

Non-Functional Requirements for FRED
April 22 (Friday) 11:00-11:50am
MUS 206

Attendees:

Nikki Espinosa, Student, JEspinosa@mtech.edu
Kathy Griffith, Executive Director, buttefoodbankmt@yahoo.com
Jesse Lieberg, Student, JLieberg@mtech.edu
Celia Schahczenski, Manager, CSchahczenski@mtech.edu
Darlene Smith, Volunteer - Client Intake, darnden@bresnan.net
Sharon Hanni, Volunteer – Data Input
Elissa Mitchell, Board of Directors, elissa.m.1974@gmail.com

11:00 Review old materials

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- There will be special Thanksgiving and Christmas #1, #2, and #3 boxes – **yes, correct**
- Special clients will be created for #1, #2, and #3 boxes to record distribution of emergency boxes. – **yes, correct**
- The Administrator must be able to add donor and receiving organizations to FRED (rarely delete donors) – **yes, correct**
- The 4 forms currently used will be incorporated into FRED as incoming and outgoing donations. – **yes, correct**
- There will be a Front Desk Super User login for a front desk volunteer who can make changes to the family composition (any changes?). This person can only search for clients by clientID, last name and ssn.

All front desk users need to be able to add and remove members from families and to delete clients. Changes occur often. Since changes occur so often it was decided that a Front Desk Super User is not needed as all front desk volunteers need to be able to make these changes.

Searching by addresses was discussed. When a new client is entered into the system a check must be made that the address isn't already used. This functionality requires that the system searches by address, but front desk users should not have this capability. The administrator needs to search by addresses.

A use case to identify those clients that haven't picked up a box for 2 years or more is needed. The administrator can then decide if that client should be removed.

When deleting a client from the system, the food bank does not want to lose that client name or when they received boxes. Currently when clients are removed from the system, Sharon types their id, first and last name, the date they were certified, the most recent box size, the date a box was received, the month and the year. This spreadsheet contains

a row for each box which was distributed to a client who has been deleted.

Having a data warehouse for keeping track of historical data (clients which have been deleted and the boxes they received, in order to see client trends such as numbers of boxes given out and numbers of children and adults, was discussed. This would decrease the size of the working data set that is used in day to day operations at the Food Bank. Addresses do not need to be kept in the data warehouse data as food bank clients tend to move a lot.

- Something like tabs will be used to separate warehouse and front desk functions. Administrative and super user functions only appear when user logs in
It was suggested that Warehouse volunteers not be given access to front desk screens (and vice versa). The administrator needs to have access to all screens.

11:10 Reports – We know of 5 reports for FRED. Are there others?

Nikki Espinosa

The 5 reports are all that is needed because the administrator can glean the information needed for other reports from those 5 reports.

All reports should allow the user to specify start and end dates for the data in the reports. These dates, along with the date that the report was generated, should appear on the report.

- **Month End Assistance Report**
A new income field should be kept for each client. Currently, if someone is working in the family their pay is entered as “other”. In the new system “other” will be saved for income from things like food stamps.

The number of new clients are displayed on this form. This number is generated from the client registration date.

Dairy, produce, and bakery are considered the outgoing perishables for this report. The assumption is that all perishable items that come in immediately go out. Therefore, the information for this part of the report can come from the incoming donations. Grocery and meat incoming donations are often kept.

Although this is a monthly report, the user should be allowed to enter a start and end date.

- **Statistics**
As for all reports, a start and end date should be entered and the report generated for data within these dates.
- **Wheat Montana incoming donation monthly report**
It should be possible to generate a report such as the Wheat Montana Report for any donor. As with the other reports, a start and end date should be entered.
- **Incoming and outgoing donations**
As with the other reports, a start and end date should be entered. When a donor did not donate during the time period of the report, that donor should not be listed on the report, because otherwise the report will become cluttered as more organizations are added to the system. Similarly when a receiving organization did not receive anything during the time period, that receiving organization should not appear on the report.
- **Community Meals**
The top of the report gives purchases which were donated to Knights of Columbus for the month. The amount of purchases comes from QuickBooks.

The top of the report also gives contributions. These are contributions which people made who received the meal. This is also from QuickBooks.

The rest of the data on the Community Meals Report can be generated by FRED. While FRED has weight, the outputted data shall have both weight and dollars. The conversion is \$1.75/pound. This information can be outputting as a csv file so that it can be combined with the information from QuickBooks.

Other reports: The food bank gives information to the Montana Food Network. This information needs to be inputted in a particular format. This information can be gotten from the current reports, and the administrator will enter it into the Montana Food Network form.

11:30 Characteristics of FRED

Jesse Lieberg

- **Platform**
The food bank has permission to update SQL Server if needed. The system should use SQL Server for the database. Currently the front end is in Access. The food bank does not have a preference for Access. Using C# is a possibility.

- **Security**
The administrator password can be hard coded into FRED.
An interface is not required to change this password.

- **Importing data into FRED**
The food bank will begin trying to make client addresses unique in the system. In September (when Tech is back in session) Celia will run queries on the current data to see how often SSN and addresses are repeated.

The food bank is open to the idea of using a \$20/month lookup service to determine if a proposed address is a valid one. This must also allow addresses to be change slightly in order to accommodate people who live in campers or RVs outside of other people's homes. For those people, the workers usually enter a modified version of the home address for the home those people live just outside of (For example 2225 Main Street is the valid address. 2225 Main Street B, is for a second family living at this address.) Getting the data into a format to be entered into the new system can occur between September 2016 and March 2017.

Enough old data needs to be imported into the new system so that the food bank can report things like: In 2008, 360 #1 boxes, 200 #2 boxes and 76 #3 boxes were distributed. These were distributed to 1,000 adults, 1,543 children, etc.

- **Other usability concerns**
None discussed.

11:50 Final presentation – where and when?
This will be decided via email.

Jesse Lieberg