**Upload Requirement for WordPress**

User Role: Employee or “Subscriber”

Needs to Upload File

* Upload Box
* Browse Computer
* Click Upload Button
* Dropdown Options (Timesheet, Progress Report, Other)
* Comment or Message Section
* Should be able to upload all types of files (text/doc, pdf, image, video)

After uploading, user should see message above or below the upload area to say whether it uploaded correctly or if there was an error.

Also after uploading, user should see a list of their past uploads including the one they just posted. They should have the ability to:

* View, download or delete what they just uploaded

(More on page 2)

The User View Log should show:

* The date of the upload
* The name of the file
* The file type
* The file category (choosen from the Dropdown)
* The comment or message
* Admin can control how many files to show in data log OR just limit it to the last 10 uploads.

User Role: Manager or “Editor”

The Manager should have the same rights, except that they will be able to see ALL uploads from EVERY USER, with the ability to FILTER by USER NAME.