1. **Inventory Manager**

- Task: monthly inventory audit

- Goal: discover any discrepancies between physical inventory and digital records

- Process:

    o Login to inventory system

    o Create new logs for all equipment

    o Review inventory system reports for differences

    o Adjust records as needed

    o Generate report summary

- Frequency: monthly

- Features:

    o Auditing process

    o Real-time alerts for potential mismatches

    o Scanner integration, mobile device usage

    o Summary reporting

2. **Repair shop staff**

- Task:

    o Receive new stock and update the inventory system.

- Goal:

    o Quickly log new items to keep inventory accurate and up-to-date.

- Process:

    o Log in on a mobile device, scan items as they come in, verify quantities, and confirm the update.

- Frequency:

  o Daily, as shipments arrive.

- Needed Features:

  o Mobile-friendly interface

  o Fast barcode scanning

  o Automatic inventory updates

3. **IT Team**

- Task:

  o Troubleshoot a data sync issue

- Goal:

  o Fix the issue quickly to prevent downtime and keep data accurate

- Process:

  o Receive an alert, log into the admin panel, check error logs, diagnose and resolve

  the problem, then verify with warehouse staff that everything's back to normal

- Frequency:

  o As needed, quick response

- Features:

  o Admin controls

  o Error logs

  o Alerts and reports

4. **Procurement Team**

- Task:

  o Review stock levels and reorder items that are low

- Goal:

  o Prevent stockouts by staying on top of reorder points

- Process:

  o Check inventory reports

  o Generate a purchase order for low-stock items

  o Send it to the supplier

  o Track order status

- Frequency:

  o Weekly

- Needed Features:

  o Dashboard for low-stock equipment

  o Reorder feature

  o Order status tracking

5. **Finance department**

- Task:

  o Generate a quarterly report on inventory value

- Goal:

  o Get accurate numbers for budgeting and financial planning

- Process:

  o Access the system

  o Pull up the valuation report

  o Verify cost data

- o Export it for the quarterly financial report

- Frequency:

  - o Quarterly

- Needed Features:

  - o Exportable valuation report

  - o Integration with accounting tools

  - o Cost analysis

6. Operations/Logistics Team

- Task:

  - o Review stock levels and reorder equipment that are low

- Goal:

  - o Prevent low stock by staying on top of reorder points

- Process:

  - o Check inventory reports

  - o Generate a purchase order for low-stock items

  - o Send it to the supplier

  - o Track order status

- Frequency: Weekly or as needed

- Needed Features:

  - o Dashboard for low-stock items

  - o Reorder feature

  - o Order status tracking

7. Suppliers/Vendors

- Task: Receive and fulfill purchase orders.

- Goal: Deliver orders accurately and on time.

- Process:

    o Receive the order

    o Confirm details

    o Set a delivery date

    o Update the system with delivery status

    o Keep track of past orders

- Frequency:

    o As orders come in

- Needed Features:

    o Supplier portal

    o Order confirmation

    o Delivery status updates.

8. Regulatory Bodies

- Task:

    o Conduct a compliance audit

- Goal:

    o Verify the company follows industry standards for inventory and data

    management

- Process:

- o Access compliance reports, review logs, verify data accuracy, and download audit trails if needed

- Frequency:

  - o Annually or as needed

- Needed Features:

  - o Read-only access to compliance reports, data logs, and audit trail records