</b>	<b>Close</b>	<b>Feedback</b>	<b>CLAIM</b>	<b>BILLABLE</b>	<b>VOUCHER</b>	<b>COLLECTION</b>	<b>RECEIPT</b>
1. Schedule Client Appointment and Assign Ticket to Service Engineer	1. Confirmation by Service Engineer	1. Budget Allocation and Advance Sanction	1. Ticket Released for Execution	1. Technician Performs Service Call	1. Resolve Ticket: Enter Parts used etc	1. Client gives online Feedback	1. Expense Claim and Bill Upload by Technician	1. Billable? Create Invoice & Close Ticket	1. Sales Voucher Posting	1. Collection Followup and Entry	1. Receipt Voucher Entry
<b>SALES</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>TECHNICIAN</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>ACCOUNTS</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>SALES</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>MAINTENANCE</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>MAINTENANCE</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>MAINTENANCE</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>MAINTENANCE</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>SALES</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>ACCOUNTS</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>SALES</b> DAYS: 1 HRS: 1 PROGRESS: 1	<b>ACCOUNTS</b> DAYS: 1 HRS: 1 PROGRESS: 1
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

# HR & PAYROLL



# Business Process Design Master HR Orientation

1. SOP EXPLAINED	2. JOB EXPLAINED	3. REPORTING EXPLAINED	4. ESS EXPLAINED	5. ATTENDANCE EXPLAINED	6. ORGANIZATION EXPLAINED	7. PRODUCTS EXPLAINED	8. DISCIPLINES EXPLAINED	9. SKILL MATRIX EXPLAINED
3175. Company SOP Orientation done	3175. Employee Job description Explained	3175. Employee daily reporting in ERP Explained	3175. Employee selfservice rights explained	3175. Employee attendance punching explained	3175. Organization chart and reporting explained	3175. Products and business of company explained to new employee	3175. Company Disciplines explained	3175. Employee Skill Matrix updated
<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 20	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 50	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 60	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 80	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 100
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>
1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening 4. Protective clothing: employees or visitors to production areas	1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening 4. Protective clothing: employees or visitors to production areas	1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening	1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening 4. Protective clothing: employees or visitors	1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening 4. Protective clothing:	1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening 4. Protective clothing:	1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening 4. Protective clothing: employees or visitors to production areas	1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening 4. Protective clothing: employees or visitors to	1. Training: raw material handling, preparation, processing, packing and storage areas 2. Personal hygiene: raw material handling, preparation, processing, packing and storage areas 3. Medical screening 4. Protective clothing: employees or visitors

# Business Process Design Master HR Appraisal

1.	2.	3.	4.	5.	6.	7.	8.
<b>HOD REVIEW</b>	<b>HR REVIEW</b>	<b>MANAGEMENT REVIEW</b>	<b>ISSUE DISCIPLINE NOTICE</b>	<b>ISSUE INCREMENT LETTER</b>	<b>ISSUE DEPARTMENT/POST CHANGE</b>	<b>ISSUE WARNING LETTER</b>	<b>ISSUE SEPERATION NOTICE</b>
1861. HOD REVIEW - 360 review	1861. HR REVIEW	1861. MANAGEMENT REVIEW	1861. ISSUE DISCIPLINE NOTICE	1861. ISSUE INCREMENT LETTER	1861. ISSUE DEPARTMENT/POST CHANGE	1861. ISSUE WARNING LETTER	1861. ISSUE SEPERATION NOTICE
<b>HR</b>	<b>HR</b>	<b>HR</b>	<b>HR</b>	<b>HR</b>	<b>HR</b>	<b>HR</b>	<b>HR</b>
<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>	<b>DAYS: 1</b>
<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>	<b>HRS: 1</b>
<b>PROGRESS: 10</b>	<b>PROGRESS: 30</b>	<b>PROGRESS: 50</b>	<b>PROGRESS: 100</b>	<b>PROGRESS: 100</b>	<b>PROGRESS: 100</b>	<b>PROGRESS: 100</b>	<b>PROGRESS: 100</b>
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

