

	<b>PLAN-DD FUNCTIONAL ANALYSIS AND DESIGN</b>	<b>Project / Subproject:</b> PLAN-JO No. 10238
		<b>Reference Number / Version:</b> D.PDD.FAD / 0.03

**PLAN-JO – RELEASE 3**

**PLAN-DD Functional Analysis and Design**

Version 0.03

24/05/2011


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## DOCUMENT HISTORY

Version	Date	Author	Reason for Modification	Action <sup>(*)</sup>	Confidentiality	Pages

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## APPLICABLE AND REFERENCE DOCUMENTS

<b>Type (*)</b>	<b>Title</b>	<b>Identification</b>	<b>Ver</b>	<b>Date</b>
A1	PLAN-DD–FUNCTIONAL SPECIFICATIONS	Plan-DD Functional specifications v 1.6.doc	1.6	10/12/2010
A2	Elaboration of functional specifications for the Plan-DD	Plan_DD_Architecture 20100101_Gvi-Apu.doc	1.0	24/07/2010
A3	System Documentation of CCVista PlanOJDDIII	SysDoc_CCVista_PlanOJDDIII.doc		22/04/2010
A4	Annex X.X – Technical environment and standard operating procedures of the Publications Office	technical-environment_V3_05.pdf	3.05	22/11/2010
A5	Plan-DD Offer	O.PDD-Plan-DD Offer v0.03.doc	0.03	15/12/2010
R1	On-site Analysis Meeting Minutes	D.AMM.PDD - On-site Analysis Meeting Minutes	0.06	17/02/2010
R2	Plan-DD User Interface Design	D.PDD.UID-PLAN-DD User Interface Design	0.01	03/03/2011

(\*) : *Reference document, Applicable document*

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## GLOSSARY

CCVista (System:)	An external system ( <a href="http://ccvista.taiaex.be/">http://ccvista.taiaex.be/</a> ) serving as a source of files for translation and for legal validation.
Celex	A celex is a legal text which has a unique reference, and contains a legal text. The celexes are available on EUR-Lex website: <a href="http://eur-lex.europa.eu/en/index.htm">http://eur-lex.europa.eu/en/index.htm</a> . A celex is a set of celexLV (LV stands for Linguistic Version).
Document identifier	Celex number
CELLAR + Metaconv	CELLAR is the new repository of the Publications Office. One of its modules is Metaconv. Metaconv ensures the communication with legacy applications like CERES, and converts the received files into the new format for CELLAR which is METS (XML + semantic).
Ceres (System:)	Common Electronic Reception System. The major purpose of the CERES system is receiving/distributing appropriately document series treated by the Publications Office and further dissemination (publication) of the documents.
Check out	Check-out function is used by the users of Plan-DD to perform modifications and versioning (using check-in function) to files. When a document is checked-out then it is stored locally in the user's PC. The document is locked for other users. Nevertheless, the rest of the users have read only access to a checked out document.
Check in	Check-in functionality is used to add new version of files into Plan-DD performing versioning. When the user finishes working with a document he can check it back in the repository. The document is stored in the repository and becomes available again to all the users.
Cleaned Document LV files (Deliverable:)	An output from OJ Format for a Document LV manuscript.
Contract	Specific printer contract (part of printer)
Document	A content of a Celex (file).
Document LV	A Document LV contains the same legislative text as a Celex for the corresponding EU official language.
Document metadata (Deliverable:)	Document metadata as states, . etc. see a class model
EUR-Lex (System:)	EUR-Lex is a portal enabling access to law and publications. If a legal document has to be published, for the Publication Office it means the legal document is accessible on the EUR-Lex portal and printed version is available on the bookshop.
GC (Role:)	General Coordinator
Legal services (Role:)	The Legal services is an external role providing legal services. People from this role have no access to the Plan-DD interface and they use CCVista
LV	Linguistic Version
Manuscript (Deliverable:)	A translator's output placed on CCVista
Model	Model is a document in the Pilot language that will be used by the Proofreaders as a reference.
OJ Format (System:)	OJ Format is an automatic checking tool, upon a predefined language rules updates (cleans) input documents.

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DEMED (System:)	A financial system, it is planned for tracking / validating invoices.
PA (Role:)	Production agent
Plan-DD (System:)	A production system for DD (special edition of the secondary legislation)
PR (Role:)	Proofreader
Printer (System:)	The printer is an external actor responsible for the creating the formex and pdf formats of volumes. The printer is responsible for printing. The printer name is consisted of the Contract/Lot/Supplier.
Procat (System:)	Procat is a reference source for law and publication metadata. Procat can be used to identify celex metadata such as titles, chapters, pilot language content files, .
Supplier	Individual printing company (part of printer)
Task forms (Component:)	Task forms component represents a default communication interface for proofreaders, It has to enable seamless work support to offer a sorted task list with necessary information to relevant group of proofreaders.
Volume proof PDF (Deliverable:)	A PDF generated by a printer to validate a content and layout of a volume.
Volumes (Deliverable:)	A sorted set of Document LVs to be printed and published.
Workflow engine (Component:)	A workflow engine facilitates the flow of information, tasks, and events. Workflow engines may also be referred to as a Workflow Orchestration Engines.

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## 1 Introduction

This document covers the functional specification of Plan-DD.

The intention of this document is to define and validate all aspects of the functional, business and design processes involved within Plan-DD system.

The activities described in this document include:

- The Actors involved
- Structure of the Repository
- Document and Volume Lifecycles
- Acquis management
- Identification and description of all business processes in relation with the Plan-DD system
- Definition and description of the system and its interactions with the help of Use Cases
- Definition and description of the Reports and the Dashboards

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## 2 Plan-DD Actors

There are two distinct roles for the stakeholders (actors) of the Plan-DD system:

- **User:** an end-user of the system with the possibility to log in to the system to perform specific actions
- **External actor:** who has relationships and interactions with the system and may send/receive information to/from the system, but will not use the application and will not have a login

The Users of the Plan-DD system are:

- **Production Agent** – a person in charge of the:
  - Follow-up of the production of the Document LVs;
  - Creation and management of volumes;
  - Assignment of tasks to Proofreaders;
  - Characterisation.
- **Proofreader** – a person in charge of:
  - Prior-reading of Document LVs;
  - Control-reading of Document LVs;
  - Proofreading of volumes.
- **General Coordinator** – a person in charge of:
  - Supervision of the production process;
  - Assignment of tasks to proofreaders.
- **Technical Support Agent:** - a person responsible for initialising the system and performing of general administration tasks.

The External actors of the Plan-DD system are:

- **CC-Vista**
- **OJ Format**
- **PROCAT**
- **DEMED**
- **CERES**
- **EUR-Lex (old and new)**
- **Printer / OJEEP**
- **SICOF**
- **CELLAR/metaconv**

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### 3 Structure of the Repository

A Documentum repository is a virtual storehouse for the content an actor works on and shares with other employees. Each repository provides security, tools, and processes for sharing content among many actors.

#### 3.1 Plan-DD Repository Overview

The structure of the Plan-DD Repository consists of a Repository Root called Plan-DD, which contains a folder for each Enlargement imported in the Plan-DD system. Under the Enlargement folder there are folders for each Chapter for this Enlargement. Under each Chapter folder the following two folders exist:

- Documents
- Volumes

#### 3.2 Celexes

The “Celexes” folder contains a folder for each Year (stated in the Document Identifier) of the Documents which belong to the specific Chapter of the Enlargement. The Year folder contains a folder for each Document,, which belongs to this Year. The name of the Document LV folder is the Document Identifier. The virtual documents of a Document LV are located in the Document LV folder. The Document LV name is “*Document Identifier\_Language Code*”. In particular, the structure of the path where the Document LV virtual documents are located is defined below:

**Plan-DD → Enlargement Name → Chapter Name → Documents → Year → Document Identifier → Document Identifier-Language Code**

**Note:** The “Year” information is added in the repository to avoid having in one folder more than 1000 folders as Documentum does not present them in the left navigation tree.

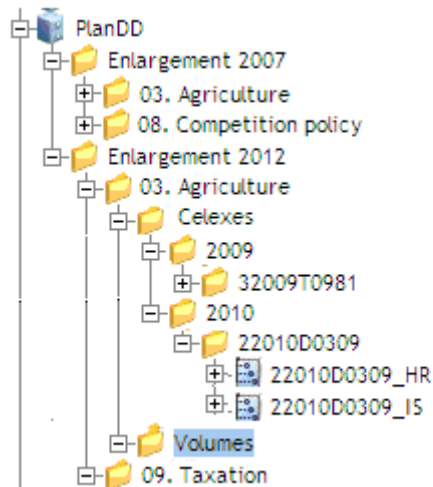
The proposed repository structure is a representation of the Acquis list. More specifically, the actor could navigate through a list of Documents for a specific Enlargement, sorted by Year, Chapter and Document identifier.

It is also worth to note that it is not mandatory for the actor to navigate through the structure of the repository when he needs to find a Document LV. The search and browse interface, provided by the system, will be more than sufficient for locating any document at any time.

The next figure provides a pictorial representation of the Celexes folder, as it will be seen by a Plan-DD actor.

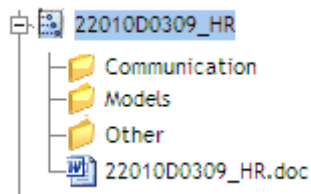
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**Figure 1: Celexes folder**

The Virtual Document of a Document LV is a file that contains files and folders nested within it. The virtual document is also called the parent document and the files within it are called descendants or children. The Document LV Virtual document contains the folders Communication, Models and Proofs. It also contains a document with the content of the specific Document LV. The next figure provides a pictorial representation of the Document LV virtual document, as it will be seen by a Plan-DD actor.



**Figure 2: Virtual Manager of Document LV**

### 3.3 Volumes

The “Volumes” folder contains a folder for each Language Code, specified by the Enlargement. The Volume virtual documents of a specific Language Code are located in the Language Code folder. In particular, the structure of the path where the Volume virtual documents are located is defined below:

**Plan-DD → Enlargement Name → Chapter Name → Volumes→ Language Code→ Volume Name**

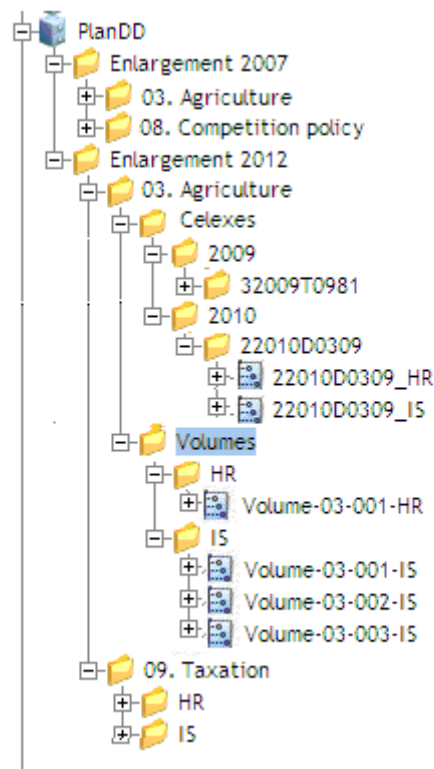
The proposed repository structure is a representation of the Volumes for a specific Enlargement. In particular, the actor could navigate through a list of Volumes for a specific Enlargement, sorted by the Language Code.

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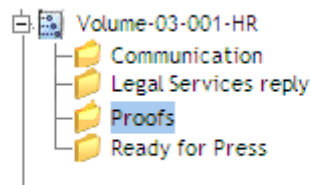
It is also worth to note that it is not mandatory for an actor to navigate through the structure of the repository when he needs to find a Volume. The search and browse interface, provided by the system, will be more than sufficient for locating any document at any time.

The next figure provides a pictorial representation of the Volumes folder, as it will be seen by a Plan-DD actor.



**Figure 3: Volumes**

The Volume Virtual Document is a file that contains files and folders nested within it. The virtual document is also called the parent document and the files within it are called descendants or children. The Volume virtual document contains the folders Communication and Proofs. The next figure provides a pictorial representation of the Volume virtual document, as it will be seen by a Plan-DD actor.



**Figure 4: Volume Virtual Document**

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## 4 LIFECYCLES

### 4.1 Document LV Lifecycle

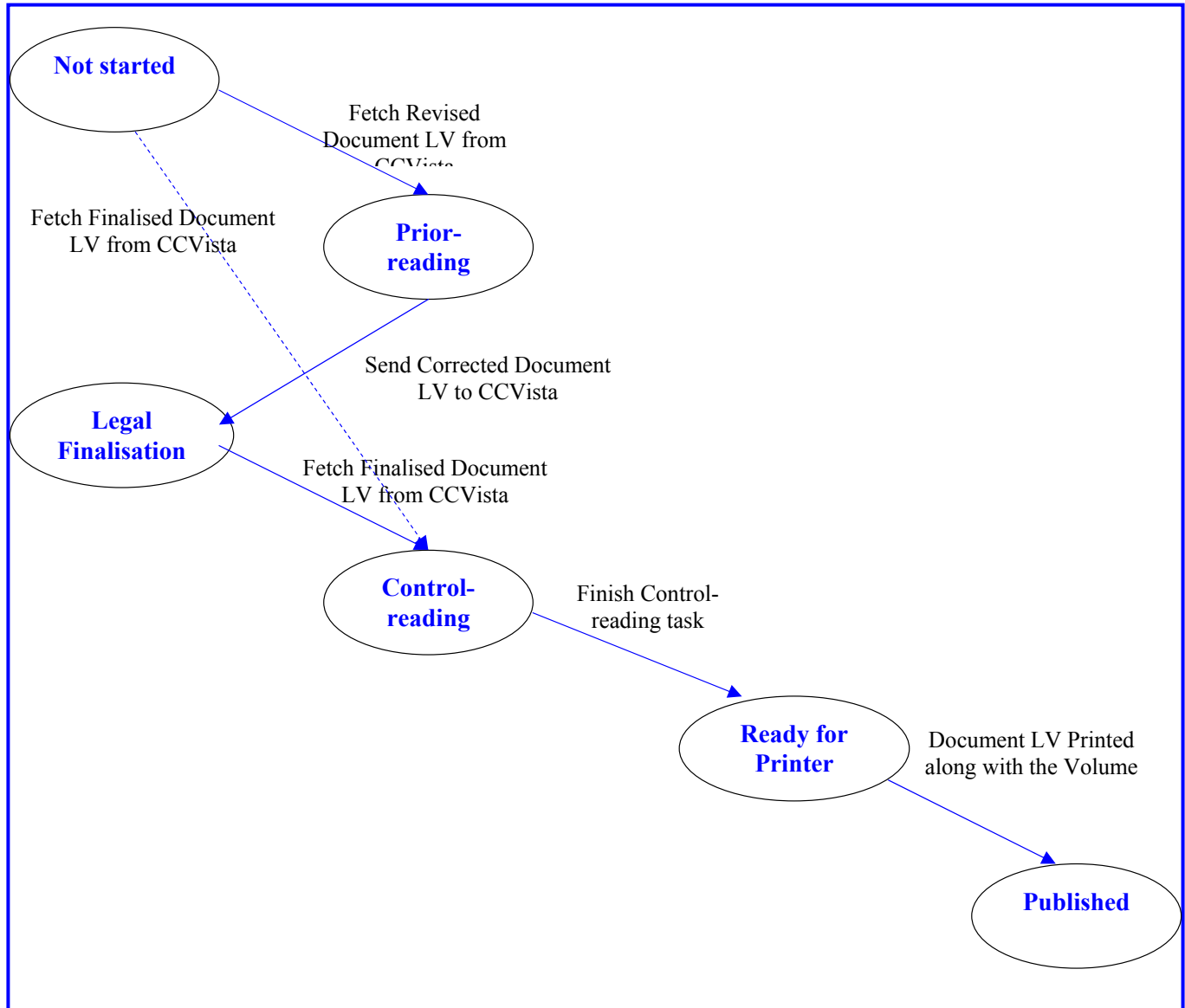


Figure 5: Document LV Statuses

#	Action	CCVista Status	Plan-DD Status	Plan-DD States
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#	Action	CCVista Status	Plan-DD Status	Plan-DD States
1	The Document LV status in CCVista changes to Revised.	Revised	Not Available	-
2	The system fetches the Revised document.	Under Proofreading	Prior-reading	Prior-reading state started
3	The system sends the document(s) to OJ Format to be cleaned.	Under Proofreading	Prior-reading	OJ Format state started
4	The OJ Format sends the cleaned files to the system.	Under Proofreading	Prior-reading	OJ Format state completed or invalid
5	The system performs versioning on the original documents and creates a new Prior-reading task with the cleaned documents in the inbox of the Proofreader.	Under Proofreading	Prior-reading	Prior-reading state in progress
6	The Proofreader prior-reads the Document LV.	Under Proofreading	Prior-reading	Prior-reading state in progress
7	The Proofreader finishes his task.	Under Proofreading	Legal Finalisation	Prior-reading state completed
8	The Status of the Document LV changes to Corrected and is sent to CCVista.	Corrected	Legal Finalisation	-
9	The Document LV is under finalisation.	Under finalisation	Legal Finalisation	-
10	Upon finalising the Document LV by the Legal Services, the CCVista changes the status of the Document LV to Finalised.	Finalised	Legal Finalisation	-
11	The system fetches the Finalised document(s).	Finalised	Control-reading	Control-Reading state started
12	The system performs versioning on the prior-read documents and creates a new Control-reading task in the inbox of the Proofreader.	Finalised	Control-reading	Control-reading state in progress
13	The Proofreader control-reads the Document LV and finishes his task.	Finalised	Ready for Printer	Control-reading state completed
14	The files are sent to ClearMD to clean the properties.	Finalised	Ready for Printer	ClearMD state in progress

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#	Action	CCVista Status	Plan-DD Status	Plan-DD States
15	The system fetches the files from ClearMD.	Finalised	Ready for Printer	ClearMD state completed
16	The files are sent to Eur-Lex and Cellar.	Finalised	Ready for Printer	Eur-Lex and Cellar state completed
17	The Document LV is attached to a Volume (in any Document status). The Volume is printed successfully only when the all document statuses is Ready for Printer.	Finalised	Published	-

**Table 1: Document Lifecycle**

#### **4.1.1 Not Available**

The status “Not Available” is the first status of the Document LV and is assigned upon initialisation. The Document LV status will remain “Not Available” until the CCVista provide the “Revised” version of the Document LV.

#### **4.1.2 Prior-Reading**

The status “Prior-Reading” is the second status of the Document LV and is assigned upon fetching the “Revised” version of the Document LV from CCVista. The system will have an automatic function to allow it to fetch all the Document LVs that have the status “Revised” in CCVista while the status in Plan-DD is “Not Available”. The system fetches the new version and sets the CCVista status to “Under proofreading”. After fetching the document to the repository, the system sends the documents to OJ Format to be cleaned.

The OJ Format sends the cleaned files back to the system. Plan-DD will wait 24 hour for the cleaned version of the Document LV files. The system performs versioning on the original documents and creates a new Prior-reading task with the cleaned documents in the inbox of the corresponding Proofreaders group. In case the files do not arrive in the predefined period, the system will proceed with the creation of the Prior-reading task of the Document LV. The cleaned version that arrive after the 24 hour limit, they will not be uploaded in the system.

The Prior-reading task will arrive in the Inbox of the corresponding Proofreader group (according to the language). Additionally, the GC will be able to assign specific tasks to one PR. The GC can also assign deadline and priority to each task. The priority levels are the following: Low, Medium and High. The default value is Medium. The deadline will also be set automatically using the “Default Due date of the Reading tasks” in case it is filled in for the current Enlargement. This information will be available in the Inbox through an existing Documentum icon.

A PR accepts a task and checks the attached files. In case the files are not correct or have bad quality, they can reject the task through a “Reject” button in the task. The system will present a free text field to add the justification of rejection. The PA will receive an email notification along with the justification of rejection and a link to the Document manager.

In the normal flow, the PR accepts the task and prior-reads the Document LV files. In case the original versions of the files have better quality than the cleaned versions, the PR can use the Documentum functionality to change the current version of the Document LV and use the original. Additionally, in case the metadata have not been updated

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by Procat, the PR can manually request them through a function that will be available in the Prior-reading and Control-reading tasks and the Document LV Manager.

The Model of the Document LV will be automatically fetched through a function that will be provided by the system on the initialisation of the system. In case the model is missing, the PR will have the “Upload files” function to upload the model and/or the corrigenda of the Document LV. The files will be stored in Document LV level (and not in Document LV level) and will be available to all the languages through the function “View Model”.

Additionally, the PR can access the Document LV Metadata form to modify the “Original Title” in his language and to add “Comments” if needed.

To end the Prior-reading task the PR finishes his task through the buttons available in the task. The Status of the Document LV changes to Corrected and the files are sent to CCVista.

Alternatively, the system will provide manual upload functionality to the PA and the GC. The functionality will provide to the PA fields to add the Document LV identifier along with the language to identify the Document LV. The result of the manual upload will be a task (see section 5.3 Manual Upload). The manual upload action will be available from the Inbox as a top menu option.

#### Applicable Use Cases:

- ✎ UC-0501 – Automatic Upload of the Revised
- ✎ UC-0504 – Document Cleaning – OJ Format
- ✎ UC-0301 – Document LV Prior-Reading
- ✎ UC-0202 – Update Metadata from Procat
- ✎ UC-0113 – Manual Upload/Update of Document LV
- ✎ UC-0505 – Upload the documents to CCVista

#### **4.1.3 Legal Finalisation**

The status “Legal Finalisation” is the third status of the Document LV and is assigned upon sending the corrected files to CCVista. The files are waiting in CCVista for the Legal Services to fetch and finalise the Document LV.

#### Applicable Use Cases:

- ✎ UC-0505 – Upload the documents to CCVista

#### **4.1.4 Control-Reading**

The status “Control-Reading” is the forth status of the Document LV and is assigned upon fetching the “Finalised” version of the Document LV from CCVista. The system will have an automatic function to allow fetch all the Document LVs that have status “Finalised” in CCVista while the status in Plan-DD is “Not Available” or “Legal Validation”. The system fetches the new version and without changing the CCVista status.

The Control-Reading task will arrive in the Inbox of the corresponding Proofreader group (according to the language). Additionally, the General Coordinator can manually assign a Control reading task to a specific Proofreader. He is also responsible on setting the deadline and the priority of each task. The deadline will be set automatically using the “Default Due date of the Reading tasks” in case it is filled in for the current Enlargement.

The PR accepts the task and control-reads the Document LV files. In exceptional cases the “Prior-reading” step may have not been performed on a Document LV. In this case, a label will be shown in the task description to show that a thorough reading is needed.

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To end the Control-reading task the PR finishes his task through the buttons available in the task. The system will check if all the required metadata are filled in the Document LV metadata form. If not a blocking message will appear. The fields to be checked are the following:

- Document Identifier
- Publication Reference
- Language
- Chapter
- Official title
- Estimated Pages

In case the document did not pass through prior-reading workflow, a confirmation page will appear with the following warning message to make sure that the Proofreader took this information into account: “This document has not passed through Prior-reading. Make sure that you have perform a deep control-reading.”.

The Status of the Document LV changes to “Ready for Printer”. The Control read files are sent to OJ-Format to be cleaned. When they return to Plan-DD the files are sent to EUR-Lex and Cellar.

Applicable Use Cases:

- ✎ UC-0302 – Document LV Control –Reading
- ✎ UC-0502 – Automatic Upload of the Finalized Document LVs
- ✎ UC-0506 – Generate a Control Reading task
- ✎ UC-0510 – Send files to EUR-Lex and Cellar

#### **4.1.5 Ready for Printer**

The status “Ready for Printer” is the sixth status of the Document LV and is assigned upon finishing the Control-reading task. The Document LV is ready to be printed along with the Volume that it is attached to.

Applicable Use Cases:

- ✎ UC-0209 – Attach Document to Volume

#### **4.1.6 Published**

The status “Published” is the final status of the Document LV and is assigned upon publishing the Volume that the Document LV is attached to. Individual Document LV publishing is not supported.

