**Isle of Brecqhou Intranet Brief**

**Server Details**

FTP Host: 213.171.193.5

Username: francetoguernseyfreight.co.uk

Password: FranzF1914

**SQL Server**

SQL Host: 213.171.200.72

Database Name: iobintranet

Username: iobintranet

Password: FranzF1914

Test Domain Link: <http://1074475749.test.prositehosting.co.uk>

**Intranet**

**-Security**

Before any work is done the site needs some kind of security so that nobody can access it without a username and password, indexing also needs to be disabled.

**-Key Point**

The primary features of this intranet are that it has to be intuitive and easy to use, a clean and concise layout is key. Alongside this is that it can’t be overdesigned, so if we use software for the Accounts system then we need to strip out anything we don’t need.

**Sections**

**-Login**

This will be a simple login page with the company artwork and the colour scheme will also be based on the artwork.

**-Dashboard**

The Dashboard will contain links to all the various sections,

It will also contain;

Reminders/Upcoming Events

If a part needs servicing in Engineering or a certificate needs renewing in Health & Safety then the reminder will appear here as well as in that section until it has been actioned, then the member of staff will click a 'dismiss' button or similar, with the ability to add a note and the reminder and note will be archived in the necessary section linked to their username so that other staff members can see who actioned the reminder.

Upcoming Events

This will also show any upcoming events set in the calendar i.e. meetings on a one month snapshot of the calendar

**-Accounts**

The following section needs the ability to;

-Create Invoices

-Hold a Client Database

-Maintain Stock Management

-Ability to add 'Warehouses' i.e. move stock from Warehouse X - Warehouse Y.

-Accounts Receivable

-Accounts Export i.e. export an overview of monthly/weekly accounts as a PDF file attached to a blank e-mail

-Reports P/L

-The Stock Management aspect of this will need to be linked to at least one other section but we can tackle this as the site progresses as long as it is built on PHP/SQL I imagine this should be okay.

**-Settings**

This section needs to be able to do the following;

-Ability to change password

Administrators need to be able to

-Add/Edit users

**-Calendar**

As well as the other features the calendar will tie in to as stated elsewhere, it will need conventional features i.e.

It needs the ability to add Appointments etc. and add them to other staff members calendars also.

**-Certification**

The following section needs the ability to;

-Store certification documents

-Add a field for frequency of renewal of certification i.e. every x amount of months, with a note field attached to each document

-These reminders need to appear on the Dashboard of the set Certification personnel and on the calendar

**-Diving**

The following section needs the ability to;

-Perform Basic Invoicing

-Inventory Management (separate warehouse)

-Servicing Reminders tied to the inventory setup the same way as Health & Safety, Certification etc.

-Risk Assessment Word Documents need to be stored here and duplicated in the Health & Safety section in Shared Documents.

**-Engineering Guernsey**

Will forward the information when I have collated it

**-Engineering Brecqhou**

Will forward the information when I have collated it

**Health & Safety Guernsey**

The following section needs the ability to;

-Store entries for different equipment/training in Guernsey

-Add a field for frequency of servicing reminders i.e. every six/twelve months, with a note field

-These reminders need to appear on the Dashboard of the Health & Safety personnel and in the Calendar

-Health & Safety Word Documents need to be stored here and duplicated in the Health & Safety section in Shared Documents.

**Health & Safety Brecqhou**

The following section needs the ability to;

-Store entries for different equipment/training in Brecqhou

-Add a field for frequency of servicing reminders i.e. every six/twelve months, with a note field

-These reminders need to appear on the Dashboard of the Health & Safety personnel

-Health & Safety Word Documents need to be stored here and duplicated in the Health & Safety section in Shared Documents.

**Shared Documents**

This will hold the ability to download and upload documents to sections named after the primary sections, this has to be displayed in an intuitive and easy to use manner.