**Archibus On-Demand Demo with Furniture and Landscaping Teams**

Landscaping Team Requirements

* Create and manage work requests
* Track time spent on jobs
* Link Work Orders to Purchase Orders (this will be picked up by the separate Estates finance project)
* Checking invoices (this will be picked up by the separate Estates finance project)
* Provide reports for re-charging
* Question was raised regarding PPM or General Maintenance -how will this be dealt with in the new system as currently they raise an annual PPM per site through EBIS Fault Reporting? (possibly by using PPM as a ‘Problem Type’ in the system)

Furniture Office Requirements

* Create and manage work requests for Furniture Repair
* Create and manage work requests for other Furniture Services, e.g. Removals and Supply
* Create different service levels for different requests, e.g. longer lead time for external supply than from internal stock
* Manage stock issued and stock received/returned (possibly through the Parts table)
* Adjust service levels for different times of the year
* Retain control of service level timescales (in some instances, e.g. if external supply)
* Capture specific details of equipment/items (i.e. a ‘stock book’)
* Ideally link to relevant correspondence about a request
* Able to capture signed documents from external suppliers

Notes

* There was interest from both the Landscaping Team and Furniture Office in seeing how a mobile device solution might work
* The dashboards and reports were briefly demonstrated; again there was interest from both teams (from Landscaping, primarily for confirming charges but from Furniture a wider requirement for reviewing stock volume issues, returns and providing information on carbon footprint and estimated savings
* A question was raised by Furniture Office about ability to create own reports (e.g. for short notice requests) – this will require discussion by the project team about how system administration will work

Actions

* Ben to provide feedback on findings to Project Team
* Ben to investigate getting access to Test system for each team
* Ben to confirm what type of data is required to test the system (test scenarios)
* Landscaping team and Furniture Office to consider if they have any further requirements or reflections on the demo and let Ben know in the first instance

Addendum 23/01/2015: Feedback from Furniture Office

Hi Ben

Thanks for this.  It was a very interesting meeting.

With regards to:

* Able to capture signed documents from external suppliers

This is more for internal deliveries and uplifts to confirm that the work has been carried out.  If we go down the route of hand held electronic pads, I presume the signature will be visible against the Work Order (or whatever it is called in the revised system).  May I suggest that there is a box to print name along with a signature box – some people’s signatures are completely illegible and when you are tracing things back, a printed name would be very handy too.

Regarding your note:

* A question was raised by Furniture Office about ability to create and manage their own reports (e.g. for short notice requests) – this will require discussion by the project team about how system administration will work

If it was possible for the system to hold variations of information (department/user specific) that would be great, as the idea is to hold as much information in the one place.

Ideally if we were using the system as a stock book, it would be helpful if the entries were split over several boxes, eg, where we can chose type of item, then dimensions, then finish - LH Radial/1600 x 1200,600 x 800/English Oak, then another box with options of supply/uplift/transfer/repair.

Thanks.

Janette