Applicable Use Cases:

- ✎ UC-0509 – Automatic Volume Publishing

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#### 4.2 Volume Lifecycle

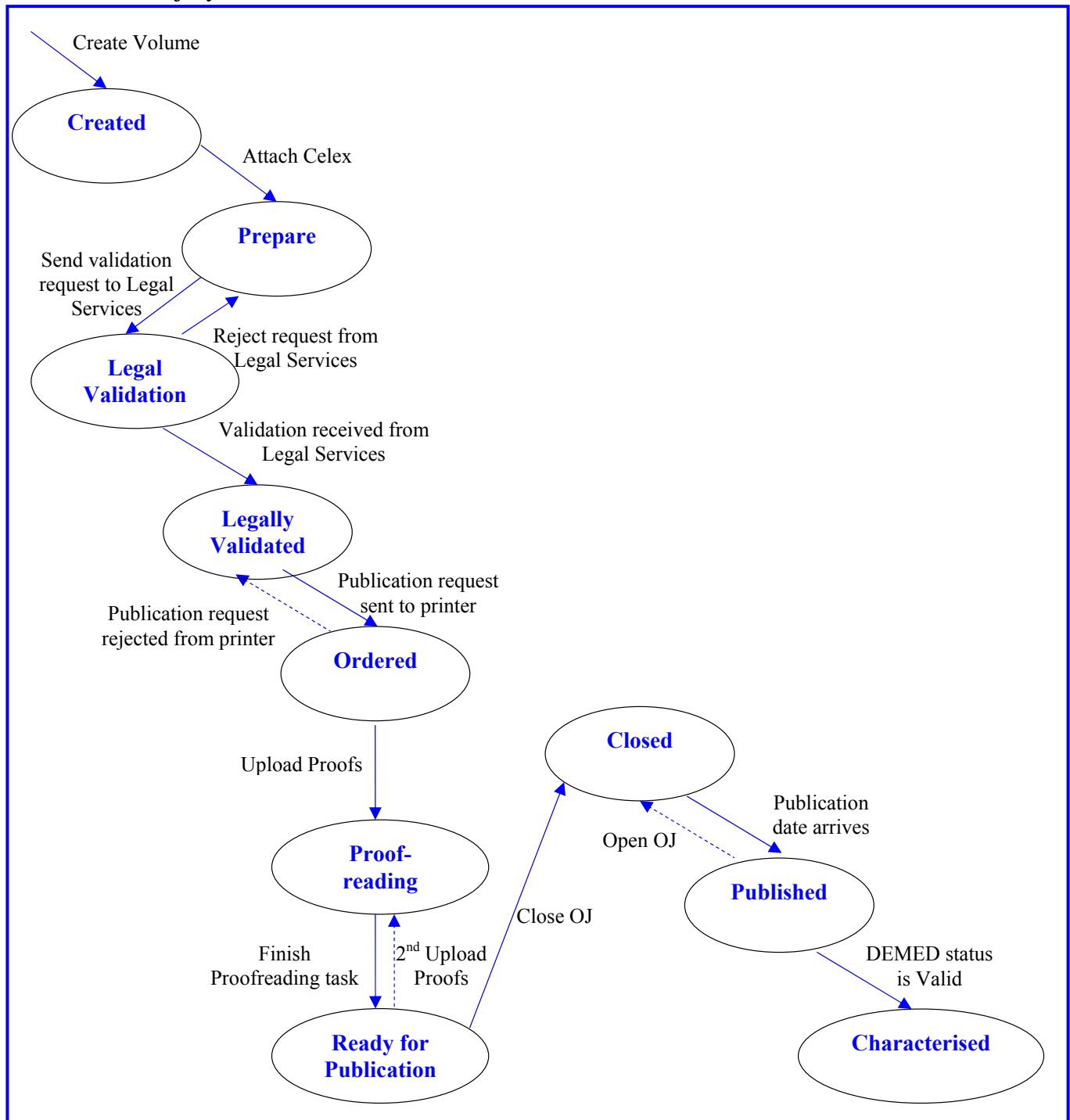


Figure 6: Plan-DD Volume Statuses

An overview of the Volume Workflow is presented below:

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1. Create a Volume.
2. Add Document LVs through an Attach Document form. The columns to be presented are the following:
  - a. Document Identifier
  - b. Publication Reference
  - c. Pages
  - d. Status
  - e. Assignee (assigned Proofreader)
  - f. Volume number

The documents presented should belong to the same Chapter as the Volume. Additionally they should not be excluded or already attached to another Volume. The form is sorted automatically chronologically (according to the Publication Reference). Sorting is available in all the columns. The number of pages should be presented in the form and be updated automatically every time a Document LV is selected from the list. Filtering will be available on selected fields.

3. Automatic pagination based on Procat information is performed. The actor is able to modify the number of pages of the Document LVs. The number of pages will be already automatically filled in. If not, the actor will be able to fill-in or modify the length column.
4. Confirmation from Legal Services is requested. The system provides a button to export the letter that contains information on the Volume and the list of Document LVs to be printed. The status of the Volume changes to "Legal Validation". The exported letter format is in PDF format.

The Legal Services should provide an answer within a predefined period (the default period is 15 days). The different cases that need to be treated differently are presented below.

5. Send Budget request to DEMED through PPF. All the corresponding information will be available in the Volume Metadata.
6. Send Proof order to Printer along with the files of all the Document LVs.
7. Proofs received from Printer are uploaded to the system.
8. Volume Proofreading is done from the PR group.
9. PA sends the proofread documents back to Printer.
10. PA creates Forecast and sends it to CERES.
11. PA creates Ready for Press and prints it to be signed.
12. PA uploads signed Ready for Press.
13. PA closes the volume sending to the printer the Print Production File, the Ready for Press, the Model(s) and the Publication request.
14. The volume is delivered to the Publications Office on the date of publication.
15. Characterisation task is initialised on the date of publication. PA Characterises the Volume adding the actual printed pages for the Volume TOC and the attached Document LVs. PA dispatches the information to DEMED.

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#### 4.2.1 Created

The status “Created” is the first status of the Volume and is assigned upon creating the Volume. Both PA and GC can perform this action. The system will also automatically open the “Attach Document” form. The actor can select as many Document LVs as needed to attach to the Volume. At the end of the attachment (if performed), the PPF is presented.

In case no Document LVs are attached, the status remains “Created”. Otherwise, the status changes to “Prepare”.

##### Applicable Use Cases:

- ✎ UC-0207 – Create Volume
- ✎ UC-0209 – Attach Document to Volume

#### 4.2.2 Prepare

The status “Prepare” is the second status of the Volume and is assigned upon attaching Documents to the Volume. Both PA and GC can perform this action. As mentioned above, the “Attach Document” form opens automatically after the creation of the Volume. The manual function “Attach Documents” is also available through the PPF.

The linked Documents will be distinguished by a special mark. The ordering of the Documents will be done automatically according to the Publication Reference field. The documents presented will have the same Chapter with the Volume. Excluded Documents will not be presented. Document LVs already attached to another Volume will be presented in the list along with the Volume name of the Volume that they are already attached. In case an already attached Document LV is selected, the systems will detach the Document LV from the previous volume and move it to the new Volume. The corresponding DEMED status will be updated to DATA\_CHANGE (in case the status is COMPLETED). Document LVs already published will not be presented. The form will be sorted automatically chronologically (according to the Pub. Ref.). Sorting will be available in all the columns. Upon selecting Document LVs, the system will also count the number of pages of the Volume and will update automatically a Total Pages field.

The ordering of the Document LVs in the Volume will be done automatically according to the Publication Reference field. Pagination is also performed automatically. The actor will be able to modify the number of pages of the attached Document LVs. Upon saving the form, the system also refreshes the pagination.

In case it is needed, the actor will be able to detach simultaneously one or more Document LVs from the Volume and make them available to be attached to a different Volume.

If the attached or detached Document LV is linked to a group then the entire group will be attached and detached. A confirmation message will appear in both cases to inform the actor about the event.

After the attachment of the Document LVs and the preparation of the list, the actor will have to request the Validation of the Document LV list to be printed in the current Volume. A function to forward the status from “Prepare” to “Legal Validation” will be available.

##### Applicable Use Cases:

- ✎ UC-0209 – Attach Document to Volume
- ✎ UC-0208 – Edit Volume Metadata
- ✎ UC-0210 – Detach Document LV from Volume
- ✎ UC-0211 – Export Letter for Legal services /Inform Legal Services

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#### 4.2.3 Legal Validation

The status “Legal Validation” is the third status of the Volume and is assigned when the actor decides to request the validation from the Legal Services. As mentioned above, a function will be available to forward the status from “Prepare” to “Legal Validation”.

The system will provide a function to change the status of the Volume to “Legal Validation”. In addition, a function to export the letter will be available. The letter will contain information on the Volume and the list of Document LVs to be printed. The letter will be exported in PDF format.

The Legal Services should provide an answer within a predefined period (default period is 15 days). The following cases exist and should be treated differently:

1. The Legal Services replied with OK: The PA selects a function that implies that the Legal Services have accepted the letter. A form to upload the email will be presented. At the end of the upload the PA can proceed with the next steps of the Volume Workflow. The Volume status will change to “Legally Validated”.
2. The Legal Services replied with NOK: The PA selects a function that implies that the Legal Services have not accepted the letter. The Volume status will change to “Prepare” and the PA should redo previous steps of the Volume Workflow.
3. The Legal Services have not replied after 15 days: The PA group receives an email notification that no reply was received after 15 days and that the Volume status may be manually changed to “Legally Validated”.

#### Applicable Use Cases:

- ✎ UC-0212 – Validation received from the Legal Services
- ✎ UC-0213 – Rejection received from the Legal Services
- ✎ UC-0214 – Upload the confirmation/rejection Letter received from the Legal Service

#### 4.2.4 Legally Validated

The status “Legally Validated” is the forth status of the Volume and is assigned in case the acceptance from the Legal services is received or in case more that 15 days have passed from the triggering action.

After the legal validation has been performed, the PA should request the necessary budget. The needed information is available in the Volume Metadata. A function will be available to send the budget request to Demed. Update Budget request functionality will be supported by the system and will be available in case of Document LV modification.

The printer field is mandatory and the system should select automatically the first printer from the list (default value). Cascade in printer list should be done when a negative reply is given by a printer. In this case, a Budget request with the next printer from the list must also be initiated.

Note: One (1) DEMED request per volume will be send as a single document instead sending separated DEMED request for each attached Document LV (as in PLAN-JO).

In case of INVALID reply from DEMED, the actor should modify the Printer and resend the request. In case of VALID reply, the actor can request the printing from the Printer.

In the second case, the actor prepares the Publication request and sends it to the Printer. Along with the Publication request, the system sends the PPF in xml and pdf format, and the files of all the attached Document LVs.

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The status of the Volume will change from “Legally Validated” to “Ordered”.

In case it is needed to bypass DEMED and send the request to Printer, the General Coordinator will be allowed to perform the dispatch. Upon dispatching the request to printer, the GC will receive a message informing him that DEMED is not VALID and asking him if he wants to perform the dispatch or not.

Applicable Use Cases:

- ✎ UC-0215 – Send Budget request to DEMED

#### **4.2.5 Ordered**

The status “Ordered” is the fifth status of the Volume and is assigned upon sending to the Printer the Publication request along with the Document LV Files (a Volume). In order to perform the dispatch, all the attached Document LVs should have CCVista status "Finalised" and Document LV Status “Ready for Printer”. The Printer receives the request and replies whether he can perform the publication or not. In case he can not perform the printing, the PA will send the updated Budget request to DEMED with the next printer from the list and resend a Publication Request. Otherwise, he confirms the publication and prepares the proofs of the Volume and the attached Document LVs.

Applicable Use Cases:

- ✎ UC-0216 – Edit and Dispatch Publication Request to Printer

#### **4.2.6 Proof-reading**

The status “Proof-reading” is the sixth status of the Volume and is assigned upon receiving the proofs from the Printer. A new Volume Proof-reading workflow is initiated both manually and automatically. The PA can use a function to manually upload Proofs or the Printer can send automatically the proofs through Wood to the system. In both cases, the system will upload the proofs and generate a new task.

The Proof-Reading task will arrive in the Inbox of the corresponding Proofreader group (according to the language). The deadline will be set automatically using the “Default Due date of the Reading tasks” in case it is filled in for the current Enlargement. A PR checks the attached files. In case the files are not correct or have bad quality, they can reject the task through a “Reject” button in the task. The system will present a free text field to add the justification of rejection. The PA will receive an email notification along with the justification of rejection and a link to the Volume manager.

In the normal flow, the PR accepts the task and proofreads the Volume proofs. To end the Proofreading task the PR finishes his task through the buttons available in the task. The Status of the Volume changes to “Ready for Publication”.

Applicable Use Cases:

- ✎ UC-0507 – Automatic Upload of Proofs
- ✎ UC-0217 – Manual Upload of Volume Proofs from Printer
- ✎ UC-0303 – Volume Proofreading
- ✎ UC-0218 – Dispatch the Proofs to Printer

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#### 4.2.7 Ready for Publication

The status “Ready for Publication” is the seventh status of the Volume and is assigned upon finalising the Proofreading task. The PA will review the Volume and make sure that it is ready to be printed. At this stage, he creates the “CERES form” and the “Ready for Press” form.

The “CERES form” is created and sent to CERES. It is preferred to prepare the “CERES form” before the “Ready for Press” form as latter takes information from the first. The system will fill in both forms with the default values to allow the creation of each form individually. In case of modification in the “CERES form”, the changes will be automatically populated to the “Ready for Press” form.

The actor will have a function to export the “Ready for Press” form to be manually signed and uploaded back in the system. The form can also be sent to the printer individually.

After the signature of the “Ready for Press” form, the volume can be closed. Upon closing a Volume, the system will check the following preconditions:

- All the attached Document LVs have status “Ready for Printer”.
- The DEMED status of the Volume is valid.
- The Forecast (CERES form) status is valid.
- The Signed Ready for press form is uploaded in the system.
- Publication date is filled in the Volume Metadata.
- Volume status is “Ready for Publication”.

The Close Volume functionality will dispatch to printer the following information:

- PPF in xml and pdf format
- Signed Ready for press in xml and pdf format

The Document LV files are already sent in previous steps.

##### Applicable Use Cases:

- ✎ UC-0220 – Send forecast to Ceres
- ✎ UC-0226 – Create / update Ready for Press template
- ✎ UC-0221 – Close the volume

#### 4.2.8 Closed

The status “Closed” is the eighth status of the Volume and is assigned upon closing a Volume. The Volume is read-only and no modification can be done. A function “Open Volume” will be available to allow the actor to reopen the Volume and perform modifications.

##### Applicable Use Cases:

- ✎ UC-0222 – Open a closed Volume

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#### **4.2.9 Published**

The status “Published” is the ninth status of the Volume and is assigned when the date of Publication arrives. The system will check every day all the Closed Volumes and will promote their status to Published in case the date of publication has arrived. Additionally, the “Characterisation” workflow will be triggered.

A Characterisation task will be created in the inbox of the PA Group. The PA accepts the task and opens the PPF to check that the published volume has the correct page numbering. In case there are differences in the column “Length” between the PPF that was created before the publication and the actual printed Volume, the PA will update the “Printed Pages” column accordingly. Saving the modification, the system will update the pagination.

Additionally, the PA will fill in a new field for number of pages of table of contents (TOC) that will be available in the PPF form. The default value will be zero (0).

The Date of publication can be updated during characterisation in case the Volume was printed in a different date from the one saved in the Volume metadata.

At the end of the Characterisation, the PA will press the button “Send to DEMED” to send to DEMED the final printed pages and publication date of the Volume. The system will expect to receive a Valid message for DEMED to change the Volume status to “Characterised”. Additionally, an xml file will be sent to SICOF.

#### Applicable Use Cases:

- ✎ UC-0509 – Automatic Volume Publishing
- ✎ UC-0223 – Characterisation

#### **4.2.10 Characterised**

The status “Characterised” is the last status of the Volume and is assigned upon receiving a valid message from DEMED for the Volume. No modifications on the Volume will be allowed in this status.

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## 5 Other functionality

### 5.1 Initialisation

During the initialization of the system, the following fields should be initialised:

- Enlargement
- Languages
- Institutions
- Chapters
- Sub-Chapters
- Suppliers
- Contracts
- Printers (i.e. Contract/Lot/Supplier)

#### Applicable Use Cases:

- ✎ UC-0101 – Initial Setup – Manage Enlargement
- ✎ UC-0102 – Initial Setup – Manage Languages
- ✎ UC-0103 – Initial Setup – Manage Institutions
- ✎ UC-0104 – Initial Setup – Manage Chapters
- ✎ UC-0105 – Initial Setup – Manage Sub-Chapters
- ✎ UC-0106 – Initial Setup – Manage Suppliers
- ✎ UC-0107 – Initial Setup – Manage Contracts
- ✎ UC-0108 – Initial Setup – Manage Printers

Assumption: One Language can be associated only to one Enlargement.

### 5.2 Acquis list

The Acquis list will be different per Enlargement. The Acquis list will be initialised during the initialisation of each Enlargement, using information from CCVista and/or from a file in case of problems with CCvista. Afterwards, the manipulation of the list will be done either manually or automatically. The following actions will be available to the manual modification:

- Add new Document: A form to add a new Document will be available.
- Update Document: A Document can be updated in case the Chapter is not correct. In this case, the Document should be moved from the current repository folder to the new one. In case there are linked documents, the system will inform the actor and ask him if he wants to change the Chapter of all the documents and move them to the new repository folder.
- Exclude / Re-include Document: Through the Update Document function the actor will be able to exclude a Document from the list or re-include a Document. The user will be able to select a letter, stored in the

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“Acquis update” folder, to link to the modification. In case a Document is excluded, the active workflows of this Document should be terminated by the system. The actor will be informed through a warning. In case the Document LV is already attached to a Volume, the system will provide a warning message informing the actor that the Document LV should be removed from the Volume. In case the document is already printed, the document will not be detached from the PPF. Otherwise, the user will decide if the document should be detached or not. Additionally, in case the Document LV is linked to other Document LVs, the system will inform the actor and ask him if he wants to exclude all the linked documents or none. In case the Document is re-included then the terminated workflows will be restarted providing the last version of the corresponding documents. A workflow will be generated again in case a workflow was terminated via the “Exclude” functionality. Additionally, in case a file is checked out, the system will present a warning asking the actor to continue cancelling the check-out or not.

A function called “Acquis update” will be available when the Acquis list is selected. The user will be able to upload emails received from the Legal Service containing a list of documents which need to be excluded or re-included. The files will be stored in a folder called "Acquis update" under the selected Enlargement. The upload form will have a drop down list presenting all the active enlargements. This file will be selected to be linked to a document upon exclude/re-include.

#### Applicable Use Cases:

- ✎ UC-0110 – Initialisation of the Acquis list from zip archive
- ✎ UC-0111 – Manual Management of the Acquis list
- ✎ UC-0112 – Upload of Acquis list update documents

### **5.3 Manual Upload**

The system will provide “Manual Upload of Document” functionality. The actors will be able to manually upload files and initiate reading tasks. In the Manual Upload form, the following fields will be available:

- Document Identifier
- Status (Prior-reading, Control-reading)
- LV (drop down menu)
- Comments (optional field)
- Exclude OJ-Format (checkbox)
- Attachments

The actor will be able to search using the Document Identifier and find the Document LV to be updated.

A comment field will be available to fill in necessary information for the reading tasks.

The PA will manually decide whether the status will change to Prior-reading or Control-reading. The corresponding task will be automatically generated. In case of Prior-reading, the system will send the attached files to OJ Format to be cleaned. The same rules, as in automatic upload, exist in this case as well. Additionally, in the manual upload there will be an option not to pass through cleaning.

Manual upload of a non-empty Document LV must warn the actor that a previous version already exists and a new one will be created. In case of Update of a Document LV, the system will have to associate the new files to the existing files to perform versioning. There are the following cases:

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1. The uploaded files have the same name as the previously uploaded files. In this case the system will automatically perform the update.
2. The uploaded files have different name from the previously uploaded files. In this case the system will present a form with a list of the attached file names and next to each file name a drop down menu that will present the existing file names. The actor will select the file name of the current document to do the versioning. In case a file is new and no versioning should be performed, the actor will not select any previous version.

The following exceptions should be taken into account. The system will not allow the upload:

- If the Document does not exist in the Acquis List
- if the files are to be updated are checked out
- if the Document LV is already printed

In case the Document is excluded from the enlargement than the Document LV will be uploaded in the system. Nevertheless, the corresponding task will not be generated. The Task will be generated when the Document LV will be included.

Applicable Use Cases:

- ✎ UC-0113 – Manual Upload/Update of Document LV

#### **5.4 Manual modification of Statuses**

The system will allow the PA and GC to change manually the Status of Document LVs and Volumes through the Metadata form. The modification should be performed with caution to not result to a problem on the production.

The following restrictions exist:

- Modification on statuses will not be allowed in case an active Documentum Workflow exists (e.g. Prior-reading, Control-reading, Proofreading and Characterised)
- The Volume status “Closed” will not be allowed to be set manually.

Applicable Use Cases:

- ✎ UC-0206 – Change the status of the Document LV
- ✎ UC-0224 – Change the status of the Volume

#### **5.5 Automatic Upload of Pilot Languages**

The PDF file of the Pilot Language files will be uploaded through an automatic functionality. The initial setup will be done from a folder that has those pilot documents and a mapping to specifics Documents. In case the files names of the pilot language contain the Document number, a mapping will not be necessary.

Manual upload of Pilot Languages and corresponding corrigenda will be provided. The actors will be able to access them through a functionality called “View Model”. The files will be stored on Document level and will be linked to all the Document LVs that will be stored in the system.

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## 5.6 *Link Documents*

Documents can be linked to other Documents. In this case they should be treated as a group. This mean that within Plan-DD the linked documents are always printed together on the same volume, are attached or detached all together from the Volume if the actor wants it. The system should store and display this link in the Document LV metadata form. The link between documents is created manually by the actor.

The functions that will take the link into account are the following:

- Include/Exclude from Acquis list
- Attach document
- Detach document

The system will provide two ways to link documents from the following two forms:

- **Acquis list:** Through the Acquis list the actor multi-selects the documents and link them together either from a right click option or from a menu bar function.
- **Document LV Metadata:** The field “Linked documents” will present all the documents that are linked to the selected Document. The user can update this field adding and removing Documents.

This relationship is stored in Document level. This means that any modification will be applicable to the metadata of all the Document LVs.

### Applicable Use Cases:

- ✎ UC-0203 – Document linking

## 5.7 *Manual Assignment of tasks to Proofreaders*

The Production Agent and the General Coordinator are responsible to assign manually tasks to specific Proofreaders. After an upload (manual or automatic) the system creates a task for Prior-reading, Control reading or Proofreading. In case of Prior-reading, all the tasks will initially arrive in the Inbox of all the Proofreaders of the group. The GC can manually select a task to be assigned to a specific PR. He can also add a Deadline and a Priority to the selected task.

The selected PR will be stored as the PR owner of the document LV or volume. The next time that a task is created for the same document LV or volume, the system will send the task only to the PR owner and not to all the Proofreaders of the LV group.

The assignment of tasks to a Proofreader as well as the Deadline and the Priority of the task will be modified from within a form that will present all the active tasks, either accepted or not. In case a task is already accepted by a PR, the system will move the task from the one PR to the other. However, in case the task is checked out (locked by a user), the system will inform the GC for the lock providing the name of the lock owner. The system will ask the GC if he wants to Cancel the check-out and perform the assignment or not.

### Applicable Use Cases:

- ✎ UC-0225 – Assign, Reassign and Cancel Task

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### 5.8 Plan-DD States

Inside the Document and the Volume Manager the users will be able to see the Plan-DD States. See the following screen shot (not final screenshot):

	Started	In progress	Completed
Procat:			
OJ Format:			
Prior-Reading:			
Control-reading:			
Old EUR-Lex:			
New EUR-Lex:			
<b>Status legend :</b>  Invalid  Valid			

**Figure 7: Document LV Manager – States table**

The states of the Document LV are the following:

- Procat
- OJ Format
- Prior-reading
- Control-reading
- Property Cleaning
- EUR-Lex
- Cellar

The states of the Volume are the following:

- Budget Request
- Proof-reading
- CERES
- Printer
- Characterisation
- SICO

The values of the states are the following:

- Not started (no bullet presented – see Figure 7: Document LV Manager – States table)
- Started
- In progress
- Completed

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In case of error, one of the previous states will be set to red instead of green indicating that it is Invalid.

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## 6 USE CASES

The following represent functional requirements, in terms of Use Cases which will be delivered in Plan-DD.

The table below is a list of Use Cases corresponding to the analogous actors involved. Additionally, the Status columns provide information on the Document LV Status and the Volume Status that each use case is applicable on. The States column informs the user on the state that different system exist (see 5.8 Plan-DD States).

Please note that the table provides links to each use case. Additionally in “ANNEX I – Overall workflow illustration” there exist some illustrations taking into account Use cases to assist the understanding of the current section.

