

Agenda Points Discussed on (11/08/2025):

1. **File Structure Issue** – Current file structure is not aligning with client slot selection; changes required.
2. **File Naming Convention** – Update required to support both Raspberry Pi 3 and Raspberry Pi 5.
3. **Rejection Flow Error** – NullPointerException occurring when rejection is made from Higher Authority to Quality Assurance level; needs debugging and fix.
4. **Email Integration** – SPF and DMARC records need to be configured for proper email delivery and authentication.
5. **TDS Calculation Error** – Identified miscalculations that need correction.
6. **SuperAdmin Module Enhancements** – Improvements needed in Dashboard, Reports, and Lead Distribution Cycle.
7. **Data Backup Strategy** – Discussion on optimal backup approach for OMS.
8. **Disaster Recovery Drill** – Plan to schedule and conduct a DR drill.

Outstanding Concerns (Outside Agenda):

- FTP connectivity
- WhatsApp Integration progress
- SmartFlow Integration updates
- Tally API creation status

Explanation:

1) File Structure Issue:

In the ad scheduler, slot selection determines the number of ads (out of the total 42 available) to be played. For every **350 slots selected**, 1 ad is allocated. For example, selecting **350 slots** results in **1 ad**, while **700 slots** results in **2 ads**, and so on.

The screenshot displays the ad scheduler interface. On the left, a sidebar shows 'PIS Location' as 'RAMTEK, NAGPUR'. The main area features a calendar for August 2025, with dates 13 through 30 highlighted in green. To the right, the 'Set Campaign' sidebar is visible, containing fields for 'Select Campaign' (One Week), 'Start Date' (2025-08-18), 'End Date' (2025-08-24), 'Minimum Slot Selection' (350), 'Max Slot Selection' (15120), 'Select Slot' (350), and 'Total Screen' (1). A dropdown menu is open for 'Select Slot', showing a list of values from 350 to 7000. At the bottom, there are 'Prev' and 'Done' buttons.

2) File Naming Convention:

As we discussed we have 2 types of Raspberry pi devices 3 and 5. **For Raspberry pi 3** file name structure should be

ad1.mp4

ad2.mp4

ad3.mp4

ad4.mp4

and so on.

For Raspberry pi 5,

(for client ads)

ad1_[lead id].mp4

ad2_[lead id].mp4

ad3_[lead id].mp4

ad4_[lead id].mp4

(for filler ReachOut ads)

ad5.mp4

ad6.mp4

and so on till 42.

3) Rejection Flow issue is resolved.

4) **Email Integration:** SPF and DMARC records need to be configured

- **BDE Dashboard – Without Attachment:** Notifications or updates sent directly from the Business Development Executive dashboard without file attachments to client.

- **BDE Dashboard – With Attachment:** Communication from the BDE dashboard including relevant file attachments (e.g., proposals, reports).

- **Quotation Dispatch:** Sending quotations to clients.

- **Invoice Dispatch:** Sending invoices to clients for billing and payment purposes.

- **Higher Authority Communication**

5) TDS Calculation:

Company: Mantra Developer -1531			
Email : nikhil_bde@reachoutmediatech.com			
	with Decemal	Round off	Diff
Slot selected	1050	1050	-0.02
basic Rate	16.95	16.95	0.00
Taxable Value	17796.61	17797.00	-0.39
Discount @ 2%	355.93	356.00	-0.07
Taxable Value after discount	17440.68	17441.00	-0.32
GST @ 18%	3139.32	3139.38	-0.06
Invoice Value	20580.00	20580.38	-0.38
TDS @ 2%	348.81	348.82	-0.01
Receivable Amt	20231.19	20231.56	-0.37
TDS %	2.00%	2.00%	0.00

TDS should be deducted at **Taxable Value** if Discount is not applied. If Discount is applied then **TDS** should be deducted on **Taxable value after discount**.

I have already shared detailed calculations and expected output locations.

6) SuperAdmin:

In Reports >> Lead Report>> Close button is not working.

The screenshot displays the 'Super Admin' interface of the ReachOut system. A modal window titled 'Profile Change' is open, showing a history of actions for a lead. The history table includes columns for 'Date' and 'Time'. The actions listed are:

- Super Admin - Rejected To Super Admin - ERP Approved
- Mansi - ERP Approved To Super Admin - Rejected
- Mansi - ERP Approved To Super Admin - ERP Approved
- Mansi - Proceed To QC To Super Admin - ERP Approved
- Mansi - Proceed To QC To Mansi - Proceed To QC
- Mansi - Payment Done To Suhas - ERP Approved
- Mansi - Payment Done To Mansi - Payment Done
- Mansi - Invoice Release To Suhas - Invoice Release
- Mansi - Invoice Release To Mansi - Invoice Release
- Mansi - Quotation Sent To Mansi - Quotation Sent
- Mansi - Quotation Sent To Mansi - Quotation Sent
- Mansi - Follow Up To Mansi - Follow Up
- Mansi - New Lead To Mansi - New Lead

Below the modal, a table lists leads with columns for Sr.No, Lead Id, Name, Email, and various status fields. The table shows 12 leads, with the first 9 leads having a 'Close' button next to them.