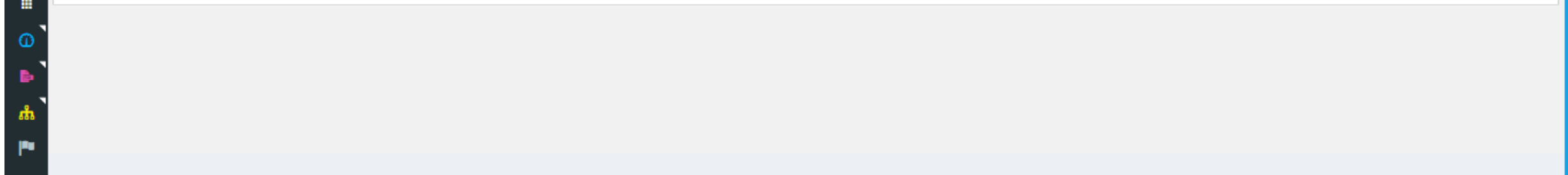
# Business Process Design Master HR Training



1.	2.	3.	4.	5.	6.	7.	8.	9.
<b>SEARCH TRAINING PROVIDERS</b>	<b>TRAINING CAPABILITY CHECK</b>	<b>GIVE TRAINING ORDER</b>	<b>DELIVER TRAINING</b>	<b>ESTABLISH TRAINING RECORDS</b>	<b>ACCESS TRAINING EFFECTIVENESS</b>	<b>UPDATE EMPLOYEE SKILL MATRIX</b>	<b>ISSUE TRAINING CERTIFICATE</b>	<b>TRAINING BILL PASSING</b>
2163. SEARCH TRAINING PROVIDERS	2163. TRAINING CAPABILITY CHECK	2163. GIVE TRAINING ORDER	2163. DELIVER TRAINING	2163. ESTABLISH TRAINING RECORDS	2163. ACCESS TRAINING EFFECTIVENESS	2163. UPDATE EMPLOYEE SKILL MATRIX	2163. ISSUE TRAINING CERTIFICATE	2163. TRAINING BILL PASSING
<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 20	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 50	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 60	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 90	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 100
<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>

# Business Process Design Master HR Separation

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
<b>EMPLOYEE RESIGN</b>	<b>BEGIN SEPERATION PROCESS</b>	<b>CONDUCT EXIT INTERVIEW</b>	<b>SETTLEMENT PAYSIP PREPARE</b>	<b>HANDOVER CHARGE ENTRY</b>	<b>PRINT RELEIVING LETTER</b>	<b>PRINT SERVICE CERTIFICATE</b>	<b>PRINT SALARY CERTIFICATE</b>	<b>SEPARATE EMPLOYEE</b>	<b>EMPLOYEE INFORMED</b>	<b>PENDING SALARY PAID</b>
6405. MGMT ACCEPT EMPLOYEE RESIGNATION	6405. BEGIN SEPERATION PROCESS	6405. CONDUCT EXIT INTERVIEW	6405. SETTLEMENT PAYSIP PREPARE	6405. HANDOVER CHARGE ENTRY	6405. PRINT RELEIVING LETTER	6405. PRINT SERVICE CERTIFICATE	6405. PRINT SALARY CERTIFICATE	6405. SEPARATE EMPLOYEE	6405. EMPLOYEE INFORMED	6405. PENDING SALARY PAID
<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 20	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 50	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 60	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 80	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 85	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 90	<b>HR</b> DAYS: 1 HRS: 1 PROGRESS: 100
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>