Actor	Use Case	Document Status (Start)	Document Status (End)	Volume Status (Start)	Volume Status (End)	States
Technical Support	UC-0101 – Initial Setup – Manage Enlargement	-	-	-	-	-
	UC-0102 – Initial Setup – Manage Languages	-	-	-	-	-
	UC-0103 – Initial Setup – Manage Institutions	-	-	-	-	-
	UC-0104 – Initial Setup – Manage Chapters	-	-	-	-	-
	UC-0105 – Initial Setup – Manage Sub-Chapters	-	-	-	-	-
	UC-0106 – Initial Setup – Manage Suppliers	-	-	-	-	-
	UC-0107 – Initial Setup – Manage Contracts	-	-	-	-	-
	UC-0108 – Initial Setup – Manage Printers	-	-	-	-	-

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	UC-0109 – Initial Setup – Application and Adapter Configuration	-	-	-	-	-
	UC-0110 – Initialisation of the Acquis list from zip archive	-	Not Started	-	-	-
	UC-0111 – Manual Management of the Acquis list	1. Not Available yet (in case of new entry) 2. All Statuses (in case of update)	1. Not Started (in case of new entry) 2. Same as Start Status	-	-	-
	UC-0112 – Upload of Acquis list update documents	-	-	-	-	-
	UC-0113 – Manual Upload/Update of Document LV	All statuses apart from Not Created and Published	If the user selects to launch a “Prior-reading” Task then the End Status changes to “Prior-reading”.  If the user selects to launch a “Control-reading” Task then the End Status changes to “Control-reading”.	-	-	OJ-Format State change to “In Progress” (if sent to OJ-Format)

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Production Agent / General Coordinator	UC-0201 – Edit Document LV Metadata	All statuses apart from Not Created	Same as the Start Status. In case the user updates the field “Status” then the Document LV status is forwarded to the selected one.	-	-	-
	UC-0202 – Update Metadata from Procat	All statuses apart from Not Created	Same as Start Status.	-	-	Procat state changes to “In Progress”. When Procat response the state changes to “Completed”
	UC-0203 – Document linking	All statuses apart from Not Created	Same as Start Status.	-	-	-
	UC-0204 – Upload the Model	All statuses apart from Not Created	Same as Start Status	-	-	-
	UC-0205 – View the Model	All statuses apart from Not Created	Same as Start Status	-	-	-
	UC-0206 – Change the status of the Document LV	All statuses apart from Not Created	The Document LV status is forwarded to the selected one.	-	-	-

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	UC-0207 – Create Volume	-	-	Not Available yet	Created (in case no Document LV is attached) Prepare (in case at least one Document LV is attached)	-
	UC-0208 – Edit Volume Metadata	All statuses apart from Not Created	Same as Start Status.	Created, Prepare, Legal Validation, Legally Validated, Ordered, Proof-reading, Ready for Publication, Closed, Published, Characterised. In case of “Closed” and “Characterised” the user can change only the Status field.	Same as the Start Status. In case the user updates the field “Status” then the Volume status is forwarded to the selected one.	-
	UC-0209 – Attach Document to Volume	All statuses apart from Not Created and Published	Same as Start Status	1. Created 2. Prepare 3. Legally Validated	1. Prepare 2. Prepare 3. Legally Validated	-

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	UC-0210 – Detach Document LV from Volume	All statuses apart from Not Created and Published	Same as Start Status	1. Prepare 2. Legally Validated	Same as Start Status	-
	UC-0211 – Export Letter for Legal services /Inform Legal Services	All statuses apart from Not Created and Published	Same as Start Status	Prepare	Legal Validation	-
	UC-0212 – Validation received from the Legal Services	All statuses apart from Not Created and Published	Same as Start Status	Legal Validation	Legally Validated	-
	UC-0213 – Rejection received from the Legal Services	All statuses apart from Not Created and Published	Same as Start Status	Legal Validation	Prepare	-
	UC-0214 – Upload the confirmation/rejection Letter received from the Legal Service	All statuses apart from Not Created	Same as Start Status	All Statuses	Same as Start Status	-

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	UC-0215 – Send Budget request to DEMED	All statuses apart from Not Created and Published	Same as Start Status	Prepare, Legal Validation, Legally Validated, Ordered, Proof-reading, Ready for Publication	Same as Start Status	<p>1. The “Demed Progress” changes to “In Progress”.</p> <p>2. The “Demed Status” remains “Not Started”.</p> <p>When Demed responds:</p> <p>1. The “Demed Progress” status is changed to “Completed”.</p> <p>2. The “Demed Status” is changed to “Valid” or ‘Invalid’</p>
	UC-0216 – Edit and Dispatch Publication Request to Printer	Ready for Printer	Same as Start Status	Legally Validated	Ordered	The Printer State changes to “In Progress”.
	UC-0217 – Manual Upload of Volume Proofs from Printer	Ready for Printer	Same as Start Status	Ordered, Proof-reading, Ready for Publication	Proof-reading	-
	UC-0218 – Dispatch the Proofs to Printer	Ready for Printer	Same as Start Status	Ready for Publication	Ready for Publication	The Printer State changes to “In Progress”.

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	UC-0219 – Manage Ready for Press form	All statuses apart from Not Created and Published	Same as Start Status	Prepare, Legal Validation, Legally Validated, Ordered, Proof-reading, Ready for Publication	Same as Start Status	-
	UC-0220 – Send forecast to Ceres	All statuses apart from Not Created and Published	Same as Start Status	Prepare, Legal Validation, Legally Validated, Ordered, Proof-reading, Ready for Publication	Same as Start Status	Ceres State changes to “In progress”
	UC-0221 – Close the volume	Ready for Printer	Same as Start Status	Ready for Publication	Closed	-
	UC-0222 – Open a closed Volume	Ready for Printer	Same as Start Status	Closed	Ready for Publication	-
	UC-0223 – Characterisation	Ready for Printer	Same as Start Status	Published	Characterised	Characterisation State changes to “In Progress”
	UC-0224 – Change the status of the Volume	All statuses apart from Not Created.	-	All statuses	The Volume status is forwarded to the selected one.	-
	UC-0225 – Assign, Reassign and Cancel Task	Prior-reading, Control-reading	Same as Start Status	Proof-reading	Same as Start Status	
	UC-0226 – Create / update Ready for Press template	-	-	-	-	-

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Proofreaders	UC-0205 – View the Model	All statuses apart from Not Created	Same as Start Status			
	UC-0201 – Edit Document LV Metadata	All statuses apart from Not Created and Published	Same as Start Status.	-	-	-
	UC-0301 – Document LV Prior-Reading	Prior-reading	Legal Finalisation	-	-	-
	UC-0302 – Document LV Control – Reading	Control-reading	Ready for Printer	-	-	1. “Property Cleaning” State changes from “Not started” to “In progress” and then to “Completed” 2. Cellar and EUR-Lex States change from “Not started” to “In progress” and then to “Completed”
	UC-0303 – Volume Proofreading	Ready for Printer	Same as Start Status	Proof-reading	Ready for Publication	
Plan-DD	UC-0501 – Automatic Upload of the Revised Document LVs	Not Started	Prior-Reading	-	-	OJ-Format State change to “In Progress”
	UC-0502 – Automatic Upload of the Finalized Document LVs	Legal Finalisation	Control-Reading	-	-	

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	UC-0503 – Load the Document LV Metadata from Procat	Prior-reading, Legal Finalisation, Control Reading, Ready for Printer,	Same as Start Status	-	-	Procat State changes from “In Progress” to “Completed”
	UC-0504 – Document Cleaning – OJ Format	Prior-reading	Same as Start Status	-	-	OJ-Format State changes from “In Progress” to “Completed”
	UC-0505 – Upload the documents to CCVista	Prior-reading	Legal Finalisation	-	-	-
	UC-0506 – Generate a Control Reading task	Legal Finalisation	Control-reading			
	UC-0507 – Automatic Upload of Proofs			Ordered, Proof-reading	Proof-reading	-
	UC-0508 – Automatic Update of Acquis list from CCVista.	1. Not Available yet (in case of new entry) 2. All Statuses (in case of update)	1. Not Started (in case of new entry) 2. Same as Start Status	-	-	-
	UC-0509 – Automatic Volume Publishing	Ready for Printer	Published	Closed	Published	-

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	UC-0510 – Send files to EUR-Lex and Cellar	Ready for Printer	Same as Start Status	-	-	Cellar and EUR-Lex States change from “Not started” to “In progress” and then to “Completed”
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**Table 2: Table of Use Cases**

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## 6.1 Technical Support

### 6.1.1 UC-0101 – Initial Setup – Manage Enlargement

<i>Use Case ID</i>	UC-0101
<i>Use Case Name</i>	Initial Setup - Manage Enlargement
<i>Actors</i>	Technical Support Agent
<i>Description</i>	This activity is performed as part of the initialisation process when publishing for new enlargement starts. The actor has access to sub-process called Enlargement Management. Through Enlargement Management sub-process the actor can add a new Enlargement or change the existing properties.
<i>Pre-conditions</i>	■
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A new Enlargement is stored/ updated/ deleted from the Plan-DD Database.</li> <li>■ A new folder with the enlargement name is created under Plan-DD cabinet folder</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Inbox, any task, document manager, volume manager, search results, reports.</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Under the “Administration” Menu on the left navigation tree the actor selects the “Enlargement” option.</li> <li>2. The system presents a list of Enlargements (if any).</li> <li>3. Add Enlargement <ol style="list-style-type: none"> <li>a) The actor selects the option “Enlargement&gt;New” from the menu bar “Administration”.</li> <li>b) System displays the “New Enlargement” form with the following fields: <ul style="list-style-type: none"> <li>○ Name – text field (mandatory)</li> <li>○ Active Status – radio button with values “Active” and “Closed” (mandatory)</li> <li>○ Accession Date – date field (optional)</li> <li>○ Catalogue Prefix – text field (optional)</li> <li>○ Catalogue Suffix – text field (optional)</li> <li>○ Default due date of reading tasks – date field (optional)</li> </ul> </li> <li>c) The actor fills in at least the mandatory properties and confirms the creation of the new Enlargement pressing the “Save” button.</li> <li>d) The new Enlargement is created and stored in the system and the Form with the list of the Enlargement is presented.</li> </ol> </li> </ol>

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	<p>4. Update Enlargement</p> <ul style="list-style-type: none"> <li>a) The actor selects an Enlargement.</li> <li>b) The system enables the option “Enlargement&gt;Edit” from the “Administration” menu.</li> <li>c) The actor selects the option “Enlargement&gt;Edit” from the “Administration” menu or right clicks on an existing enlargement and selects the “Edit” option.</li> <li>d) The system opens the Enlargement Properties form.</li> <li>e) The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</li> <li>f) The updated Enlargement Properties are stored in the system.</li> </ul> <p>5. Delete Enlargement</p> <ul style="list-style-type: none"> <li>a) The actor selects an Enlargement to delete.</li> <li>b) The system enables the option “Enlargement&gt;Delete” from the “Administration” menu.</li> <li>c) The actor selects the option “Enlargement&gt;Delete” from the “Administration” menu or right clicks on an existing enlargement and selects the “Delete” option.</li> <li>d) If there is no data (acquis list, printer, language, chapters or sub chapters) connected to the selected Enlargement the system will delete the Enlargement from the repository.</li> <li>g) In order to avoid any inconsistency, if there is any data (acquis list, printer, language, chapters or sub chapters) connected to the selected Enlargement the system will display a blocking message informing the actor that he cannot delete the selected Enlargement. The actor can instead make the status of the Enlargement closed.</li> </ul>
<i>Exit point</i>	■ List of Enlargements
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■
<i>User interface</i>	Manage Enlargement section

#### 6.1.2 UC-0102 – Initial Setup – Manage Languages

<i>Use Case ID</i>	UC-0102
<i>Use Case Name</i>	Initial Setup - Manage Languages
<i>Actors</i>	Technical Support Agent
<i>Description</i>	Set up of the language list. This activity is performed as a part of the initialisation

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	process when a publishing of the Plan-DD for new enlargement starts. The actor has access to sub-process called Language Management. Through Language Management sub-process the actor can add a new language, delete an existing one or change the existing properties. One language can be linked only to one Enlargement. If needed, the user can add other language(s) later to an existing and running enlargement.
<i>Pre-conditions</i>	■
<i>Post-conditions</i>	■ A new language is stored/updated/delete in the Plan-DD Database.
<i>Entry Point</i>	■ Inbox, any task, document manager, volume manager, search results, reports.
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>Under the “Administration” Menu on the left navigation tree the actor selects the “Language” option.</li> <li>The system presents a list of languages (if any).</li> <li>Add Language <ol style="list-style-type: none"> <li>The actor selects the option “Language&gt;New” from the menu “Administration”.</li> <li>System displays the “New Language” form with the following fields <ol style="list-style-type: none"> <li>Language Code – text field (mandatory)</li> <li>Language Name – text field (mandatory)</li> <li>Enlargement Name – drop down list containing the enlargements already added from the “Manage Enlargement” use case with “Active” State (optional)</li> <li>ISSN (Print) – text field to enter the ISSN for the specific language of the enlargement (optional)</li> <li>ISSN (Online) – text field to enter the ISSN for the specific language of the enlargement (optional)</li> </ol> </li> <li>The actor fills in at least its mandatory properties and confirms the creation of the new language pressing the “Save” button.</li> <li>The new Language is created and stored in the system and the Form with the list of the Languages is presented.</li> </ol> </li> <li>Update Language <ol style="list-style-type: none"> <li>The actor selects a Language.</li> <li>The system enables the option “Language&gt;Edit” from the “Administration” menu.</li> <li>The actor selects the option “Language&gt;Edit” from the “Administration” menu or right clicks on an existing language from the listing and selects the “Edit” option.</li> <li>The system opens the Language Properties form.</li> <li>The actor modifies the properties (if needed) and presses the “Save” button to</li> </ol> </li> </ol>

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	<p>confirm the transaction.</p> <p>f) The updated Language Properties are stored in the system.</p> <p>5. Delete Language</p> <p>e) The actor selects a Language to delete.</p> <p>f) The system enables the option “Language&gt;Delete” from the “Administration” menu.</p> <p>g) The actor selects the option “Language&gt;Delete” from the menu “Administration” or right clicks on an existing enlargement and selects the “Delete” option.</p> <p>h) If there is no data (enlargement, document or volume) connected to the selected Language the system will delete the language from the repository.</p> <p>i) In order to avoid any inconsistency, if there is any data (enlargement, document or volume) connected to the selected Language the system will display a blocking message informing the actor that he cannot delete the selected language.</p>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ List of Languages</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	Manage Languages section

### 6.1.3 UC-0103 – Initial Setup – Manage Institutions

<i>Use Case ID</i>	UC-0103
<i>Use Case Name</i>	Initial Setup - Manage Institutions
<i>Actors</i>	Technical Support Agent
<i>Description</i>	Set up of the initial active institutions list. This activity is performed as a part of the initialisation process when a publishing of the system for new accession starts. The actor has access to sub-process called Institutions Management. The System Institutions Management sub-process allows the actor to add a new institution, delete an existing institution or change the existing properties.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A new institution is stored/ updated/ deleted from the DD Database.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Inbox, any task, document manager, volume manager, search results, reports.</li> </ul>

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<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Under the “Administration” Menu on the left navigation tree the actor selects the “Institutions” option.</li> <li>2. The system presents a list of Institutions (if any).</li> <li>3. Add Institution <ol style="list-style-type: none"> <li>a) The actor selects the option “Institution&gt;New” from the menu “Administration”.</li> <li>b) System displays the “New Institution” form with the following fields: <ol style="list-style-type: none"> <li>○ Name – text field (mandatory)</li> <li>○ Abbreviation – text field (mandatory)</li> <li>○ Active Status - radio buttons with values ‘Active’ and ‘Inactive’ (mandatory).</li> </ol> </li> <li>c) The actor fills in all the mandatory properties of the Institution and confirms the creation of the new Institution pressing the “Save” button.</li> <li>d) The new Institution is created and stored in the system and the Form with the list of the Institutions is presented.</li> </ol> </li> <li>4. Update Institution <ol style="list-style-type: none"> <li>a) The actor selects an Institution.</li> <li>b) The system enables the option “Institution&gt;Edit” from the “Administration” menu.</li> <li>c) The actor selects the option “Institution&gt;Edit” from the menu “Administration” or right clicks on an existing institution from the listing and selects the “Edit” option.</li> <li>d) The system displays the Institution Properties form.</li> <li>e) The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</li> <li>f) The updated Institution Properties are stored in the system.</li> </ol> </li> <li>5. Delete Institution <ol style="list-style-type: none"> <li>a) The actor selects the Institution that he wants to delete.</li> <li>b) The actor selects the option “Institution&gt;Delete” from the menu “Administration” or right clicks on an existing institution and selects the “Delete” option.</li> <li>c) If there is no data (chapter) connected to the selected Institution the system will delete the institution from the repository.</li> <li>g) In order to avoid any inconsistency if there is any data connected to the selected Institution the system will display a blocking message informing the actor that he cannot delete the selected language. The actor can instead make the state of the institution Invalid.</li> </ol> </li> </ol>
<i>Exit point</i>	■ List of Institutions

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<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■
<i>User interface</i>	Manage Institutions section

#### 6.1.4 UC-0104 – Initial Setup – Manage Chapters

<i>Use Case ID</i>	UC-0104
<i>Use Case Name</i>	Initial Setup – Manage Chapters
<i>Actors</i>	Technical Support Agent
<i>Description</i>	Set up of the initial active Chapters list. This activity is performed as a part of the initialisation process when a publishing of the Plan-DD for new accession starts. The actor has access to sub-process called Chapter Management. The System Chapter Management sub-process allows the actor to add a new Chapter, delete an existing one or change the existing properties.
<i>Pre-conditions</i>	■ An enlargement must exist for the add action
<i>Post-conditions</i>	■ The Chapters is stored / updated / deleted from the DD Database.
<i>Entry point</i>	■ Inbox, any task, document manager, volume manager, search results, reports.
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Under the “Administration” Menu on the left navigation tree the actor selects the “Chapter” option.</li> <li>2. The system presents a list of Chapters (if any).</li> <li>3. Add Chapter <ol style="list-style-type: none"> <li>a) The actor selects the option “Chapter&gt;New” from the menu “Administration”.</li> <li>b) The system displays the “New Chapter” form with the following fields: <ul style="list-style-type: none"> <li>○ Chapter Name – text field (mandatory)</li> <li>○ Chapter Number – text field (mandatory)</li> <li>○ Enlargement Name– drop down list containing the enlargements already added from the “Manage Enlargement” use case with Active State (optional)</li> <li>○ Institution – multi selection combo box containing all the Institutions entered from the “Manage Institutions” use case.</li> </ul> </li> <li>c) The actor fills in at least the mandatory properties of the Chapter and confirms the creation of the new Chapter pressing the “Save” button.</li> <li>d) The new Chapter is created and stored in the system and the Form with the list of the Chapter is presented.</li> </ol> </li> </ol>

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	<p>4. Update Chapter</p> <ul style="list-style-type: none"> <li>a) The actor selects a Chapter.</li> <li>b) The system enables the option “Chapter&gt;Edit” from the “Administration” menu.</li> <li>c) The actor selects the option “Chapter&gt;Edit” from the menu “Administration” or right clicks on a chapter from the list of chapters provided.</li> <li>d) The Chapter Properties form opens.</li> <li>e) The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</li> <li>f) The updated Chapter Properties are stored in the system.</li> </ul> <p>5. Delete Chapter</p> <ul style="list-style-type: none"> <li>a) The actor selects the Chapter he wants to delete.</li> <li>b) The actor selects the option “Chapter&gt;Delete” from the menu “Administration” or right clicks on an existing chapter and selects the “Delete” option.</li> <li>c) If there is no data (Document LV) connected to the selected Chapter the system will delete the Chapter from the repository.</li> <li>d) In order to avoid any inconsistency if there is any data connected to the selected Chapter the system will display a blocking message informing the actor that he cannot delete the selected Chapter.</li> </ul>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ List of Chapters</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■ Apart from the manual management of the chapters, they can automatically be updated from the CCVista through the use case UC-0508 – Automatic Update of Acquis list</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	Manage Chapters section

#### 6.1.5 UC-0105 – Initial Setup – Manage Sub-Chapters

<i>Use Case ID</i>	UC-0105
<i>Use Case Name</i>	Initial Setup – Manage Sub-Chapters
<i>Actors</i>	Technical Support Agent
<i>Description</i>	Set up of the initial active Sub-Chapter list. This activity is performed as a part of the initialization process when a publishing of the Plan-DD new accession starts. The actor has access to sub-process called Sub-Chapter Management. The Sub-Chapter Management sub-process allows the actor to add a new Sub-Chapter, delete an existing Sub-Chapter or change the existing properties.

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<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ A parent chapter should exist.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A Sub-Chapter is stored / updated / deleted in the Plan-DD Database.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Inbox, any task, document manager, volume manager, search results, reports.</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Under the “Administration” Menu on the left navigation tree the actor selects the “Sub-Chapter” option.</li> <li>2. The system presents a list of Sub-Chapters (if any).</li> <li>3. Add Sub-Chapter <ol style="list-style-type: none"> <li>a) The actor selects the option “Sub-Chapter&gt;New” from the menu “Administration”.</li> <li>b) The system displays the “New Sub-Chapter” form with the following fields: <ul style="list-style-type: none"> <li>○ Sub-chapter Name – text field (mandatory)</li> <li>○ Sub-chapter Number – text field (mandatory)</li> <li>○ Chapter Name – drop-down menu (mandatory)</li> <li>○ Enlargement Name- drop down menu (mandatory)</li> </ul> </li> <li>c) The actor fills in at least the mandatory properties of the Sub-Chapter and confirms the creation of the new Sub-Chapter pressing the “Save” button.</li> <li>d) The new Sub-Chapter is created and stored in the system and the Form with the list of the Sub-Chapters is presented.</li> </ol> </li> <li>4. Update Sub-Chapter <ol style="list-style-type: none"> <li>a) The actor selects a Sub-Chapter.</li> <li>b) The system enables the option “Sub-chapter&gt;Edit” from the “Administration” menu.</li> <li>c) The actor selects the option “Sub-Chapter&gt;Edit” from the menu “Administration” or right clicks on a selected sub-chapter and selects “Edit” option.</li> <li>d) The Sub-Chapter Properties form opens.</li> <li>e) The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</li> <li>f) The updated Sub-Chapter Properties are stored in the system.</li> </ol> </li> <li>5. Delete Sub-Chapter <ol style="list-style-type: none"> <li>a) The actor selects the Sub-Chapter that he wants to delete.</li> <li>b) The actor selects the option “Sub-Chapter&gt;Delete” from the menu “Administration” or right clicks on an existing sub-chapter and selects the “Delete” option..</li> <li>c) If there is no data (Document LV) connected to the selected Sub-Chapter the</li> </ol> </li> </ol>

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	<p>system will delete the Sub-Chapter from the repository.</p> <p>g) In order to avoid any inconsistency if there is any data connected to the selected Sub-Chapter the system will display a blocking message informing the actor that he cannot delete the selected Sub-Chapter.</p>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>List of Sub-Chapters</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>Except of the manual management of the sub chapters, they can automatically be updated from the CCVista through the use case UC-0508 – Automatic Update of Acquis list</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>User interface</i>	Manage Sub-Chapters section

#### 6.1.6 UC-0106 – Initial Setup – Manage Suppliers

<i>Use Case ID</i>	UC-0106
<i>Use Case Name</i>	Initial Setup – Manage Suppliers
<i>Actors</i>	Technical Support Agent
<i>Description</i>	Set up of the initial active Suppliers list. This activity is performed as a part of the initialization process when a publishing of the Plan-DD new accession starts. The actor has access to sub-process called Supplier Management. The Supplier Management sub-process allows the actor to add a new Supplier, delete an existing one or change the existing properties.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>Inbox, any task, document manager, volume manager, search results, reports.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>A Supplier is stored / updated / deleted in the DD Database.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Inbox, any task, document manager, volume manager, search results, reports.</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>Under the “Administration” Menu on the left navigation tree the actor selects the “Supplier Management” option.</li> <li>The system presents a list of Supplier (if any).</li> <li>Add Supplier <ol style="list-style-type: none"> <li>The actor selects the option “Supplier&gt;New” from the menu “Administration”.</li> <li>The system displays the “New Supplier” form with the following fields: <ul style="list-style-type: none"> <li>Supplier Name – text field (mandatory)</li> <li>Supplier Abbreviation – text field (mandatory)</li> <li>Active Status - radio buttons with values ‘Active’ and ‘Inactive’</li> </ul> </li> </ol> </li> </ol>

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	<p>(mandatory).</p> <p>c) The actor fills in all the mandatory properties of the Supplier and confirms the creation of the new Supplier pressing the “Save” button.</p> <p>d) The new Supplier is created and stored in the system and the Form with the list of the Supplier is presented.</p> <p>4. Update Supplier</p> <p>a) The actor selects a Supplier.</p> <p>b) The system enables the option “Suppliers&gt;Edit” from the “Administration” menu.</p> <p>c) The actor selects the option “Supplier&gt;Edit” from the menu “Administration” or selects “Edit” option from the right click menu.</p> <p>d) The Supplier Properties form opens.</p> <p>e) The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</p> <p>f) The updated Supplier Properties are stored in the system.</p> <p>5. Delete Supplier</p> <p>a) The actor selects the Supplier he wants to delete.</p> <p>b) The actor selects the option “Supplier&gt;Delete” from the menu “Administration” or right clicks on an existing enlargement and selects the “Delete” option..</p> <p>c) If there is no data (Printer) connected to the selected Supplier the system will delete the Supplier from the repository.</p> <p>g) In order to avoid any inconsistency if there is any data (Printer) connected to the selected Supplier the system will display a blocking message informing the actor that he cannot delete the selected Supplier.</p>
<i>Exit point</i>	■ List of Suppliers
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■
<i>User interface</i>	Manage Suppliers section

#### 6.1.7 UC-0107 – Initial Setup – Manage Contracts

<i>Use Case ID</i>	UC-0107
<i>Use Case Name</i>	Initial Setup – Manage Contracts
<i>Actors</i>	Technical Support Agent

