**Animal life cycle paragraph**

This shows the lifecycle of when an animal has been added to the zoo along with their species identification, name given to them, their current health with their reproduction type and specifications such as height weight which will go in accordance with their feeding variety. This is information supplied via interviews from the key stakeholders at the zoo which is looking to be viewed from the perspective of a computer making the process much simpler and efficient for those who are partaking within the process of the animal life cycle.

**System navigation diagram**

Synergy Solutions has created a system navigation diagram which entails a mock-up of how it would be like if the records management system where to be computerized for better efficiency for all staff members. This shows the interface produced to the staff and admin via the records management system. As Mathew proposed all access be available to admin, general staff members will have access to only the staff portal, viewing documents for animals and themselves as well as making minor edits. This makes manoeuvring from one document to another rather easier than physical paper itself and in turn makes staff training far less than it should be resulting less expenditure on staff training altogether. It also allows quick and efficient adding, editing and removal of documents regarding sponsors, newsletters, members and animals as opposed to the existing system within Claybrook zoo to which requires the searching of documents in file cabinets and potentially having to rewrite documents when having to edit or remove data constantly. Effectively, this causes heavy time consumption and inefficiency as opposed to a computerized records management system.

**Limitations to existing systems (additional notes to whatever is on there)**

1. The paper documents can take up a considerably large amount of space with the quantity of it increasing day by day. With this being said, it would have to be stored close to hand so that it can be easily accessed, which again it’s an issue in regard to space within the business that could be used for better instances.
2. Additionally, to retrieve documents upon request takes a while as the documents must be collected from filing cabinets. To edit the documents, it will take long and most of the time you’d have to write the whole thing again which means it’d have to be repeated every single time you want to make corrections
3. Paper records systems are very prone to being misplaced, lost and even as well as being stolen. This can cause high security and data protection issues with data being mishandled or in the hands of the wrong people with no permission. It can also be damaged in the sense where if there were to be an incident such as a fire or if water were to be exposed to the cabinets, the whole paper system would be ruined and there would be no way of retrieving these documents as there are generally no backups. Ink also tends to wear out over time and paper gets old, therefore some information can also be interpreted wrongly or erased full stop.
4. The lack of technology within the system means poor or little to no communication between staff, customers and partners. Due to lack of technology and no social platforms available this means less outreach for more customers or sponsors, which in turn doesn’t help with the increase of revenue and exposure for the company.
5. It is not aesthetically pleasing in news age as most establishments require a social media face to boost its publicity
6. It is not effective in future expenditure due to costs of constant paper, printers, inks, stationary, photocopier office supplies etc. also it is Environmentally damaging when using a lot of paper and it won’t help much to boost the company’s green credentials. Today’s employees, customers or even partners want to work for businesses that provide better sustainability