

	FUNCTIONAL SPECIFICATIONS DOCUMENT
PRESTPUBLI	VERSION: 03
PUBLICATIONS OFFICE	PRIORITY STATUS: NORMAL

Functional Specifications Document	Issue Date: 16/06/2010	Version Number: 3.0
<div>FUNCTIONAL SPECIFICATIONS DOCUMENT</div> <div>PRESTPUBLI</div>		

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Modification history

Date	File name and Version	Author	Action
23/10/2009	OP_PrestPubli-FSD-20091123-GVAv01-Functional_Specifications.doc		C
11/12/2009	OP_PrestPubli-FSD-20091211-GVAv01-Functional_Specifications.doc		C, R
07/01/2010	OP_PrestPubli-FSD-20091211-GVAv02-Functional_Specifications.doc		C, R
16/06/2010	OP_PrestPubli-FSD-20100616-GVAv03-Functional_Specifications.doc		I, R

(*) Action: I = Insert R = Replace C = Creation

References & Applicable Documents

Document Title	Reference No
OP-PrestPubli-URD-091029-GVAv02-User_Requirements.doc	[R1]
FSD_update20100607_Comments.doc	[R2]

Circulation List

Name	Organisation

List of Acronyms

Acronym	Description
OP	Publications Office
ED	European Dynamics
URD	User Requirement Document
R/W	Read/Write

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Acronym	Description
DG	Directorate General
URL	Uniform Resource Locator
FSD	Functional Specifications Document

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1. INTRODUCTION

The current document constitutes the Functional Specification Document (FSD) of the PrestPubli project. The following subsections provide an outline of the issues that are addressed in the subsequent chapters of the document.

1.1. Purpose

The purpose of the FSD is to thoroughly describe the functionalities that will be available in the PrestPubli application. The target audience of the FSD includes the key stakeholders who will be accountable for the development of the project and the target users who will benefit by the new application. The interaction and cooperation of the key stakeholders are vital for the smooth completion of the project. The key stakeholders include:

- OP project team
- OP technical team
- ED project team
- ED technical team

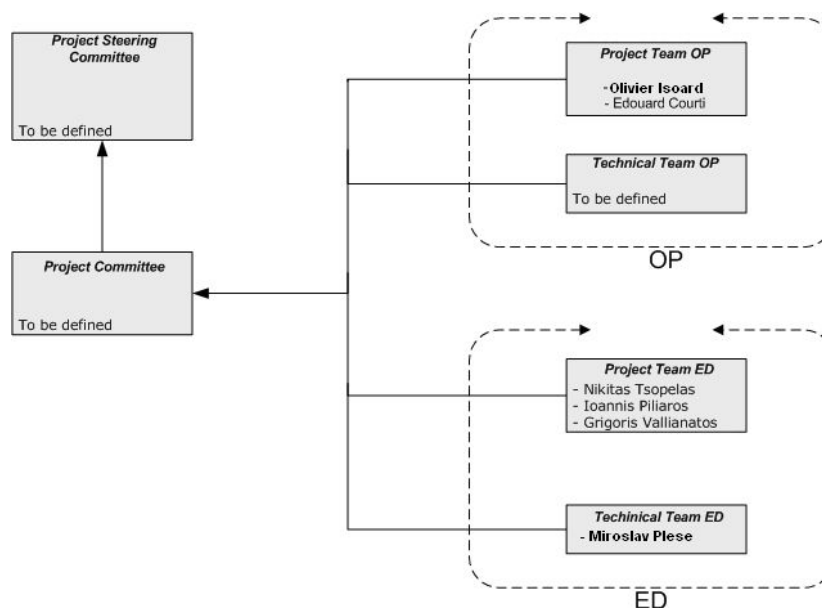


Figure 1: Key stakeholders of PrestPubli

1.2. Business Context

The Publications Office of the European Union (OP) is an interinstitutional office whose task is to publish the publications of the institutions of the European Communities and the European Union. It publishes the daily EU Official Journal in 22 languages (23 when Irish is required) and produces (or co-produces) publicity for EU initiatives and activities. It also publishes material for all the EU institutions. Moreover, the Publications Office offers a number of online services giving free access to information on EU law (EUR-Lex), EU publications (EU Bookshop), public procurement (TED), and EU research and development (CORDIS).

