

Interview

Before you conduct an interview, make sure to inform your client/target user that:

- Everything is confidential.
- For Academic Purposes ONLY. The system may or may not be deployed.
- They are allowed to turn down this interview if they find it uncomfortable.
- They are allowed not to answer some of the questions.
- Be polite and practice professionalism when conducting the interview.
- Ask for pictorial during the interview for DOCUMENTATION PURPOSES.
- ALWAYS ASK PERMISSION AND BE KIND.

Q&A:

What is your business all about and how it started?

- **Our business is about providing mineral water to people. We put up this business because we see potential in our area since it is inside the community.**

What is the nature of your business? Goods or services?

- **The nature of the business is about selling mineral water gallon (Goods) to houses and distributing water to dealers.**

How long have you been in the business?

- **A year and months.**

What is your current record keeping tool?

- **Log book and Excel.**

How do you handle/record transaction?

- **All transactions put in our log book and excel.**

Do you have an existing system?

- **No, we only use excel and log book.**

How do you manage your records?

- **By keeping it all in excel.**

Are you dealing with high confidentiality data such as bank accounts/ payment account/ etc? If yes, how do you handle it?

- **No, we are into cash to cash basis.**

Are you open to a possibility of having an automated system designed for your business?

- **Yes, for tracking total gallon for 1 individual or Sales.**

How much do you earn per day/week/month/year? (If possible)

- **Unable to disclose.**

How many employees do you have? (If possible)

- **Two (2).**

Does your business have a specific person/employee who handles the transaction/record management?
How was it?

- **Owner only.**

How does your delivery transaction work?

- **Door to door delivery.**

Do you deal with walk-in?

- **Yes, with minimum amount of gallon.**

PICTORIAL DURING INTERVIEW:





