Marketing

CRM Campaign	CRM Opportunity	CRM Leads	CRM Customer Onboarding	CRM Franchise	CRM Realestate
GOALS TO ACHIEVE $1M SALES	ASSIGN TO SALESPERSON	LEAD ASSIGNED TO SALESTEAM	ALREADY ORDERED	PRE-QUALIFICATION	PROPERTY DEMONSTRATED
TARGET XXXX PROSPECTS IN REGION Y	SALESPERSON DO FOLLOWUP, MEETING, DEMO	CONTACTED VIA PHONE, EMAIL, CHAT	PROVIDES GOOD REVIEWS	DUE DILLIGENCE	UNIT SELECTED / FOLLOWUP
RESEARCH - MARKETING CHANNELS	QUOTATION/OFFER GIVEN	CUSTOMER IS TALKING	REFERS NEW CUSTOMERS	BUSINESS PLAN AND FINAL APPROVAL	OFFER MADE
ALLOCATE BUDGET $XXXX	RE-OFFER GIVEN FOR FINALIZATION	OPPORTUNITY CREATED	BECOMES PARTNER	SITE SELECTION	CONTRACT ACCEPTED
CONTENT CREATION PPT, PDF, VIDOES	WON/LOST/LATER DECISION TAKEN BY CUSTOMER			CONTRACT EXECUTION	INSPECTION / CLIENT DOCUMENT COLLECTION
EXECUTION - PO TO CHANNELS OR SEND EMAILS				STAFF HIRING AND TRAINING	FINANCING
ANALYSIS - REGISTER LEADS				STORE OPENING PROCESS	LOAN APPROVAL
REPORT - LEADS CONVERTED					ESCROW ACCOUNT SETUP
					PREPARE FOR CLOSING
					DELIVER UNIT AND CLOSE

SalesTeam

CRM Event	CRM Email Marketing	CRM Callcenter	CRM Digital Marketing	CRM Website Marketing
CLASSIFY EVENT-Seminar/Webinar/Exhib	Design Email Advertisement content design	Setup Calling Project, Call Type and Budget for project	Target audience/Target market., Brand/Product/Service to be advertised	Domain name, SEO Keywords
DO EVENT MARKETING	Email Send List prepared for Email Campaign	Assign people to call center project	Select Social Media for Lead buying or Digital Media Advertisement	Prepare Marketing script, leaflets, photos to be published
INVITE PEOPLE	Send bulk email as per sendlist. Use bulk email software.	Track people doing calls	Create Content as per Media Requirements	Enter or upload content in website builder
REGISTER PEOPLE	Check and enter emails delivered against total email sent	Enter/Check Leads Generated	Subscribe Social Media for SEO, Lead Buying @ IndiaMart etc., Ads on FB, TW, IN, LKDIN	Buy Domain name & publish website
SEND ACCESS PASS	Check and enter emails opened against delivered	Identify Per Call Cost, Time Wasters and A/B Test + Results	Record/Capture Leads per Social Media	Do search engine publishing
ISSUE BADGE	Enter Leads Generated via incoming emails against sent		Analyze Leads per Social Media and A/B Test + Results	Register website with Google Analytics and see feedback of site hits received
CONDUCT EVENT	Deliverability, Open/Click Rate & A/B Test + Results			
TAKE SURVEY				
CLOSE EVENT				