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<i>Description</i>	Set up of the initial active Contract list. This activity is performed as a part of the initialisation process when a publishing of the Plan-DD new accession starts. The actor has access to sub-process called Contract Management. The System Contract Management sub-process allows the actor to add new Contracts, delete an existing one or change the existing properties.
<i>Pre-conditions</i>	■
<i>Post-conditions</i>	■ The Contract is stored / updated / deleted in the Plan-DD Database.
<i>Entry point</i>	■ Inbox, any task, document manager, volume manager, search results, reports.
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>Under the “Administration” Menu on the left navigation tree the actor selects the “Contract” option.</li> <li>The system presents a list of Contracts (if any).</li> <li>Add Contract <ol style="list-style-type: none"> <li>The actor selects the option “Contract&gt;New” from the menu “Administration”.</li> <li>The system displays the “New Contract” form with the following fields <ol style="list-style-type: none"> <li>Contract Name – text field (mandatory)</li> <li>Contract Year – text field (mandatory)</li> <li>Description – text field (optional)</li> <li>Number of Lots – text field (mandatory)</li> <li>Active Status - radio buttons with values ‘Active’ and ‘Inactive’ (mandatory).</li> </ol> </li> <li>The actor fills in at least the mandatory properties of the Contract and confirms the creation of the new Contract pressing the “Save” button.</li> <li>The new Contract is created and stored in the system and the Form with the list of the Contracts is presented.</li> </ol> </li> <li>Update Contract <ol style="list-style-type: none"> <li>The actor selects a Contract.</li> <li>The system enables the option “Contracts&gt;Edit” from the “Administration” menu.</li> <li>The actor selects the option “Contract&gt;Edit” from the menu “Administration” or selects “Edit” from the right click menu.</li> <li>The Contract Properties form opens.</li> <li>The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</li> <li>The updated Contract Properties are stored in the system.</li> </ol> </li> </ol>

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	<p>5. Delete Contract</p> <ul style="list-style-type: none"> <li>a) The actor selects the Contract he wants to delete.</li> <li>b) The actor selects the option “Contract&gt;Delete” from the menu “Administration” or right clicks on an existing contract and selects the “Delete” option..</li> <li>c) If there is no data (Printer) connected to the selected Contract the system will delete the Contract from the repository.</li> <li>d) In order to avoid any inconsistency if there is any data connected to the selected Contract the system will display a blocking message informing the actor that he cannot delete the selected Contract.</li> </ul>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ List of Contracts</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	Manage Contracts section

#### 6.1.8 UC-0108 – Initial Setup – Manage Printers

<i>Use Case ID</i>	UC-0108
<i>Use Case Name</i>	Initial Setup - Manage Printers
<i>Actors</i>	Technical Support Agent
<i>Description</i>	Set up of the initial active Printers list. This activity is performed as a part of the initialization process when a publishing of the Plan-DD for new accession starts. The actor has access to sub-process called Printer Management. The Printer Management sub-process allows the actor to add a new Printer, delete an existing one or change the existing properties.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ At least a valid Contract and Supplier entry exists.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A Printer is stored / updated / deleted in the Plan-DD Database.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Inbox, any task, document manager, volume manager, search results, reports.</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Under the “Administration” Menu on the left navigation tree the actor selects the “Printer” option.</li> <li>2. The system presents a list of Printers (if any).</li> <li>3. Add Printer <ul style="list-style-type: none"> <li>a) The actor selects the option “Printer &gt;New” from the menu “Administration”.</li> </ul> </li> </ol>

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	<p>b) The system displays the “New Printer” form with the following fields:</p> <ul style="list-style-type: none"> <li>○ Contract – drop down list containing all the Contracts entered from the “Manage Contracts” use case (mandatory).</li> <li>○ Lot – text field only visible if the contract has lots (mandatory).</li> <li>○ Supplier – drop down list containing all the Suppliers entered from the “Manage Suppliers” use case (mandatory).</li> <li>○ Enlargement Name – drop down list containing all the Enlargements entered from the “Manage Enlargements” use case (mandatory).</li> <li>○ Cascade Order – text field (mandatory).</li> </ul> <p>c) The actor fills in at least the mandatory properties of the Printer and confirms the creation of the new Printer pressing the “Save” button.</p> <p>d) The new Printer is created and stored in the system and the Form with the list of the Printer is presented.</p> <p>4. Update Printer</p> <p>a) The actor selects a Printer.</p> <p>b) The system enables the option “Printer&gt;Edit” from the “Administration” menu.</p> <p>c) The actor selects the option “Printer&gt;Edit” from the menu “Administration” or selects “Edit” from the right click menu on a specific printer line.</p> <p>d) The Printer Properties form opens.</p> <p>e) The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</p> <p>f) The updated Printer Properties are stored in the system.</p> <p>5. Delete Printer</p> <p>a) The actor selects the Printer he wants to delete.</p> <p>b) The actor selects the option “Printer&gt;Delete” from the menu “Administration” or right clicks on an existing printer and selects the “Delete” option.</p> <p>c) If there is no data (Volumes) connected to the selected Printer the system will delete the Printer from the repository.</p> <p>g) In order to avoid any inconsistency if there is any data (Volumes) connected to the selected Printer the system will display a blocking message informing the actor that he cannot delete the selected Printer.</p>
<i>Exit point</i>	■ List of Printers
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■

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<i>User interface</i>	Manage Printers section
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#### 6.1.9 UC-0109 – Initial Setup – Application and Adapter Configuration

<i>Use Case ID</i>	UC-0109
<i>Use Case Name</i>	Initial Setup – Application and Adapter Configuration
<i>Actors</i>	Technical Support Agent
<i>Description</i>	This activity is performed as a part of the initialization process when a publishing of the Plan-DD for new accession starts. The actor has access to sub-process called Configuration Parameter Management. The Configuration Parameter sub-process allows the actor to configure different parameters using from the application.
<i>Pre-conditions</i>	■
<i>Post-conditions</i>	■ The configuration parameter is updated in Plan-DD.
<i>Entry point</i>	■ Inbox, any task, document manager, volume manager, search results, reports.
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Under the “Administration” Menu on the left navigation tree the actor selects the Configuration Parameter option.</li> <li>2. The system presents to options: Application, Adapters.</li> <li>3. The actor selects the Application option.</li> <li>4. The system displays a form with the following configurable parameter: <ul style="list-style-type: none"> <li>○ Proxy Server Configuration (Address, Port)</li> <li>○ Proxy Server Authentication (username, password)</li> <li>○ The period expecting for Legal Service configuration (15 days by default)</li> </ul> </li> <li>5. The actor modifies the parameters (if needed) and presses the “Save” button to confirm the transaction.</li> <li>6. The system stores the parameter.</li> <li>7. The actor selects to return to the Configuration Parameter select the option from the “Administration” Menu on the left navigation tree.</li> <li>8. The actor selects the Adapter option.</li> <li>9. The system displays a form with the following configurable parameter: <ul style="list-style-type: none"> <li>○ The period expecting for OJ-Format to respond (24 hours by default)</li> <li>○ All the communication directories (inbox/outbox) with the external</li> </ul> </li> </ol>

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	<p>systems (CCvista, Ceres, Demed, EUR-Lex, Oj-Format, Printers, Procat, SICOFF).</p> <p>10. The actor modifies the parameters (if needed) and presses the “Save” button to confirm the transaction.</p> <p>11. The system stores the parameter and presents the Configuration Parameters.</p>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>List of Adapter Configurations</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>User interface</i>	Application and Adapter Configuration section

#### 6.1.10 UC-0110 – Initialisation of the Acquis list from zip archive

<i>Use Case ID</i>	UC-0110
<i>Use Case Name</i>	Initialisation of the Acquis list from zip archive
<i>Actors</i>	Technical Support Agent
<i>Description</i>	Set up of the initial Acquis list from zip archive. This activity is performed as a part of the initialisation process when a publishing of the Plan-DD new accession starts.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>A zip archive, retrieved from CCVista, containing the priority list chapters in MS Excel format is stored locally in the user PC. In addition, the Excel files should have the correct structure as they are downloaded from the CCVista.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The Acquis list is initialised in Plan-DD and stored in the Plan-DD Database.</li> <li>A repository structure for the documents included in the Acquis List is created</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Inbox</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The actor selects the option “Upload Acquis List” under the “File” menu</li> <li>The system displays the “Upload Acquis List” Form with the following fields: <ul style="list-style-type: none"> <li>Language – drop down list (mandatory).</li> <li>Enlargement – read only field which is filled in based on the selected Language value.</li> <li>Upload Acquis list ZIP file – File selector applet where the user can add one zip file containing the excel files (mandatory).</li> </ul> </li> <li>The actor fills in at least the mandatory properties and launches the creation of a new Acquis List pressing the “Save” button.</li> </ol>

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	<ol style="list-style-type: none"> <li>The system presents an information form showing that the process of uploading has been initiated. The user can close the information form pressing the “Save” button. Nevertheless, the process of uploading will continue.</li> <li>Upon finishing the upload the system sends an email notification to the technical support agents containing the log file as attachment.</li> <li>All the documents with status “Included” in the Celex list will be presented in the Acquis List</li> <li>A repository root until the Document LV level is created/updated.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>Same as entry point.</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>If the structure of the Excel files is not the correct one then an error message will appear and the import will not be performed. The actor should take the correct Excel files from the CCVista and perform the initialisation again.</li> <li>In case of failure on the initialisation of the Acquis List, the technical support agents will receive an e-mail notification. The actor can launch a new upload. In this case only the documents that have not been previously proceed will be added in the Acquis List.</li> </ul>
<i>User interface</i>	Initialisation of the Acquis list from zip archive section

#### 6.1.11 UC-0111 – Manual Management of the Acquis list

<i>Use Case ID</i>	UC-0111
<i>Use Case Name</i>	Manual Management of the Acquis list
<i>Actors</i>	Technical Support Agent, Production Agent, General Coordinator
<i>Description</i>	Through this functionality the actor can add, update exclude and re-include a Document one by one in the Acquis List. Apart from the manual update of the Acquis list an automatic update from CCVista will be provided as well.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>The Acquis List is already initialised in Plan-DD repository.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The new Document is added / updated in the Acquis List.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Inbox, any task, document manager, volume manager, search results, reports.</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>Under the “Administration” Menu on the left navigation tree the actor selects the “Acquis List” option.</li> <li>The system presents the Acquis List.</li> </ol>

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	<p>3. Add new Document</p> <ul style="list-style-type: none"> <li>a) The actor selects the option “Acquis List&gt;Add Document” from the “Administration” menu.</li> <li>b) The system displays a form with the following fields: <ul style="list-style-type: none"> <li>○ Document Number – text field (mandatory)</li> <li>○ Publication reference – text field (optional)</li> <li>○ Enlargement Name – drop down list WITH DEFAULT (the most recent) (optional)</li> <li>○ Chapter Number– drop down list containing all the Chapters of the selected enlargement entered from the “Manage Chapters” use case. (optional)</li> <li>○ Acquis List Status – drop down list with values “Included”, “Excluded” (mandatory).</li> </ul> </li> <li>c) The actor fills in at least the mandatory properties of the Document and confirms the association of the Document to the enlargement pressing the “Save” button.</li> </ul> <p>4. Update Document association</p> <ul style="list-style-type: none"> <li>a) The actor selects a Document.</li> <li>b) The actor selects the option “Acquis List&gt;Edit Document” from the menu “Administration” or selects “Edit a Document in the Acquis List” option from the right click menu on a specific document.</li> <li>c) The Document Properties form opens.</li> <li>d) The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</li> <li>e) The updated Document association is stored in the system.</li> <li>f) In case a Document is excluded then the following cases will take place: <ul style="list-style-type: none"> <li>○ The actor will be able to associate the update to an existing letter from the “Acquis update” folder of the Enlargement.</li> <li>○ The active workflows of this Document should be terminated by the system. The actor will be informed through a warning message.</li> <li>○ In case the Document is already attached to a Volume and the Volume is not published yet then the system will inform the actor and ask him if he wants to remove the Document from the Volume.</li> <li>○ In case the Document is linked to other Documents, the system will inform the actor and ask him if he wants to exclude all the documents linked or none.</li> </ul> </li> <li>g) In case the Document is included again the user will be able to associate the update to an existing letter from the “Acquis update” folder of the Enlargement. Additionally a task will be generated again in case it was terminated using the</li> </ul>
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	“Exclude” functionality.
<i>Exit point</i>	■ Acquis list
<i>Alternative sequence</i>	■ The Acquis list shall be updated automatically from CCVista through a job which periodically scans CCVista for updates. For more details see the use case UC-0508 – Automatic Update of Acquis list.
<i>Failure sequence</i>	■
<i>User interface</i>	Manual Management of the Acquis list section

#### 6.1.12 UC-0112 – Upload of Acquis list update documents

<i>Use Case ID</i>	UC-0112
<i>Use Case Name</i>	Upload of Acquis list update documents
<i>Actors</i>	Technical Support Agent, Production Agent, General Coordinator
<i>Description</i>	Through this functionality the actor can upload letters that can be linked to modifications in the acquis list such as exclude and re-include a document
<i>Pre-conditions</i>	■ The Acquis List is already initialised in Plan-DD repository.
<i>Post-conditions</i>	■ The Acquis list update documents are uploaded in the “Acquis update” folder in the current Enlargement.
<i>Entry point</i>	■ Acquis list
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Under the “Administration” Menu on the left navigation tree the actor selects the “Acquis List” option.</li> <li>2. The system presents the Acquis List.</li> <li>3. The actor selects the option “Acquis List&gt;Acquis update” from the menu “Administration”.</li> <li>4. The Upload form opens.</li> <li>5. The actor selects a file and presses the “Upload” button to confirm the upload.</li> <li>6. The file is stored in the “Acquis update” folder in the current Enlargement.</li> </ol>
<i>Exit point</i>	■ Acquis list
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■

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<i>User interface</i>	Figure 39: Upload files
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### 6.1.13 UC-0113 – Manual Upload/Update of Document LV

<i>Use Case ID</i>	UC-0113
<i>Use Case Name</i>	Manual Upload/Update of Document LV
<i>Actors</i>	Technical Support Agent, Production Agent, General Coordinator
<i>Description</i>	The actor can manually upload/ update a Document that already has a reference in the Acquis List.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The Document already exists in the Acquis List and has status with status included or excluded.</li> <li>■ The files to be uploaded in Plan-DD are locally stored in the actor's PC.</li> <li>■ The files to be updated in Plan-DD are not checked out.</li> <li>■ The Document LV is not printed.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A new Document is added / updated in the Plan-DD repository.</li> <li>■ A virtual folder for each uploaded Document is created in the repository root under the "&lt;Document Identifier&gt;" Folder (if it does not exist already).</li> <li>■ In case of a new upload the actor can select to send the files to OJ- Format.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Inbox, any task, document manager</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Under the "File" menu bar the actor selects the "Upload Document LV" option.</li> <li>2. The system presents the "Document LV Upload" Form with the following fields: <ul style="list-style-type: none"> <li>○ Document Identifier – text field (mandatory)</li> <li>○ Status – drop down list with two values: prior-reading and control-reading (mandatory).</li> <li>○ Language – drop down list (mandatory)</li> <li>○ Comments – text area (optional)</li> <li>○ Exclude OJ-Format – check box, by default not checked (mandatory)</li> <li>○ Selected files - File Selector Applet where the user can add one or more files (mandatory)</li> </ul> </li> <li>3. The actor fills in at least the mandatory fields and confirms the creation/update of the new Document LV record pressing the "Upload" button.</li> <li>4. The system performs a double check <ol style="list-style-type: none"> <li>a. The system checks if the Document is already included in the Acquis</li> </ol> </li> </ol>

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	<p>List.</p> <ul style="list-style-type: none"> <li>b. The system checks if the Document already exists in the system in order to perform an update of an existing upload or a new one.</li> </ul> <p>5. In case the document is excluded from the acquis list, a warning will be presented informing the user.</p> <p>6. In case the Document LV record does not exist in the repository then a new upload will be performed.</p> <ul style="list-style-type: none"> <li>a. The system displays a form informing the actor that the upload that will take place is a new upload.</li> <li>b. The actor presses the “Upload” button of the information form in order to confirm the uploading</li> <li>c. The system displays the document manager of the uploaded document when the process of uploading finishes successfully.</li> </ul> <p>7. If the Document already exists in the repository then the system will perform an update of the existing one.</p> <ul style="list-style-type: none"> <li>a. The system displays a form informing the actor that the upload that will take place is an update.</li> <li>b. In case of Update of a Document, the system will have to associate the new files to the existing files to perform versioning. There are the following cases: <ul style="list-style-type: none"> <li>i. All the uploaded files have the same name as the previously uploaded files: In this case the system will automatically perform the update.</li> <li>ii. At least one of the uploaded files have different name from the previously uploaded files: In this case the system will present a form with a list of new file names and next to each file a drop down menu that will present the existing file names. The actor will select the file name of the existing document to do the versioning. In case a file is new and no versioning should be performed, the actor will not select any previous version to make versioning.</li> </ul> </li> </ul> <p>8. The document LV is stored in the Plan-DD repository.</p> <p>9. The system changes the status of the Document LV record to the next one, depending on the selected status.</p> <p>10. The system sends the Document LV to OJ-Format for cleaning if the OJ-Format is not excluded.</p> <p>11. In case the status of the Document LV in Acquis list is included then a new “Prior-Reading” or “Control Reading” task is generated for the proofreaders depending on the selected status (prior-reading, control-reading). In case the status of the Document LV is excluded then no task is generated.</p>
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	12. The system presents the Document Manager of the uploaded document LV.
<i>Exit point</i>	<ul style="list-style-type: none"> <li>Document Manager of the uploaded documents.</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>If the files are checked-out the system shall inform by whom and since when (date).</li> </ul>
<i>User interface</i>	Figure 31: Manual upload of Document LV

## 6.2 Production Agent / General Coordinator

### 6.2.1 UC-0201 – Edit Document LV Metadata

<i>Use Case ID</i>	UC-0201
<i>Use Case Name</i>	Edit Document LV Metadata
<i>Actors</i>	Production Agent, General Coordinator, Proofreaders
<i>Description</i>	The actor can manually edit the metadata. The metadata fetched from the Procat are editable only from the Production Agent and the General Coordinator. In addition, the metadata are editable in all the statuses of the document.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>The Document LV has already been uploaded in Plan-DD repository</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The metadata are updated and stored in the system.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Task, document manager</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The actor accesses a Document LV from within a task or from within the Document Manager.</li> <li>Under the menu bar “Edit” the actor accesses the “Edit Metadata” option.</li> <li>The system displays the Metadata Form.</li> <li>The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>Same as the entry point.</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>User interface</i>	Figure 29: Document LV Metadata

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### 6.2.2 UC-0202 – Update Metadata from Procat

<i>Use Case ID</i>	UC-0202
<i>Use Case Name</i>	Update Metadata from Procat
<i>Actors</i>	Production Agent, General Coordinator, Technical Support Agent, Proofreader
<i>Description</i>	The actor can manually launch a request to update the metadata of a Document from Procat
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>The Document is included in an active Acquis list.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The metadata are updated from the Procat.</li> <li>The Procat State changes to “Completed”.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Task, document manager</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The actor accesses a Document from within a task or from within Document Manager</li> <li>The actor selects the function “Update Metadata From Procat”</li> <li>A confirmation message appears informing the actor that the process of update will take some time until completed.</li> <li>The actor confirms the updating of the metadata pressing the “OK” button of the confirmation form</li> <li>A request for Update is sent to Procat.</li> <li>The Procat State change to “In Progress”.</li> <li>Upon Procat respond the system will update the metadata accordingly. In addition, the Procat State changes to “Completed”.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>The same as entry point.</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>In case of any error the Procat State will change to “Error”.</li> </ul>
<i>User interface</i>	The use case is initiated either from the Figure Document Metadata or Reading task. The confirmation message that will appear after using the function “Update Metadata From Procat” will be presented to the actor to inform him that there will be a delay.

### 6.2.3 UC-0203 – Document linking

<i>Use Case ID</i>	UC-0203
<i>Use Case Name</i>	Document linking
<i>Actors</i>	Production Agent, General Coordinator, Technical Support Agent

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<i>Description</i>	Documents can be linked to other Documents. In this case they should be treated as a group. This mean that within Plan-DD the linked documents are always printed together on the same volume, are attached or detached all together from the Volume. The system should store and display this link. The link between documents is created manually by the actor.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>The documents are already stored in Plan-DD repository.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The documents are linked to each other.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Task, document manager, Acquis List</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The actor accesses the function “Edit Metadata” under the “Edit” menu bar, from within a task or from within the Document Manager.</li> <li>The actor fills in the list box “Linked Documents” the document identifier of the documents that are linked to the current one.</li> <li>The actor presses the “Save” button to confirm the updating of the metadata.</li> <li>The metadata of all the linked documents are updated accordingly.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>Same as entry point.</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>The actor accesses the Acquis List.</li> <li>The actor multi-selects the documents and link them together either from the right click option “Link Document” or from within the menu option “Link Documents” under Administration menu bar.</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>User interface</i>	Figure: Document LV Metadata

#### 6.2.4 UC-0204 – Upload the Model

<i>Use Case ID</i>	UC-0204
<i>Use Case Name</i>	Upload the Model
<i>Actors</i>	Production Agent, General Coordinator, Technical Support Agent
<i>Description</i>	The actor can manually upload the model in one or more pilot languages.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>The Document LV record is already stored in the Plan-DD repository</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The model is uploaded in the Document repository.</li> </ul>

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<i>Entry point</i>	▪ Task, document manager
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor browses the Document LV record from within a task or from within the Document Manager.</li> <li>2. The actor selects the function “Upload Model” under the File menu.</li> <li>3. The system displays the Upload form.</li> <li>4. The actor attaches the Model file in the “Upload Form”.</li> <li>5. The actor confirms the uploading of the model pressing the “Upload” button.</li> <li>6. The model will be stored under the folder “Model” of the Document Manager.</li> </ol>
<i>Exit point</i>	▪ Same as entry point
<i>Alternative sequence</i>	▪ The actor can also upload corrigenda for the uploaded document.
<i>Failure sequence</i>	▪
<i>User interface</i>	Figure: Upload files

#### 6.2.5 UC-0205 – View the Model

<i>Use Case ID</i>	UC-0205
<i>Use Case Name</i>	View the Model
<i>Actors</i>	Proofreaders, Production Agent, General Coordinator, Technical Support Agent
<i>Description</i>	The actor can view the uploaded model in the Document Manager.
<i>Pre-conditions</i>	▪ The Model is already stored in the Document Manager
<i>Post-conditions</i>	▪
<i>Entry point</i>	▪ Task, document manager
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor browses the Document from within a task or from within the Document Manager.</li> <li>2. The actor selects the function “View Model” from the menu</li> <li>3. The system opens the Document Manager folder “Models” to display all the available models.</li> </ol>
<i>Exit point</i>	▪ Folder “Models” of the Document Manager
<i>Alternative sequence</i>	▪

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<i>Failure sequence</i>	▪
<i>User interface</i>	The use case is initiated either from the Figure Manager or Figure Reading task. The function “View Model” will open the Document Manager folder presenting the stored Models.

#### 6.2.6 UC-0206 – Change the status of the Document LV

<i>Use Case ID</i>	UC-0206
<i>Use Case Name</i>	Change the status of the Document LV
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The actor can change the status of the Document to a different one through the Metadata form.
<i>Pre-conditions</i>	▪ The Document LV is already stored in the repository.
<i>Post-conditions</i>	▪ The Document LV status is changed to the new one.
<i>Entry point</i>	▪ Task, document manager, PPF, Document Dashboard
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the metadata of a Document from one of the entry points.</li> <li>2. The actor selects a new status from the drop-down list “Status”.</li> <li>3. The actor presses the button “Save” to confirm the changes.</li> <li>4. The system stores the new status.</li> </ol>
<i>Exit point</i>	▪ Same as entry point
<i>Alternative sequence</i>	▪
<i>Failure sequence</i>	▪
<i>User interface</i>	Figure: Document LV Metadata

#### 6.2.7 UC-0207 – Create Volume

<i>Use Case ID</i>	UC-0207
<i>Use Case Name</i>	Create Volume
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The actor creates a Volume to be published.

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<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>Initial setup is done</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>A new volume is created in Plan-DD.</li> <li>The Volume Manager of the new Volume is created in the repository.</li> <li>The Volume status is set to “Created”.</li> <li>The “Dashboard” is updated accordingly.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Inbox, Volume Dashboard</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The actor selects the option “File&gt;New Volume” from the menu.</li> <li>The “Volume Metadata” form opens and prompts the actor to fill in at least the mandatory properties.</li> <li>Upon selecting a specific Language and Chapter, the system will fill in the volume number with the next available (use the higher available volume number).</li> <li>The actor fills in the properties of the Volume and presses the “Save” button.</li> <li>The system displays the “Attach Document” form which contains all the Document LVs that belong to the same language and chapter as the volume and are not attached to an other volume. A certain number of Documents are pre-selected in this Form. The total number of pages of the selected document should not be greater than a predefined value (e.g. 300 pages). In addition, the suggested documents are selected from the documents with the older publication date (see publication reference). The document LVs that are already attached to an other Volume will not be pre-selected.</li> <li>The actor modifies the selection. He can select one or more document LVs that he wants to attach to the volume.</li> <li>The number of pages is automatically updated when a document LV is attached.</li> <li>The actor confirms the attachment of the document LVs to the new volume pressing the “Attach” button of the “Attach Document” Form.</li> <li>The system displays the PPF of the new Volume.</li> <li>A volume virtual Folder is created in the repository.</li> <li>A unique identifier is applied to the volume.</li> <li>In case no document LV is attached to the Volume the status of the volume is set to “Created” otherwise to “Prepare”.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>PPF</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>User interface</i>	Figure 32: Volume Metadata

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	Figure 33: Attach Document form Figure 34: Print Production File – Prepare status
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#### 6.2.8 UC-0208 – Edit Volume Metadata

<i>Use Case ID</i>	UC-0208
<i>Use Case Name</i>	Edit Volume Metadata
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The actor edits the Volume Metadata.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ A volume already exists</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ Volume metadata are updated.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Task, Volume Manager, Volume Dashboard, PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the “Volume Metadata” from one of the available entry points.</li> <li>2. The system displays the “Volume Metadata” form.</li> <li>3. The actor modifies the properties (if needed) and presses the “Save” button to confirm the transaction.</li> <li>4. The updated Volume Properties are stored in the system.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ The same as entry point</li> </ul>
<i>Alternative sequence</i>	
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	Figure 32: Volume Metadata

#### 6.2.9 UC-0209 – Attach Document to Volume

<i>Use Case ID</i>	UC-0209
<i>Use Case Name</i>	Attach Document to Volume
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The actor assigns Document(s) to an existing Volume. This assignment can take place during the preparation of the Volume. From the Document LVs that are already attached to volumes, only those that have status Prepare and Legally Validated will be presented.