PrestPubli is the application to be implemented comprising the merging of the existing applications PubDb and DemPubWeb. The main goal of this project is to create a single access point for managing the publishing forecasts and for submitting the respective publishing requests. Furthermore, it is intended to implement in a

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more user friendly way the available functionality and to add/remove some features/functionalities from the user interface of the existing applications.

1.3. Scope

The PrestPubli project will support the following functionalities:

- General
 - Homepage
 - Language selection
 - Online help
 - Paging
 - Inserting Comments
 - Filtering
 - Sorting
 - Export data
- Search
- Authentication
- Statistics
- Contacts
 - Users mailing list
 - Personal account details
- Administration
 - Management of general data section
 - Management of users
 - Management of roles
 - Management of services
 - Management of modules
 - Management of fields
- Assistance
- Forecasts
 - View list of forecasts
 - Create draft forecast
 - Edit draft forecast
 - Cancel draft forecast
 - Reactivate forecast
 - Delete draft forecast
- Requests
 - View list of requests
 - Create request
 - Edit draft request
 - Cancel draft request
 - Reactivate request
 - Delete draft request

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- Submit request
- Edit submitted request
- Versioning

1.4. User Characteristics

The users of the PrestPubli application are divided into the following categories based on the role assigned to them:

- Author
- Service Manager
- Administrator
- Consultation User

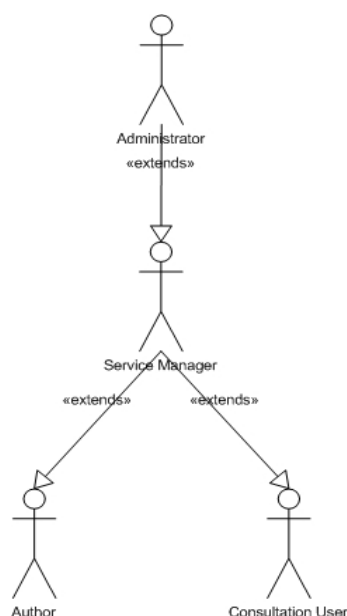


Figure 2: PrestPubli users

The user will be able to perform specific operations on PrestPubli, according to the role that he/she has been assigned. The next table illustrates the default assigned operations for each user role:

			Author	Service Manager	Admin	Consultation User
Service	Operation set	Operation				
Forecasts	Forecast	View forecast item (View list, preview)	⊙	⊙	⊙	⊙
		Write forecast (Create/Edit forecast)	⊙	⊙	⊙	
		Cancel forecast	⊙	⊙	⊙	
		Delete forecast	⊙	⊙	⊙	
Requests	Request	View item (View list, preview request, view history, view versions)	⊙	⊙	⊙	⊙
		Write item (Create/Edit /Submit request, create	⊙	⊙	⊙	

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		new version)				
		Reactivate request	⊙	⊙	⊙	
		Delete draft request	⊙	⊙	⊙	
		Cancel draft request	⊙	⊙	⊙	
Admin	Data item	View item (View list, view details of data item)		⊙	⊙	
		Write item (Create/Edit item)		⊙	⊙	
		Delete item		⊙	⊙	
	Value	View value (View list, view details of value)			⊙	
		Write value (Create/Edit value)			⊙	
	User	View value (View list, view details of user)			⊙	
		Write value (Create/Edit user)			⊙	
		Activate/Reactivate user			⊙	
	Role	View role (View list, view details of role)			⊙	
		Write role (Create/Edit role)			⊙	
		Delete role			⊙	
	Module	View module (View list, view fields of module)			⊙	
		Write module (Edit module)			⊙	
		Reorder module			⊙	
	Service	View service (View list, view details of service)			⊙	
		Write service (Create/Edit service)			⊙	

Table 1: User roles and the available operations

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2. FUNCTIONAL REQUIREMENTS

2.1. Use Cases

The current section describes in detail the functional requirements of PrestPubli. The functional requirements are derived from the user requirements which are referenced in [R1]. The functional requirements are described in the form of textual Use Cases. Moreover, sequence diagrams and activity (workflow) diagrams are used when necessary to provide further information.