Tender / Service / B2C Sales

Pre-Tender	Tender	Post-Tender	Bid Preparation	Estimation	O&M Service (Service)	Dropshipment	Wholesale	ConsignmentSales	CRM OnlineSales
Search for Prospective tenders	Tender Purchase / Download — Preparation of Commercial documents for submission	Bid Analysis Table	SHORTLISTED	INQUIRY	Schedule Client Appointment and Assign Ticket to Service Engineer	Drop shipment Client order details with delivery place received	Order received from Dealer Portal after stock check	Consumption or sales order identified for period	eCommerce order received on seller portal
Go / No Go	Distribution of tender to Engineering Departments — Submission of Tender	Lost Bid Analysis (If Lost)	PURCHASE	REQUIREMENT FEASIBILITY	Confirmation by Service Engineer	PO placed to drop shipping vendor	Do Order Approval after credit check	Replenishment Order prepared for consignment store	eCommerce seller portal updated to accept pickup
PQ match	Tender Study for commercial terms — Tender Opening - Technical	Receipt of Purchase Order (PO) (If Won)	TENDER-TBOQ	MATERIAL MASTER SETUP	Budget Allocation and Advance Sanction	DS-Delivery Slip, eWay Bill, Invoice, GatePass	Store transfer done by stores or warehouse	Store transfer entry done after stock check	Store transfer entry done after stock check for pickup
Bid / No-Bid Decision	Preparation of Executive Summary (Key T&C) for Top Management — Post-Bid Meeting	PO Acceptance	RATEANALYSIS	PROCESS MASTER SETUP	Ticket Released for Execution	TR-Do Shipment & Do Shipment Tracking	TO-Picking Entry w/Barcode or Batchwise	TO-Picking Entry w/Barcode or Batchwise	TO-Picking Entry w/Barcode or Batchwise
	Receipt of Pre-Bid Queries from Engineering Departments — Post-Bid queries from Client	Release of PO to Project Department	ESTIMATE	PRODUCT BOM SETUP	Technician Performs Service Call	LR-Delivery Approve/Completed with POD	PKG-OQC, Warranty Card and Pkg Material	PKG-OQC, Warranty Card and Pkg Material	PKG-OQC, Warranty Card and Pkg Material
	Submission of Pre-Bid Queries to Clients — Reply to Post-Bid Queries	Contract agreement with Client	PRICEBID	COPA ANALYSIS	Resolve Ticket: Enter Parts used etc	Backorder	DS-Delivery Slip, eWay Bill, Invoice, GatePass	DS-Delivery Slip, eWay Bill, Invoice, GatePass	DS-Delivery Slip, eWay Bill, Invoice, GatePass
	Receipt of Pre-Bid Replies from Clients — Acceptance of Technical Bid	Follow up with Client to get back the EMD	SUBMITTED	ESTIMATE	Client gives online Feedback	Client order details with delivery place received	TR-Do Shipment & Do Shipment Tracking	TR-Do Shipment & Do Shipment Tracking	Shipment tracked on seller portal
	Distribution of Pre-Bid Replies to Engineering Departments — Tender Opening - Commercial		OPENING	SUBMITTED	Expense Claim and Bill Upload by Technician	PO placed to drop vendor	LR-Delivery Approve/Completed with POD	LR-Delivery Approve/Completed with POD	Delivery tracked on seller portal
	Receipt of Technical / Commercial Amendments from Client — Price negotiation / Reverse Auction		WON/LOST	NEGOTIATION	Billable? Create Invoice & Close Ticket	DS-Delivery Slip, eWay Bill, Invoice, GatePass prepared	Retail POS	Warehouse Replenishment	Login or Register as Customer with mobileno
	Distribution of Technical / Commercial Ammendments to Engineering Departments — Tender Won / Lost	**Project**	ACCEPTANCE		Sales Voucher Posting	TR-Do Shipment & Do Shipment Tracking	Login or Register as Customer with mobileno	Consumption or sales identified for period	Search & Select Products or Service to Order
	Receipt of Technical Offer from Engineering — If Won then Post-Tender process will start	**Project PMI**	CUSTOMER/SUNDRY DEBTOR CREATED		Collection Followup and Entry	LR-Delivery Approve/Completed with POD	Search & Select Products or Service to Order VIA Barcode or NFC	Replenishment Order prepared for store	Add product or service to shopping cart
		PROJECT INITIATE PREPARE DCI/L1/L2/L3	PROJECT EXECUTION PREPARE MR/PO/MIR/DPR/RABILL	SEND PROFORMA INVOICE	Receipt Voucher Entry	O&M Contract	Order cart prepared for delivery	Store transfer entry done after stock check	Select delivery location, date and time
		PROJECT PLANNING,PREPARE BBU, PLAN, ESTIMATE, BUDGET	PROJECT CLOSURE MONITOR, CONTROL, DELIVER & SIGNOFF	CONTRACT REVIEW	CRM Service	New Contract Entry-AMC/CMC/WC/CC	Products packed in bag for delivery	TO-Picking Entry w/Barcode or Batchwise	Select payment method and do payment