## Business Process Design Master HR Retirement

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
<b>RETIREMENT VERIFIED @58</b>	<b>BEGIN SEPERATION PROCESS</b>	<b>GRADUITY CALCULATED &amp; PAID</b>	<b>SETTLEMENT PAYSリップ PREPARE</b>	<b>HANDOVER CHARGE ENTRY</b>	<b>PRINT RELEIVING LETTER</b>	<b>PRINT SERVICE CERTIFICATE</b>	<b>PRINT SALARY CERTIFICATE</b>	<b>PAYMENT SETTLEMENT DONE</b>	<b>FAREWELL ORGANIZED</b>	<b>SEPARATE EMPLOYEE</b>
6410. RETIREMENT VERIFIED @58	6410. BEGIN SEPERATION PROCESS	6410. GRADUITY CALCULATED & PAID	6410. SETTLEMENT PAYSリップ PREPARE	6410. HANDOVER CHARGE ENTRY	6410. PRINT RELEIVING LETTER	6410. PRINT SERVICE CERTIFICATE	6410. PRINT SALARY CERTIFICATE	6410. PAYMENT SETTLEMENT DONE	6410. FAREWELL ORGANIZED	6410. SEPARATE EMPLOYEE
HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR
DAYS: 1	DAYS: 1	DAYS: 1	DAYS: 1	DAYS: 1	DAYS: 1	DAYS: 1	DAYS: 1	DAYS: 1	DAYS: 1	DAYS: 1
HRS: 1	HRS: 1	HRS: 1	HRS: 1	HRS: 1	HRS: 1	HRS: 1	HRS: 1	HRS: 1	HRS: 1	HRS: 1
PROGRESS: 10	PROGRESS: 20	PROGRESS: 30	PROGRESS: 40	PROGRESS: 50	PROGRESS: 60	PROGRESS: 70	PROGRESS: 80	PROGRESS: 90	PROGRESS: 95	PROGRESS: 100
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

# Business Process Design Master HR Leave

## 1. Leave Application

1. Leave Application Received

DAYS: 1  
HRS: 1  
PROGRESS: 0

What Next

## 2. Leave Approval by DEPT Head

1. Leave Approval by DEPT Head

DAYS: 1  
HRS: 1  
PROGRESS: 0

What Next

## 3. Leave Approval by HR

1. Leave Approval by HR

DAYS: 1  
HRS: 1  
PROGRESS: 0

What Next

## 4. Leave Posted

1. Leave Posted in Leave Card

DAYS: 1  
HRS: 1  
PROGRESS: 0

What Next

## Business Process Design Master HR Payroll

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
<b>MUSTEROLL</b>	<b>POST</b>	<b>ENTER</b>	<b>CREATE</b>	<b>CHECK</b>	<b>SALARY</b>	<b>BANK</b>	<b>PRINT</b>	<b>FILE</b>	<b>FILE</b>	<b>FILE</b>	<b>FILE PF</b>	<b>SETTLE</b>	<b>SETTLE LEAVE</b>
3336. CHECK MUSTER ROLL/ATND REG	3336. MODIFY ATTENDANCE/LEAVE/OT	3336. ENTER EARNINGS/DEDUCTIONS	3336. CREATE PAYSリップ	3336. EDIT PAYSリップ/HOLD SALARY	3336. PRINT SALARY REGISTER	3336. PRINT BANK LETTER	3336. PRINT PAYSリップ	3336. FILE TDS	3336. FILE PROF TAX	3336. FILE ESIC	3336. FILE PF	3336. SETTLE LOANS	3336. SETTLE LEAVE ENCASHMENT
<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 20	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 50	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 60	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 75	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 80	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 85	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 90	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 92	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 94	<b>TIMEOFFICE</b> DAYS: 1 HRS: 1 PROGRESS: 99
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

# QUALITY MANAGEMENT

ASHISH G. KANTAWALA / Computer  
Paramount Limited

- Marketing
- Planning
- Sales
- Stores
- H.R.
- SOFTROBOT - FULL LIFECYCLE DevOps
- EPC Project Module DevOps Project
- Invoice, Accounts, GST Module DevOps F
- SOFTROBOT - FULL STACK DEVELOPMENT
- Application Manager - PowerApp
- Interface Manager - PowerBI/VS
- Logic Manager - PowerVA/CB
- Data Manager - PowerRPA/API
- SOFTSERVICE IMPLEMENTATION TOOL
- Company Manager
- User Manager
- Menu Manager

