memo

From interview

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Macro Welding Supply |  |  |  | | --- | --- | | To: | Bonnie Ryan, VP | | From: | Old But Gold Development | | CC: |  | | Date: | 2019-05-30 | | Re: | Summary of information from interview. | |

|  |  |
| --- | --- |
| - | We met with Bonnie Ryan, VP of Operations to discuss the forms from the E1 Iteration   1. Purchase Order Request Form 2. Create New Employee Form 3. Pay Stub Search Form – both desktop and web versions.   **Regarding Purchase Order Request Form.**   * The form needs buttons for ‘save’ and ‘close’ * We will create 2 separate views – one for the submitting employee and one for the processing supervisor. The employee will not see the field for approved/denied and will not see the ‘reason’ field unless an item is denied. * The form needs to display the names of the submitting employee and the supervisor. * Dropdown boxes for approval status, rather than a checkbox. * General alignment of items at the top of the form. |
|  |  |
|  | **Regarding Create New Employee Form**   * Province/State and Country should be dropdowns, Country defaults to Canada, loading the provinces. If user selects US, the states are loaded into the Province/State dropdown. * Middle Initial Optional * Add work email and work phone, Date of Birth, and office location. * Reverse the cancel and save buttons and find another colour for cancel, so the text is more readable. * Textboxes on right should be aligned Left. * Address needs capital A * The form needs a title: “Create New Employee”   **Regarding Pay Employees Form**   * The supervisor of finances will be already logged in, display this name, but don’t require another field for username. * Show the date (which should be a Friday) * General alignment of items.   **Regarding Search Pay Stubs Forms**   * Show who is logged in * Desktop version needs title “Search Pay Stubs” * Desktop version needs logo |
|  |  |
|  | Thank you for your time today. Please feel free to contact us at any time for questions or clarification. |
|  |  |