# 3. System features

## 3.1 Store Faculty Information

Upon creating a new semester, importing to an existing semester or editing an existing semester.

### 3.1.1 Description

An Office Administrator who has been authenticated can store faculty information through importing a registrar’s file during the creation of a new semester or importing a registrar’s file to an existing semester, or modifying an existing semester’s data fields.

### 3.1.2 Functional requirements

Text

## 3.2 Print Faculty Information Cards

Print by semester

### 3.2.1 Description

An Office Administrator who has been authenticated can print FICs by semester. The FICs can be printed as a whole department or by selection.

### 3.2.2 Functional requirements

Text

## 3.3 Create, View, and Modify Faculty Information Cards

Done by semester

### 3.3.1 Description

An Office Administrator who has been authenticated can create, view, and modify FIC data fields. An Office Clerk who has been authenticated can view FIC data fields and modify the office hour’s data field.

### 3.3.2 Functional Requirements

## 3.4 Account Management

### 3.4.1 Description

An Office Administrator who has been authenticated can create and assign accounts to departments, promote and view accounts, and reset passwords to accounts. An Office Administrator can only promote accounts within their own department.

### 3.4.2 Functional Requirements

## 3.5 Create Departments

### 3.5.1 Description

An Office Administrator who has been authenticated can create a department. Department creation requires assigning or creating an account to be set as the Office Administrator for the created department.

3.5.2 Functional Requirements