**Description of Work**

**Overview**

We have the following roles:

* clients who have files: XML, images, pdf, ppt, Word, etc
* creators who process these files
* reviewers review the work
* assigners assign work
* administrator: can create users and assign roles

**Flow of Work**

1. Client enters system
2. Client creates material
3. Client uploads files
4. Submit
5. Assigner sees new Request, assigns to creator
6. Creator processes (in another product)
7. Reviewer and maybe Client review work
8. Client can add more files
9. Creator fixes his materials

**Extensions (later)**

* Extended role-model
* Extended Flow
* Notifications for clients, reviewers etc via email (our email)
* Payment via payment-module

**Technology**

* Must run on Digital Ocean
* Our own URL

**Communications**

* Once per day via Skype / Whatsapp-call
* Messages via Guru-chat

**Others**

* You need to sign an NDA
* Please indicate how we can build long term relation