B2B Sales / Logistics

MakeToOrder Mfg	MakeToStock Mfg	EnggToOrder Mfg (A)	EnggToOrder Mfg (B)	EnggToOrder Mfg (C)	SCM SHIPMENT (Logistics)	O&M Service	Dropshipment	Wholesale	ConsignmentSales	CRM OnlineSales
SO-Resolve Sales Order Fulllfilment Issues	Demand for products as per forecast given by customer or forecasting system of company	Receipt of Purchase Order	Submission of documents / drawings to Client	Follow up manufacturing status with factory	Start Journey - Pickup Done-Update Truck Card	Execute Service, Edit and Approve Invoice with OQC	Send Contract Renewal Offer/New Offer	Security check at gate	DS-Delivery Slip, eWay Bill, Invoice, GatePass	Receive Product or Service. If COD then payment. Give POD via SMS PIN
DO-Create DO / PO / MO. Wait if no Stock	MRP2 Planning anf MfgOrder or PO Creation	Job No. allocation	Receipt of comments from Client	Coordination with Client	End Journey - Delivery Done - Update Truck Card	Print Invoice and send goods for delivery	Contract Offer Accepted / Rejected / Re-Offer	DCM-Dynamic Case Mgmt	TR-Do Shipment & Do Shipment Tracking	Give Product or Service Feedback and Ratings
DA-Create Invoice and issue goods for delivery	DA-Create Invoice and issue goods for delivery	Send un-priced PO to Factory	Revision of document / drawing	Coordination with Factory	Deliver POD-Proof of Delivery to Shipment	Sales Voucher and Outstanding Check	Send Acepted Contract	Identify Problem	LR-Delivery Approve/Completed with POD	Return product within time limit window
TO-Picking Entry w/Barcode or Batchwise	TO-Picking Entry w/Barcode or Batchwise	Send Priced PO to Finance	Resubmission of document / drawing to Client	Give dispatch clearance to Purchase Dept.	SCM COURIER	Collections Entry when payments received	Send Contract Invoice	Research Solution		
PKG-OQC, Warranty Card and Pkg Material	PKG-OQC, Warranty Card and Pkg Material	Coordination with Finance for PBG	Approval of document / drawing	Give invoice preparation instruction to Finance	Pickup Done by Courier	Receipt Voucher Entry when payments deposited	Execute Contract as per Planned WO Tickets	Resolve Problem		
DS-Delivery Slip, eWay Bill, Invoice, GatePass	DS-Delivery Slip, eWay Bill, Invoice, GatePass	Submit PBG to Client	Receipt of offer for bought out items	Follow up for dispatch of material	Delivery Done by Courier		Contract Over and Due for Renewal			
TR-Do Shipment & Do Shipment Tracking	TR-Do Shipment & Do Shipment Tracking	Preparation of monitoring schedule	Coordination with vendor	Coordinate with Client for receipt of material at site	Collect POD-Proof of Delivery from Courier					
LR-Delivery Approve/Completed with POD	LR-Delivery Approve/Completed with POD	Preparation of MR for boughtout items	Technical clearance of vendor offer	Follow up for payment release	SCM SECURITY					
SV-Sales Voucher and Outstanding Check	SV-Sales Voucher and Outstanding Check	Send MR to purchase	Submission of approved drawing to factory	Follow up Client for release of PBG	DEPARTURE: Material and Documents Check at Gate					
RV-Receipt Voucher Entry when payments deposited	RV-Receipt Voucher Entry when payments deposited	Preparation of documents / drawings	Manufacturing clearance		RETURN: With POD					

