Reward Points Management System (RPMS) – Activities

CMC:

Every month on 1st

- **Contract labour :**
    - Check contract labour list of every department in RPMS with actual list.
    - If any new labour joins in any department you have to add that labour to corresponding department.
    - If any labour stops working for any department you have to inactive that labour.
- **Contractors:**
    - Check contractors list in RPMS with actual list.
    - If any new contractor is assigned you have to add contractor details.
- **Work Orders :**
    - Check active work orders list of every department in RPMS with actual list.
    - You have to add if any new work order is assigned to any department.
    - If any work order closes you have to inactive that work order from RPMS.
- **Report Monthly Reward points Non Utilization**
- **Link: After login → Side Menu → Reports→ Monthly Reward points Non Utilization Report**
    - Check **Monthly Reward points Non Utilization Report** by above given link in RPMS.
    - In this report you can check **previous month** contract labour list with department who have not utilized their reward points completely.
    - You have to inform/share this list to department in-charge to give instructions to utilise their reward points completely from next month onwards.

Every month from 1st to 5th

- **View Department wise Reward Points Status**
  Link: After login → Side Menu → Reward Points → View Department wise Reward Points Status

    - Check Department wise Reward Points Status by above given link in RPMS.
    - If any department is not assigned Reward Points (coupons) before 5th.You have to inform department in-charge by giving email or by phone call to assign reward points as early as possible.
    - If any issue occurs in RPMS system in respect to programming or functionality, you have to inform C & IT department as early as possible.

Every month from 25th to 31st

- **Report Monthly Deployment/Consumption**
- **Link: After login → Side Menu → Reports→ Monthly Deployment/Consumption Report**
    - Check **Monthly Deployment/Consumption Report** by above given link in RPMS.
    - In this report you can check each department assigned reward points and claimed reward points.
- If any department contract labour not availing reward points properly, you have to inform/remind department in-charge to give instructions to utilise their reward points before month end since Reward points will be invalid after month end.

Relationship Officer:

Every month from 1st to 5th

- **Contract labour :**
  - Check contract labour list of every department in RPMS with actual list.
  - If any new labour joins in your department you have to inform CMC to add that labour details to your department in RPMS.
  - If any labour stops working for any department you have to inform CMC to make that labour inactive from RPMS.
- **Work Orders :**
  - Check active work orders of your department in RPMS with actual list.
  - If any new work order is assigned to your department, you have to inform CMC to add that work order against your department in RPMS.
  - If any work order closes you have to inform CMC to inactive that work order from RPMS.
- **Assign Reward Points :**
  - Enter man days of contract labour to assign reward points to contract labour.
  - You can partially save your records by clicking Partial Save button.
  - If you need any correction in man days which you have already partially saved, you can only do before final submit by below link

    Reward Points → Corrections in Partial save Records
  - After completing all contract labour man days are entered, you have to click Final Submit button.
  - After Final Submit you are not allowed enter/update man days.
  - Your department Reward points are not valid until you click Final submit button.
- **Report Monthly Reward points Non Utilization**

  Link: After login → Side Menu → Reports→ Monthly Reward points Non Utilization Report
  - Check **Monthly Reward points Non Utilization Report** by above given link in RPMS.
  - In this report you can check **previous month** contract labour list of your department who have not utilized their reward points completely.
  - You have to inform contract labour to utilise their reward points completely from next month onwards before month end as these reward points are not carry forwarded.

Every month after 6th

- **Download Monthly Labour Report**

  Link: After login → Side Menu → Reports→ Monthly Labour Report
  - After you have assigned reward points to your department labour, you can download monthly labour report.

Every month from 25th to 31st

- **Check Reward Points Report**
- **Link: After login → Side Menu → Reports→ Reward Points Report**
  - Check **Reward Points Report** by above given link in RPMS.
  - In this report you can check each labour assigned reward points and claimed reward points and balance reward points.
  - If any contract labours not availing reward points properly or if they have balance reward points, you have to inform/remind labour to utilise their reward points before month end since Reward points will be invalid after month end.

Co-Operative Store

Store Cashier:

Every day:

- **Claim Reward Points :**
  - Scan QR code in coupon provided by contract labour to view his personal details and Reward point's details of contract labour.
  - You have to authenticate with his photo, Aadhar number in coupon with photo, Aadhar number in RPMS system.
  - If any contract labours unable to come to buy groceries, you can allow their family members with this coupon and labour original Aadhar card.
  - Enter invoice number, Invoice amount and Claim reward points and click on claim button.
  - Again you will be prompted for QR code, after successful scanning of QR code Reward points claim procedure will be completed.

- **Report Daily Transactions History**
  Link: After login → Side Menu → Reports→ Daily Transactions History Report
  - Check **Transactions History Report** by above given link in RPMS.
  - This report you have to generate every day after all your store transactions are closed.
  - In this report you can check daily transactions done by you with total amount.
  - This report you have to submit to Store Manager on daily basis.

Store Manager:

Every day:

- **Report Daily Transactions History**
  Link: After login → Side Menu → Reports→ Daily Transactions History Report
  - Check **Transactions History Report** by above given link in RPMS.
  - This report you have to generate every day after all your store transactions are closed.
  - In this report you can check daily transactions done by you with total amount.
  - This report you have to submit to Store Manager on daily basis.

Bi-Monthly(After 16th and after Month End):

- **Bi-Monthly Reimbursement Report**
- **Link: After login → Side Menu → Reports→ Bi-Monthly Reimbursement Report**
  - Download **Bi-Monthly Reimbursement Report** by above given link in RPMS.
  - This report you have to generate monthly twice.
  - Every month first report after 16th onwards for 1st 15 days transactions
  - Second report after month end i.e. on 1st onwards of next month.
  - For Example : For November 2019 Reimbursement
    First report → 16th Nov 2019 onwards
    Second Report → 1st of Dec 2019 onwards
  - Submit these reports to finance department in stipulated time to get Reimbursement of payments of these transactions.

Finance Manager:

Bi-Monthly (After 16th and after Month End):

- **Bi-Monthly Reimbursement Report**
- **Link: After login → Side Menu → Reports→ Bi-Monthly Reimbursement Report**
    - Download **Bi-Monthly Reimbursement Report** by above given link in RPMS.
    - This report you have to generate monthly twice.
    - This report you have to generate when Co-operative store manager sends his reimbursement report to get payment.
    - You have to compare your reports with Co-operative store manager reports to validation purpose
    - Every month first report after 16th onwards for 1st 15 days transactions
    - Second report after month end i.e. on 1st onwards of next month.
    - For Example : For November 2019 Reimbursement
      First report → 16th Nov 2019 onwards
      Second Report → 1st of Dec 2019 onwards
    - After successful validation you can approve for payments for claimed transactions reimbursements as per your finance rules.