

eZ-Audit
Use-Case Specification 7: Query

Version 1.1

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Use Case	

Revision History

Date	Version	Description	Author
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08/05/2002	1.1	Revised version created for deliverable re-submission	Matt Portolese

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1. Search for a record

1.1 Brief Description

Internal users will have the ability to search for financial statement and compliance audit submissions for an institution. If the record the user selects is assigned to them in the system, they will be able to work on the record, depending on their assigned privileges. If the user is not assigned to the record selected, all information will be read-only.

2. Flow of Events

2.1 Basic Flow

1) **Resolution actor clicks on the search link on the home page.**

2) **System presents the search page.**

The user is shown a page with the heading Search. The following text should immediately follow the heading:

“This page will allow you to search for a particular institution record by using the following search criteria. Please enter as much or as little information as desired, but one of the fields must be populated.”

“Please note the following:

- Any fields left blank will return all data for that particular field.
- To search for a particular wildcard, please use the ‘*’ character. For example, to search for all institutions with a name beginning with ‘university of’ enter the following into the institution name field: university of*. For all institutions with ‘university’ in their name, enter the following: *university*.
- If more than one parameter is required for a particular field, please separate the entry data with commas. For example: university of maryland, university of Illinois.

The following labels with their associated entry type will be displayed following the text description above:

Field	Entry Type
Institution Name	Text Box – maximum of 75 characters
City	Text Box – maximum of 75 characters
State	Text Box – maximum of 2 characters
Postal Code	Text Box – maximum of 5 characters
Province	Text Box – maximum of 25 characters
Country	Text Box – maximum of 30 characters
OPEID	Text Box – maximum of 10 characters
Fiscal Year End	List box – pre-populated with the available years in the system. User may select multiple years by

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	holding the control key and clicking on more than one year
Case Team	Drop down box – Default ‘All’, Other values: 1 – 11.
CPA Name	Text Box – maximum of 75 characters
Reason for submission	Drop down box – Default ‘Blank’, Other values: Annual, Close-out, Initial, Change in Ownership, Additional Information.
Type of Institution	Drop down box - Default ‘All’, Other values: Public, Private and Non-Profit, Proprietary.
Type of Submission	Drop down box - Default ‘All’, Other values: Audit, Financial Statements.

A button labeled ‘Search’ will be displayed below the entry fields.

3) The Resolution User actor types in the appropriate search information to perform search.

The Resolution User actor enters an institution name, city and state in the appropriate fields and clicks the search button.

4) The System retrieves the information requested.

The system takes the input information from the user and constructs an SQL query. This query is executed against the database and retrieves the following information for any applicable records that were returned:

- Institution Name
- City
- State
- Postal Code
- Province
- Country
- OPEID
- Fiscal Year End
- Case Team
- CPA Name
- Reason for submission
- Type of Institution
- Type of Submission

5) The System presents the results to the user.

The search page is displayed to the user. The information listed in Step 2 is again displayed to the user with the search information the user typed in pre-populated.

Below the search entry fields and search button, a table is now displayed with the records returned for each submission. The institution name will be a link to the school summary page for that school, for the particular fiscal year. The information will be displayed to the user in this order from left to right in the table:

- Institution Name
- City
- State

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- Postal Code
- Province
- Country
- OPEID
- Fiscal Year End
- Case Team
- CPA Name
- Reason for submission
- Type of Institution
- Type of Submission

6) The Resolution User actor selects a record for a particular fiscal year.

The user locates the record they wish to view and clicks on the institution name for that particular record.

7) The system presents the summary page for the submission.

The system retrieves the information requested for that fiscal year and presents the school summary page. See extension point – Use Case 15 “Select an Institution”.

2.2 Alternative Flows

2.2.1 User obtains all necessary information from the table of returned data

Steps 1-5 are the same for the alternate use cases. Only the following steps will change.

6) The Resolution User actor reviews the information and returns to their home page.

The user clicks on the link to return to their home page.

7) The system presents the home page.

The system presents the home page to the user.

2.2.2 User reviews submission for re-certification

Steps 1-7 are the same for the alternate use cases. Only the following steps will change.

8) The Resolution User actor reviews the information for a re-certification.

The user views the submission record. Once finished, the user returns to the submission summary page. On this page will be a section entitled “Review”. This section will contain a checkbox for the purpose of the review. There will be checkboxes for Re-Certification, Additional Locations and Other. There will also be a text field for a reason for other if Other is checked. The user checks the box for Re-certification.

9) The Resolution Actor elects to return to their home page.

The user clicks on the link in the left navigation bar which returns them to their home page.

10) The system presents the home page.

The system presents the home page to the user.

2.2.3 User reviews submission for additional locations

Steps 1-7 are the same for the alternate use cases. Only the following steps will change.

8) The Resolution User actor reviews the information for additional locations.

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The user views the submission record. Once finished, the user returns to the submission summary page. On this page will be a section entitled "Review". This section will contain a checkbox for the purpose of the review. There will be checkboxes for Re-Certification, Additional Locations and Other. There will also be a text field for a reason for other if Other is checked. The user checks the box for Additional Locations.