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<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The documents belong to the same chapter as the volume.</li> <li>■ The status of the Volume is “Created”, “Prepared” or “Legally Validated”.</li> <li>■ The publication request has not been sent to printer.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ Document LV(s) is/are attached to the selected Volume</li> <li>■ If the Volume Status is “Created” changes to “Prepare”.</li> <li>■ If some documents are detached from another volume, notification is sent to the Production Agents.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF, Document Dashboard</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the PPF of a Volume to work on.</li> <li>2. The system displays the PPF of the selected Volume.</li> <li>3. The actor selects the function “Attach Documents” from the menu.</li> <li>4. The system presents a list of Documents that belong to the same chapter as the volume and are included in the current enlargement. Document LVs that are attached to another volume are presented in the list and the Volume identifier is filled in into the corresponding folder. From the Document LVs that are already attached to volumes, only those that have status Prepare and Legally Validated will be presented. The status of each Document LV is indicated. In addition, the total number of pages of the selected document LVs is displayed and updated automatically.</li> <li>5. The actor selects one or more Document LVs to attach and confirms the selection.</li> <li>6. In case one of the selected Document LVs is linked to other documents, a confirmation message appears to ask the actor whether to attach all the Documents LVs or none.</li> <li>7. In case some documents are attached to another volume, the system presents a new screen, listing the already attached documents, and asking for confirmation. If the user cancels, he must be presented with the previous screen, which should remember his selection.</li> <li>8. In case the volume size exceeds a predefined value (e.g.300 pages), a confirmation message will appear to ask the actor whether to attach all the documents or not.</li> <li>9. The actor decides and presses the corresponding button.</li> <li>10. The system presents the PPF of the volume updated with the new Document LVs which are sorted by their Publication Reference attribute.</li> <li>11. The Volume status is set to “Prepare” if documents are attached.</li> <li>12. The metadata of the attached Document LVs are updated accordingly (if any field in commune is changed).</li> <li>13. If some documents are detached from another volume, notification is sent to the Production Agents.</li> </ol>

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<i>Exit point</i>	■ PPF
<i>Alternative sequence</i>	■ The actor can trigger the use case from within a Dashboard that contains all the documents. Filtering can be applied to the documents in order to help the actor to select the documents he need.
<i>Failure sequence</i>	■
<i>User interface</i>	Figure 33: Attach Document form Figure 34: Print Production File – Prepare status

#### 6.2.10 UC-0210 – Detach Document LV from Volume

<i>Use Case ID</i>	UC-0210
<i>Use Case Name</i>	Detach Document LV from Volume
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The actor detaches one or more Document LVs from an existing Volume.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The Volume has not been published yet.</li> <li>■ The Volume status is “Prepare” or “Legal Validation.</li> <li>■ The publication request has not been sent to printer.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ Document(s) is/are detached from the selected PPF of a Volume.</li> </ul>
<i>Entry point</i>	■ PPF
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor opens a Volume PPF to work on.</li> <li>2. The actor selects one or more Documents to detach.</li> <li>3. The actor selects “Detach Document” from the menu.</li> <li>4. System detaches the selected Document from the PPF. The Document/Volume metadata are updated accordingly if necessary</li> <li>5. In case one of the selected documents is linked to other documents, a confirmation message appears to ask the actor whether to detach all the documents or none.</li> <li>6. The actor decides and presses the corresponding button.</li> </ol>
<i>Exit point</i>	■ PPF
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■

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<i>User interface</i>	Figure: Print Production File – Prepare status
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#### 6.2.11 UC-0211 – Export Letter for Legal services /Inform Legal Services

<i>Use Case ID</i>	UC-0211
<i>Use Case Name</i>	Export Letter for Legal services /Inform Legal Services
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	Confirmation is required from the Legal Services on the Document LVs to be printed in a Volume. The letter needed to be sent to the Legal Services will be generated automatically by the system in PDF format based on a template.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>There is at least one Document LV attached to the Volume.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The actor has a PDF version of the Letter and can send it to the Legal Services.</li> <li>The status of the Volume changes to “Legal Validation”.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The actor opens the Volume PPF to work on.</li> <li>The actor selects a function to generate a letter for the legal services based on a template. This letter contains information for the Document LVs to be printed together with the current Volume.</li> <li>The actor signs and sends via mail the Letter to the Legal service.</li> <li>The actor selects the function “Legal Service Informed”.</li> <li>The status of the Volume changes to “Legal Validation” and the system starts a 15 days countdown.</li> <li>The function “Legal Service Informed” becomes disabled.</li> <li>The functions “Confirmed from Legal Services” and “Cancelled by Legal Services” are enabled.</li> <li>The functions Attach/Detach Document are disabled.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>PPF</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>User interface</i>	The functions “Export Letter for Legal services” and “Legal Service Informed” will be available from within the PPF (Figure: Print Production File – Prepare status). No

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	dedicated screens are needed.
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#### 6.2.12 UC-0212 – Validation received from the Legal Services

<i>Use Case ID</i>	UC-0212
<i>Use Case Name</i>	Validation received from the Legal Services
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	<p>In case a valid reply to the Confirmation Letter is received from the Legal Service, the actor should manually change the status of the Volume to “Legally Validated”. He can also upload the confirmation in Plan-DD.</p> <p>If the predefined period has passed (e.g 15days) and the Legal Services have not provided an answer, the system notifies the PA group that the deadline has passed. In that case, the PA should use the current use case for setting the status of the Volume to “Legally Validated.”</p>
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ A confirmation e-mail is received from the Legal services (outside of Plan-DD) or 15 days have passed without a reply.</li> <li>■ The status of the Volume is “Legal Validation”.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The status of the Volume changes to “Legally Validated”.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor opens a Volume PPF to work on.</li> <li>2. The actor selects the function “Confirmed by Legal Services” from the menu.</li> <li>3. The status of the Volume changes to “Legally Validated”.</li> <li>4. The functions “Confirmed from Legal Services” and “Cancelled by Legal Services” are disabled.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Alternative sequence</i>	In case the Legal Services have not replied after the predefined period (e.g 15days), the PA receives an email notification that no reply was received after 15 days and can proceed with the publication. The PA can use the above steps to change the status of the Volume to “Legally Validated”
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	The function “Confirmed by Legal Services” will be available from within the PPF (Figure: Print Production File – Prepare status). No dedicated screens are needed.

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#### 6.2.13 UC-0213 – Rejection received from the Legal Services

<i>Use Case ID</i>	UC-0113
<i>Use Case Name</i>	Rejection confirmation received from the Legal Services
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	In case an invalid reply to the Confirmation Letter is received from the Legal Service, the actor uses the “Rejected from Legal Service” and the system automatically changes the status of the Volume to “Prepare”. He can upload the rejection in Plan-DD.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ A rejection e-mail is received from the Legal services (outside of Plan-DD).</li> <li>■ The status of the Volume is “Legal Validation”.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The status of the Volume changes to “Prepare”</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor opens a Volume PPF to work on</li> <li>2. The actor selects the function “Rejected from Legal Service” from the menu</li> <li>3. The status of the Volume changes to “Prepare”.</li> <li>4. The function “Inform Legal Service” is enabled.</li> <li>5. The functions “Confirmed from Legal Services” and “Cancelled by Legal Services” are disabled.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Alternative sequence</i>	
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	The function “Rejected from Legal Service” will be available from within the PPF (Figure: Print Production File – Prepare status). No dedicated screens are needed.

#### 6.2.14 UC-0214 – Upload the confirmation/rejection Letter received from the Legal Service

<i>Use Case ID</i>	UC-0214
<i>Use Case Name</i>	Upload the confirmation/rejection Letter received from the Legal Service
<i>Actors</i>	Production Agent, General Coordinator

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<i>Description</i>	In case a reply to the Confirmation Letter is received from the Legal Services, the actor can upload this message in Plan-DD.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ A confirmation or rejection is received from the Legal services (outside of Plan-DD).</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The confirmation or rejection is uploaded in Plan-DD repository.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF, Volume Manager</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor opens a Volume PPF to work on</li> <li>2. The actor selects the function “Upload Letter From Legal Service” under the menu</li> <li>3. The system presents a form to upload the letter. Multiple files can be uploaded if there are several requests to Legal Services per volume).</li> <li>4. The actor selects the type of upload (confirmation or rejection from Legal Services) and attaches the file he wants to upload as confirmation</li> <li>5. The system stores the file in the Volume virtual folder under the folder “Correspondence”.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ PPF, Volume Manager</li> </ul>
<i>Alternative sequence</i>	
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	Figure 39: Upload files

#### 6.2.15 UC-0215 – Send Budget request to DEMED

<i>Use Case ID</i>	UC-0215
<i>Use Case Name</i>	Send Budget request to DEMED
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The user requests budget for the whole volume sending a Budget request to DEMED.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The Volume is already created and stored in the Plan-DD repository</li> <li>■ The status of the volume is one of the following: Prepare, Legal Validation, Legally Validated, Ordered, Proof-reading or Ready for Publication.</li> <li>■ There is a printer selected in the Volume metadata.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A request for budget is sent to Demed.</li> </ul>

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	<ul style="list-style-type: none"> <li>■ The “Demed Progress” status is changed to “Complete”.</li> <li>■ The “Demed Status” is changed to “Valid” or “Invalid”.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the PPF of a Volume</li> <li>2. The actor presses the menu option “Send Budget Request” to send the budget request to Demed. The needed information is available in the Volume Metadata.</li> <li>3. The “Demed Progress” field is changed to “Progressing” while the “Demed Status” remains “Not Created”.</li> <li>4. The functions “Attach Document”, “Detach Document” and “Send Budget Request” will remain read-only until Demed responds with a “Valid” or “Invalid” status. Additionally the printer cannot be modified</li> <li>5. When Demed responds: <ol style="list-style-type: none"> <li>a. The “Demed Progress” status is changed to “Complete”.</li> <li>b. The “Demed Status” is changed to “Valid” or “Invalid”.</li> <li>c. The menu option “Send Budget Request” is enabled.</li> <li>d. The functions “Attach Document” and “Detach Document” are enabled</li> </ol> </li> <li>6. In case of one of the following action take place, the DEMED Status will change to DATA_CHANGE: <ul style="list-style-type: none"> <li>• Attach document</li> <li>• Detach document</li> <li>• Change of publication date</li> <li>• Modification of printer</li> <li>• Modification on number of pages</li> </ul> </li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>Failure sequence</i>	<ol style="list-style-type: none"> <li>1. If the Demed responds with an error status then the menu option “Send Budget Request” will become enabled.</li> <li>2. The actor should resend the Budget Request to DEMED to get a “Valid” or “Invalid” Status.</li> </ol>
<i>User interface</i>	The function “Send Budget request to DEMED” will be available from within the PPF (Figure: Print Production File – Prepare status). No dedicated screens are needed.

#### 6.2.16 UC-0216 – Edit and Dispatch Publication Request to Printer

<i>Use Case ID</i>	UC-0216
<i>Use Case Name</i>	Edit and Dispatch Publication Request to Printer

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<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The Publication Request is created and sent to the Printer to order Proofs. Prepared Publication Request is sent to the selected printer and an acknowledgment about the delivery is received.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The status of the Volume is “Legally Validated”, “Ordered”, “Proofreading” or “Ready for Publication”.</li> <li>■ A budget request has been sent to Demed and has “Valid” Status.</li> <li>■ All the Document LVs attached to the volume are in state “Ready for Printer”.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The publication request is sent to the Printer together with the attached Document LVs.</li> <li>■ The status of the Volume is “Ordered”.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF, Volume Manager</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the PPF of a Volume.</li> <li>2. The actor accesses the menu option “Send Publication request to Printer”</li> <li>3. The system displays the “Publication request” form.</li> <li>4. The actor reviews the Publication request and presses the “Send to printer” button to perform the dispatch or the “Save” button to save the form and to return to the PPF.</li> <li>5. A zip containing the following data is sent to printer: <ol style="list-style-type: none"> <li>a. Publication request in PDF and XML format</li> <li>b. Attached Document LV files in separated zip file per Document LV.</li> <li>c. Model(s)</li> </ol> </li> <li>6. The status of the Volume changes to “Ordered”.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ Same as entry point</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■ In case one of the above pre-conditions do not exist then a blocking message will appear preventing the actor from sending the publication request to the printer.</li> <li>■ In case of an “Invalid” or “Error” message from the Demed then the General Coordinator can send the publication request to the Printer. In this case a confirmation form will be displayed asking him if he wants to continue with the dispatching or not even though the Demed status is not “Valid”.</li> <li>■ An answer is awaited from printer to confirm that he can perform the publication. In case of negative response, the actor should manually change the status of the Volume to “Legally Validated” and printer and send a new Budget and Publication request using the new printer.</li> </ul>

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<i>Failure sequence</i>	■
<i>User interface</i>	Figure 36: Publication Request

#### 6.2.17 UC-0217 – Manual Upload of Volume Proofs from Printer

<i>Use Case ID</i>	UC-0217
<i>Use Case Name</i>	Manual Upload of Volume Proofs from Printer
<i>Actors</i>	Technical Support Agent, Production Agent, General Coordinator
<i>Description</i>	The proofs received from the printer are manually uploaded in the repository and a “Volume Proofreading” task is generated.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ A volume Proof order has been sent to the Printer.</li> <li>■ A zip containing proofs is delivered from the Printer and stored locally to the actor’s pc.</li> <li>■ The status of the Volume is one of the following: Ordered, Proofreading, Ready for Publication.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The proofs are stored in the Volume Manager under the folder “Proofs”.</li> <li>■ A task for proofreading is assigned to the proofreader group.</li> <li>■ The Volume status is Proof-reading.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF, Volume manager, Task</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the PPF or the Volume Manager of a Volume.</li> <li>2. The actor clicks on the menu option “Upload Files”.</li> <li>3. The system displays the “Upload Files” Form.</li> <li>4. The actor selects the option “Proofs” from the drop down menu.</li> <li>5. The actor attaches the proofs or the zip with proofs and confirms the uploading of the proofs pressing the “Upload” button.</li> <li>6. The system stores the delivered proofs under the “Proofs” folder of the Volume Manager.</li> <li>7. The system generates a Volume Proofreading task for the Proofreaders containing the proofs as attachments.</li> <li>8. The status of the Volume changes to “Proof-Reading”.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ Same as entry point</li> </ul>
<i>Alternative sequence</i>	■

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<i>Failure sequence</i>	■
<i>User interface</i>	Figure: Upload files

#### 6.2.18 UC-0218 – Dispatch the Proofs to Printer

<i>Use Case ID</i>	UC-0218
<i>Use Case Name</i>	Dispatch the Proofs to Printer
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	When finishing with the correction of the Proofs, the actor can select to send the proofs to the Printer. A zip containing the proofs will be generated and sent back to the Printer.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The proofs are stored in the “Proofs” folder of the Volume.</li> <li>■ Email notification is received informing the actor for the completion of Volume Proofreading (see use case UC-0303 – Volume Proofreading). A link to the Volume Manager will be available.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The proofs are sent to the Printer</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Volume Manager, Email notification “End of Volume Proofreading”</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the Volume Manager through a link in the Email notification “End of Volume Proofreading”.</li> <li>2. The actor selects the files to send to printer and selects the function “Dispatch Proofs to Printer” from the menu.</li> <li>3. The files are dispatched back to the printer.</li> </ol>
<i>Exit point</i>	■
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■ The actor can dispatch the proofs to Printer through the Volume Manager.</li> </ul>
<i>Failure sequence</i>	■
<i>User interface</i>	

#### 6.2.19 UC-0219 – Manage Ready for Press form

<i>Use Case ID</i>	UC-0219
<i>Use Case Name</i>	Manage Ready for Press form
<i>Actors</i>	Production Agent, General Coordinator

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<i>Description</i>	The actor creates the Ready for Press form (“ready for print” – BAT/“bon à tirer”) and sends it to printer.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The Volume status is one of the following: Prepare, Legal Validation, Legally Validated, Ordered, Proofreading or Ready for Publication.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The “Ready for Press Form” values are stored.</li> <li>■ A PDF file for the Ready for Press is generated and stored in the system.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the PPF of a Volume.</li> <li>2. The actor accesses the menu option “Edit Ready for Press” under the “Ready for Press” menu to access the ready for press form. <ol style="list-style-type: none"> <li>a. System provides the Ready for Press Form.</li> <li>b. The actor fills in the requested data.</li> <li>c. The actor selects the “Save” button to save the Ready for Press.</li> <li>d. System saves the Ready for Press and presents the PPF.</li> </ol> </li> <li>3. The actor clicks the “Export Ready for Press” button to export the Ready for Press in PDF format to be signed. <ol style="list-style-type: none"> <li>a. System exports the Ready for Press and presents it in an external window.</li> </ol> </li> <li>4. The actor accesses the menu option “View Ready for Press” under the “Ready for Press” menu to open the ready for press form in an external window.</li> <li>5. The actor accesses the menu option “View Signed Ready for Press” under the “Ready for Press” menu to open the ready for press form in an external window.</li> <li>6. The actor can upload the Ready for Press to the system after signature, by selecting the function “Upload Ready for Press”. <ol style="list-style-type: none"> <li>a. The actor browses and selects the file of the signed Ready for Press to upload.</li> </ol> </li> <li>7. The actor can sent the Signed Ready for Press to the printer by selecting the function “Send Ready for Press” <ol style="list-style-type: none"> <li>a. A zip containing the Signed ready for Press is sent to the corresponding printer.</li> </ol> </li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	Figure: Ready for press form

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#### 6.2.20 UC-0220 – Send forecast to Ceres

<i>Use Case ID</i>	UC-0220
<i>Use Case Name</i>	Send forecast to Ceres
<i>Actors</i>	General coordinator, Production Agent
<i>Description</i>	The actor prepares the forecast for a volume and sends it to the CERES system. This includes the possibility to update the forecast.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ Forecast Progress status is “UNINITIALISED” and the Ceres Status is “NOT_CREATED” on create of Forecast.</li> <li>■ Forecast Progress status is “COMPLETE” or “DATA_CHANGE” on update of Forecast.</li> <li>■ The Volume status is one of the following: Prepare, Legal Validation, Legally Validated, Ordered, Proof-reading, Ready for Publication.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ Forecast is sent to Ceres.</li> <li>■ Forecast Progress status changes to “Progressing” and the Ceres status to “PROGRESSING” upon sending the forecast.</li> <li>■ Forecast Progress status changes to “Complete” and the Ceres status to “VALID” upon sending the forecast.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the PPF of a Volume.</li> <li>2. The actor accesses the menu option “Ceres Form”.</li> <li>3. The system displays the “Ceres Form”.</li> <li>4. The actor updates and saves the forecast</li> <li>5. The actor presses the “Send to Ceres” button to send the forecast to Ceres.</li> <li>6. System stores the form and sends a new/updated forecast to Ceres.</li> <li>7. Forecast Progress status changes to “Progressing”.</li> <li>8. The actor presses the button “Close” to close the forecast form.</li> <li>9. The system displays the PPF.</li> <li>10. Ceres replies with Progress status “COMPLETE” and Ceres status “VALID”.</li> <li>11. Progress status is set to “COMPLETE” and Ceres status to “VALID”.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Alternative sequence</i>	
<i>Failure sequence</i>	11. Ceres replies with Progress status “COMPLETE” and Ceres status “INVALID” or

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	<p>“ERROR”.</p> <p>12. Progress status is set to “COMPLETE” and Ceres status to “INVALID” or “ERROR”.</p> <p>13. The actor updates the Ceres form and sends again the Forecast to the Ceres.</p>
<i>User Interface</i>	Figure: Ceres form

#### 6.2.21 UC-0221 – Close the volume

<i>Use Case ID</i>	UC-0221
<i>Use Case Name</i>	Close the volume
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	When the actor finishes with the preparation of a Volume he can close the Volume. When the volume is closed, all the functions previously applied to the volume will be disabled. However the user can open the volume in order to further manipulate it.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ All the Document LVs attached to the volume are in state “Ready for Printer”.</li> <li>■ A budget request has been sent to Demed and has “Valid” DEMED Status.</li> <li>■ The Ceres Status is “Valid”.</li> <li>■ There is a signed Ready for Press saved in the system.</li> <li>■ The status of the volume is “Ready for Publication”.</li> <li>■ All document LVs have content.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The Volume is closed.</li> <li>■ The PPF is presented in read-only mode</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the PPF of a Volume from the dashboard.</li> <li>2. The actor accesses the menu option “Close Volume”.</li> <li>3. A zip file containing the PPF and the “Ready for Press” both in xml and pdf format is generated and sent to the Printer.</li> <li>4. The Volume status is set to “Closed” and the form is presented in read-only mode.</li> <li>5. The menu function “Open Volume” is enabled.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ PPF</li> </ul>
<i>Alternative sequence</i>	

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<i>Failure sequence</i>	
<i>User Interface</i>	The entry point of the user case is presented in the Figure: Print Production File – Prepare status. The exit point will be the same form but will all the fields in read-only mode.

#### 6.2.22 UC-0222 – Open a closed Volume

<i>Use Case ID</i>	UC-0222
<i>Use Case Name</i>	Open a closed Volume
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The user can open a closed volume in order to further update it. When the volume is opened the status of the volume changes to “Ready for Publication”.
<i>Pre-conditions</i>	■ The status of the volume is “Closed”.
<i>Post-conditions</i>	■ The status of the volume is “Ready for Publication”.
<i>Entry point</i>	■ PPF
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the PPF of a Volume from the dashboard.</li> <li>2. The actor accesses the menu option “Open Volume”.</li> <li>3. The Volume status is set to “Ready for Publication” and the PPF is editable.</li> <li>4. The menu function “Open Volume” is disabled.</li> </ol>
<i>Exit point</i>	■ PPF
<i>Alternative sequence</i>	
<i>Failure sequence</i>	
<i>User Interface</i>	Figure: Print Production File – Prepare status

#### 6.2.23 UC-0223 – Characterisation

<i>Use Case ID</i>	UC-0223
<i>Use Case Name</i>	Characterisation
<i>Actors</i>	Production Agent, General Coordinator (directly from the PPF)
<i>Description</i>	The actor receives a task for Characterisation to updates the Print Production File with information about the printed pages and the table of content (TOC). Additionally, the publication date can be modified.

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<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The status of the Volume is “Published”.</li> <li>■ A Characterisation task is generated in the inbox of the actor.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The information is sent to DEMED.</li> <li>■ Volume status is set to “Characterised”.</li> <li>■ Volume and attached Document LVs are set to read-only. Only the Volume Status will be editable in this status.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Characterisation task, PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor browses the tasks in his Inbox.</li> <li>2. The actor selects a “Characterisation” task.</li> <li>3. The actor accepts the task.</li> <li>4. The actor accesses the Print Production File from the menu.</li> <li>5. System opens the Print Production File.</li> <li>6. The actor fills in the Document printed pages and the TOC pages in the Print Production File.</li> <li>7. The actor modifies the publication date.</li> <li>8. The actor finishes pagination and saves the Print Production File selecting the “Save” button.</li> <li>9. The system saves the updated PPF.</li> <li>10. The actor selects the function “Send to DEMED” to automatically send to DEMED the actual printed pages of the volume.</li> <li>11. The system saves the updated PPF and sends to DEMED the update request.</li> <li>12. The system sends an XML file to SICOF.</li> <li>13. DEMED returns a VALID message.</li> <li>14. The system changes the Volume status to “Characterised”.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>Alternative sequence</i>	1-4. The actor accesses the Print Production File of a Volume from the dashboard or the Volume manager.
<i>Failure sequence</i>	<ol style="list-style-type: none"> <li>12. DEMED returns an INVALID message.</li> <li>13. The actor updates the data (if needed) and sends again the information to DEMED.</li> </ol>
<i>User interface</i>	The generated task will be similar to the Figure: Reading task. There shall be no Attachments in the task as they are not applicable. A direct link to the PPF will be provided in the task to access the Figure: Print Production File – Published status.

