**TAG ENTRY FOR THE AGENCIES** (FROM PAPER REQUESTS)

ALL INFORMATION BELOW SHOULD BE MANDATORY, UNLESS OTHERWISE NOTED

1. Agency (which is currently at the top of the page)
   1. The agency name should then generate the correct letter (see listing of agencies and letters) - see spreadsheet
   2. Prefer a drop down menu
2. Red or Green Tag (drop down menu)
   1. We also need categories for Red Elf, Green Elf and Green Elf Plus, Special (agency does not need to see this)—this is how we export these tags separately for the printer – Elf comes along after all agencies have entered. Elf plus is her surplus. Elf plus is a backend to what elf sees.
   2. Limit of 500 green and 500 red tag request per agency
3. ~~Gift Number (invisible to the agency)~~
   1. ~~The system should auto number these for each agency~~
   2. ~~They would start with 1 and go through the number of tags for that agency~~
   3. ~~Numbering should start with Green 1, then Red picks up where green leaves off~~
4. ~~Category (done with a drop down menu)—complete list attached. As soon as they choose between the two a pull down menu only for the color chosen would appear—can only choose one--mandatory~~
   1. ~~Green Tags (would choose from)~~
      1. ~~Men~~
      2. ~~Women~~
      3. ~~Teen~~
      4. ~~Child~~
   2. ~~Red Tags (would choose from)~~
      1. ~~Baby and new mothers, clothes, diapers, bottles, nursing supplies~~
      2. ~~Books~~
      3. ~~Cleaning (mops, brooms, buckets, detergents)~~
      4. ~~Clothing (shoes, hats, gloves)~~
      5. ~~Energy (Consumers, propane)~~
      6. ~~Entertainment (movie tickets, restaurants)~~
      7. ~~Fuel (Gas only gift cards)~~
      8. ~~Grocery (Food or gift cards for food)~~
      9. ~~Household / Small Appliances, Dishes, Bake ware, pots and pans~~
      10. ~~Laundry / Laundromat, baskets, detergent~~
      11. ~~Linens / Bedding (towels, blankets)~~
      12. ~~Miscellaneous~~
      13. ~~Paper Towels, Toilet Paper, Trash Bags, Paper products~~
      14. ~~Personal Toiletries / blow driers~~
      15. ~~Toys and Games, MP3, DVD, cards~~
      16. ~~Transportation (Dial a Ride, County Connection, Taxi)~~
5. Tag Description
   1. This is where the agency uses the information on the form to actually write their tag.
      1. ~~There should be a word limit of 220 characters (250 without~~
      2. ~~Would be great to have a spell check~~
      3. WISH LIST—this would be mandatory for GREEN tags only. *Would pull the Men, women, teen, child from the initial pull-down menu choice.*
         1. We ask for clothing and shoe size for all Green tags. It would be great to have a “fill in the blank” that generates a statement at the end of the tag.
         2. Shirt/jacket size
         3. Pant size
         4. Shoe size
         5. Would generate “Women shirt/jacket XL, pant size 16, shoe size 9.”
6. ~~Price (this is the column where the agency puts a value on the requested gift)~~
   1. ~~All should be $30 or less~~
7. List Extra Items
   1. This is invisible to the agency, but needed when we export information from the database to print the pages for the books—this is how we capture value and information for extra gifts purchased
8. Total Value
   1. This is invisible to the agency, but needed when we export information from the database to print the pages for the books. Volunteers input this information when checking in the gifts
9. ~~FOR GREEN TAGS ONLY (this would be invisible if they choose RED tag)~~
   1. ~~First Name~~
   2. ~~Middle Initial~~
   3. ~~Last Name~~
   4. ~~Date of birth (would be great to generate an age)~~
   5. ~~Phone~~
   6. ~~(We do not need to know their address—that is for the agency)~~

REPORTS

* Green tag double dipper (looks for duplicates by date of birth, then name)
  + UW needs the ability to determine which move forward and which are inactive (would not be pulled into the printer report)
* Green Unfilled—which gifts have not been filled (sorted by agency)
* Elf Report—by Green, Red
* Elf Plus Report—Red only
* Red Unfilled—which gifts have not been filled (sorted by agency)
* Final agency report that shows number of gifts filled and total value
* Pull for printer

DATABASE FUNCTIONALITY

* Main landing page: ability to view Red by agency and Green by agency
  + Agency letter as well as name
  + Total GREEN tags requested
  + Total GREEN tags filled
  + Total value of GREEN tags
  + Total RED tags requested
  + Total RED tags filled
  + Total value of RED tags
* Ability to see total gifts received tally for Red, Green and total (in addition to above)
* Ability to search the database (name, item, keyword, filled, unfilled, red, green, etc.)
* When you click on the agency, you would have a tab for GREEN and RED
  + For each of those, we would like to see:
    - Tag number
    - Category (Youth,
    - Options for checking in a GREEN and RED gift (checkboxes to fill when checking in)
      * Received
      * Elf
      * Elf Plus
      * Special
    - Total value (when they input this—auto check the gift in)
    - Description
    - Extra Items