Export / Import / Time Office

Exports	Imports	Employee Expense	Employee Payroll	Employee Leave
Exporter gives Confirmation of Order by Exporter via Order Acknowledgement	IMPORT ORDER CONFIRMATION	TRAVEL REQUEST/PLAN ENTERED BY MANAGER	CHECK MUSTER ROLL/ATND REG	Leave Application Received
Bank Pre-Shipment Credit Applied to mfg goods, fund receieved and Voucher entries made	CREATE LC	ADVANCE MONEY REQUIREMENT ENTERED BY SALESPERSON	MODIFY ATTENDANCE/LEAVE/OT	Leave Approval by DEPT Head
Exporter obtains clearance certificate from Excise/GST Dept via filing AR4 or AR4A Forms	OBTAIN CLEARANCE CERTIFICATE	BUDGET APPROVED BY MANAGER	ENTER EARNINGS/DEDUCTIONS	Leave Approval by HR
Exporter obtains Pre-Shipment Quality Inspection Certificate of goods for customs and importer verifications	OBTAIN PRE-SHIPMENT QA	ADVANCE GIVEN TO SALES PERSON	CREATE PAYSLIP	Leave Posted in Leave Card
Exporter appoints Clearing and Forwarding agent to do packing, marking, labelling, transport arrangement, customs clearance etc.	APPOINT C&F AGENT	TICKET BOOKING REQUEST RAISED BY SALESPERSON	EDIT PAYSLIP/HOLD SALARY	
Pre-Shipment Export Documents are prepared and given to C&F agent along with Export Invoice	PRPARE PRE-SHIPMENT DOCS	VISIT REPORT ENTERED BY SALESPERSON	PRINT SALARY REGISTER	**Personal & Administration**
Shipment: Goods ISSUED to Port of Shipment via DO-->TO-->MI	GOODS RECEIVED TO PORT	CLAIM ENTERED BY SALESPERSON	PRINT BANK LETTER	P&A SME IPO
Port Formalities and Customs Clearance DONE	CUSTOMS CLEARANCE DONE	CLAIM PASSED OR REJECTED BY MANAGER	PRINT PAYSLIP	Unlisted Company
After obtaining the Bill of Lading from the Shipping Company, the clearing and forwarding agent dispatches all the documents to his	DISPATCH DOCUMENTS FOR CUSTOMS	PASSED CLAIM AMOUNT SETTLEMENT BY ACCOUNTS	FILE TDS	IPO Preparation
Post-Shipment: Certificate of Origin applied to Chamber of Commerce based on above documents received	LC DOCS PREPARED	**Employee Encashment**	FILE PROF TAX	IPO Fillings in stock Exchange
Exporter send Dispatch of Shipment Advice to the Importer	RECEIVE SHIPMENT ADVISE	Leave Encashment	FILE ESIC	Marketing & Distribution
Submission of Documents to Bank for realisation of his amount due to the importer and receipt voucher is entered	SUBMISSION OF DOCS TO BANK	OT Encashment	FILE PF	IPO Listing and Value Creation
Exporter claims Claiming Export Incentives	CALCULATE LANDED COSTS	Loan Encashment	SETTLE RECOVERIES	Listed Company