# Business Process Design Master ISO 9001:2015

1. 4.0 Organization	2. 5.0 Leadership	3. 6.0 Planning	4. 7.0 Support	5. 8.0 Operation	6. 9.0 Performance	7. 10.0 Improvement
1829. 4.0 Quality Management System in old version	6171. 5.0 Management Responsibility in old version	6162. 6.0 Resource Management in old version	6553. 6.0 Resource Management in old version	1843. 7.0 Product Realization in old version	2392. 8.0 Measurement, Analysis and Improvement in old version	1851. 8.0 Measurement, Analysis and Improvement in old version
<b>QC</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 20</b>	<b>QC</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 40</b>	<b>QC</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 60</b>	<b>QC</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 80</b>	<b>QC</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 100</b>	<b>QC</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 80</b>	<b>QC</b> <b>DAYS: 1</b> <b>HRS: 1</b> <b>PROGRESS: 100</b>
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>
<ul style="list-style-type: none"> <li>1. 4.1 Organizational Context</li> <li>2. 4.2 Relevant Interested Parties</li> <li>3. 4.3 Quality Management System Scope</li> <li>4. 4.4 Management System Scope &amp; its processes</li> <li>5. 4.4.1 Management System Processes</li> <li>6. 4.4.2 Outsourced Processes</li> </ul>	<ul style="list-style-type: none"> <li>1. 5.1 Leadership &amp; Commitment</li> <li>2. 5.1.1 General</li> <li>3. 5.1.2 Customer Focus</li> <li>4. 5.2 Quality Policy</li> <li>5. 5.2.1 Establish the quality policy</li> <li>6. 5.2.2 Communicating Quality policy</li> <li>7. 5.2.2.1 Internal Communication</li> <li>8. 5.2.2.2 External Communication</li> </ul>	<ul style="list-style-type: none"> <li>1. 6.1 Addressing Risks &amp; Opportunities</li> <li>2. 6.2 Quality Objectives</li> <li>3. 6.3 Planning for Change</li> </ul>	<ul style="list-style-type: none"> <li>1. 7.1 Resources</li> <li>2. 7.1.1 General</li> <li>3. 7.1.2 People</li> <li>4. 7.1.3 Infrastructure</li> <li>5. 7.1.4 Operational Environment</li> <li>6. 7.1.5 Monitoring &amp; Measurement Tools</li> <li>7. 7.1.6 Organisational Knowledge</li> <li>8. 7.2 Competence</li> <li>9. 7.3 Awareness</li> <li>10. 7.4 Communication</li> </ul>	<ul style="list-style-type: none"> <li>1. 8.1 Operational planning and control</li> <li>2. 8.2 Requirements for products and services</li> <li>3. 8.2.1 Customer communication</li> <li>4. 8.2.2 Determining the requirements for products and services</li> <li>5. 8.2.3 Review of the requirements for products and services</li> <li>6. 8.2.4 Changes to requirements for products</li> </ul>	<ul style="list-style-type: none"> <li>1. 9.1 Monitoring, measurement, analysis and evaluation</li> <li>2. 9.1.1 General</li> <li>3. 9.1.2 Management review inputs</li> <li>4. 9.1.3 Analysis and evaluation</li> <li>5. 9.2 Internal Audit</li> <li>6. 9.3 Management review</li> <li>7. 9.3.1 General</li> <li>8. 9.3.2 Management review inputs</li> </ul>	<ul style="list-style-type: none"> <li>1. 10.1 General</li> <li>2. 10.2 Nonconformity and corrective action</li> <li>3. 10.3 Continual improvement</li> </ul>

# Business Process Design Master PLM QUALITY

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
<b>RMA-RETURN MATERIAL AUTHORIZATION</b>	<b>INSPECTION</b>	<b>CAPA-CORRECTIVE / PREVENTIVE ACTIONS</b>	<b>NCR-NonConformity Report TO SUPPLIERS</b>	<b>ECR-ENGINEERING CHANGE REQUEST</b>	<b>ECO-ENGINEERING CHANGE ORDER</b>	<b>GET TEST CERTIFICATE</b>	<b>COMPLAIN RESOLVED - DISPOSED OFF</b>	<b>FMEA - Failure Mode Effect Analysis</b>	<b>RCA- Root Cause Analysis</b>	<b>PA- Pareto Analysis</b>
1895. RMA-RETURN MATERIAL AUTHORIZATION	1895. INSPECTION	1895. CAPA-CORRECTIVE / PREVENTIVE ACTIONS	1895. NCR-NonConformity Report TO SUPPLIERS	1895. ECR-ENGINEERING CHANGE REQUEST	1895. ECO-ENGINEERING CHANGE ORDER	1895. GET TEST CERTIFICATE	1895. COMPLAIN RESOLVED - DISPOSED OFF	1895. FMEA - Failure Mode Effect Analysis	1895. RCA- Root Cause Analysis	1895. PA- Pareto Analysis
<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 20	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 40	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 50	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 60	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 80	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 85	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 90	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 100
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

