Vernon Women's Transitional House Society
Maintenance Request Form Requirements Summary

Overview of Functions

The Vernon Women's Transition House Society requires a web form to issue and coordinate maintenance requests. The form will:

- Accept request tickets from employees
- Notify management for request approval
- Notify maintenance of newly approved tickets
- Create a queue of request tickets
- Maintain a record of completed jobs
- Provide search and filter functionality

Functional Requirements

1. A Maintenance request form with the following fields:
   a. Employee Name
   b. Request Title
   c. Date   (Automatically Determined)
   d. Priority   (Drop Down)
   e. Program   (Drop Down)
   f. Site location   (Drop Down)
   g. Request Description

2. A Database that stores and maintains the following records for each request:
   a. Employee Name
   b. Request Title
   c. Request ID
   d. Priority
   e. Program

      f. Site Name

      g. Request Description

      h. Request date

      i. Approval date

      j. Finished Date

      k. Status

          i. Pending

          ii. Approved

          iii. Not Approved

          iv. In progress

          v. Completed

3. Automatic Email notification sent to management when a request is created.

4. Automatic Email notification sent to maintenance when a request is approved.

5. Privileged access to request queue for Managers, executive directors and maintenance.

6. Search/Filter functionality on database records.

Non-Functional Requirements

TBD depending on server specifications.