Planning / Purchase / Store / Warehouse

Material Planning	IOM/NonProject Supply	Procurement/Internal	Purchase	Stores Inward / Outward	Warehouse Fulfillment
Supply Requirements for period	ISSUE OF IOM - INTER OFFICE MEMO	ISSUE OF MR-MATERIAL REQUEST BY ENGG	UNAPPROVED PO RECEIVED AGAINST MR- Edit/Approve	Stores Inward	Client order details with delivery place received
Master Production Schedule	ISSUE OF RFQ TO APPROVED VENDOR LIST BY PURCHASE	ISSUE OF RFQ TO APPROVED VENDOR LIST BY PURCHASE	APPROVED PO SENT TO VANDOR - Print/Send	Sent TO IQC	Stock checked in warehouse and delivery prepared
MRP2 Run - Generate Production Plan	OFFER RECEIVED AND ENETERED BY PURCHASE	OFFER RECEIVED AND ENETERED BY PURCHASE	ORDER ACCEPTANCE / VENDOR APPROVAL	GRN - Goods Receipt Note	DS-Delivery Slip, eWay Bill, Invoice, GatePass
Production Requirement Planning	TECHNICAL REVIEW BY ENGINEERING	TECHNICAL REVIEW BY ENGINEERING	VENDOR DOCS RECEIVED AND UPLOADED BY PURCHASE	BC-Barcode created for item	TR-Do Shipment & Do Shipment Tracking
Capacity Requirement Planning	ENGG RAISE AND RESOLVE TECHNICAL QUERIES	ENGG RAISE AND RESOLVE TECHNICAL QUERIES	ENGG REVIEWS VENDOR DOCS AND SEND TO CLIENT	TO-Transfer Order to Store Location	LR-Delivery Approve/Completed with POD
Freeze Production Plan	RECOMMENDATION OF PREFERRED VENDOR	RECOMMENDATION OF PREFERRED VENDOR	CLIENT REVIEWS VENDOR DOCS AND SEND APPROVAL	Stores Outward	Site Fulfillment
MRP1 Run - Generate Material Requirement Plan	COMMERCIAL REVIEW BY PURCHASE	COMMERCIAL REVIEW BY PURCHASE	CLEINT APPROVES VENDOR DOCS AND SEND TO ENGG	Material Issue Request Reeived	DS-Delivery Slip, created at site
Freeze Material Requirement Plan	COMMERCIAL NEGOTIATION WITH VENDOR	COMMERCIAL NEGOTIATION WITH VENDOR	PURCHASE ISSUE MFG CLEARANCE TO VENDOR	Barcode based issue done for tagging	Material Consumed at Site wrt project
Generate Purchase Orders	ISSUE OF LETTER OF INTENT TO VENDOR	ISSUE OF LETTER OF INTENT TO VENDOR	PURCHASE RECEIVE INSPECTION CALL FROM VENDOR	Material Issued and stock reduced	
Generate Production Orders	ISSUE OF PR TO PURCHASE W.R.T TOTAL REQUIREMENT	ISSUE OF PR TO PURCHASE W.R.T TOTAL REQUIREMENT	INSPECTION DONE BY CLIENT/TPI AGAINST INSPECTION CALL	Bundle/Kit Preparation	
Generate Subcontract Orders			ISSUE DISPATCH CLEARANCE TO VENDOR AGAINST RELEASE NOTE	Bundle/Kit Entry done wrt stock	
			MATERIAL INWARD AT SITE FROM VENDOR AGAINST DC	Material Store Posting done	
				Bundle/Kit Issued to Warehouse Location	

FINANCE

AR Invoicing	FRM Collections	Accounting	Asset & Maintenance
Enter, Edit and Approve Proforma Invoice by accounts	Project or Marketing Salesmen collects payments and informs accounts	Enter Vouchers JV to finalalize Accounts	Asset requirement plan prepared for company needs
Print & send Proforma to client or check invoice for its accuracy	Accounts receives the payments and post the voucher	Auditor Audit and Approve Vouchers	Purchase the Asset by running proper procurment and purchase cycle
Invoice, Sales Voucher and Outstanding Check by Manager	Manager checks receipt voucher entry along with TDS and GST Deductions if any	Finalize TB, BL & PL Reports to be submitted	Enter Asset in Asset Register and do tagging with barcode stickers

Director

BPA Business Process Automation	P&A Legal
Define Process	Legal Contract SLA
Share & Discuss Process	Legal Call Ticket
Finalize & Freeze Process	Call allotment to Advocate
	Advocate Attends Court

