**VELAPHANDA TRADING AND PROJECTS**

**MINUTES: 08 JUNE 2018**

**EMPLOYEES**

* **Change password issues will be deployed along with the report. ✔**
* **Logout time should be reviewed in five minutes.**
* **Authentication should be reviewed**

**CUSTOMERS**

* **The layout needs to be changed on view customer.✔✔**
* **It should have a printing function on view customer. ✔✔**
* **Security and reporting on who is capturing and updating records.**

**-Suggestion will be a collapsing menu under the said record. ✔**

* **Model numbers must be maintained on the system, because if they are not maintained their inconsistency in parts data.**
* **Printing function must be available for devices history. ✔✔**
* **Contact person and description must be added to device history.✔**
* **On update device and customer a close and collapse menu should be implemented to display activities happening around that particular record. ✔**
* **That should include how old data was changed to new data.**

**SPARES MANAGEMENT**

* **Receive spares to be discussed.**
* **On receive parts: order number and supplier details must be included**
* **On head office spares a close collapsing menu should be included under the said part number to show the history of receiving that part, the details should include: Name and Surname, date stamp, Order number, Supplier’s details. ✔**
* **On boot and site the part number should be used as a link to show when that part was received and moved, for received parts details like date stamp of when the part was received and quantity, and history of parts movement should also be included like where the parts is going to, thus for outgoing parts. Incoming parts should also show where their coming from. ✔**

**ORDER MANAGEMENT**

* **The system should not allow null orders. ✔**
* **We need to look into negatives values in terms of orders, so as to allow technicians to put their calls on awaiting spares when parts are not available at head office.**
* **Order history should include: order status, date stamp and user. ✔**