BUSINESS MANIAC

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Business Maniac, a product of **E**ye**T,** puts all functions of an organization in one place, giving owners and managers a comprehensive look at their business and enabling better-informed decisions.
Business Maniac is ideal as management software for managing several types of firms who need to manage their functions in an efficient manner by quick access to information when required.

Features of our Software

- The Complete Business Management system
- Manage company tasks effectively
- Manage business in one place
- Fully encapsulated report by various searching options and with exporting and printing options.
- Remainder for all important events related to work.
- Option to make updations and deletion of data if needed.
- Effective Employee/Client search control for getting their details very easily.
- Option for 'back up database' .

1. EMPLOYEE MODULE

This module completely defined for Employees .Before the regular use of this module user has to enter values in some master forms.

1.1 MASTER

Master form is for entering the basic details which are used repetitively in most of the forms.

1.1.1 Designation Master

Designation master is for entering the designations of employees in the Company.

1.1.2 Country Master

This is for entering the country details.

1.1.3 State Master

This is for entering the details of states in each country

1.1.4 District Master

District Master is for entering the details of state wise districts.

1.1.5 Location Master

Location Master is for entering the details of locations in each district.

1.1.6 Leave Master

Leave master is for entering the details of Leaves applicable for Employees.

1.1.7 Compulsory Day Master

This is for marking the compulsory working day's details of Employees. User has the option to enter any remarks if needed.

Reports are there based on

- Date wise
- Financial Year Wise

1.1.8 Specialization Master

This is for entering the specialization details of employees.

1.2 Login Registration

This is for the account registration for employees and the administrator. Here each user has a unique username and password .User has the option to change their password if they need and with this login details user can login into BM and access pages based on their privileges.

1.3 Employee Registration

Employee Registration is for entering all the personal and professional details of all employees in the firm. There is an option to distinguish between marketing employees and management staff. Here the user can enter the details of employees like Name, Employee code, address details, phone numbers, account number, type of employee (marketing or management), date of birth, joining date and has to select designation. For marketing employees, user has to enter the target amount also. An effective employee search control is there for selecting already saved employee details. With that control user will get the details of employees very easily with 4 criteria's, i.e. by their name, employee code, department and relieved Employees.

1.4 Target Allocation

Target allocation is for the details of target assignment for marketing employees .Here User has to select the details like from- to date, country, state, district, locations and has to enter the target amount. Employee name will select with search control.

1.5 Daily Work Status

This is for entering the daily work details of Employees .This is mainly for marketing staffs Here User has to enter the details of work status of Employees like assigned, done employees, work date, client name, deviation, remarks if needed, status of work(+ve or –ve),demo status , and if status postponed then next date etc

Reports are there based on

- Date wise
- Work Done By
- Work Assigned By

1.6 Specialization Details

Specialization Details of Employees will save here. For each specialization user can rate each employees like skilled, moderate or beginner. Here when click on 'get specification' button after selecting employee name, all specializations in master displayed there and then user can rate each customer there.

1.7 Payment details

This is for storing the details of payment made to employees. Here expense type can be either of company or can be salary advance. User can select the employee name, date, type of expense, amount and remarks if needed.

Reports are there based on

- Date wise
- All
- Employee Wise
- Expense Type Wise (Company / Advance payment)

1.8 Permission Details

This is for entering the details of permission taken by employees to go out of the Company. Here user can enter the details like date, from-to time, reason, approved by employee and details of working hours missed after selecting the Employee Name.

Reports are there based on

- Date wise
- All
- Employee Wise

1.9 Leave Details

Details of Leave taken by Employees can enter here. User has to enter leave type .information status(informed/not),Reason, day status (Normal/ Compulsory working day),start and end date ,approved date and employee .After selecting an employee name and leave type its balance leave for that employee displayed there . There is an option to check if there is any ‘compulsory working days’ included in leave days. After selecting employee name and leave type , when click on ‘calculate leaves’ employee’s leave details (like details of total, remaining, taken leaves)etc displayed there

Reports of leave taken by individual Employee in Financial year are there based on

- All
- Leave Type
- Details of Leave Cross Limited Employees

1.10 On Duty- Traveling Details

This is for entering the traveling details of employees done for company needs. Here User can enter the details like employee name, client name, Reason, date, from –to location, start-end time, approximate distance, and medium of traveling, traveling expenses, other expenses amount and details, entered and approved Employee .Total amount will display there after entering all data.