QMS / QC

QMS	QC

QMS BRC AUDIT	QMS ISO 9001:2015	QMS 5S Standards	QC Operations	Material Transfer	eInvoice Creation Process via API or offline/excel tool or GST Portal at	Cheque/Cash/NEFT deposted in Bank	Income Tax Related Compliance Done?.	Deploy Asset by putting it to Use with proper AssetLog and responsible person	Link Form, Report, Checklist, Drawings, Activities, Chatbots, Programs or Integration with ERP	Court Responds
OMS - Organization Management System	4.0 Quality Management System in old version	Eliminate unnecessary Items from the Workspace	IQC - Incoming Material QC	Transfer Order Received	eWaybill creation Process via API or GST Portal at https://ewaybillgst.gov.in	Payment so posted is credited in Bank or not?. Do Bank Reconciliations	MCA Related Compliance Done?.	Do Asset Working Compliance & Audit by Maintening proper MaintenanceLog	Define users or department who will do thia activity	Update Daily Board
SCM - Supply Chain Management System	5.0 Management Responsibility in old version	Arrange items so that they are easy to use, find and put away	LineQA-Quality Assurance	Transfer Stock Checking done	Edit Invoice to enter IRN, QRCODE AND eWaybill details by GST	Bank statement verified and reconciled	GST-Goods and Service Tax	Maintain Asset Depreciation Log and identify value of asset. Pass value to accounts.	Assign Standard Leadtime for user to do this activity or task or process operations	Enter Order & Close Case
QMS - Quality Management System	6.0 Resource Management in old version	Keep the items and work area neat and clean	OQC - Outgoing Material QC	Material Transferred to New Location	Print final invoice with IRN and QR Code to send to customer	FRM Payments	GSTR1 Sales Return Filing	Check Life and Working condition of asset to decide retire or Dispose.	Define Progress of process to be recorded on completion of this activity or task or operation	P&A Compliance
FMS - Factory Management System	6.0 Resource Management in old version	Create a consistenet approach to tasks and procedures	Warranty Card Preparation	Material Salvage	Outstanding collections are checked and followup for payments done.	Outstanding Payment Advise Generated for bill passing by buyer or auto by system	Download GSTR2B, Upload and Match		Define Automation of Define Automation Trigger for process based on Activity, Time or Event	Factory Compliances
PLM- Product Lifecycle Management	7.0 Product Realization in old version	Make a habit of maintaining the correct procedures	Customer Registration for Warrnty	Salvage Order Received	AP BillPassing	Purchase or Materials department does bill passing as per PO	Take ITC Credit and Pay Tax for Diff of Sales and Purchase		PLM R&D	Pollution Compliances
BPM - Business Process Management	8.0 Measurement, Analysis and Improvement in old version		QC Complains	Salvage checking done	eway Bill Downloaded and entered or uploaded by Accounts on daily basis. Other bills are	Management does bill passing wrt terms and conditions	Treasury & Banking	Employee Taxation	PLM ECN/ECM	Taxation Compliances
HRM - Human Resource Management	8.0 Measurement, Analysis and Improvement in old version		Complain Analysed	Good Material Transferred to Stock	Purchase comfirms material received with invoice on site	Accounts does outstanding check, Reconcile party accounts	Download Bank Statement and Upload into ERP	Ask Employees to declare their income, savings and investments.	PLM DESIGN	Company Law Compliances
RMS - Risk Management Systems			NCR-NonConfirmity Report created	Bad Material Scrapped	Accounts does bill posting or booking for GST Purpose in system by approving this bill.	Accounts does bill passing and also identifies TDS to be deducted	Compare Books entry wrt Bank Statement and Reconcile Bank to Match Books	Check Declaration made by Employee and do Computation to identify TDS Tax Liability of Employee	PLM PRODUCT/LIFESPAN	Employee Compliances
TMS - Trading Management System			Complain Resolved	Refurbished process starts for GM	Accounts audits Purchase Voucher posted by Bill Booking system	Accounts enters payments voucher, checks and deducts TDS in Voucher	Identify and do missing entries in books as per Banks and Reconcile again	Print or Email Form16A and give it to Employees	PLM VENDOR/QUALITY	Fire & Safety Compliances
CMS - Certification Management System			Party updated about resolution	Refurbished process ends for GM	Accounts verifies pending bills and closes when full payment done. Reconcile supplier account	Print Cheque, Reconcile Party and send cheque to CEO for approval	Reconciliation Done	Employee Income Tax is Filed	PLM RELEASE	Security Compliances

