**Antoine's Landscaping Computerized System**

Antoine's Landscaping has had some time to think about their system and has decided that they definitely need to have his system able to help them with the following tasks:

Each group member must choose two features (one from each of these lists) to focus on for the rest of the semester:

Basic Data Management:

* Maintain list of repair shops
  + Must include all information for each of the repair shops that we outsource repair work to.
* Maintain list of customers
  + will need to include all the information for each of our new and existing customers
* Maintain list of suppliers
  + Will need to include all information for each of our existing suppliers, as well as any new one
* Maintain list of employees
  + Who are our employees? We need their information in the system. Remember that our employees can be office staff, general labourers, skilled trades people and summer students
* Maintain equipment list
  + We need a list of all the equipment for warranty, servicing and insurance purposes
* Maintain Product
  + We need to keep track of which different products that we can order

Document Management:

* Maintain Invoices
  + Create and maintain invoices to for customers. We must be able to refer to invoices when necessary
* Maintain Purchase Orders
  + We will need to be able to order existing products form our suppliers and refer to the orders when necessary
* Maintain quotes/proposals
  + Used by the Project Manager when finalizing a large project
* Manage feedback/complaints
  + Customers may have complaints or feedback to share with us, and we will need to track it all, as well as responses as necessary
* Maintain sales forecast
  + Used to record sale predictions by product. We will need access previous years’ forecasts and purchases
* Maintain Warranty Records
  + If a piece of equipment breaks – how will we know if the supplier will fix it?
* Manage Repair Schedule / Log repairs
  + Starting with a service ticket, tracking a repair from being assigned to a technician or Small Engine Repair Shop, right through to completion.
* Maintain Expense Records and Pay Bills
  + Suppliers want to be paid. Suppliers include product suppliers, utility suppliers and our own directors when they submit receipts.

Break down this list within your group so that each group member takes on two of these tasks that fall within his/her selected business area. No two group members can cover the same tasks.