

## **DITA PORTAL FEATURE DESCRIPTION**

### **1) Users**

- Club Patron - CB - ADMIN
- Presidents - P -ADMIN
- Deputy Presidents - DP
- Secretaries - S
- Event Organisers - EO
- Treasurers - T
- Resource Managers - RM
- PRs
- Technical Reviewers - TR
- Normal Users - ALL

### **2) Features**

#### **TECHNICAL WRITING**

- 1) Uploading of technical writing = ALL (Topic, Content, Writers Profile)
- 2) Reviewers Receive Notification for uploaded content = TR
- 3) Can View Sent Technical Writing = TR
- 4) Approves Technical Writing = TR
  - Decline - Giving Reasons why
  - Accept
- 5) Writer gets back the response - if declined sees the reason and can resubmit, if accepted just gets notification that the writing is accepted
- 6) Receives notification of approved writings for sharing = PR
- 7) Share it to our social media platforms

#### **COURSES**

- 1) Uploading of courses = EO ( All details about the course, name, why one should take the course, benefits, etc)
- 2) View and Register for the course = ALL
- 3) Payment through portal for courses paid (V2)

#### **EVENTS**

- 1) Uploading of events = EO (All details about the event, name, place ,dates etc)
- 2) View and Register for the events = ALL
- 3) Payment through portal for paid events (V2)

#### **NOTIFICATIONS SYSTEM**

- All its features and attributes will be located in the features description but this will basically handle sending of notifications all through the app.

#### **TRACKING AND REWARD SYSTEM**

- This will be responsible for awarding users points for being active in the platform
  - this includes all users including execs and club patron. How awarding will happen is explained in the system.

### **3) Features Based on Users**

**Normal Users:**

- I. Registration: Sign UP (Access After Payment) = SO, RM
- II. Can See Courses Uploaded, Events Uploaded
- III. Register For Courses and Events
- IV. View Events Calendar
- V. Post Content For Technical Writing
- VI. Notifications:
  - Newly Uploaded Events, Courses
  - Earn Of Points
  - Update on Tecnical Reviews
- VII. Reward Of Points:
  - Attending of events
  - Completion of courses
  - Paying Of Club fees
  - Getting an article approved for posting
  - others : Awarded by Admins with reasons stated explicitly

**Branch Leads ( Dita LIT, Microsoft, Huawei, Google )**

- I. ALL NORMAL USERS FUNCTIONS
- II. Upload list of people in an event - for reward purposes
- III. Confirm Member is On Branch
- IV. Notifications:
  - New Member of Branch
  - Events they are leading(v2)
- V. Reward of Points:
  - Being a Branch Lead

**TECHNICAL WRITE LEAD**

- I. ALL NORMAL USERS FUNCTIONS
- II. Review of Uploaded Articles
- III. Notifications:
  - Arrival of new articles
- IV. Reward of Points:
  - Reviewing of Articles

**PR**

- I. ALL NORMAL USERS FUNCTION
- II. Sharing of Approved Articles To All Dita Social Media Platforms
- III. Notifications:
  - Arrival Of New Approved Articles
- IV. Reward of Points:
  - Sharing of Approved Articles

**Event Organizers**

- I. ALL NORMAL USERS FUNCTIONS
- II. Upload Events
- III. Upload Courses
- IV. Filling Of Events Calendar

V. Reward Of Points:

- Uploading a Event
- Uploading A Course
- Filling of Events Calendar

**RESOURCE MANAGER / SECRETARY**

I. ALL NORMAL USERS FUNCTIONS

II. Acceptance / Approval of Members

III. Group Members to branch

IV. Tag Role of A member :

Available Roles: Technical Writer Lead, Branch Lead, Designer, Developer, Technical Lead, DevOps, AI Engineer.

V. Notifications:

- Arrival of new members

VI. Reward Of Systems:

- Accepting A member
- Tagging A member
- Grouping of members

**CLUB PATRON / PRESIDENTS / DEPUTY PRESIDENTS**

I. ALL NORMAL USERS

II. RM and S Functions

III. PR Functions

IV. EO Functions

V. Rewarding Points To Users Stating reasons why

VI. Deducting Points To Users Stating Reasons why

VII. Removing A Member Or Denying Access Stating Reasons why

VIII. Adding Execs To The System

IX. Adding Branch Leads, Technical Writers To The System

X. They are limited to do the following

- Reward themselves Points
- Cannot perform branch leads roles and technical lead roles
- They get rewards as other users