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| **Component** | **Description** |
| **Staff functionalities** | |
| Upload an idea | Staff can upload a file |
| Attach Images | Staff member is able to attach jpeg to their idea file |
| View existing ideas/contributions | Staff are able to their own and other ideas/uploads |
| Logging in | Staff are able to log in easily |
| Edit an upload | Staff member should be able to edit and update their idea before and after finalising |
| Delete an idea | Staff are able to delete their idea after uploading |
| **Quality Assurance Coordinator** | |
| View all of the staff contributions/idea from their departments | User should be able to see all of the department ideas |
| Provide feedback on staff ideas | User can give feedback on staff ideas |
| **Quality Assurance Manager** | |
| Visibility of each department’s contributions. | User can view all submitted contributions, for all |
| Flag errors on contributions | User has the ability to notify marketing coordinator if errors are spotted on a contribution |
| Download all contributions | User should be able to download all submitted contributions in a zip file |
| Statistics of submitted contributions | User has access to statistical data, depicting |
| View approved contributions | User requires the ability to review all contributions for each department that have been approved by their faculty. |
| **Admin** | |
| User Management | User must be able to modify existing user accounts as well create new ones. |
| System Management | User requires the ability to manage academic year dates, adding new years as needed. |
| **Guest** | |
| Log in. | User would first need to authenticate. |
| Log out | The sessions should be killed upon logging out. |