Execution

Manufacturing	Subcontracting	JobShop	Quarry/Mines							
PO for Raw Material if shortage in MO	Sales Order with design of product received	Extraction								
TO-Reserve Material for workorder	Bill of Material prepared for execution of subcontract order	Crushing								
MO-Release Manufacturing Order	Material to execute subcon order is procured	Screening								
SO-Shopfloor Operations	Subcon Manufacturing Work Order prepared	Segregation								
LineQA-Quality Assurance	Manufactured product received in warehouse	Stock piling								
MO Completed QC Check	Quality Control check of product done	Retreival								
Construction	DA-Create Invoice and issue goods for delivery	Transportation								
Site Clearance	TO-Picking Entry w/Barcode or Batchwise	Filling Stations								
Excavation	PKG-OQC, Warranty Card and Pkg Material	ECR-Empty Cylinder Receipt								
Foundation	DS-Delivery Slip, eWay Bill, Invoice, GatePass	ECS-Empty Cylinder Filling Schedule								
Piling	TR-Do Shipment & Do Shipment Tracking	ECF- Empty Cylinder Filling								
Finishing	LR-Delivery Approve/Completed with POD	FCD-Filled Cylinder Dispatched								

HR - Human Resource

HR Recruitment		HR Orientation	HR Training	HR Appraisal	HR Seperation	HR Retirement
Hiring Sanctioned	Select Candidate after interview is complete	Company SOP Orientation done	SEARCH TRAINING PROVIDERS	HOD REVIEW - 360 review	MGMT ACCEPT EMPLOYEE RESIGNATION	RETIREMENT VERIFIED @58
Design Advertisement to publish	Print and send Offer Letter to candidate via email	Employee Job description Explained	TRAINING CAPABILITY CHECK	HR REVIEW	BEGIN SEPERATION PROCESS	BEGIN SEPERATION PROCESS
Vacancy Publish to various media	File Acceptance of offer received via email by clicking Joined flag in Interview sheet	Employee daily reporting in ERP Explained	GIVE TRANING ORDER	MANAGEMENT REVIEW	CONDUCT EXIT INTERVIEW	GRADUITY CALCULATED & PAID
Monitor CV entered by candidate against vacancy after chatbot pre-interview	Background Check candidate by calling/emailing feedback from past employers and enter form	Employee selfservice rights explained	DELIVER TRAINING	ISSUE DISCIPLINE NOTICE	SETTLEMENT PAYSLIP PREPARE	SETTLEMENT PAYSLIP PREPARE
Verify Applied List on closing of Application Period	Enter Appointment Terms with Payslip Breakup	Employee attendance punching explained	ESTABLISH TRAINING RECORDS	ISSUE INCREMENT LETTER	HANDOVER CHARGE ENTRY	HANDOVER CHARGE ENTRY
Compare CV to make Interview Call Decision	Send Appointment Letter as print or email	Organization chart and reporting explained	ACCESS TRAINING EFFECTIVENESS	ISSUE DEPARTMENT/POST CHANGE	PRINT RELEIVING LETTER	PRINT RELEIVING LETTER
Select & Print CV for selected candidates for Interview	Convert Candidate to Employee. Auto entry in employee entry	Products and business of company explained to new employee	UPDATE EMPLOYEE SKILL MATRIX	ISSUE WARNING LETTER	PRINT SERVICE CERTIFICATE	PRINT SERVICE CERTIFICATE
Send email to candidate with website chatbot link to appear for online pre-interview based on set questionary		Company Disciplines explained	ISSUE TRAINING CERTIFICATE	ISSUE SEPERATION NOTICE	PRINT SALARY CERTIFICATE	PRINT SALARY CERTIFICATE
Call Candidate for Physical interview with date and time who clears Pre-Interview		Employee Skill Matrix updated	TRAINING BILL PASSING		SEPARATE EMPLOYEE	PAYMENT SETTLEMENT DONE
Send Call Letters or followup candidate for interview time					EMPLOYEE INFORMED	FAREWELL ORGANIZED
Conduct Interview as per interview questionary					PENDING SALARY PAID	SEPARATE EMPLOYEE