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| **IT Work Details** | | |
| No. | Department | Task Assigned to IT Assistant |
| 1 | F&B | F&B POS Program Installation |
| 2 | F&B | F&B Network Printer and Devices Installation and Monitoring |
| 3 | F&B | Monthly Network Access Point Restart for refreshing Device System Up Time Maintenance |
| 4 | F&B | System Tabs Inspection Schedule once a month for Pop A Loop and Porch Café |
| 5 | F&B | Printer Server, Zebra Sticker Printer and Receipt Printer Maintenance Support at any time |
| 6 | F&B | Monitoring Sales Report Uploading Status, and follow up updates once Downloading/Uploading Processing failed |
| 7 | F&B | POS New Menu Update in Every F&B Restaurant as per requested by the Management |
| 8 | F&B | Transfer In and Out counter checking of Merging LTO confirmation due to the network transmitting data via ISP |
| 9 | F&B | Monthly Item Sales Report For All Restaurant to Submit to F&B Cost Controller Staff |
| 10 | F&B | Monthly Salesman Report for Fries Up |
| 11 | F&B | Monthly Salesman Report for Pop A Loop |
| 12 | F&B | Monthly Salesman Report for Porch Café |
| 13 | F&R | Restarting the Complete Systems for F&B Restaurants Every Thursday for Smooth Program Running Operation |
| 14 | F&R | Souq.Com Website Orders update to Warehouse Location |
| 15 | F&R | Deer & Dear Website On display of Stocks by Color, Size and Suggested Retail Price updating |
| 16 | F&R | New Shipment Upload to Website with complete information and Images |
| 17 | F&R | Shipment Model Details Uploading to Database |
| 18 | F&R | Communicating To China for any required Information/Transaction for the Upcoming and Current Shipments |
| 19 | F&R | Discount Promotion System Updates as per requested by the Management |
| 20 | F&R | Markdown Models System Updates as per requested by the Management |
| 21 | F&R | Monthly Sales Summary with Last Year Comparison Report For All Fashion Showroom |
| 22 | F&R | Providing the Shipment Packing and Images to Warehouse Staff before shipments arrive |
| 23 | F&R | Preparing Exhibition POS and Devices once event is established |
| 24 | F&R | Assisting Showroom and Warehouse upon Annual and quarterly Stocks Inventory |
| 25 | F&R | Deer & Dear VIP System Update |
| 26 | F&R | Deer & Dear VIP Card and Data Information Agreement materials |
| 27 | IT Department | Checking For Daily Database Backup |
| 28 | IT Department | Technical Support to all Head Office Staff, Fashion Showrooms & Warehouse and F&B Restaurants & Central Kitchen |
| 29 | IT Department | Processing Transfer In and Out of any IT Devices and Accessories required by the Company |
| 30 | IT Department | Purchasing IT Devices & Accessories as getting the best price available in Market |
| 31 | IT Department | Monitoring FTP Web Backup Weekly Basis |
| 32 | IT Department | HR & Main Server Maintenance, Restarting every beginning and Last Day of the Months |
| 33 | IT Department | Surveillance Camera Devices Monitoring for All Location |
| 34 | IT Department | IT Stocks Monitoring and Inventory preparation |