Admin Requirements Questionnaire For Lost & Found Web App

ID Management
1. How do you currently manage found student or government-issued IDs?

2. What key information do you record when an ID is found?
(e.g. student name, ID type, location found, date, etc.)

3. Would you prefer uploading a photo of the found ID, or just entering details?

Claim Handling
4. How should a user claim a lost ID?
(Should they provide full name, student number,acive phone number or something else?)

5. How should you verify that the person claiming is the rightful owner?

6. Would you like to be notified when someone submits a claim?

Admin Portal Access

7. Who should have access to upload IDs and manage claims?
    - [ ] Only designated staff
    - [ ] All library staff

ID Status & Updates

9. Once an ID is collected, do you want to:
    - [ ] Mark it as Collected
    - [ ] Remove it from the list

10. Should collected IDs be hidden from public view?

General Preferences

11. How often do you expect to upload new lost IDs?

12. Should there be a search or filter feature for easier ID lookup?

13. Would you like reports or summaries of:
    - [ ] Total IDs found
    - [ ] Total Claimed
    - [ ] Total unclaimed