# Business Process Design Master PLM ECM



1. PLM ECM/ECN/ECO	2. PLM ECM/ECN/ECO	3. PLM ECM/ECN/ECO	4. PLM ECM/ECN/ECO	5. PLM ECM/ECN/ECO	6. PLM ECM/ECN/ECO	7. PLM ECM/ECN/ECO
5579. ECN Approved by Management	5579. ECN Allocation to specific Engineer	5579. Engineer Executes Changes	5579. Management Confirm Changes	5579. QC Inspection Done	5579. QC Issues Test Certificate	5579. Final Changed Product/Part Released
<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 10	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 20	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 30	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 50	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 70	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 90	<b>PLM</b> DAYS: 1 HRS: 1 PROGRESS: 100
<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>	<u>What Next</u>

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Paramount Limited
- 📌 Marketing
- 📌 Planning
- 📌 Sales
- 📌 Stores
- 📌 H.R.
- SOFTROBOT - FULL LIFECYCLE DevOps
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- 📌 -Invoice, Accounts, GST Module DevOps Project
- SOFTROBOT - FULL STACK DEVELOPMENT
- ⚙️ Application Manager - PowerApp
- ⚙️ Interface Manager - PowerBI/VS
- ⚙️ Logic Manager - PowerVA/CB
- ⚙️ Data Manager - PowerRPA/API
- SOFTSERVICE IMPLEMENTATION TOOL
- ⚙️ Company Manager
- ⚙️ User Manager
- ⚙️ Menu Manager

## Business Process Design Master DevOps Project

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
<b>BLUEPRINT</b>	<b>MASTERDATA</b>	<b>FORMS</b>	<b>REPORTS</b>	<b>DEVELOPMENT</b>	<b>WALKTHROUGH</b>	<b>TRIALRUN</b>	<b>CHECKING</b>	<b>TRAINING</b>	<b>GOLIVE</b>
6467. Blueprint-BPR-Process Mapping & Data Collection	6467. Master Setup-Installation, Data Preparation, Migration, Rights	6467. Forms/Wireframe-Identify and get Forms Fields frozen	6467. ReportList-Identify and get Reports list and formats frozen	6467. Development-Testing, Error Correction & Customization	6467. Walkthrough-Take Sample Data and test system end to end	6467. TrialRun-Enter One Month of Live data	6467. ReportCheck-Match Reports with old system	6467. Delivery-Provide Hand On Training	6467. Golive-Golive data collection and migration
<b>IMPLEMENT</b> DAYS: 5 HRS: 1 PROGRESS: 10	<b>IMPLEMENT</b> DAYS: 15 HRS: 1 PROGRESS: 20	<b>IMPLEMENT</b> DAYS: 5 HRS: 1 PROGRESS: 30	<b>IMPLEMENT</b> DAYS: 5 HRS: 1 PROGRESS: 40	<b>IMPLEMENT</b> DAYS: 15 HRS: 1 PROGRESS: 50	<b>IMPLEMENT</b> DAYS: 15 HRS: 1 PROGRESS: 60	<b>IMPLEMENT</b> DAYS: 30 HRS: 1 PROGRESS: 70	<b>IMPLEMENT</b> DAYS: 5 HRS: 1 PROGRESS: 80	<b>IMPLEMENT</b> DAYS: 5 HRS: 1 PROGRESS: 90	<b>IMPLEMENT</b> DAYS: 5 HRS: 1 PROGRESS: 100
<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>	<a href="#">What Next</a>