

Sub.: Custom databases.

Several databases have been developed to improve the standard operating procedures of our company. The list of databases are as follows:

Sl No	Database name	Database description	Hosting details	Login & password
1.	Buyer info database - old	Details of all bookings in projects completed by about 2010	Locally hosted on MServer A. Coded in MS Access	Login given to all accountants by shortcut on their desktop
2.	Buyer info database	Details of bookings in all current and recently completed projects	Locally hosted on MServer Server B. Coded in MySql	Login given to all accountants by shortcut on their desktop
3.	Attendance database	Used at sites for recording attendance of labour	Locally hosted on MServer B. Coded in MySql	Login given to admin at sites.
4.	Purchase database	Purchase orders, work orders are being generated from this database and details of material received at site and stock at site is also maintained.	Locally hosted on MServer B. Coded in MySql	Login given to purchase division, admin at site and store keeper at site.
5.	Billing database	Payments to contractors for correlating contractor wise Vs flat/villa wise payments to avoid double billing and quick info to contractors	Locally hosted on MServer A. Coded in MS Access	Operated by Naga Laxmi at HO
6.	Rental database	Details of rent received from commercial properties along with details of maintenance charges	Locally hosted on MServer B. Coded in MySql	Operated by Admin at HO
7.	Monthly maintenance charges database	MMC of flats and villas of current projects in easy to use format	Locally hosted on MServer B. Coded in MySql	Operated by Admin at sites and accountants at HO
8.	Customer details database	Details of customers, mobile nos., birth dates, etc., is centralized to maintain one upto date copy	Locally hosted on MServer B. Coded in MySql	Operated by CR/Vineela at HO
9.	Data processing database	Used for cleaning data required for SMS & email campaign	Locally hosted on MServer B. Coded in MySql	Raw data being uploaded by Sys. Admin at HO & processing done by sales team

10.	Scanned Documents database	Database used for searching and viewing scanned documents.	Locally hosted on MServer A. Coded in MS Access	Scanned documents being uploaded by Sys. Admin. Access to limited staff at HO.
11.	CRM database	For recording all enquiries of sales team and reminder for follow-up	Hosted on www.modiapps.net. Coded in MySql	Entire sales staff must have an account here. Can also be accessed through mobiles.
12.	QC database	Request for QC check and record of ATRs. Customer complaints are also tracked here.	Hosted on www.modiapps.net. Coded in MySql	Controlled by QC. Login given to each site.
13.	Tele-calling database	For providing data and format for tele-calling by sales team.	Locally hosted on MServer B. Coded in MySql	Sys.admin uploading data for tele-calling. Specified tele-callers can access data.
14.	Attendance register & salary details database	A new database is being developed for generating all statutory registers, forms related to ESI & PF plus generating salary slips	Locally hosted on MServer B. Coded in MySql	To be maintained by admin at HO.

Websites and emails are being hosted as per the following details.

1. www.modiproperties.com
 - a. Hosted on eparivartan/godaddy.com
 - b. User Name: modiproperties inv
 - c. Password: xxxx
 - d. Renewal date: Aug' 19
 - e. Reg. Email:sys_admin@modiproperties.com
2. www.modihousing.com
 - a. Hosted on aabaco.com (formerly yahoo)
 - b. User Name: modihousing
 - c. Password: xxxx
 - d. Renewal date: Dec' 16
 - e. Reg. Email:sys_admin@modiproperties.com
3. Email.
 - a. Hosted on aabaco.com (formerly yahoo)
 - b. User Name: modisysadm
 - c. Password: xxxx
 - d. Renewal date: Aug' 19
 - e. Reg. Email:sohammodi@hotmail.com

Email details:

1. All staff members must have an individual email like <name>@modiproperties.com. Drivers, sweepers, office assistants, supervisors, etc., can be exempted.
2. Standard emails without individual names must be created and redirected to authorized staff. They are:

- a. accounts@modiproperties.com – all statutory registrations related to IT, ST, VAT, etc., to use this ID. Managed by Sambasiva Rao.
- b. ebanking@modiproperties.com – use this ID for registration of all banks. Redirect to accounts@modiproperties.com.
- c. admin@modiproperties.com – Used for manage the utilities like phone, electricity, water, etc., - Managed by Admin Manager.
- d. cr@modiproperties.com – used for correspondence with customers. Managed by CR.
- e. promotions@modiproperties.com – Used for correspondence with printers, and managing websites. Managed by Promotions Manager.
- f. sales@modiproperties.com – All enquires from websites. Managed by Marketing Executive (Lakshmi).
- g. info@modiproperties.com – All enquiries from websites, livserv, referral etc. Managed By Aruna
- h. feedback@modiproperties.com – used for complaint & Suggestion. Managed by Aruna
- i. sys_admin@modiproperties.com – Used for any complaint regarding IT. Managed by Suneel
- j. qc@modiproperties.com – All correspondence pertaining to QC. Managed by QC Manager (S. Sunil)
- k. hr@modiproperties.com – All correspondence regarding to fine, loans etc. Managed by Admin Dept.
- l. Admin_attendence@modiproperties.com – Used for correspondence between sites & HO regarding attendance. Managed by Admin Division.
- m. Admin_labour@modiproperties.com - used for registration of all statutory agencies like labour department, municipal authorities, PT. Managed by Admin Division.
- n. purchase@modiproperties.com – used for correspondence with suppliers for pricing and others. Managed by Purchase Dept.
- o. Project specific email must be made for each project. They must be managed by either admin manager at site or project manager. They are
 - i. bnc@modiproperties.com
 - ii. mfh@modiproperties.com (redirect to bnc@modiproperties.com).
 - iii. gmg@modiproperties.com (redirect to qc@modiproperties.com).
 - iv. gwe@modiproperties.com
 - v. knm@modiproperties.com
 - vi. voc@modiproperties.com
 - vii. sob@modiproperties.com
 - viii. vsc@modiproperties.com
 - ix. mnm@modiproperties.com
 - x. nilgiriestate@modiproperties.com (redirect to rambabu@modiproperties.com).
 - xi. pmr@modiproperties.com
 - xii. vista@modiproperties.com
 - xiii. serene@modiproperties.com (redirect to vikas@modiproperties.com).