Summary memo

From initial interview

|  |
| --- |
| Macro Welding Supply |

|  |  |
| --- | --- |
| To: | Bonnie Ryan, VP |
| From: | Old But Gold Development |
| CC: |  |
| Date: | 2019-05-01 |
| Re: | Summary of information from initial interview. |
|  |  |

* We at Old But Gold Development met with Bonnie Ryan, VP of Operations to discuss the technological requirements of Macro Welding Supply. Thank you for your time and input.
* Currently the Macro Welding Company is using primarily a paper system for payroll, purchase orders, and employee information. We met to discuss the design of an application and database to automate and digitize this process.
* All employees information should be stored in a database. All their personal info, such as phone and address will be included as well as pay information.
* Different employees of the company will have different levels of authorization to the data in the database through the application. HR and department supervisors will have full access to all info, but others will only be able to access the employee directory, which will just include the necessary contact information.
* Employees will be able to change their basic personal information, but not their work phone or email or SIN. Any changes necessary to the restricted fields will be handled by HR.
* The employees should have an ID#.
* Purchase orders will be accessed and filled out digitally by any employee and submitted to their department supervisor. The PO will be in a pending state. While in a pending state, the employee will have the ability to check on the status of the PO. The supervisor will approve or deny each item putting the PO in a closed state. The system will notify the employee as to the decision and approved purchases will be sent to the purchasing department.
* Purchase order will have a “location” field added. Employee will enter a suggested location where the item can be purchased and the price listed for that item. The supervisor can decide to buy the item or an alternate item at that location, or may choose a different location.
* Purchase order will have certain fields auto-populated when the user logs in.
* Any further questions about purchase orders will be directed to Janice Brown.
* Pay information will be automated. The Supervisor of Finances will run the pay system bi-weekly on Friday. Employees will be paid with direct deposits, eliminating cheques. Pay stubs will be pdf documents stored on the system. The employee will receive an email with a link to the pdf. We will interview someone from finance at a later date to learn further information.
* Thank you again for your time. If you have any questions or clarifications about this information, please feel free to contact us.