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#### 6.2.24 UC-0224 – Change the status of the Volume

<i>Use Case ID</i>	UC-0224
<i>Use Case Name</i>	Change the status of the Volume
<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	The actor can change the status of the Volume to a new one through the Metadata form.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>The Volume is already stored in Plan-DD repository.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The Volume status is changed to the new one.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Task, Volume manager, PPF</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The actor accesses the metadata of a Volume from within the PPF.</li> <li>The actor selects a new status from the drop-down list “Volume Status”.</li> <li>The system switches the Volume to the selected new status.</li> <li>The actor presses the button “Save” to confirm the changes.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>Same as entry point</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>User interface</i>	Figure: Volume Metadata

#### 6.2.25 UC-0225 – Assign, Reassign and Cancel Task

<i>Use Case ID</i>	UC-0225
<i>Use Case Name</i>	Assign, Reassign and Cancel Task
<i>Actors</i>	General Coordinator, Production Agent
<i>Description</i>	The actor can delegate a task to a specific Proofreader. An e-mail notification will be sent to the selected Proofreader with a link to the Document Manager. A task can also be cancelled and the document LV can be forwarded to the next applicable status. If the document is checked out, a warning will be presented and the actor has to decide whether to continue and cancel the check-out or not.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>Active tasks are available in the system.</li> <li>The task has status Assigned or Dormant.</li> </ul>

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<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>▪ The task is delegated to the selected Proofreader.</li> <li>▪ An e-mail notification is sent to the selected Proofreader.</li> <li>▪ In case of Cancel of task, the task will be removed from Proofreader inbox and the status is forwarded to the next applicable.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>▪ Inbox</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the inbox.</li> <li>2. The actor selects the “Assign Task” function from the menu.</li> <li>3. The system displays all the active tasks.</li> <li>4. The actor selects the task(s) he wants to assign to a specific Proofreader.</li> <li>5. The actor fills in the fields “Deadline”, “Priority” and “Proofreader” next to the selected Task. In case the “Default Due date of the Reading tasks” is filled in for the current Enlargement, the due date will be pre-filled for all the tasks.</li> <li>6. The actor presses the “Save” button to confirm the assignment. If the document is checked out, a warning will be presented and the actor has to decide whether to continue and cancel the check-out or not.</li> <li>7. The task is removed from the inbox of the previous Proofreader(s) or the group and is delegated to the selected Proofreader.</li> <li>8. An e-mail notification is sent to the selected Proofreader.</li> <li>9. Additionally, the actor can select a task to be cancelled.</li> <li>10. The actor presses the “Abort” button to confirm the cancellation. If the document is checked out, a warning will be presented and the actor has to decide whether to continue and cancel the check-out or not.</li> <li>11. The task is removed from the Proofreader inbox and the status is forwarded to the next applicable.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>▪ Inbox</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>▪ The actor can begin the use case from within a Dashboard “Monitoring and Reporting: documents assigned to proofreaders – Cumulative stats”.</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<i>User interface</i>	Figure: Assign, Reassign and Cancel Task

#### 6.2.26 UC-0226 – Create / update Ready for Press template

<i>Use Case ID</i>	UC-0226
<i>Use Case Name</i>	Create / update Ready for Press template

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<i>Actors</i>	Production Agent, General Coordinator
<i>Description</i>	Actor can create and update the Ready for Press template. Each time the template is changed the Ready for Press Form will be updated accordingly.
<i>Pre-conditions</i>	■
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A template for the Ready for Press Form is created / updated and saved in the system. The template will be used for all Ready for Press Forms created after saving the template.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Inbox</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor accesses the function “Update Ready for Press Template” from the menu.</li> <li>2. The system displays the “Ready for Press” form.</li> <li>3. The actor makes the corresponding changes and presses the “Save” button to confirm the updating of the template.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ Inbox</li> </ul>
<i>Alternative sequence</i>	
<i>Failure sequence</i>	■
<i>User interface</i>	The Figure: Ready for Press is the same as Ready for Press Template.

### 6.3 Proofreaders

#### 6.3.1 UC-0301 – Document LV Prior-Reading

<i>Use Case ID</i>	UC-0301
<i>Use Case Name</i>	Document LV Prior-Reading
<i>Actors</i>	Proofreader
<i>Description</i>	The actor performs Document prior-reading
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ Document LV is in status “Prior-Reading”.</li> <li>■ Task “Document Prior-Reading” is presented in the Proofreader’s Inbox for processing.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ Document prior-reading Task has been finished</li> <li>■ Any corrections are stored in a new version of the document.</li> </ul>

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	<ul style="list-style-type: none"> <li>The Document is sent back to CCVista to be checked by the Legal Services.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>Inbox</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The actor browses the tasks in his Inbox.</li> <li>The actor selects a “Document prior-reading” task.</li> <li>The actor accepts the task.</li> <li>The task disappears from all other Inboxes which it has co-existed.</li> <li>The actor checks the Document LV details about the document through the “Metadata”.</li> <li>The actor can update the “Title” and the “Comments” fields of Metadata.</li> <li>The actor presses the “Save” button to save the Metadata and return to the task.</li> <li>The system stores the updated Metadata.</li> <li>The actor checks out the Document file.</li> <li>The actor corrects the content of the document.</li> <li>The actor checks in corrected version.</li> <li>The actor presses the “Finish” button in the task to finalise the Document prior-reading and the task disappears from the inbox of the actor. In case any of the attached files are checked-out, then a blocking message will appear to force the actor to check-in the file to finish the task.</li> <li>The system sends the corrected files to CCVista.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>Inbox</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>If the Document LV document quality is bad, the actor Rejects the task by pressing the “Reject” button from within the task and adds in the presented comment field the reason.</li> <li>The PA receives an e-mail notification with the rejection justification from the Proofreader including a link to the Document LV repository folder.</li> <li>The PA manages to get a new version of the document LV which is then uploaded manually to the system through the use case: UC-0113 – Manual Upload/Update of Document LV</li> </ul>
<i>User interface</i>	<p>Figure 1: Proofreader Inbox</p> <p>Figure 2: Control-reading task, with the difference that the task is prior-reading and the notification that the document LV have not passed from prior-reading will not be presented.</p>

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### 6.3.2 UC-0302 – Document LV Control –Reading

<i>Use Case ID</i>	UC-0302
<i>Use Case Name</i>	Document LV Control –Reading
<i>Actors</i>	Proofreader
<i>Description</i>	The actor performs the Control –Reading of the Document LVs downloaded from the CCVista in status Finalised. A task is generated in his inbox in order to access the document. The task is generated to his inbox through the use case: UC-0502 – Automatic Upload of the Finalized Document LVs or UC-0225 – Assign, Reassign and Cancel Task
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>▪ Document LV is in status “Control-Reading”.</li> <li>▪ Task “Document Control-Reading” is presented in the Proofreader’s Inbox for processing.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>▪ Document control-reading Task has been finished</li> <li>▪ Any corrections are stored in new version of the document</li> <li>▪ The status of the Document goes to “Ready for Printer” in Plan-DD repository.</li> <li>▪ Cleaned files are received from ClearMD.</li> <li>▪ The files are sent to Eur-lex and Cellar for early publishing.</li> <li>▪ The “Property Cleaning” state changes to “Completed”.</li> <li>▪ The “EUR-Lex” and “Cellar” states change to “Completed”.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>▪ Inbox</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor browses the tasks in his Inbox.</li> <li>2. The actor selects a “Document Control-Reading” task.</li> <li>3. The actor accepts the task.</li> <li>4. Task disappears from all other Inboxes which it has co-existed.</li> <li>5. The actor checks the Document LV details about the document though the “Metadata”.</li> <li>6. The actor can updates the “Title” and the “Comments” fields of Metadata (if needed).</li> <li>7. The actor presses the “Save” button to save the Metadata and return to the task.</li> <li>8. The system stores the updated Metadata.</li> <li>9. The actor checks out the document.</li> <li>10. The actor corrects the content of the document.</li> <li>11. The actor checks in corrected versions.</li> </ol>

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	<p>12. The actor presses the “Finish” button in the task to finalise the Document control-reading and the task disappears from the inbox of the actor. In case any of the attached file is checked-out then a blocking message will appear to force the actor to check-in the file to finish the task. Additionally, in case the metadata to be sent to EUR-Lex and Cellar are not filled in, the system will present a blocking message.</p> <p>13. The status of the Document changes to “Ready for Printer”.</p> <p>14. The files are sent to ClearMD for property cleaning.</p> <p>15. The “Property Cleaning” state changes to “In Progress”.</p> <p>16. The cleaned files are sent back to the system through wood.</p> <p>17. The “Property Cleaning” state changes to “Completed”.</p> <p>18. The files are sent to EUR-Lex and Cellar for early publishing (see UC-0510 – Send files to EUR-Lex and Cellar).</p> <p>19. The “EUR-Lex” and “Cellar” states change to “Completed”.</p>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>▪ Inbox</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>▪ In case a file is sent for cleaning and is not received back to Plan-DD, no action will be taken by Plan-DD, the Eur-Lex and Cellar states will remain to “Not Started” and Property Cleaning state to “In Progress”. No timeout is foreseen and no retry automatically will ever occur. A manual triggering after control reading status of Document LV will be available for the Production Agent and General Coordinator profiles.</li> <li>▪ In case of a delayed response by ClearMD and the status of the Document LV is set to "Published", the cleaned document will be discarded and it will not be sent to EUR-Lex/Cellar.</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>▪ In case ClearMD returns an error message, the system will send an email notification to the Technical Agent, Production Agent and General Coordinator with a link to the Document LV Manager. They will be able to manually trigger the dispatch to ClearMD. Upon receiving the cleaned files from ClearMD, the system will perform the dispatch to EUR-Lex and Cellar.</li> </ul>
<i>User interface</i>	<p>Figure 1: Proofreader Inbox</p> <p>Figure 2: Control-reading task</p>

### 6.3.3 UC-0303 – Volume Proofreading

<i>Use Case ID</i>	UC-0303
<i>Use Case Name</i>	Volume Proofreading
<i>Actors</i>	Proofreaders
<i>Description</i>	The actor performs proofreading of the Volume proofs received from the printer.

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<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ Task “Volume Proof-Reading” Task is generated in the Proofreader’ Inbox through the use case UC-0217 – Manual Upload of Volume Proofs from Printer or UC-0507 – Automatic Upload of Proofs.</li> <li>■ The status of the volume is “Proof-reading”.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ Corrected Volume proofs are stored in the document storage</li> <li>■ The status of the volume is “Ready for Publication”.</li> <li>■ An Email notification is sent to the Production Agents and General Coordinator group informing that a Volume Proofreading task has been finished.</li> </ul>
<i>Entry point</i>	<ul style="list-style-type: none"> <li>■ Inbox</li> </ul>
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The actor browses the tasks in his Inbox.</li> <li>2. The actor selects a “Volume Proof -Reading” task.</li> <li>3. The actor accepts the task.</li> <li>4. Task disappears from all other Inboxes which it has co-existed.</li> <li>5. The actor checks the task details about the Volume.</li> <li>6. The actor checks out the proof PDFs.</li> <li>7. The actor marks necessary corrections into the proof PDFs.</li> <li>8. The actor checks in the corrected volume proofs.</li> <li>9. The actor presses the “Finish” button to finalise task. In case any of the attached file is checked-out then a blocking message will appear to force the actor to check-in the file to finish the task.</li> <li>10. The system sends an Email notification to the Production Agents and General Coordinator group informing that a Volume Proofreading task has been finished.</li> <li>11. The status of the volume changes to “Ready for Publication”.</li> </ol>
<i>Exit point</i>	<ul style="list-style-type: none"> <li>■ Inbox</li> </ul>
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■ If the “Volume proof” quality is bad, the actor rejects the task by pressing the “Reject” button and adding in the presented comment field the reason.</li> <li>■ The PA receives an e-mail notification with the rejection justification from the Proofreader including a link to the Volume Manager.</li> <li>■ The PA manages to get a new version of the proofs which is then uploaded manually to the system by the Technical Support Agent or the Production Agent.</li> </ul>
<i>User interface</i>	<p>Figure 1: Proofreader Inbox</p> <p>Figure 2: Control-reading task, with the difference that the task is for Volume</p>

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	Proofreading and the notification that the document LV have not passed from prior-reading will not be presented.
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## 6.4 Plan-DD

### 6.4.1 UC-0501 – Automatic Upload of the Revised Document LVs

<i>Use Case ID</i>	UC-0501
<i>Use Case Name</i>	Automatic Upload of the Revised Document LVs
<i>Actors</i>	CCVista, Plan-DD
<i>Description</i>	The Document LV record to be published is initially stored in CCVista, that's why it is necessary to fetch the file from CCVista to Plan-DD repository.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ Polling period is set.</li> <li>■ CCVista service is available.</li> <li>■ An initialisation of the Acquis list is previously done.</li> <li>■ There is at least one Language attached to an active Enlargement.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A virtual folder for each uploaded Document LV record is created in the repository root under the corresponding Document Folder.</li> <li>■ The Document LV record is sent to OJ-Format for document cleaning.</li> </ul>
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The system periodically polls the CCVista for document LVs in the Revised state.</li> <li>2. CCVista returns a list of Document LVs in the "Revised" state.</li> <li>3. The system using Web service fetches the Document LVs in "Revised" State.</li> <li>4. The system compares the list of found documents in "Revised" state from CCVista with Document LV list to find corresponding Document LV record in state "Not Started" in plan-DD for the certain Document LV and language.</li> <li>5. The system starts a document processing workflow with reference to the Document LV record.</li> <li>6. The system sets in CCVista parameters the status of the Document LV record to "Under Proofreading".</li> <li>7. The system creates a virtual folder with pattern: &lt;Document identifier&gt;-LV in the repository root under the &lt;Document identifier&gt; folder.</li> <li>8. The label of the Version of the Document uploaded from CCVista will be named to "Original".</li> <li>9. The system sets the status of the Document LV record to "Prior-Reading" in the DD-</li> </ol>

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	repository and starts the prior-reading workflow. 10. The system sends the files to OJ-Format. A Prior-Reading task will be generated for the proofreaders when the OJ-Format returns the cleaned files. See the use case UC-0504 – Document Cleaning – OJ Format for more information.
<i>Exit point</i>	Not applicable
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■
<i>User interface</i>	Not applicable

#### 6.4.2 UC-0502 – Automatic Upload of the Finalized Document LVs

<i>Use Case ID</i>	UC-0502
<i>Use Case Name</i>	Automatic Upload of the Finalized Document LVs
<i>Actors</i>	CCVista, Plan-DD
<i>Description</i>	The Document LV record to be published is initially stored in CCVista, that's why it is necessary to fetch the file from CCVista to Plan-DD repository.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ Polling period is set</li> <li>■ CCVista service is available</li> <li>■ The Documents are included in the Acquis List in Plan-DD</li> <li>■ There is at least one Language attached to an active Enlargement.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A Document Control Reading task is generated for the proofreaders.</li> </ul>
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Plan-DD periodically polls the CCVista for documents in status Finalised</li> <li>2. CCVista returns a list of Document LVs in “Finalised” status.</li> <li>3. The system compares the list of found document LVs in “F” state in CCVista with a list of Documents to find corresponding Document LV records in state “Legal Finalisation” in Plan-DD for the certain Document and language.</li> <li>4. The system using the Web service fetches the selected Document LV.</li> <li>5. The system starts a Control-Reading workflow for the Document LV record.</li> <li>6. The system changes the status of the Document LV record to “Control-Reading” in Plan-DD repository.</li> <li>7. The label next to the version of the uploaded Document will be named to “Control</li> </ol>

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	Read”.
	8. A new task “Document Control Reading” is created for the proofreaders.
<i>Exit point</i>	Not applicable
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■ In case the Status of the Document LV in CCvista is “Finalised” and the Document LV in Plan-DD has not passed through Prior Reading then a Control Reading workflow will be launched as well. Nevertheless, the actor will perform a Deep Control Reading. Consulting the statuses through which the Document LV has passed he can conclude to a deep control reading.</li> <li>■ Deep Control Reading shall be automatically VISIBLY FLAGGED by the system as shown in the corresponding screen shot from UID.</li> </ul>
<i>Failure sequence</i>	■
<i>User interface</i>	Not applicable

#### 6.4.3 UC-0503 – Load the Document LV Metadata from Procat

<i>Use Case ID</i>	UC-0503
<i>Use Case Name</i>	Load the Document LV Metadata from Procat
<i>Actors</i>	Plan-DD, Procat
<i>Description</i>	Population of metadata for a given Document LV document. System loads the Document LV metadata automatically from Procat. Acquired metadata are stored in the corresponding Document LV entity instance.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The Document is included in an active Acquis list.</li> <li>■ A request for metadata for the Document LV has already been sent to the Procat upon initialisation of the Acquis list or through a manual metadata request.</li> <li>■ Procat has returned the requested metadata in xml format file through Wood Protocol.</li> <li>■ A Job searching for xml files returned from the Procat has already been set up and scheduled in Plan-DD.</li> <li>■ The Procat State for the Document LV is “Progressing” in manual metadata request only.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ Document LV data entity is enriched by metadata from Procat.</li> <li>■ The Procat State for the Document LV changes to “Completed” in manual metadata request only.</li> <li>■ The “Procat update date” field in the Reading tasks and the Document LV Manager is updated with the date that the information was received by the system.</li> </ul>

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<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The Job periodically scans the system for xml files returned from the Procat.</li> <li>2. For every xml file found in the system the Job stores the received metadata to the corresponding Document LV record.</li> <li>3. The “Procat update date” is updated.</li> <li>4. The Procat State for this Document LV changes to “Completed” in manual metadata request only.</li> </ol>
<i>Exit point</i>	Not applicable
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■
<i>User interface</i>	Not applicable

#### 6.4.4 UC-0504 – Document Cleaning – OJ Format

<i>Use Case ID</i>	UC-0504
<i>Use Case Name</i>	Document Cleaning – OJ Format
<i>Actors</i>	Plan-DD, OJ-Format
<i>Description</i>	The OJ-Format returns back the cleaned versions of the files previously send to it from the prior-reading workflow. A task containing the cleaned files as attachments is generated at the inbox of the Proofreaders.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The Document LV has already been uploaded in the Plan-DD Repository</li> <li>■ The files have been sent to the OJ-Format during the automatic/manual upload of a “Revised” Document LV.</li> <li>■ Document LV is in status “Prior-reading” or “Control-reading” in case it has not passed through Prior-reading (deep control-reading).</li> <li>■ The files are returned from the OJ-Format application within a predefined period.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ Cleaned version of the Document LV is stored in Document Manager.</li> <li>■ A task is generated in the inbox of the Proofreader.</li> </ul>
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. A prior-reading or deep control-reading workflow Job sends Document LV files for cleaning to OJ-Format.</li> </ol>

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	<ol style="list-style-type: none"> <li>Another scheduled Job finds cleaned Document LV files returned from the OJ-Format</li> <li>The system adds the cleaned files as new version upon the current one.</li> <li>The label of the Current Version of the uploaded cleaned versions will be “Cleaned”.</li> <li>The system generates a task “Document prior-reading” for the Proofreaders containing the cleaned Document LV files received from OJ-Format as attachment.</li> </ol>
<i>Exit point</i>	Not applicable
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>If the OJ-Format does not respond within a predefined period (e.g 24H – See UC-0109 – Initial Setup – Application and Adapter Configuration) then the prior-reading workflow continues by generating the reading task in the Proofreader inbox with attachment the original version of the files. If OJ-Format responds after this period, Plan-DD will skip the cleaned files and will not upload them in the Document Manager.</li> </ul>
<i>User interface</i>	

#### 6.4.5 UC-0505 – Upload the documents to CCVista

<i>Use Case ID</i>	UC-0505
<i>Use Case Name</i>	Upload the documents to CCVista
<i>Actors</i>	Plan-DD, CCVista
<i>Description</i>	When the Proofreader finishes the “Prior-Reading” task the Document LV is uploaded back to the CCVista.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>The Proofreader finishes the “Prior-Reading” task generated in his inbox.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The Document LV is uploaded back to the CCVista with the status “Corrected”</li> <li>The status of the Document LV changes to “Legal Finalisation”</li> </ul>
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The Proofreader finishes the “Prior-Reading” task generated previously in his inbox.</li> <li>The system calls the corresponding web service uploading function with new “New Status” parameter “Corrected”.</li> <li>The system sets the status of the Document LV in Plan-DD to “Legal Finalisation”.</li> </ol>
<i>Exit point</i>	Not applicable

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<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■
<i>User interface</i>	Not applicable

#### 6.4.6 UC-0506 – Generate a Control Reading task

<i>Use Case ID</i>	UC-0506
<i>Use Case Name</i>	Generate a Control Reading task
<i>Actors</i>	CCVista, Plan-DD
<i>Description</i>	The system using web service scans the CCvista for Document LVs in Status “Finalised” in the specified language version. For each Document LV found in this status, a “Document LV Control-Reading” workflow is initialized and the task is assigned to the Proofreader group Inbox.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The CCVista service is available.</li> <li>■ Internet connection is available.</li> <li>■ The Document LV status is “Finalised” in CCVista.</li> <li>■ The Plan-DD status of the Document LV is “Not started” or “Legal Finalisation”.</li> <li>■ A Job to communicate with CCvista in order to retrieve the “Finalised” Document LVs has already been set up and scheduled in Plan-DD.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ A Control-Reading task is generated for the Proofreader group Inbox.</li> <li>■ The Document LV files are sent to OJ-Format for document cleaning in case of Deep Control-reading.</li> <li>■ The Document LV status changes to “Control-Reading”.</li> </ul>
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The Job periodically scans the CCVista for Document LVs in status “Finalised”</li> <li>2. For every Document LV found in CCvista in status “F” the system generates a task “Document LV Control-Reading” for the Proofreaders.</li> <li>3. The system checks if the document LV has passed through Prior-reading. In case it has passed through Prior-reading the system will go to the next step. Otherwise, the system will send the received files to OJ-Format.</li> <li>4. The system will generate the task for the same proofreader which did the prior-reading workflow of the Document LV.</li> <li>5. Document LV status changes to “Control-Reading” in Plan-DD repository.</li> </ol>

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<i>Exit point</i>	Not applicable
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>In case the Document LV has not passed through the prior-reading workflow (deep control reading) then the task generated in the inbox of the proofreaders group of the corresponding language will present a warning that the document LV have not passed through prior-reading.</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li></li> </ul>
<i>User interface</i>	Not applicable

#### 6.4.7 UC-0507 – Automatic Upload of Proofs

<i>Use Case ID</i>	UC-0507
<i>Use Case Name</i>	Automatic Upload of Proofs
<i>Actors</i>	Printer, Plan-DD
<i>Description</i>	The proofs received from the printer are automatically uploaded in the repository and a “Proofreading” task is generated.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>A zip containing proofs is delivered from the Printer through Wood Protocol.</li> <li>The status of the Volume is “Ordered”, “Proof-reading” or “Ready for Publication”.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>The proofs are stored in the Volume Manager under the folder “Proofs”.</li> <li>A task for proofreading is assigned to the proofreader group.</li> <li>The status of the Volume changes to “Proof-reading”.</li> </ul>
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>The Printer sends the volume proofs to Plan-DD through the Wood protocol.</li> <li>The systems scans periodically for files received from the Printer.</li> <li>The system stores the delivered proofs under the folder “Proofs” of the Volume Manager.</li> <li>The system sends an acknowledgment xml to the Printer for successful upload of the Proofs.</li> <li>The system generates a task for the Proofreaders containing the proofs as attachments.</li> <li>The status of the Volume changes to “Proof-Reading”.</li> </ol>
<i>Exit point</i>	Not applicable

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<i>Alternative sequence</i>	■ See use cases: UC-0217 – Manual Upload of Volume Proofs from Printer
<i>Failure sequence</i>	■
<i>User interface</i>	Not applicable

#### 6.4.8 UC-0508 – Automatic Update of Acquis list from CCVista.

<i>Use Case ID</i>	UC-0508
<i>Use Case Name</i>	Automatic Update of Acquis list from CCVista.
<i>Actors</i>	CCVista, Plan-DD
<i>Description</i>	The acquis list is automatically synchronised with CCVista. Each time the Job is executed the system compares the priority list in CCVista with the Acquis list in Plan-DD in order to find new Document LVs included in or excluded from the Priority List of the CCVista and to update the Acquis list accordingly.
<i>Pre-conditions</i>	■ A job for updating the acquis list from CCVista is successfully set up and scheduled in the Plan-DD Repository.
<i>Post-conditions</i>	■ The acquis list is updated according to the priority list received from CCVista.
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. The system periodically scans the Priority list of CCVista for updates.</li> <li>2. The system compares the priority list with the Acquis List</li> <li>3. In case a new document is included in the Priority list and does not exist in the Acquis List, the system adds the new document in the Acquis List.</li> <li>4. In case a document is included in the Priority list and exists in the Acquis List with state excluded, the system sends an email notification to the General Coordinator and the Production Agent groups.</li> <li>5. In case a document is excluded from the Priority list and exists in the Acquis List with state included, the system sends an email notification to the General Coordinator and the Production Agent groups.</li> </ol>
<i>Exit point</i>	Not applicable
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■
<i>User interface</i>	Not applicable

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#### 6.4.9 UC-0509 – Automatic Volume Publishing

<i>Use Case ID</i>	UC-0509
<i>Use Case Name</i>	Automatic Volume Publishing
<i>Actors</i>	Plan-DD
<i>Description</i>	When the publication date is arrived the closed Volume along with the attached document LVs are promoted to “Published” status. Additionally, a Characterisation task is generated.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The Status of the Volume is “Closed”.</li> <li>■ A Job for publishing the Volumes has already been set up and scheduled in Plan-DD.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The Status of the Volume changes to “Published”.</li> <li>■ The status of the attached Document LVs changes to “Published”.</li> <li>■ A Characterisation task is generated in the inbox of the Production Agents and General Coordinators.</li> </ul>
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Each time the Publish Job is executed it scans the system for Volumes with Status “Closed” and publication date the Current or previous date.</li> <li>2. For each one of the found Volumes the Job: <ul style="list-style-type: none"> <li>• Changes the Status of the Volume to “Published”</li> <li>• Changes the status of the attached Document LVs to “Published”</li> <li>• Generates a Characterisation task in the inbox of the Production Agents and General Coordinators.</li> </ul> </li> </ol>
<i>Exit point</i>	Not applicable
<i>Alternative sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>Failure sequence</i>	<ul style="list-style-type: none"> <li>■</li> </ul>
<i>User interface</i>	Not applicable

#### 6.4.10 UC-0510 – Send files to EUR-Lex and Cellar

<i>Use Case ID</i>	UC-0510
<i>Use Case Name</i>	Send files to EUR-Lex and Cellar

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<i>Actors</i>	Plan-DD
<i>Description</i>	When the files are returned from the ClearMD previously sent through the use case UC-0302 – Document LV Control –Reading, then an automatic Job sends them to EUR-Lex and Cellar which forward them to new EUR-Lex.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> <li>■ The Document LV Status is “Ready for Printer”.</li> <li>■ The “Property Cleaning” State is “Completed”.</li> <li>■ A Job for sending the files to Cellar has already been set up and scheduled in Plan-DD.</li> <li>■ In the ClearMD inbox directory there is a Document LV returned from the ClearMD.</li> <li>■ The “EUR-Lex” and “Cellar” States are “Not started”.</li> </ul>
<i>Post-conditions</i>	<ul style="list-style-type: none"> <li>■ The “EUR-Lex” and “Cellar” States change to “Completed”.</li> <li>■ The files are sent to EUR-Lex and Cellar.</li> </ul>
<i>Entry point</i>	Not applicable
<i>Main success scenario</i>	<ol style="list-style-type: none"> <li>1. Each time the Cellar Job is executed it scans the system for Document LVs returned from the OJ-Format.</li> <li>2. For each one of the found Document LV the system: <ol style="list-style-type: none"> <li>a) Sends the cleaned Document LV to EUR-Lex and Cellar outbox directory</li> <li>b) Sends the Acquis list to Cellar outbox directory</li> <li>c) Changes the “Property cleaning” State to Complete</li> <li>d) Changes the “EUR-Lex” and “Cellar” State to “In Progress”</li> </ol> </li> <li>3. The system checks if the files are removed from Wood folder. In this case the “EUR-Lex” and “Cellar” States are set to “Completed”.</li> </ol>
<i>Exit point</i>	Not applicable
<i>Alternative sequence</i>	■
<i>Failure sequence</i>	■
<i>User interface</i>	Not applicable

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## 7 Dashboards and Reporting

In case a Volume name or a Document Identifier is listed in a dashboard, a link will also be available to the corresponding Volume or Document Manager.

