



مَدِينَةُ مَكَّةَ الْمُكَرَّمَةِ  
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## Inventory Management System Requirements of GRH

### Main Functions of the System

- Maintain existing stock
- Request new stock
- Receive new stock
- Stock Issuance
- Stock information
- Monitoring and control of inventory
- **Barcode or tag generating**

### Functional requirements

- Update existing stock (import existing inventory to the system)
- Add items to inventory, edit items in inventory (by authorized user or administrator)
- Available stock
- Product categorization including, department, category and sub category
- Stock inquiries including, product history, vendor, PO number and invoice number
- Physical counting option for annual inventory physical count
- Automated low stock alerts and out of stock reports
- Stock request
  - Requests from all the department to main store
  - Requests/PO from main store for new stock
- Authorization
  - Request approval from HODs when products are requested to main store
  - Request processing authorization from main store HOD
  - Main store HOD approval for new stock request

- Budget approval for new stock request
- Management authorization for new stock requests
- Tracking
  - If request was rejected at any stage of authorization, it should be notified to the requester
  - Availability of requested items at main store should be notified to the requester
  - Request approvals should be notified to the requester
  - Issuance of requested products to the requested departments should be notified to the requester
  - Procurement status of new stock should be visible to requester (PO details and delivery details)
  - Pending items to be received should be visible to requester and procurement user
- Receiving items
  - Receive items directly from PO
  - Partial receiving from PO
  - Generate Goods Receive Note
- Issue Stock
  - Issue stock from main store to other departments
  - Issue items from departments to end users/customers
  - Generate stock issue note/delivery note
- Return items to the vendor (Faulty/damaged goods)
- Generate reports of stock balance, usage analysis, pending items,

## Nonfunctional Requirements

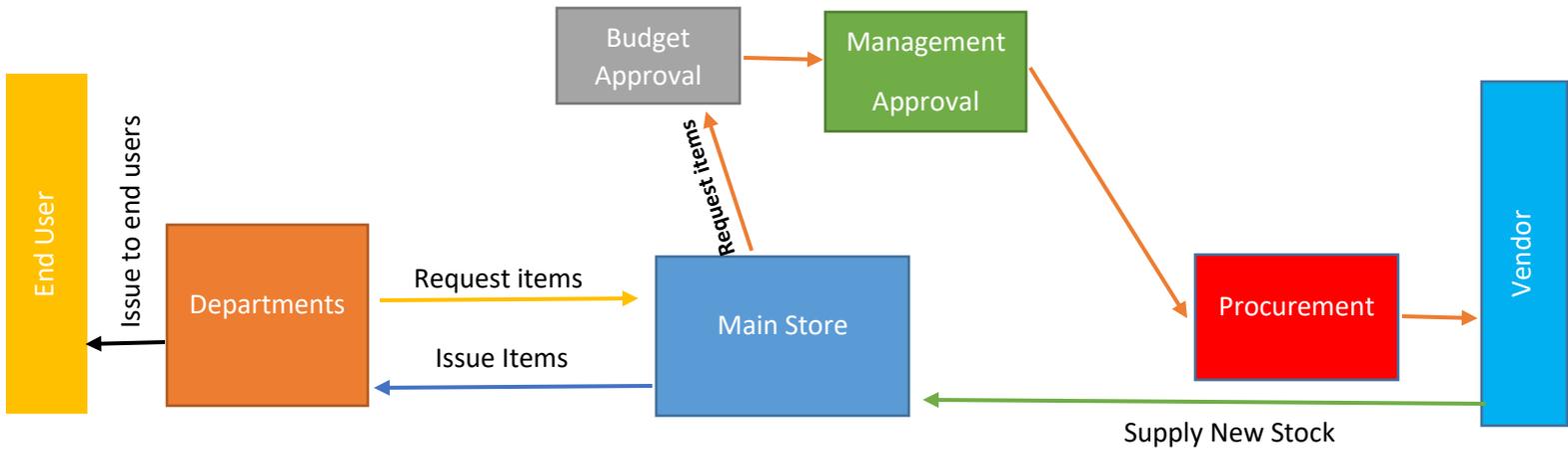
- Usability
  - The system must be easy to use for all users (user Friendly)
  - The system must be quickly accessible to all users
  - The system must be intuitive and simple in the way it displays all relevant data
  - The menus of the system must be easily navigable by the users with buttons that are easy to understand
  - **Fast browse and advanced search**
  
- Reliability
  - The System must give accurate inventory status to the user continuously. Any inaccuracies are taken care by the regular confirming of the actual levels with the levels displayed in the system
  - The system must provide a password enabled login to the user to avoid any foreign entity changing the data in the system
  - The system should not update the data in any database for any failed processes
- Performance
  - The system must not lag with minimum down time
  - The system must complete updating the databases instantly every time the user enters new data
  - Functions should be available to users according with their access level every time they login
  - The calculations performed by the system must comply according to the norms set by the user and should not vary unless explicitly changed by the user
- Supportability
- Interface
  - Software Interface:
- Legal
  - The software should be fully licensed

## Users

- Manager
  - Manager access should be given to the head of the organization
  - Manager cannot add/remove item to the inventory or edit inventory
  - All requests/POs sent to procurement should be authorized by manager
  - Manager can view the inventory, pending items to be received, item history, request/PO history and generate reports
- Administrator
  - Administrator can add/remove users to the system
  - Administrator can change access level for users
  - Has full control of system settings
- Authorizer
  - This access will be given to HODs
  - Request approval
  - can view the inventory, pending items to be received, item history, request/PO history and generate reports of particular departments
  - Authorization will be limited to specific departments
  - Cannot add/remove items or edit inventory
- Procurer
  - Can update the status of requests/PO (Status includes, Request Received, PO pending, PO Generated, items shipped, Items partially received and all items received)
  - Can view pending items to be received to stock
  - Cannot add/remove items or edit inventory
- Stock controller
  - Add/Remove items
  - Update physical inventory count
  - Edit inventory
  - Request for new items
  - Receive/issue items
  - Generate reports
  - Full control of stock related functions
- Storekeeper
  - Request new items
  - Receive items
  - Issue items
  - View item history
  - View pending requests
  - Add new items

- Cannot remove items or edit inventory
- Staff
  - Receive items
  - Issue items
  - Cannot add/remove or edit inventory

## Functional Diagram of GRH Inventory



**Additional requirements**

- Gan Regional Hospital (GRH) should be the main store
- Under GRH there should be a separate tab (department) for each health center / health facility in Laamu Atoll.
- Separate inventory for each health facility (inventory items and non-inventory items separate, medical and non-medical consumables separate).
- Separate users and user security for each health facility
- \* Users from the other health facilities should be able to request for medical and non-medical consumables to GRH (main store).
- Health facility users should be able to check their stock balance & should be able to check the availability of the stock in GRH (main store)
- Health facilities should be able to generate reports of their assets, stock balances and other inventory and non-inventory items)
- User Interface should design by developer
- Under GRH there should be separate departments which should be able request for goods as same as health facilities.
- Software administrator user should be able to add departments, users etc.
- Whenever any user decides to edit or delete any data there should be a audit functionality for that. (Records should be able to see sooner or later if needed)
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