1. **The College requested everything on the intranet portal to not be deleted by the user. They can hide/cancel an event created by them.**
2. Notifications

* The system must allow user to receive notifications on their dashboard.

1. Intranet Gallery

* The system must enable an employee to create their own album where they are able to add, delete and move content.
* The system must allow a user to be able to add sub albums on their existing album.
* The system must allow a user to be able to add bulk images and videos
* A user must be able to select one or more images and videos at a time for the following functions:
* Delete bulk images or videos.
* Move bulk images or videos.
* Send bulk images or videos

1. Calendar

* The system must allow users to view online boardroom bookings on the calendar for their specific campus/central office.
* the system must display boardrooms depending on users: campus or central office
* System must allow employee to record contact information of clients / events for a particular day and link to their calendars.

1. Online Chat

* The system must provide status notifications on whether the employee is available to chat real time.

1. Human Resources

* The system must enable the employee to view detailed(full pdf format) of the following:
* previous grievance cases
* previous leave applications
* previous overtime applications
* previous Housing applications.
* previous Medical aid application
* previous Change of Banking details application
* Qualification improvement application
* Relevant work experience application (#tab missing)

1. Help desk

* The system must automatically send out response ticket detailing reference number for the request made.
* The system must have a time limit for each query created before allowing user to escalate query
* The system must allow users to select “escalate query” when time limit of query has been reached

1. Task Management

* The system must send out email notifications from the task management system are sent to employees when tasks are added to their task list.

1. Permissions

* Add links(Coltech, pastel, VIP Sage, sage evolution.
* Grey out already selected resource when adding to permissions