Search criteria rules:

- In case no criterion is selected then the report will automatically include all the search criteria in the search query and will display all the results.
- In case no value is selected in a multi select box, all the values will be included in the search query.
- In case of radio buttons and drop down menus, the system will select a default value that will be specified in the documentation.

### 7.1 Dashboards

#### 7.1.1 Documents

<b>Documents</b>		<b>Comments</b>
<b>Description:</b>	Report gives the Document list by chapter, language, volume, state (included/excluded), assignee and production status and Plan-DD states. <b>Highlights the items that are late.</b>	
<b>Primary Actor:</b>	General coordinator, Production agent	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>■ Chapter, drop down menu</li> <li>■ Production Status, drop down menu</li> <li>■ Production States, drop down menu</li> <li>■ Language, drop down menu</li> <li>■ Volume name, text field</li> <li>■ State, drop down menu with options included/excluded/all (default)</li> <li>■ Proofreader, multi select box presenting all the members of the Proofreader group</li> <li>■ Document identifier, text field</li> <li>■ View: Volumes, Documents (default: Volumes)</li> </ul>	
<b>Search results (Volume view):</b>	<ul style="list-style-type: none"> <li>■ Language</li> <li>■ Chapter</li> <li>■ Volume name</li> <li>■ Number of documents</li> </ul>	

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<b>Search results (Document view):</b>	<ul style="list-style-type: none"> <li>■ Document identifier (link)</li> <li>■ Number of pages</li> <li>■ Production Status</li> <li>■ CCvista Status</li> <li>■ State (included / excluded)</li> <li>■ Proofreader</li> <li>■ Prior-reading: Yes/No</li> <li>■ Pilot version loaded: Yes/No</li> <li>■ Deadline</li> <li>■ Word author file loaded: Yes/No</li> </ul>	
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### 7.1.2 Volumes

<b>Volumes</b>		<b>Comments</b>
<b>Description:</b>	Report shows the "List of volumes" waiting for external input, by selected production states, Chapters, and languages. <b>Report highlights the items which are late.</b>	
<b>Primary Actor:</b>	General coordinator, Production agent	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>■ Chapter, drop down menu</li> <li>■ Production Status, drop down menu</li> <li>■ Language, drop down menu</li> </ul>	
<b>Search results:</b>	<ul style="list-style-type: none"> <li>■ Chapter name</li> <li>■ Volume name</li> <li>■ Language</li> <li>■ Production Status</li> <li>■ Publication Date</li> <li>■ Catalogue Number</li> <li>■ Number of documents</li> <li>■ Pages</li> <li>■ Number of ready documents</li> <li>■ Pages of ready documents</li> <li>■ Ready documents (in percentage)</li> <li>■ Assignee (PA or GC set in Volume Metadata)</li> <li>■ Printer</li> </ul>	

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### 7.1.3 Tasks workload

<b>Task workload</b>		<b>Comments</b>
<b>Description:</b>	Report displays information regarding tasks assigned to Proofreader team. Need to show what has been done, by whom, how many days spent on each production status.	
<b>Primary Actor:</b>	General coordinator, Production agent	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>■ Assigned, drop down menu with values yes/no/all (default)</li> <li>■ Language, drop down menu</li> <li>■ Proofreader, drop down menu (+all)</li> <li>■ Task type, drop down menu with values: document prior-reading, control-reading, proofreading, volume proofreading, all (default)</li> <li>■ Filter on document identifier (document identifier)</li> <li>■ Chapter, drop down menu (+all)</li> <li>■ Volume name, text field</li> <li>■ Date range, From To</li> <li>■ View by: user / production status / document</li> <li>■ View: compact, detail</li> </ul>	
<b>Search results (User view):</b>	<ul style="list-style-type: none"> <li>■ View from the list of user <ul style="list-style-type: none"> <li>• Proofreader</li> <li>• Production Status</li> <li>• Number of documents</li> <li>• Number of pages</li> </ul> </li> <li>List of documents per user: <ul style="list-style-type: none"> <li>○ Proofreader</li> <li>○ Document identifier</li> <li>○ Task type (Document Prior-reading, Document Control-reading, Document Proof-reading, Volume Proof-reading)</li> <li>○ Prior-reading (Yes/No)</li> <li>○ Days spent on the task from acceptance to finish task</li> </ul> </li> </ul>	
<b>Search results (Status view):</b>	<ul style="list-style-type: none"> <li>■ View from the list of production status <ul style="list-style-type: none"> <li>• Production Status</li> </ul> </li> </ul>	

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<b>Task workload</b>		<b>Comments</b>
	<ul style="list-style-type: none"> <li>• Number of documents</li> <li>• Number of pages</li> </ul> <p>List of documents per production status:</p> <ul style="list-style-type: none"> <li>○ Document identifier</li> <li>○ Assigned (Yes/No)</li> <li>○ Proofreader</li> <li>○ Prior-reading (Yes/No)</li> <li>○ Task type</li> <li>○ Days spent on the task from acceptance to finish task (if the task is assigned)</li> </ul>	
<b>Search results (Document view):</b>	<ul style="list-style-type: none"> <li>■ View from the list of documents <ul style="list-style-type: none"> <li>• Document identifier (link)</li> <li>• Chapter</li> <li>• Volume name (link)</li> <li>• Production status</li> <li>• Prior-reading (Yes/No)</li> <li>• Proofreader</li> <li>• Assigned (Yes/No)</li> <li>• Number of pages</li> <li>• Number of days spent on the task</li> </ul> </li> <li>■ For this last view, it will be possible to select documents (multiple selection) and to assign the selected documents to a proofreader.</li> </ul>	

#### 7.1.4 Dashboard: Order tracking: Orders sent to printers

<b>Dashboard : Order tracking: Orders sent to printers</b>		<b>Comments</b>
<b>Description:</b>	Report gives the total number of pages sent to the printer, per chapter and per printer. Budget consumption tracking.	
<b>Primary Actor:</b>	General coordinator, Production agent	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>■ Printer, drop down menu</li> <li>■ Production Status, drop down menu</li> <li>■ Date of order range, From To</li> </ul>	
<b>Search results:</b>	<ul style="list-style-type: none"> <li>■ DEMED reference (link to Volume Metadata)</li> </ul>	<b>ED:</b> Please provide information on

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<b>Dashboard : Order tracking: Orders sent to printers</b>		<b>Comments</b>
	<ul style="list-style-type: none"> <li>■ Date of order</li> <li>■ Printer</li> <li>■ Publication Status</li> <li>■ Number of volumes</li> <li>■ Number of documents</li> <li>■ Number of pages</li> <li>■ Cost based on the Price Schedule</li> </ul>	<p>how the “Cost based on the Price Schedule” will be calculated. The unit price will be set in the configuration parameters.</p> <p><b>OP:</b> total = unit price x number of pages</p>

## 7.2 Reports

### 7.2.1 Report-01: Monitoring and Reporting: DOCUMENTS

<b>REPORT-01 : Monitoring and Reporting: DOCUMENTS</b>		<b>Comments</b>
<b>Description:</b>	Report gives the statistics of Documents by selected production status, chapter, language and time period and Plan-DD states	
<b>Primary Actor:</b>	General coordinator, Production agent	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>■ Chapter, multi select box (+all)</li> <li>■ Production Status, multi select box (+all)</li> <li>■ Production State, multi select box (+all)</li> <li>■ Language, multi select box (+all)</li> <li>■ State, radio button options included/excluded/all (default: all)</li> <li>■ Creation date: Date selection (default: current)</li> </ul>	
<b>Search results:</b>	<ul style="list-style-type: none"> <li>■ Language</li> <li>■ Chapter</li> <li>■ Volume name</li> <li>■ Number of pages</li> <li>■ Production Status</li> <li>■ State(included/excluded)</li> <li>■ Number of documents for each production status and state (included/excluded)</li> <li>■ Percentage of documents for each production status (on total for the acquis)</li> <li>■ Number of pages for each production status and states (included/excluded)</li> </ul>	

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<b>REPORT-01 : Monitoring and Reporting: DOCUMENTS</b>		<b>Comments</b>
	<ul style="list-style-type: none"> <li>Percentage of pages for each production status (on total for the acquis)</li> </ul>	

#### 7.2.2 Report-02: Monitoring and Reporting: VOLUMES

<b>REPORT-02 : Monitoring and Reporting: VOLUMES</b>		<b>Comments</b>
<b>Description:</b>	Report gives the statistics of volumes by selected production states, Chapters, languages and time period.	<b>ED:</b> OP to specify the period i.e. creation date.
<b>Primary Actor:</b>	General coordinator, Production agent	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>Chapter, multi select box (+all)</li> <li>Production Status, multi select box (+all)</li> <li>Language, multi select box (+all)</li> <li>Creation date: Date selection (default: current)</li> <li>Printer, multi select box (+all)</li> <li>View: Chapters, Volumes (default: Chapter)</li> </ul>	
<b>Search results (Chapter view):</b>	<ul style="list-style-type: none"> <li>Language</li> <li>Chapter</li> <li>Number of volumes of the chapter</li> <li>Number of documents for the volumes/current chapter</li> <li>Number of included documents for the volumes/current chapter</li> <li>Number of excluded documents for the volumes/current chapter</li> <li>Number of pages for the volumes/current chapter</li> </ul>	
<b>Search results (Volume view):</b>	<p>For each chapter:</p> <ul style="list-style-type: none"> <li>Chapter</li> <li>Volume name</li> <li>Production Status of the volume</li> <li>Printer (if available)</li> <li>Number of total pages of volume</li> <li>Number of documents for the volume for each Document Production Status</li> <li>Number of pages for the volume for each Document Production Status</li> </ul>	

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### 7.2.3 Report-03: Weekly production report: Number of produced pages

Report KPI Monitoring: Weekly production report: Number of produced pages		Comments
<b>Description:</b>	Report gives the number of produced pages for each task, with alternative to show ratio number of page per day. Rejected tasks will not be taken into account.	The report will be sent weekly to GC and PA group. The report will remain in the list of “ad hoc” reports as well.
<b>Primary Actor:</b>	General coordinator, Production agent	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>■ Language, multi select box (+all)</li> <li>■ Proofreader, multi select box (+all)</li> <li>■ Task type, multi select box (values: document prior-reading, control-reading, proofreading, volume proofreading) (+all)</li> <li>■ Date selection (dates From-To) (default : empty=all – same everywhere for this kind of field)</li> <li>■ View by: Task (default value) or Ratio</li> </ul>	
<b>Search results (Task view):</b>	<ul style="list-style-type: none"> <li>■ Proofreader</li> <li>■ Task type</li> <li>■ Number of assigned volumes / documents per task type</li> <li>■ Number of assigned pages</li> <li>■ Number of read (finished tasks) volumes / documents per task type</li> <li>■ Number of read pages</li> <li>■ Ratio number of page per task type per day (based on the number of days from the date selection field)</li> </ul>	
<b>Search results (Ratio view):</b>	<ul style="list-style-type: none"> <li>■ User name</li> <li>■ Ratio number of page per day (based on the number of days from the date selection field)</li> </ul>	

### 7.2.4 Monitoring and Reporting: PRINTING statistics

Monitoring and Reporting: PRINTING statistics		Comments
<b>Description:</b>	Report gives the statistics of documents, volumes or pages sent to the printer by time period.	
<b>Primary Actor:</b>	General coordinator, Production agent	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>■ Language, multi select box (+all)</li> <li>■ Date of order range, From To</li> </ul>	

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<b>Monitoring and Reporting: PRINTING statistics</b>		<b>Comments</b>
	<ul style="list-style-type: none"> <li>Printer, multi select box (+all)</li> </ul>	
<b>Search results:</b>	<ul style="list-style-type: none"> <li>Date</li> <li>Printer</li> <li>Number of volumes</li> <li>Number of documents</li> <li>Number of Pages</li> </ul>	

### 7.3 Public Dashboard

#### 7.3.1 Public Dashboard: Production Information to be sent to EUR-Lex

This dashboard will be sent in EUR-Lex in xml format. This issue is still under discussion.

<b>Public Dashboard : Production Information to be send to EUR-Lex</b>		<b>Comments</b>
<b>Description:</b>	The purpose of the dashboard is to show the Acquis taken into account by Droit Dérivé, and to give information about the production progress. The dashboard displays the Documents filtered by Chapter, Language, Volume number, Production Status, State and Document identifier.	
<b>Primary Actor:</b>	Public User	
<b>Search criteria:</b>	<ul style="list-style-type: none"> <li>Chapter, drop down menu</li> <li>Language, drop down menu</li> <li>Production Status, drop down menu (including and the “ALL” option)</li> <li>Volume name, drop down menu</li> <li>State, drop down menu with options included/excluded/all (default)</li> <li>Document identifier, text field</li> </ul>	
<b>Search results (Chapter view):</b>	<ul style="list-style-type: none"> <li>Chapter</li> <li>Total Number of pages / chapter</li> <li>For each language available <ul style="list-style-type: none"> <li>Number of pages / language</li> <li>Number of documents / language</li> </ul> </li> </ul>	
<b>Search results (Volume view):</b>	<ul style="list-style-type: none"> <li>State</li> <li>Document identifier</li> <li>Publication Reference</li> </ul>	

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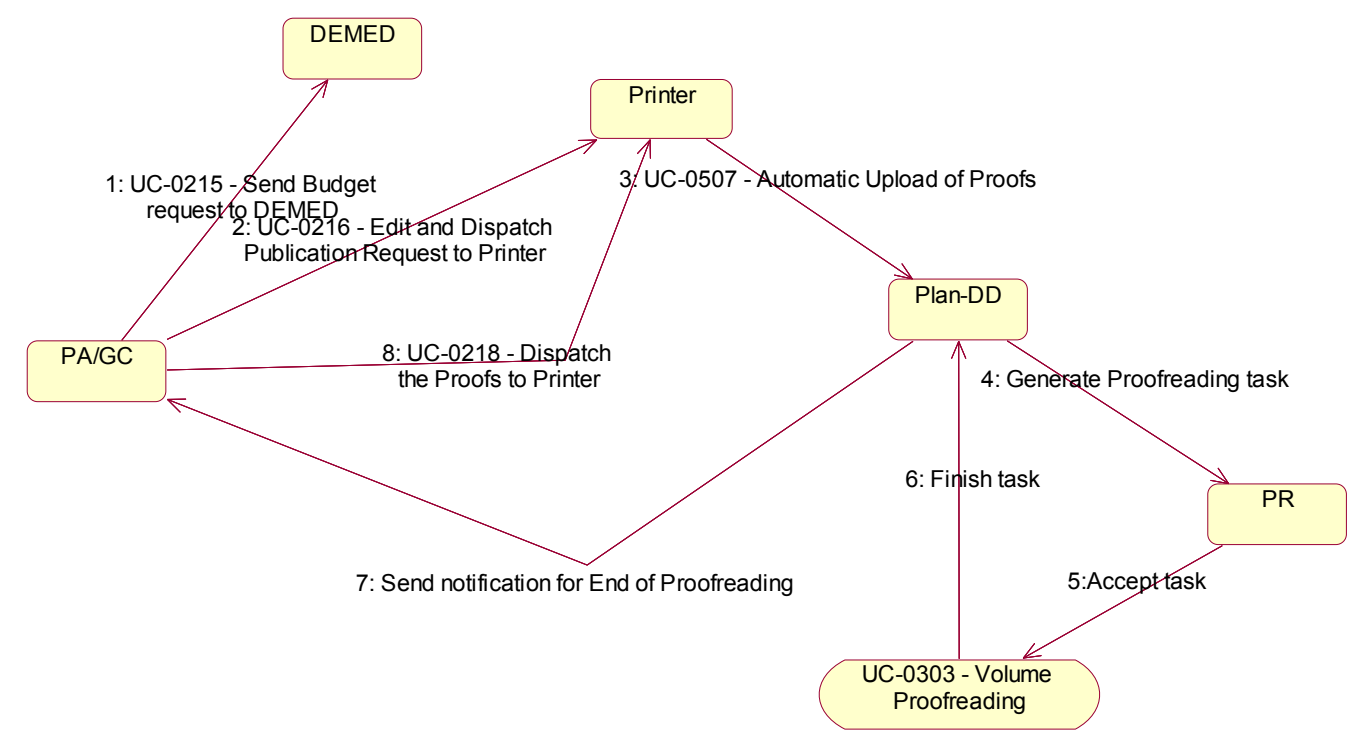
<b>Public Dashboard : Production Information to be send to EUR-Lex</b>		<b><i>Comments</i></b>
	<ul style="list-style-type: none"> <li>■ Number of pages</li> <li>■ Production Status</li> <li>■ Volume number, start page (calculated from PPF)</li> <li>■ Start Page</li> <li>■ Catalogue reference</li> <li>■ Publication Date</li> </ul>	

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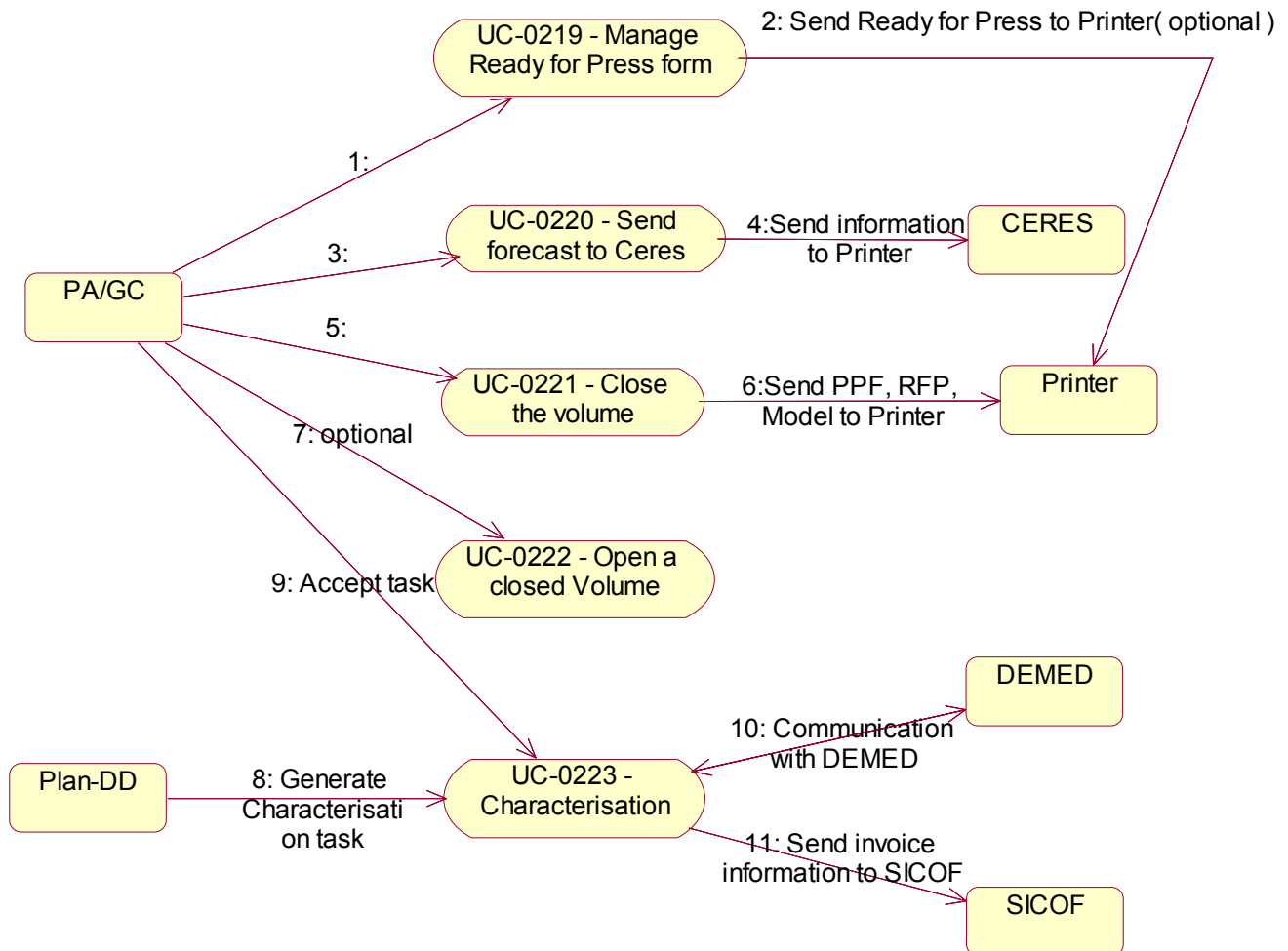


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**Figure 10: DEMED communication, Publication request and Volume Proofreading**

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**Figure 11: Ready for press, Forecast, Close Volume, Characterise Volume**

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## ANNEX II– Menu items per role and task

The following tables present the menu items that are available in the system according to the role and task that is presented.

Prior-reading task		Control-reading task	
<b>User</b>	PR	<b>User</b>	PR
<b>Buttons</b>	Metadata	<b>Buttons</b>	Metadata
	Document Manager		Document Manager
<b>Functions</b>	View versions	<b>Functions</b>	View versions
	View Model		View Model
	Upload files (Model)		Upload files (Model)
	Upload files (Communication)		Upload files (Communication)
	Upload files (Other)		Upload files (Other)
<b>Versioning</b>	Check-out	<b>Versioning</b>	Check-out
	Edit		Edit
	Check-in		Check-in
	Cancel Check-out		Cancel Check-out

**Table 3: Document Tasks – Available menu items**

Volume Proofreading task		Characterisation task	
<b>User</b>	PR	<b>User</b>	PA
<b>Buttons</b>	Metadata	<b>Buttons</b>	Metadata
	Volume Manager		PPF
<b>Functions</b>	View versions		Volume Manager
	Upload files (Communication)	<b>Functions</b>	Upload files (Communication)
<b>Versioning</b>	Check-out	<b>Versioning</b>	Not Applicable
	Edit		
	Check-in		
	Cancel Check out		

**Table 4: Volume Tasks – Available menu items**

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### ANNEX III– Requirements table

The following table presents the “Requirements table” from document A1. The column “Comment” presents comments on all the Requirements from the contractor side.

