

Subject: Mcodex – online database.

All databases of Modi Properties are been integrated into a single database which is cloud based. It can be accessed by all staff members from any computer, mobile or tab.

Website is m-codex.com. logon using your company email. Password is name@123. Immediately change your password.

The following databases are live and shall be used from immediate effect. Standard operating procedure for each databases is also given below. This circular shall be updated almost on a weekly basis as we hope to go live for one database each week.

1. Plans database: This is the database of all approved and un-approved plans.
 - a. Sites will be able to view and download their plans on this database. Each site will be able to view plans related to only their site.
 - b. Projects are being divided between 3 members of E&D. they shall be able to upload plans for projects assigned to them.
 - c. E&D is advised to upload all plans received from consultants on this db. Plans that are not approved should be marked as disabled. Sites will only able to see plans that are not disabled.
 - d. Approved plans are being provided in PDF, DWG & JPEG format. JPEG format is a scan of approved plans.
 - e. E&D shall disable older version of plans once new/corrected plans are approved.
2. Document management: This is the database of all scanned documents.
 - a. A division wise logbook to be maintained with the following columns: Scanned date, Document date, Company name, Project name, From category, From description, To category, To description, Remarks/document description, Local file name, Scanned by, Uploaded/date, Uploaded file name.
 - b. Admin to make pre-printed registers.
 - c. Staff members to scan documents primarily in PDF format on computers of their division. The registers must be properly filled to enable data entry operators upload the scanned documents correctly.
 - d. Radhika & Pavan shall be the only persons authorised to upload these documents on M-codex. Contact them for uploading your documents.
 - e. Staff members shall be able to view documents pertaining to their projects, division wise.
 - f. For now scanning will be limited to:
 - i. Accounts related litigation files.
 - ii. Admin related litigation files.
 - iii. Purchase division – make daily dump of all their documents and upload.
 - iv. Admin division – all correspondence and important documents.
 - v. CR & accounts guidelines to be given after a week.

Soham Modi.