

Note on smart sheet
Date: 19-12-2024

Adm *Adm*

1. Instead of folders the grouping level of smartsheets must be at division or project level. The idea is to give view access to all staff members of project or division. Accordingly, make changes for all sheets/folders in smartsheets.
2. View only access for all sheets to be given to admin-audit.
3. 3 licenses are owners have been subscribed to i.e., sohammodi@modiproperties.cim, prashanth@modiproperties.com and sys_admin@modiproperties.com. One of the three is the ADMIN for all sheets. Only these 3 subscribers can create smartsheet and/or alter the format of the smartsheet,
4. Staff members entering data in the smartsheet (excludes commentors/viewers) to be given rights as EDITOR – CANNOT SHARE.
5. All staff members of a particular division or site must have COMMENTOR RIGHTS.
6. All sites/projects must have the following smartsheets with view option to all members at site:
 - a. Equipment delivery status (optional) updated by MEP. View option to be given to procurement and purchase.
 - b. Material delivery tracker (mandatory) updated by Tulasi & Divya. View option to be given procurement, purchase, MEP.
 - c. Req- PO tracker (mandatory) updated by Tulasi & Divya. View option to be given procurement, purchase, MEP.
 - d. Civil works schedule (optional) updated by E&D.
 - e. Equipment warranty details (mandatory) updated by MEP + purchase + system admin. View option to be given procurement, purchase, MEP.
 - f. WO Vs RA bills tracker (mandatory) updated by QS. View option to be given to accounts, MEP.
 - g. Supplier reconciliation statement (mandatory) updated by sites + admin-audit + accounts. View option to be given to procurement, purchase and MEP.
 - h. Contractor reconciliation statement (mandatory) updated by sites + admin-audit + accounts. View option to be given to MEP.
7. Master plans tracker to be updated by E&D. view option to be given to all sites, QS, Waseem.
8. Master work order tracker to be updated by QS. View option to be given to all sites, E&D.
- 9.

u
APPROVED BY
19 DEC 2024
SOHAM MODI

The grouping and access of smartsheets have now been changed. Employees of respective divisions will be able to view and comment on smartsheets relevant to them. Employees can also attach photographs and documents to relevant rows/record in their respective smartsheets.

Employees can download the smartsheets in excel format for viewing, analysing and printing.

However, the access to edit the smartsheets is limited.

Details of some important smartsheets are given below:

1. Equipment delivery status – updated by MEP – to be implemented for AMS 801 & GVRC. Later for other lab space projects.
2. Material delivery tracker & requisition-PO tracker – updated by Purchase division – this is implemented for all sites. All engineers have access to their respective sites.
3. Equipment warranty details – updated by MEP + Purchase + System admin.
4. WO Vs RA bills tracker – updated by QS – to is to be implemented for AMTZ sites, GVRC, Vivopolis. Other sites will be added.
5. Supplier and contractor reconciliation statement – updated by Admin-audit and accounts.
6. Master plans tracker – updated by E&D.
7. Work order tracker – updated by QS.

- ① P. Sai Kumar (GVI/NRK/AVDC) - 27/1/25
- ② O. Sobhan Babu (GVI site) - 7/1/25
- 3) K. Srikanth (GVRC site) - 27/1/2025
- 4) M. Salim (") - 27/1/25
- 5) K. Navender Reddy (AMP) - 27/1/25
- 6, B. Mallikarjun (Vivopolis) - 07/01/25
- 7, A. Suresh (Vivopolis) - 27/1/25
8. S.V. S. Reddy (AMP) (AMP)
9. T. MADHU (GVRC) - 27/1/25
10. N. Ramkiran (NRK) - 27/1/25
11. V. Ramesh Reddy - 27/1/25