1.11 On Duty- Traveling Details Approving

Traveling Details which need approval are displayed there. User has to select the details at first, and then has to enter the approved amount, reason for that approval, approved employee, date, delivered amount, received employee and remarks if needed.

On Duty Reports are there based on

- All

- Client
- Employee
- Approved Details
- Not Approved Details

1.12 Employee Relieving – Employee Termination

This form is for entering the details of terminated staff details. Terminated staff's details like employee name, terminated date, reason and termination approved by employee are entered here.

Reports are there based on

- Date wise
- All
- Employee Wise

1.13 Employee Relieving – Resignation Details

This is for entering the resigned employee's details. Here User has to enter the details like employee name, resigned date, requested date, reason for designation and resignation approved employee name etc

Reports are there based on

- Date wise
- All
- Employee Wise

2. CLIENT MODULE

This module is for entering the details of Clients .All details of client will enter here.

2.1 Document Master

This is the master form for entering the details of documents of projects and all documents used in the Company

2.2 Client Registration

This form is for entering the details of clients. Here User has to enter client name, location, address, phone number, email details, date of entry and employee name etc. After saving each client will get a unique client id. An effective Client search control is there for searching already existing clients. Client search is possible either with name, location or client id.

2.3 Project Issue

Project issue details are for entering the details of issued projects to clients. Client Search control is used for selecting client . Then there is an option to select the product either' all products 'or 'Issued Products'. The user select 'issued product' then issued product's id will display there. Here each user has the option to issue more than one projects to a client .After saving each project issue, a unique product id will generate for that client for that particular Product. Then user has to enter delivery date, employee name and total cost for that Project there
Reports are there based on

- All
- Client
- Employee
- Product
- Product Code
- Date Wise

2.4 Complaint Entry

Here User can enter the details of complaints from clients. Complaint's details like client name, entered, complaint details, medium of complaint (Direct, mail, Phone, reference, marketing staff etc), status (solved/Not solved) and Date can enter there.
Reports of individual client's Complaints are there based on

- All
- Employee
- Status

2.5 Documentation Handling

This is for entering the details of sent documents .Here User has to enter the details like document name, client name, subject, document content, date and has to attach file from the machine. Reports are there based on

- All
- Documentation Type

- Client Name
- Details of sent Mails

2.6 Client's Payment

This Form is for entering the payment details made by Clients. Here user has to enter details like client, product name, payment mode, date, amount, next date and if payment mode is cheque/dd then its details .When we select an issued product, then its payment details like total cost, balance payment etc will display there. Reports are there based on

- All
- Client
- Pay Mode
- Product

2.7 AMC Details

This is for entering the details of Annual Maintenance cost for the Projects .When we select a clients,its issued products will display there ,then its details like, From-to date amount, free AMC or not and remarks if needed can enter there . After entering AMC details of any product, then AMC remain products for that client display n corresponding field.
Reports are there based on

- All
- By Client
- By Product
- By Client and Product
- Date Wise
- Expired AMCs

2.8 AMC Payment

This is for entering the details of AMC payment .Partial payment facility is available there .After any payment ,new payment option there with the grid ,After total payment user can enter that account as 'closed account' .
Reports are there based on

- All
- Client
- Product
- Client and Product
- Pending Payments
- Date Wise

3. PRODUCT MODULE

This is the project management module. Here we details each product, its testing, Trial version installation etc

3.1 Product Master

This is for entering the details of Products. Details of Products like Product name, Start date , end date, No. of days ,status of project (started, Not stared ,Postponed etc),documentation details,Module details of project (for each module Module name ,details, cost, Start date, end date ,No. of days etc),details of forms in each module(Form ,details, employee who worked with that form,start date,end date, No. of days) can enter there .

3.2 Testing Details

Here the user can enter the details of form wise project testing. Here User has to select project, module and form name, and employee and has to enter bug details, number of bugs, bugs clear date, number of bugs, status of bugs, bugs clear date and remarks if needed.
Reports of each form wise testing details will be there.

3.3 Trial Installation

Here it details trial version installation details of Products. Here user has to select client name, project name, and employee name and can enter details of additional requirements ,installation date, expiry date, Number of execution and feed back.
Reports are there based on

- All
- Client Wise
- Project Wise
- Date Wise

4. APPOINTMENT MODULE

This module deals with details of fixed appointment with clients and client calling details .

