**General Needs / Requirements:**

1. Web-based application, so that it can be accessed from anywhere and from any type of computer.
2. To track and maintain our school inventory.
3. We need to be able to run reports: ie. a Category report of all resources, or a Room report of all resources in a a room, or a Custodian report of all resources in the hands of a specific person, or a store room report, etc. That way we can do a physical inventory check on a regular basis (opening school, closing school, spot-check, and when there are staff or room transitions).
4. We should have a way to mark a resource as needing to be re-ordered/replaced.
5. For consumable resources, we need to have a way to mark that when they are checked out, they are removed from inventory, and not just moved. Basically all the stationary category are consumable, but some of the curriculum as well. We do not need to track these beyond when they are signed out to a staff member.
6. To bulk import existing inventory from Google Sheets to make the process easier
7. We need a barcode scanning feature so that we can easily scan books in and out of our inventory.
8. We need to have several permission levels, and accounts to access the software.
   1. Something like “Owner” with all permissions
   2. Something like “Admin” which will have a few restrictions
   3. Something like “User” so that we can have people who can do limited functions within the software. Not all staff will be accessing it, just probably 5-10 people for now.
9. We currently have the following categories of inventory, but these may not be comprehensive, so we need to ability to add more categories in the future.
   1. Curriculum
   2. IT / Tech
   3. Furniture
   4. Specials (Music, Art, PE)
   5. Stationaries
10. **Curriculum Resources:**
    1. This is by far the largest category currently. You can see the data points that we would like captured in the software by the columns that we have collected for each resource that need to be integrated into the software.
    2. We need to be able to mention whether a curriculum resource is consumable, as well as when it needs to be re-ordered, based in a minimum threshold.
    3. We need to be able to move a specific number resource from one room to another, and possibly from one custodian to another independently.
    4. We need to be able to list the curriculum that the school owns, but is not in use (in the store). Currently this information is in the “remarks” section, but that doesn’t really work well because some portion may be in the store, and some portion are in a classroom with a class teach as the custodian. So we need a “check-out” function to help us track resources moving around the School, and who is responsible for them.
    5. We need a clear process for how resources are tracked right from the moment we receive the resources (through whichever means such as purchasing locally, having delivered from the founders, etc) to when the book is either “consumed”, deemed unusable (because of condition), or no longer a curriculum resource.
11. **IT Tech**
    1. We may need to attach an “expiry date” for certain pieces of equipment which we can anticipate needing to be replaced after a certain period.
    2. Tech department may need to have “serial numbers” instead of ISBN numbers
    3. This list has yet to be compiled. As we do, our IT director may have some other specifications to add as we go along.
12. **Furniture**
    1. These items have very low turn-over.  I think they will need a QR code or barcode to make sure we track them effectively.
    2. This list has yet to be compiled.
13. **Specials**
    1. Most of these items are “odd” such as gym balls, paint brushes, cymbals. Not sure if we will be able to barcode these items, so we will just need to put a detailed description for those.
14. **Stationaries**
    1. These are almost entirely consumables.
    2. These items sometimes come in bulk boxes (ie. 100 boxes of 20 pencils each), and then are given out in smaller quantities (ie. 1 box of pencils, so we need to think about how to enter it into the software so that it makes sense.

Requirement (Developer)

**Web Developer Requirements for School Inventory Management System**

**General Requirements**

* Develop a web-based application accessible from any computer to track and maintain school inventory.
* Implement a reporting system for various categories, including Category, Room, Custodian, and Store Room reports.
* Provide the ability to mark resources for re-ordering/replacement.
* Handle consumable resources by removing them from inventory when checked out, particularly for stationary and some curriculum items.
* Support bulk import of existing inventory from Google Sheets for efficiency.
* Include a barcode scanning feature for easy tracking of books in and out of inventory.
* Implement multiple permission levels: "Owner" with all permissions, "Admin" with some restrictions, and "User" for limited functionality.

**Category Management**

* Allow the addition of new inventory categories in the future.
* Current categories include Curriculum, IT/Tech, Furniture, Specials (Music, Art, PE), and Stationaries.

**Curriculum Resources**

* Capture various data points for curriculum resources.
* Identify consumable curriculum resources and set minimum reorder thresholds.
* Enable the movement of resources between rooms and custodians independently.
* Implement a check-out function to track resources within the school and assign responsibility.
* Establish a clear process for tracking resources from acquisition to consumption or retirement.

**IT/Tech**

* Ability to attach an "expiry date" for equipment that needs replacement.
* Support serial numbers instead of ISBN numbers.
* Allow flexibility for additional specifications from the IT director as needed.

**Furniture**

* Use QR codes or barcodes to effectively track furniture items with low turnover.

**Specials**

* Accommodate unique items like gym balls, paint brushes, and cymbals with detailed descriptions, as barcoding may not be feasible.

**Stationaries**

* Manage consumables, considering bulk purchases and distribution in smaller quantities.