**Must Have:**

* Automatically updated inventory – from placing the order, changing an order, to fulfilling an order, the inventory gets updated.
* Break down of inventory of each office location
* Transfers – easily be able to transfer stock to other offices without it being manually imputed
* Must calculate and track taxable benefit limit to advise people when going over it
* Name/contact info of the BGCer, so we can keep track of orders
* Status of orders (submitted, processing or fulfilling, fulfilled, completed, waitlist)/workflow tracking
* Email to the fulfiller of the location of pick up
* Ability for fulfiller to alter original requester’s items
* User roles with authority for fulfillers/administrators
* Internal staff to make exchange/warranty process that appropriately updates inventory numbers
* Be able to add sold out “out of stock” text to stock when sold out of stock
* Be able to easily see at a glance variation for a particular project (size and colours)
* Different viewing filters, sorting by item types or categories (all men’s + unisex, all women’s + unisex, etc.)
* We would like to be able to submit completed requests and have the numbers updated correctly, skipping the in cart, submitted part, this is because of the new hires with their swag they receive on their first day.

**Reports**

* Order details
* Date completed
* Waitlist details with date stamp so we know the priority order
* Easy inventory numbers
* Numbers for status, Cancelled, completed, submitted…
* Numbers of orders for each item, percentages of sizes, especially for fridge sizes, this will help us make decisions on ordering.

**Front end**

* Colour swatches – have the colour swatches under the item so you can easily see the different colour options, mainly for jackets.
* Remove the drop-down menu on items – This confuses people when we have multiple items under one drop down menu.
* Have a description of the item either next to the item or as box that pops up when you hover over the item.
* Remove the requested item bar and change it to cart with an icon plus a better location, maybe at the top right.

**Out of stock**

What we would like to happen is the following process

1. Set a low item limit E.G. 10 - The promo gear team get an email notification say the following item is low stock so we can order more in.
2. If the item goes below 5 we get another email saying out of stock so this item can be then removed from the front end and people can no longer request it.

**Should Have:**

* Home page with details of warranty, FAQ, product care, guidelines
* Separate personal / client / event request page
* Client / event page should have a section to enter information about the client or event

New requirement

* Status of orders (submitted, processing or fulfilling, fulfilled, completed, waitlist)
* Email to the fulfiller of the location of pick up
* Email confirmation to requester of the status of order
* Low stock alert notifying the office which items to replenishing
* Ability to pull reports on
  + Current pending requests
  + Current outstanding requests
  + Requests marked as waitlisted
  + Orders fulfilled for the year

**Could Have:**

New requirement

* Incorporate warranty requests? Whether as separate form, or linked to the original request order/item? Generate email to promo gear team?

**Would like to have:**

* Sleek design like a website
* Be able modify products and photos ourselves; less reliance on IT support
* Reviews for each item where people can comment on the style, size