

Sub.: Website updates

Website has been re-designed using word press where several pages can be updated by promotions team at HO. Guidelines for updating these pages are as follows:

1. Home page banner. Update as per draft given by MD from time to time.
2. Staff login page. Documents to be uploaded division wise. In all divisions upload the consolidated circulars, new circulars, standard formats of word and excel documents that are regularly used by each division. Specifically, the following additional documents to be uploaded for each division.
 - a. Sales - letters of confirmation, comparison between townhouse and flat, armed forces ranks, booking declaration form, 10 Q&A flyers, FAQ flyer, circular no. 422, list of customers and their companies, write-ups for lease, latest pricelist, tax saving calculator
 - b. CR – registration and other charges calculator, NOC for tenants, note on service tax, undertaking for service tax, undertakings of mortgaged flats/villas, letterheads with project logo.
 - c. Promotions -
 - d. Construction – requisition standard formats, remarks on requisition by site report, approved guideline rates form,
 - e. Admin – format for signing cheques and documents, letterheads without project logo
 - f. Purchase -
 - g. Accounts – weekly payments statement
 - h. Quality control
3. FAQs - should point to single page
4. On projects page the following can be updated.
 - a. Plans – Jpeg (< 200K), Pdf (< 500K) & 3D view (<500K).
 - b. Location – do not change after initial set up
 - c. Specifications – do not change after initial set up
 - d. Availability - must be updated on a weekly basis. Use data from buyer info database.
 - e. Pricing – carefully update pricing whenever there is a change.
 - f. Transfer details – update when required.
 - g. Customers update – once a week.
 - h. Agreements – update when required.
 - i. Ebrochure – must be less than 5 MB.
 - j. Photos – arrange in the following order. Photographs must be of size 480 x 320 or 480 x X for non-standard size photos.
 - i. Approach road and main gate
 - ii. Site view/blocks/villa external view
 - iii. Open air amenities
 - iv. Clubhouse external view
 - v. Clubhouse internal view
 - vi. Model flats and villas internal view
 - vii. Photos of surrounding development
 - viii. Satellite photo
5. Videos – update when required

6. Testimonials – upload once a month.

Request for changes in website must be sent by email to Eparivartan. Follow-up can be done by phone after sending email.

Soham Modi.