

**eZ-Audit**  
**Use-Case Specification 16: Upload PADL**

**Version 1.1**

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| eZ-Audit                               | Version: 1.1          |
| Use-Case Specification 16: Upload PADL | Date: August 12, 2002 |
| UC 16                                  |                       |

## Revision History

| Date            | Version | Description  | Author        |
|-----------------|---------|--|---------------|
| July 17, 2002   | 1.0     | Final version created for 7/17 Deliverable Submission. | Seth Sinclair |
| August 12, 2002 | 1.1     | Revised version created for deliverable re-submission  | Seth Sinclair |

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# Use-Case Specification 16: Upload PADL

## 1. Upload PADL

### 1.1 Brief Description

While in the process of reviewing a Compliance Audit, an Audit Resolution Specialist (ARS) may determine that it is necessary to collect additional information from the school to complete the Resolution process. In this situation, the ARS will create a PADL (Preliminary Audit Determination Letter, also known as the Transmittal Letter). The purpose of the letter is to request additional information from the school. The PADL letter has no specific format or template and will be created outside of the eZ-Audit system in an application such as Microsoft Word. This file may then be converted to a read-only PDF format. The purpose of this Use Case is to address the ARS's ability to upload a copy of the PADL PDF into the eZ-Audit System.

## 2. Flow of Events

### 2.1 Basic Flow

#### 1) ARS Actor Selects to Upload the PADL

The ARS selects the "Upload PADL" option from the left navigation bar of the Institution Summary Page. See Extension Point Use Case 15 – "Select an Institution" for details on the process of selecting a specific Institution.

#### 2) System Presents the PADL Page

The System presents the Upload PADL page. There is a "File" field, a "Browse" option, and a "Save" option. There is a field to capture:

- Time to Respond (default to 30 days, editable data entry)

#### 3) ARS Selects to Browse for the PADL File

The ARS selects the "Browse" option to locate the PADL File.

#### 4) System Displays Choose File Window

The System displays the Choose File Window. There is a list of files to browse and an "Open" function.

#### 5) ARS Selects the File and Chooses the Open Function

The ARS navigates through the files, selects the one that he/she wants to upload, and selects the "Open" function.

#### 6) System Displays the Location Path of the Selected File in the File Field

System displays the location path of the selected PDF file in the File field.

#### 7) Audit Resolution enters Time to Respond and Selects Save Option

The ARS enters a value in the Time to Respond Field and then selects the "Save" option.

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## 8) System Attaches the File

The System performs an edit check on the attachment to ensure it is in PDF format and attaches/saves the file. There is an option to view the saved file. The Time to Respond field is displayed read-only. There is a “Modify” option.

## 2.2 Alternative Flows

### 2.2.1 ARS Re-Enters Page After PADL Is Already Attached to Upload a New Version

From Step 1 of the Basic Flow, the ARS enters the PADL page after it has been uploaded and wishes to replace the previously attached version with a new one. The system will overwrite the previous version and maintain only the most current attachment.

#### 1) ARS Actor Selects to Access the PADL

The ARS selects the “Upload PADL” option from the left navigation bar of an Institution Summary Page. See extension point Use Case 15 –“ Select an Institution” for details on the process of selecting a specific Institution.

#### 2) System Displays PADL Page with Previous File Displayed

The System displays the PADL page with an option to view the previously attached/saved file. The Time to Respond field is displayed read-only. There is a “Modify” option.

#### 3) ARS Selects to Modify the PADL

The ARS selects the “Modify” option.

#### 4) System Displays PADL Page

The System presents the Upload PADL page. There is a “File” field, a “Browse” option, and a “Save” option. There is a field to capture:

Time to Respond (default to 30 days, editable data entry)

The “File” field and “Time to Respond” field are updateable and are populated with values from the previous PADL upload.

#### 5) ARS Selects to Browse for a new PADL File

The ARS selects the “Browse” option, locates and selects the external file, enters a value in Time to Respond field, then selects the “Save” Option.

#### 6) System Attaches the File

The System performs an edit check on the attachment to ensure it is in PDF format and attaches/saves the file; overwriting any previous version. There is an option to view the saved file. The Time to Respond field is displayed read-only. There is a “Modify” option.

### 2.2.2 ARS Re-Enters Page After the Resolution Package has been Approved by a Co-Team Leader

From Step 1 of the Basic Flow, the ARS enters the PADL page after a Co-Team leader has approved the resolution package and the record has been archived. In this case, the PADL may only be viewed and not updated.

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### 1) ARS Actor Selects to Access the PADL

The ARS selects the “Upload PADL” option from the left navigation bar of an Institution Summary Page. See Extension Point Use Case 15 – “Select Institution” for details on the process of selecting a specific Institution.

### 2) System Displays PADL Page with Archived Date Display

The System displays the PADL page with an option to view the previously attached/saved file. There is a read-only field to display the

- Time to Respond

#### 2.2.3 System Determines File is Non-PDF Format

From Step 8 of the Basic Flow or Step 6 of the Basic flow, the System determines that the format of the file is extension is other than PDF.

### 1) System Displays Error Message

The System displays an error message on the Upload PADL page explaining that the only type of attachment accepted is in PDF format.

## 3. Special Requirements

No special requirements for this Use Case.

## 4. Preconditions

### 4.1 ARS User Assigned System Role of “ARS”

The ARS User’s profile was created/saved as the ARS Role in the User Management Area of eZ-Audit.

### 4.2 Institution Selected

The ARS User has selected an institution from their “Assigned Queue.”

## 5. Postconditions

### 5.1 PADL Saved with Institution Record

The System stores the PADL attachment and will have the ability to display it for Co-Team Review or per retrieval of the Institution Record.

## 6. Extension Points

### 6.1 Use Case 15 “Select Institution”

Explains the Case Team User’s ability to see their assigned queue and select an institution.

## 7. Requirements

GEN 248 The system will allow any user to print attachments.

GEN 1268 The system will allow the ARS to attach a PADL document.

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Acceptance of the Use Case as written will require modification and CCB review of the following requirements:

*GEN1247 The system will automatically prepopulate the body of the PADL template.*

*GEN1248 The system will allow the ARS to update the PADL template.*

*GEN1249 The system will allow the ARS to send the complete PADL template to the institution.*

*GEN1250 The system will allow the ARS to print the PADL template.*