9) The Resolution Actor elects to return to their home page.

The user clicks on the link in the left navigation bar which returns them to their home page.

10) The system presents the home page.

The system presents the home page to the user.

2.2.4 User reviews submission for another reason

Steps 1-7 are the same for the alternate use cases. Only the following steps will change.

8) The Resolution User actor reviews the information for quality assurance.

The user views the submission record. Once finished, the user returns to the submission summary page. On this page will be a section entitled "Review". This section will contain a checkbox for the purpose of the review. There will be checkboxes for Re-Certification, Additional Locations and Other. There will also be a text field for a reason for other if Other is checked. The user checks the box for Other and fills in the required information in the text field supplied.

9) The Resolution Actor elects to return to their home page.

The user clicks on the link in the left navigation bar which returns them to their home page.

10) The system presents the home page.

The system presents the home page to the user.

2.2.5 User re-assigns submission and approves selection

Steps 1-7 are the same for the alternate use cases. Only the following steps will change.

8) The Co-Team Leader actor re-assigns the submission.

The user is presented with the Re-assignment section on the submission summary page. This section has a drop-down box identical to the assignment section. The user selects the name from the drop-down box that they wish to assign the submission to. The user then clicks the assign button.

9) The system presents a confirmation pop-up window.

The system presents a pop-up window with the following text with an 'OK' and a 'Cancel' button: "You are about to assign this submission to Regina Montgomery. Do you wish to do this?"

10) The Co-Team Leader Actor elects to confirm the re-assignment.

The user clicks on the 'OK' button to confirm the re-assignment.

11) The system presents the submission summary page.

The system presents the submission summary page to the user.

12) The Resolution Actor elects to return to their home page.

The user clicks on the link in the left navigation bar which returns them to their home page.

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13) The system presents the home page.

The system presents the home page to the user.

2.2.6 User re-assigns submission and approves selection

Steps 1-7 are the same for the alternate use cases. Only the following steps will change.

8) The Co-Team Leader actor re-assigns the submission.

The user is presented with the Re-assignment section on the submission summary page. This section has a drop-down box identical to the assignment section. The user selects the name from the drop-down box that they wish to assign the submission to. The user then clicks the assign button.

9) The system presents a confirmation pop-up window.

The system presents a pop-up window with the following text with an 'OK' and a 'Cancel' button:
 "You are about to assign this submission to Regina Montgomery. Do you wish to do this?"

10) The Co-Team Leader Actor elects to cancel the re-assignment.

The user clicks on the 'Cancel' button to confirm the re-assignment.

11) The system presents the submission summary page.

The system presents the submission summary page to the user.

12) The Resolution Actor elects to return to their home page.

The user clicks on the link in the left navigation bar which returns them to their home page.

13) The system presents the home page.

The system presents the home page to the user.

2.2.7 User allows the institution to re-submit a submission

Steps 1-7 are the same for the alternate use cases. Only the following steps will change.

11) The Resolution User actor allows the institution to re-submit.

The user is presented with the Re-submission section on the submission summary page. This section contains a checkbox for Allowing Re-submission, a text field for the re-submission reason and a 'Save' button. The user checks the checkbox for re-submission and enters the reason in the text field. The resolution actor clicks the 'Save' button.

12) The system presents a confirmation pop-up window.

The system presents a pop-up window with the following text with an 'OK' and a 'Cancel' button:
 "You are about to allow this institution to resubmit this submission. Do you wish to do this?"

13) The Co-Team Leader Actor elects to confirm the re-submission.

The user clicks on the 'OK' button to confirm the re-submission.

14) The system presents the submission summary page.

The system presents the submission summary page to the user. The system saves the submission to the Notes page.

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15) The Resolution Actor elects to return to their home page.

The user clicks on the link in the left navigation bar which returns them to their home page.

16) The system presents the home page.

The system presents the home page to the user.

3. Special Requirements

No special requirements for this use case.

4. Preconditions

4.1 Resolution User accesses query functionality from their home page.

A resolution user will be able to access the search page from their home page. See extension point – Use Case 15 “Select an Institution” for information on the resolution user home page.

5. Postconditions

5.1 User returns to home page or school summary

The user will do one of two things after performing a search.

- 1) The user will use the search to gather data and will have all necessary information from the table of returned information. In this case, the user will return to their home page.
- 2) The user will review information in the school’s submission. See Extension Point – Use Case 15 “Select an Institution” for the appropriate post-conditions.

6. Extension Points

6.1 Use Case 15 “Select an Institution”

Describes the home page of the resolution user.

7. Requirements

- GEN1253 The system will allow users to retrieve school information via key-word search.
- GEN1254 The system will allow the user to enter multiple parameters into the search fields at one time.
- GEN1255 The system will require the user to enter search criteria into at least one field prior to performing the query.
- GEN1256 The system will allow wildcard searches.