WORK ORDER # 8

EBESTON BAKERY

APP WORK ORDER

REQUESTER NAME	Priscilla M. Achulo	PHONE	+233551347628
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PRIORITY LEVEL	**HIGH**	ORDER DATE	08/20/2020
DATE PROMISED	**09/18/2020**	DATE DELIVERED	08/24/2020

REQUEST OVERVIEW

EBESTON Bakery needs a Sales/ Records keeping App to enhance their operations in Wa.
- They currently keep stock and sales records in a book.
- Client needs an app that can be accessed by SALESPERSONS & BAKERY OWNER (MASTER ADMIN)

ACTION REQUIRED

PLACE AN "X" IN THE APPROPRIATE BOX		PROVIDE ADDITIONAL INFO IF NECESSARY
CREATE A NEW APP	X	
MODIFY OR ENHANCE EXISTING APP		
ACCESS ISSUE		
CREATE A NEW WEBSITE		
MODIFY OR ENHANCE EXISTING WEBSITE		Client wants us to host and manage their website.
OTHER (PLEASE DESCRIBE)		

PURPOSE

PLACE AN "X" IN THE APPROPRIATE BOX		PROVIDE ADDITIONAL INFO IF NECESSARY
PREVENT LOSS OF INCOME / INCREASED EXPENSES	X	
SAFETY REGULATORY GUIDELINES		
ENHANCE / MAINTAIN CURRENT SERVICE	X	
BRAND MARKETING & IMAGE		
OTHER (PLEASE DESCRIBE)		

BUSINESS NEED OR PROBLEM

- Keeping records in a book is not completely efficient and effective and is also subject to errors.

WORK REQUESTED

SALES/ RECORDS KEEPING APP must have 2 **DISTINCT PAGES:** Production Records & Bread Sales.

Each of the 2 Pages must have these categories of products: **Butter Bread (Gh ¢ 3), Yellow Bread, Tea Bread, Butter Bread (Gh ¢ 5)**

1. **PRODUCTIONS RECORDS PAGE**
   - ❖ PERSONNEL SIGN-IN with the following information entered under the above categories of bread produced:
     - o Crates
     - o Pieces
     - o Consumed
     - o Sold
     - o Damaged
     - o Total
     - o Total Counted

   - ❖ MASTER ADMIN ACCESS with the following info **automatically** recorded from Personnel Sign-ins:
     - o Crates
     - o Pieces
     - o Consumed
     - o Sold
     - o Damaged
     - o Total
     - o Total Counted

2. **BREAD SALES PAGE**
   - ❖ **Date** (automated)
   - ❖ **Daily reports must be generated to Master Admin**
   - ❖ **PERSONNEL SIGN-IN** with the following information entered under the above categories of bread produced:
     - o Expenses
     - o Customers
       - ✦ Credit: Name, Amount, Date
       - ✦ Cash Payment
     - o Returns

   - ❖ **MASTER ADMIN ACCESS** with the following info **automatically** recorded from Personnel Sign-ins:
     - o Expenses
     - o Customers
       - ✦ Credit (Name, Amount, Date)
       - ✦ Cash Payment
     - o Returns

WORK AUTHORIZED BY		WORK COMPLETED BY	