# **🟢 Tier 1: Basic Intake + Manual Review**

### **🧩 Summary:**

This tier handles simple file submissions with date-tagged storage. No automation beyond directory creation. Files await human inspection before any action. Ideal for cautious clients or legacy workflows.

### **📋 Workflow Logic:**

python

def tier1\_intake(file, user\_id):

save\_path = f"/intake/{user\_id}/{date.today()}/"

os.makedirs(save\_path, exist\_ok=True)

shutil.copy(file, save\_path)

metadata = {

"user\_id": user\_id,

"filename": file.name,

"received": datetime.now().isoformat(),

"status": "pending\_manual\_review"

}

with open(f"{save\_path}/metadata.json", "w") as f:

json.dump(metadata, f)

### **🖼️ Watermark Handling (Optional)**

Files in this tier can be manually watermarked *after review*. Not automated.

**Visible watermark option**:

* Load watermark using PIL
* Apply manually after review

python

def apply\_manual\_watermark(image\_path, watermark\_path, output\_path):

base = Image.open(image\_path).convert("RGBA")

mark = Image.open(watermark\_path).convert("RGBA")

mark = mark.resize((150, 75))

base.paste(mark, (base.width - mark.width - 10, base.height - mark.height - 10), mark)

base.save(output\_path)

### **📝 Notes:**

* Storage folders are simple and client-specific
* No sorting or validation occurs until manual inspection
* Ideal for sensitive material, discovery assets, or legacy upload clients
* Add human-readable watermark as final step if needed