4.1 Fix Appointment

Here it deals with the details of fixed /postponed appointment details with clients. Here user has to enter employees who fix the appointment and accomplish the appointment, date, client name, medium of appointment, status, their requirement details, product and details of demo and trial version installation. When we select the date of appointment, then it will display already fixed appointment on that same day. If the status of appointment is ‘postponed ‘then has to select the postponed date there . Reports are there based on

- All
- Employee
- Location
- Response status(positive, negative or postponed)
- Demo shown
- Trial Required
- Date Wise

4.2 Calling Details

This form is for entering the calling details . Here user has to select employee, client, call status, and enter client feed back ,communication summary . For status as ‘postponed ‘ user has to enter the ‘rescheduled date’ there . Reports are there based on

- Client status
- Date Wise

5. EMPLOYEE DOCUMENTS MODULE

It deals with all types of documents handling in the organization**.**

5.1 Certificate Master

This is the master form for entering the details of all types of certificates in the company. Here user has to enter the certificate name there

5.2 Certificate Receive

This is for entering the details of received certificates from Employees. Here User has to enter the Employee name, certificate, certificate number, name, remark, received employee name and has the option to attach scanned certificate with browse button. Here we can download the saved data with download button. Reports are there based on

- All
- Employee
- Certificate
- Certificate Number
- Date wise

5.3 Certificate Issue

This is for entering the details of issued certificates to Employees. Here User has to enter the Employee name, certificate, certificate number, name, remark, issued employee name, date and has the option to attach scanned certificate with browse button. Here we can download the saved data with download button. Reports are there based on

- All
- Employee
- Certificate
- Certificate Number
- Date wise

5.4 Memo - Memo Issue

This form is for entering the details of issued memo for Employees. Here user can enter the details like Employee name, memo type, subject, reason, project name; memo issued date and issued Employee, after entering the details memo is printable in a particular format

5.5 Memo - Memo Reply

This is for entering the details of reply given by employees for the memo. Non Reply memos will display there , user can enter the details of reply (reason and reply submitted date) after selecting the memo details displayed there .
Reports for memo details are there based on

- All

- Employee Name
- Reason
- Type
- Date wise

6. ASSET MANAGEMENT MODULE

Asset management module is for managing all assets in the company .It deals with item allotment, reallotment and damaged item's details etc

6.1 Item Master

Item master is for entering the details of all items used in the firm .There user can separate systems and other items with 'is system 'check box.

6.2 Software Master

Software master is for entering the details of softwares used in the company. Here user has to enter the software name there.

6.3 Software Allotment

This form is for entering the details of software allotment to each system after selecting each system user can select the softwares needed for each system.

6.4 Item Allotment

This is for entering the details of individual allotment of items and systems to employees .User has to select employee name, item/ system option, allotted date, remarks and 'is in hand ' option . Reports of item allotment are there based on

- All
- Employee
- Item
- In hand
- History Item wise
- History Employee Wise

6.5 Item Reallotment

This is for entering the details of item's reallotment to other Employees. Here at first User has to select the item type (system/item) ,then it will show the allotted item's there. When we select a particular item, it's current user's details will display there. Then user can allot that item to other employees after selecting employee name, date and remarks .After reallotment 'is in hand' status of previous employee changed to inactive .

6.6 Damage details

Damage details is for entering the details of damaged/breakage/lost items .Here user has to enter the details after selecting item name, then that item's current user will display there, then user can enter the responsible person, then status(damage/breakage/loss),reason and date of entry there . Reports are there based on

- All
- Item
- Used Employee
- Responsible Employee
- Status
- Date wise

6.7 Print / Photostat Details

It deals with the details of print/Photostat/Scan taken by Employees. Here user has to select type (print/ Photostat/scan), Employee name, date, paper type and enter the 'no. of copies 'and remarks if needed . Reports are there based on

- All
- Employee Wise
- Paper Type
- No. of Copies

7. ALERTS

For all important events alerts are there. Here User has to enter the time period, and then it will display the important events within that time period .Here we have alerts for

- Alerts for appointment
- Alerts for Demo

- Alerts for trial version Installation
- Alerts for expiry of trial installation
- Alerts for Client calling details