Scope	Priority	Req id	Description	Comment
			<b>General Requirements</b>	
			<b>Languages / Internationalization</b>	
BUS	MR	1	The tool must support multi languages. For example, the different objects (volume, celex) can exist in the EU official languages, and in particular in the language used by the future state members (eg Croatia, Iceland).	Multilingualism is supported through language attribute association of every document and volume in the system.
BUS	MR	2	The tool must support at least Croatian, Icelandic and the EU official languages. It must be possible to add new languages.	Additional languages can be added from the Language Management administration form and are automatically supported by the system.
BUS	MR	3	Solution must provide support for the Unicode character set.	Plan-DD database and web interface supports UTF-8 character encoding.
BUS	MR	4	Culture-neutral storage of locale-sensitive data (e.g., dates, numbers, etc.) must be provided.	No such data exists so far. All locale related data are stored in a generic form in the database and they are retrieved and displayed only in British English format of the GUI.
BUS	MR	5	English will be the primary User Interface (UI) language.	OK. British English is set as GUI language.
			<b>Objects</b>	
			<b>General</b>	
BUS	MR	6	Storage, management and versioning of Documents and document metadata, document check in/check out	NOK versioning of document metadata Default Documentum functionality offers all management and versioning of a document with check in and check out operations.
			<b>Acquis</b>	See Acquis list
BUS	MR	7	The application provides tools to create, duplicate/copy, delete an	NOK duplicate/copy

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Scope	Priority	Req id	Description	Comment
			acquis.	See Acquis list, UC-0508 – Automatic Update of Acquis list, UC-0110 – Initialisation of the Acquis list from zip archive, UC-0111 – Manual Management of the Acquis list
BUS	MR	8	A coordinator can add/remove (include/exclude) manually celex numbers in the acquis, or by providing a list (excel sheet/ xml file).	OK See UC-0111 – Manual Management of the Acquis list
BUS	MR	9	The tool checks the consistency of the list of celexes. If new celexes are added, or if celexes are suppressed, the tool makes a automatic report with problems which occurred during the importation.	OK See UC-0508 – Automatic Update of Acquis list
BUS	MR	10	In case of a exclusion of a celex, the tool doesn't delete the object, but keeps it in the database for a further use. A celex can be re-integrated in the acquis.	OK See UC-0111 – Manual Management of the Acquis list
			<b>Chapters</b>	
BUS	MR	11	The tool manages the Chapters of the Acquis.	OK
BUS	MR	12	A chapter is related to an institution.	See UC-0104 – Initial Setup – Manage Chapters
BUS	MR	13	A chapter is composed of Volumes	OK
BUS	MR	14	A chapter contains the following attributes : - Title - Number -	OK See UC-0104 – Initial Setup – Manage Chapters
BUS	MR	15	It is possible to add a volume to a chapter. If a volume doesn't exist, the tool proposes to create a new one.	Volume creation is possible.
BUS	MR	16	It is possible to manage the order of the volume inside a chapter.	OK. Through the Volume numbering in the Volume metadata
			<b>Volumes</b>	
BUS	MR	17	The tool manages the Volumes (which are a set of Documents)	

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Scope	Priority	Req id	Description	Comment
BUS	MR	18	A chapter contains the following attributes : - Title - Catalog Number - A list of Documents - A nb of pages (should be calculated from the Documents) - A printer chosen among the authorised Printers - Metadata - ...	Those are volume metadata and not chapter.
BUS	MR	19	It is possible to add a document to a volume. If the document doesn't exist, the tool proposes to create a new one.	OK UC-0209 – Attach Document to Volume
BUS	MR	20	The order of the Documents is based on the field "Pub Ref".	OK
BUS	MR	21	It is possible to manage the links between a volume and the Documents in an easy way. Some Documents can be Excluded, then Included	PPF provides links to Document Manager. Additionally, in case a Document is excluded, the system will inform the actor that the document should also be removed from the PPF.
BUS	MR	22	The order of Documents in a volume can be: - automatic: the tool takes the order by OJ number, and start page in the OJ. - manuel: the user/production coordinator can choose a specific order. By default, the automatic order is set.	During the analysis it was decided that the ordering will be done automatically using the Publication reference. No manual ordering is needed.
			<b>VolumeLV</b>	
BUS	MR	23	Each volume contains one or several volumeLV. The volumeLV is related to a target language. The volumeLV contains (at least) the cover page in the target language.	NOK In Plan-DD there is no notion of Volume. Only Volume LV as the production is not done synoptically.
			<b>Documents</b>	
BUS	MR	24	A document corresponds to a celex (see EUR-Lex website for more information).	OK
BUS	MR	25	A celex can exist in one or all EU official languages.	OK

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Scope	Priority	Req id	Description	Comment
BUS	MR	26	There is a Pilot Language. The Pilot Language corresponds to an existing document taken as a basis for the synoptic (layout, ...). The pilot language should be the same for target language (usually, the english language is used), but it can differ for each CelexLV.	In Plan-DD all the files that correspond to the Pilot Languages are linked to the Document and not to the Document LV, but they are easily accessible through Document LV manager.  See UC-0204 – Upload the Model
BUS	MR	27	A document contains one or several CelexLVs.	OK
BUS	MR	28	A document can have many subject areas. (subject areas are related to Chapters, the information can be found on EUR-Lex for a particular celex)	One document can have more than one Chapters and sub-chapters. This information is filled in during the initialisation and can be modified manually by the users.
BUS	MR	29	When a document is created, the tool creates a XML file for CCVista and EUR-Lex.	NOK XML for CCVista Not only an XML, but also the early publishing files are sent to EUR-lex. For CCVista no XML provision is needed.
BUS	MR	30	A document can be attached to another volume.	OK The document must be first detached from the current volume and then attached to another volume or it can be moved from an other Volume using the Attach document functionality.
BUS	MR	31	The tool checks the consistency of operations like moving a document from a volume to another (same chapter ? Closed volume ? ...). This requirement is applicable to each type of objects manipulated by the tool.	OK See UC-0209 – Attach Document to Volume
BUS	MR	32	The coordinator can consult the workflow status of CelexLVs for a celex.	OK, the information is stored in the Document LV metadata form.
BUS	MR	33	Grouping legal acts into Volumes, organisation, pagination	OK See UC-0209 – Attach Document to Volume
BUS	MR	34	Packaging and sending Documents/Volumes to printer	OK See UC-0215 – Send Budget request to DEMED, UC-0221 – Close the volume
			<b>CelexLV</b>	
BUS	MR	35	A CelexLV is an unitary element of the tool. A CelexLV is the content of a document for a specific language.	OK

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Scope	Priority	Req id	Description	Comment
			<b>Invoices</b>	
BUS	MR	36	Invoices to Printers are managed in the tool	NOK Invoices are handled by SICOFF. Plan-DD sends all the required information to SICOFF.
BUS	MR	37	An invoice contains the following attributes : - Legal Service Informed : due date and actual date - Request Volume Proof : due date and actual date - Volume Proof Delivered : due date and actual date - Bon à Tirer : due date and actual date - Printed : actual date and Printed # of Pages - Invoicing : Invoiced (yes or no), Invoice Number, Invoice Date - Info : text with miscellaneous information - Copy of the invoice (PDF ? => TBC). - ...	OK Plan-DD will send all the required amounts defined by the printer's contract to SICOFF.
BUS	MR	38	There is an invoice for each volume (a volume is printed for each target language).	OK
			<b>Printers</b>	
BUS	MR	39	Printers are managed in the tool regarding contracts existing between the Publications Office and Printers/suppliers.	OK See UC-0107 – Initial Setup – Manage Contracts, UC-0106 – Initial Setup – Manage Suppliers, UC-0108 – Initial Setup – Manage Printers
BUS	MR	40	The tool manages the exchanges with the Printers : - Outputs like cleaned Documents, or corrected proof - Inputs like Proofs (formex / PDF), Invoices - Notifications / messages (Volumes printed, when, ..).	OK See UC-0216 – Edit and Dispatch Publication Request to Printer, UC-0218 – Dispatch the Proofs to Printer, UC-0221 – Close the volume UC-0217 – Manual Upload of Volume Proofs from Printer, UC-0507 – Automatic Upload of Proofs
			<b>Workflows</b>	
BUS	MR	41	The tool must provide tools in order to manage and to track various workflows and statuses.	OK This information is displayed in task workload dashboard.

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Scope	Priority	Req id	Description	Comment
BUS	MR	42	The tool MUST offer tools that help to manage the workflow and control it. For example, a coordinator has to be able to force the status of a document, to change some attributes, In order to unblock the workflow of the object.	OK See Manual modification of Statuses, UC-0206 – Change the status of the Document LV, UC-0224 – Change the status of the Volume
BUS	MR	43	A Production Agent can create a DEMED (Demande d'Edition - Printing request) to a printer for a document.	DEMED will be created per Volume.
BUS	MR	44	A Delivery Note is sent to Printers at the close of a volume. A delivery note can be generated manually or automatically. It contains important information like nb of pages, delivery address, ...	OK See UC-0221 – Close the volume
BUS	MR	45	It must be possible to move or rename files uploaded in the tool from a document to another, or to change some metadata. In some cases, the tool should propose to create a new object (for example, a new document in case of uploading a manuscript with a new celex id).	NOK Uploaded files cannot be renamed
BUS	MR	46	Solution must provide ability for users to view/check current status of important steps in the workflows.	OK This information is visible in Task workload dashboard
BUS	MR	47	The user which has a role of coordination can assign a priority for the tasks assigned to a user.	OK See Manual Assignment of tasks to Proofreaders, UC-0225 – Assign, Reassign and Cancel Task
BUS	MR	48	When an automatic task is performed and fails, a task is created and assigned to a user for correction.	NOK A notification is sent to production agents for resolving the problem manually.
BUS	MR	49	The tool provides to coordinators the history of tasks done on Documents, Volumes, ... with the detail : date, time stamp, who performed the action, task name, new status of the workflow, links to objects or systems (can be an url for example)...	OK Plan-DD supports both audit log history and state history on Document LV and Volume level.
BUS	MR	50	If a celex is excluded of the acquis, the tool provides an interface in order to stop the workflow of the associated document.	OK
BUS	MR	51	If a celex is included (or created), the tool provides an interface to initiate the workflow, or to re-launch it (if the celex had been excluded, and then included).	OK See UC-0111 – Manual Management of the Acquis list, UC-0112 – Upload of Acquis list update documents

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Scope	Priority	Req id	Description	Comment		
				<i>Use Case ID</i>	UC-0112	
				<i>Use Case Name</i>	Upload of Acquis list update documents	
				<i>Actors</i>	Technical Support Agent, Production Agent, Gen	
				<i>Description</i>	Through this functionality the actor can upload le in the acquis list such as exclude and re-include a	
				<i>Pre-conditions</i>	■ The Acquis List is already initialised in Plan	
				<i>Post-conditions</i>	■ The Acquis list update documents are upload current Enlargement.	
				<i>Entry point</i>	■ Acquis list	
				<i>Main success scenario</i>	7. Under the “Administration” Menu on the l “Acquis List” option. 8. The system presents the Acquis List. 9. The actor selects the option “Acquis L “Administration”. 10. The Upload form opens. 11. The actor selects a file and presses the “Uplo 12. The file is stored in the “Acquis update” fold	
				<i>Exit point</i>	■ Acquis list	

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Scope	Priority	Req id	Description	Comment
				<div>Alternative sequence</div> <div>Failure sequence</div> <div>User interface</div>
BUS	MR	52	When a proofreading is performed, the correction can be a scan of corrected document or a volume) or a description of corrections.	UC-0113 – Manual Upload/Update of Document LV OK See UC-0303 – Volume Proofreading
			<b>Formats</b>	
BUS	MR	53	The inputs from translators are in word format.	OK
BUS	MR	54	The available files are in PDF, XML and TIFF for celexes in EUR-Lex/Eudor.	OK
BUS	MR	55	The deliveries from Printers are in PDF, and Formex v4.	OK
			<b>Reporting, dashboard, Statistics</b>	
			<b>Reporting / Dashboard</b>	
BUS	MR	56	Creation of various reports concerning any aspects of the workflows	OK
DBD	MR	57	For each reporting panel or dashboard, the tool shows a title, the date of the reporting, ...	OK
DBD	MR	58	For each table, the tool indicates the total by line, and by column. For each line, it indicates also the percentage for the total.	OK
DBD	MR	59	The user can get a table with the number of pages sent to printer for each institution, chapter, and language (of each future member).	NOK NO such report exists
DBD	MR	60	The user can get a table with the number of Documents and pages sent to printer per day.	OK Documents report

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Scope	Priority	Req id	Description	Comment
DBD	MR	61	The user can display the Production Status : - For Documents : for each stage of production, the number of pages for each target language, the total for each stage, and the % of the grand total. - For Volumes : for each stage of production, the number of Volumes for each target language, the total for each stage, and the % of the grand total. In each table, the last line contains the total of columns.	OK
DBD	MR	62	The Production Statuses for Documents are : 1. Not yet available 2. Under correction 3. Under finalisation 4. Ready for printer 5. Proofs ordered 6. Proofs received 7. Proofs corrected 8. Printed	The following Document LV Statuses are applicable in Plan-DD: Not Available Prior-Reading Legal Finalisation Control-Reading Ready for Printer Published
DBD	MR	63	The Production Statuses for Volumes are : 1. Open / Not Started (NS) 2. Legal services Informed (LS) 3. Requested volume Proof (RVP) 4. Volume proofs delivered (VPD) 5. Volume proofs corrected 6. Bon à tirer (BAT or Ready For Press) 7. Volumes printed (PRT) 8. Printed and Invoiced (PRT/€)	The following Volume Statuses are applicable in Plan-DD: Created Prepare Legal Validation Legally Validated Ordered Proof-reading Ready for Publication Closed Published Characterised

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Scope	Priority	Req id	Description	Comment
DBD	MR	64	The user can display Short statistics: for each type of Documents (Manuscripts Proofread, First Proof, and Volume Proofs) and for each target language, the number of pages.	OK Document dashboard and report
DBD	MR	65	The user can display the table with Numbers of celexes with status NS , BRU , CLEAN , PDF by volume and by institution. When he selects a volume (hyperlink), he can consult the details for it : the list of celexes with the PubRef, the number of pages, the status for each target language.	OK Volumes dashboard
DBD	MR	66	The status of a document is : NS = Not Started AM = Author Manuscript Delivered Clean = Clean-XML available BRU = Sent to Brussels for Finalisation PRT-RD = Ready for Printer PRT = Clean-XML Sent to Printer PDF = PDF delivered PDF-C = PDF corrected and sent back Paper = Volume printed	NOK Production status is only used. For secondary status the state is used with started, in progress and completed values: See 5.8 Plan-DD States
DBD	MR	67	When a table contains a reference of an object like a chapter, a volume, a document, a celex, a CelexLV or an invoice, the tool proposes a link in order to display the details of the selected item.	NOK Links are available only through dashboards. Reports do not provide any link.
			<b>Logs, History</b>	
LOG	MR	116	The application keeps a trace of actions done (assignment of tasks, ...).	OK Plan-DD supports audit logs in Document LV and Volume level.
LOG	MR	117	The application logs the assignments : which object (type,id, linguistic version), nb of pages, who is assigned with the task, who assigned, when, due date.	OK Plan-DD supports assigned states history.

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		<b>Reference Number / Version:</b> D.PDD.FAD / 0.03

Scope	Priority	Req id	Description	Comment
LOG	MR	118	The application allows to display and to find in an easy way the assignment. The interface must be user-friendly because of the number of objects (more than 13 000 documents per linguistic version).	OK Both basic and advanced search are supported
			<b>Queries</b>	
DBD	MR	68	The tool must provide query interfaces as the number of objects is too high.	OK Search interface is available
DBD	MR	69	The results of queries or dashboards can be downloaded in excel format ( CVS file or other) or in a xml file.	OK The search result will be available in excel format.
			<b>Ergonomy / Look &amp; Feel</b>	
ERG	MR	119	The application must be simple and direct.	Plan-DD offers left tree navigation and top menu bar options for easy and direct access to any functionality.
ERG	MR	120	The User Interface must be rich enough to help the user (ex : sum of pages displayed for selected items, cut&paste, drag&drop, ...).	NOK No drag and drop operation is supported.
			<b>Look &amp; Feel</b>	
ERG	DR	70	The tool should respect the graphical chart applicable in the OPOCE (for web tools).	OK The application is based on Plan-JO interface.
BUS	MR	71	The tool must allow to launch task on a document or a group of Documents.	OK Task is generated for a pool of proofreaders, but also manual task assignement is allowed.
			<b>Performances</b>	
ERG	MR	72	The response time must be less than 1 second for casual actions (ie non time-consuming database requests).	NOK It is estimated that the response time will be more than 1 second, since OPOCE has decided to install all system servers on the same machine.
ERG	MR	73	The casual action should represent 90% minimum of possible action.	Not clear

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Scope	Priority	Req id	Description	Comment
ERG	DR	74	In case of long actions (eg requests to database like an extraction of a list), the tool should indicate it and should display a progress bar or something equivalent).	NOK Long actions are performed asynchronously. No progress indication is foreseen for the GUI.
			<b>Filtering</b>	
ERG	MR	75	The data displayed in a table can be ordered (A->Z, Z->A, ...) for each column by clicking on the title of the column for example.	OK Ascending and descending sorting of the data is supported on all datagrids displayed by the application.
ERG	MR	76	The tool must allow to search for an object (chapter, volume, document, celex) in a simple and easy way.	OK Both basic and advanced search is supported
ERG	MR	77	The tool must allow to filter the content of a table by applying regular expression pattern for one or many columns (for example, "23*" should filter every instances with an identifier beginning with "23").	OK
			<b>Search Engine</b>	
ERG	OPT	78	The tool can offer the possibility to launch a request (like Google) allowing the user to find a document, a celex, ... with common requests.	Not well defined. Search and Advanced search of Documentum will be available.
			<b>Printing / outputs</b>	
BUS	MR	79	Printings for tests ...	Not well defined
BUS	MR	80	The tool generates automatically letters to the printer (see examples provided in paper format) : - Secondary Legislation - Order document proofs (list of CelexLVs in order to get galley proofs) - Secondary Legislation - Volume Proof Request (in order to get a volume proof) - Secondary Legislation - Ready for print / Droit Dérivé - Bon à Tirer (BAT for a list of Volumes)	OK
BUS	MR	81	The letters are sent to the Printers with objects (document or volume), and manually signed and archived.	OK
BUS	MR	82	The letters are generated in PDF format and store in the tool.	OK

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Scope	Priority	Req id	Description	Comment
				They are stored in the Communications folder
BUS	MR	83	The tool provides an interface that allows to find the letters attached to the message to Printers.	OK They are stored in the Communications folder
BUS	MR	84	The logo, address, name, .. (data that can change in the letter template) have to be changed easily (not hard coded).	OK A template is provided and can be edited.
			<b>Administration</b>	
			<b>Settings, Notifications, tool backend, Alerts, Event Logs</b>	
			<b>Interactions / dataflows with others systems</b>	
			<b>CCVista</b>	
FLOW	MR	85	Two-way communication with CCVista for sending and receiving Documents	OK
FLOW	MR	86	At the end of manuscript checking, the cleaned document is sent back to CCVista automatically. The document status is updated.	OK
FLOW	MR	87	At the end of the finalisation by Legal Service, Documents are uploaded automatically to the tool. The document status is updated.	OK
FLOW	MR	88	The tool will follow the status of the exchanges with CCVista.	OK
			<b>Printers</b>	
FLOW	MR	89	The tool will ensure the data communication with the Printers.	OK
FLOW	MR	90	The tool will prepare the package, and unpack the received package as defined in the former version DD-II.	OK
FLOW	MR	91	The tool will follow the status of the exchanges with Printers.	OK
			<b>EUDOR</b>	
FLOW	MR	92	Eudor archiving	Not Applicable
			<b>OTHERS</b>	
FLOW	MR	93	Interfacing with other systems, as determined during the analysis phase (Ceres, Procat, JO authentique)	OK Plan-DD currently interoperates with Ceres, Procat, OJ-Format, SICOE, EUR-Lex, Cellar, DEMED and printers.
			<b>Notification &amp; Alerts, Event logs</b>	
			<b>Errors</b>	

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Scope	Priority	Req id	Description	Comment
ADM	MR	94	The tool checks consistency of data. It raises alerts or highlights in red the lines of table in case of an error.	OK A notification is sent to PA and GC for resolving a problem in the main workflow of the production. An error in a specific state is marked in the managers of document LV and volume.
ADM	MR	95	The tool must prevent the occurrence of errors. It checks the coherence of the inputs (manual or automatic).	OK Preliminary checks are conducted as soon as possible to avoid problems.
ADM	MR	96	In case of synchronisation with other systems (CCVista, Printers, ...), the tool must run regularly synchronization checks.	OK
			<b>Event Log</b>	
ADM	MR	97	For each step of the workflow, the tool creates a event which is stored in the event log.	OK The step is logged to both audit and state history
ADM	MR	98	An event is created with a type of event, a description containing at least a reference to an object to allow tracability and a timestamp.	OK Both audit logs and state history provide this information
ADM	MR	99	The type of event are : - RECEIVED : for deliveries from authors or Printers - SENT : for the outputs (ex : corrected proof to Printers) - NOTICE : message for confirmation for example - WARNING : in case of delays in the workflow for example - ERROR : in case of a problem in the workflow, etc, - ...	OK Audit log
ADM	MR	100	An event is created for all input or output (reception of a document, notification for a delivery).	OK
ADM	MR	101	The Event Log panel must allow a display page by page. The user can choose to go to a chosen page. The tool must allow to filter the event log (for example by type of event, or for a date, ...). The application must offer the possibility to launch a request on the event list in order to find some particular occurrences.	Not needed The audit log is not going to be so huge per Document LV or Volume to justify a search or filtering operation. Estimate: 10-30 lines.
			<b>Alerts</b>	

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Scope	Priority	Req id	Description	Comment
ADM	MR	102	The tool must send alerts to administrator or coordinator in case of any problem in the workflow (bottleneck, ...).	OK In case of synchronous actions, the current user will be informed about the result of the executed procedure. In case of asynchronous actions, a notification email will be sent to Technical Agent.
			<b>General</b>	
BUS	MR	103	Each workflow step is foreseen to be composed of several workflows themselves (such as the several steps involved in a proofreading workflow), and to involve supplementary actions such as : - activity tracking, - metadata handling, - sending notifications, - checking in and checking out Documents, - handling errors and exceptions, - etc.	OK
ADM	MR	104	Search for Documents linked to nothing yet.	OK Unlinked documents are displayed with a special mark in Acquis List Management
			<b>History</b>	
ADM	MR	105	The tool proposes an interface with the history of actions performed. The user can filter (by language for example) the history logs. The log contains links to Documents or tool interface if the user wants to consult details of an action.	Duplicate with ADM / MR 101
ADM	MR	106	The history details are at least : - date - phase of the workflow (depending of the workflow - document/volume/...) - details about the action performed :title, .. - links to what is concerned by the action (a chapter, a volume, a document, ...)	OK Those details are visible in audit log.

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Scope	Priority	Req id	Description	Comment
			- the identifier of the user who performed the action - ...	
			<b>User Management</b>	
			<b>User Account management</b>	
ADM	MR	107	Management of users and groups, access rights	OK
ADM	MR	108	The users have to be registered in the Publications Office Active Directory. The tool will use the AD login/password of the users.	OK
			<b>Access rights and Roles management</b>	
ADM	MR	109	The tool provides tools for user/group management including definition of roles/rights.	OK
			<b>Training / Documentation</b>	
DOC	MR	110	The expected documentation is : - Analysis & Design Document - Technical Implementation manual - User's Guide - Administrator's Guide - Installation Guide - Test Cases and Test Report	OK
DOC	MR	111	Deployment plan must be delivered before the first software deliverable of the project in order to better prepare the environment. At least the following information should be included: • Definition of the Architecture • Technical requirements • Size of the system (estimation) • Configuration of the system (file system organization, users,	OK

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Scope	Priority	Req id	Description	Comment
			groups, etc)	
DOC	MR	112	The installation documentation with instructions for administrators must be provided in accordance with OPOCE Technical documentation guidelines.	OK
		<b>Rules</b>		
			<b>Accessibility</b>	
RUL	MR	113	Solution production environment must comply with all OPOCE accessibility standards.	OK
RUL	MR	114	Solution production environment should be accessible to all authenticated users via the OPOCE extranet or intranet.	OK
			<b>Usability</b>	
RUL	MR	115	The DD tool usability requirements are covered in the following Documents: <ul style="list-style-type: none"> <li>• Technical environment and standard operating procedures of the Publications Office, Version 2.63 6/08/2008.</li> <li>• AO 10185 – Annex 6.16 and 6.17 of General Invitation to Tender No. 10185 – SEI-BUD/AMD/CR</li> </ul>	The document “AO 10185 – Annex 6.16 and 6.17 of General Invitation to Tender No. 10185 – SEI-BUD/AMD/CR” is not part of the current analysis

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