

Category	IN	OUT
<b>Users</b>		
Wilma (Owner)	x	
Bud (Owner)	x	
Customer	x	
Receptionist (staff)	x	
Tour Guide (staff)	x	
Gear Assistant (staff)	x	
Credit Card Vendors		x
Database company		x
Food suppliers		x
Equipment suppliers		x
<b>Business Functions</b>		
Customer booking tour	x	
Customer selecting type of tour	x	
Credit card sale transaction	x	
Staff checking availability/schedule	x	
Real-time tracking		x
Assigning guides to tours		x
Sending confirmation emails	x	
Sending special offer emails		x
Creating trip roster	x	
Tracking credit card sales	x	
Canceling tour	x	
Payroll support	x	
3rd party contractors support		x
Creating phone list database	x	
Guide Roles and Capabilities List		x
Trip Detail Sheet		x