2.1.1 General

This section covers the general functionality that all actors may perform in the application. These functionalities are applicable throughout the whole system. The actor may access the homepage, select a language, open the online help, navigate through pages, sort and filter items of a list.

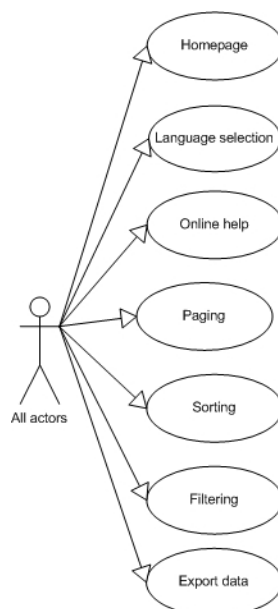


Figure 3: General use cases

2.1.1.1 Homepage

[UC-2.1.1.1]	Homepage
Context:	The system displays the application's homepage to the actor
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked "Log into the application" use case
Basic Flow:	<ol style="list-style-type: none"> 1. The system displays the homepage with the following options: <ul style="list-style-type: none"> • Breadcrumb displaying the page the actor is at any given moment (in all pages) • The user's login name and organisation (in all pages) • Top right menu (displayed in all pages): <ul style="list-style-type: none"> ○ "Home" button – redirects the actor to the homepage. The system shall inform the actor with an informative popup message that any given

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	<p>input shall be lost if it is not saved (when the user is in the process of creating/editing a forecast or request)</p> <ul style="list-style-type: none"> ○ “About” button – displays information about PrestPubli ○ “Help” button – invokes use case “Online help” ○ “Logout” button – invokes use case “Log out of the application” ○ “EN/FR” button – invokes use case “Language selection” ○ Link to Publicare • Top Centre menu (static - in all pages): <ul style="list-style-type: none"> ○ ASSISTANCE ○ FORECASTS ○ REQUESTS ○ STATISTICS ○ SEARCH – invokes use case “Search mechanism” ○ CONTACTS ○ ADMINISTRATION • Left menu (depending on the selection of the top centre menu – in parenthesis the sub-menu) <ul style="list-style-type: none"> ○ ASSISTANCE: To be defined ○ FORECASTS: Create new forecast (invokes use case “Create new forecast”), List forecasts (invokes use case “View list of forecasts”) ○ REQUESTS: Create new request (invokes use case “Create draft request from scratch”), Create request based on forecast (invokes use case “Create request based on forecast”), List requests (invokes use case “View list of requests”) ○ ADMINISTRATION: <ul style="list-style-type: none"> - Manage general data (Manage Help, Manage users, Manage search, Manage initial message, Manage Labels) (invokes use case “Management of general data section”) - Manage modules (invokes use case “Management of modules”) - Manage fields of modules (invokes use case “Management of fields”) ○ STATISTICS: Export (PDF, XML, XLS), “Export data” ○ SEARCH: None ○ CONTACTS: Export (PDF, XML, XLS), Personal account details – invokes use case “Personal account details”
Alternative Flow:	None
Special Requirements:	None

2.1.1.2 Language selection

[UC-2.1.1.2-FR1]	Language selection
Context:	The actor selects the language of the application
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has accessed the login page of the application
Basic Flow:	1. The system displays the login page

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	<ol style="list-style-type: none"> The actor selects the English or French language option from the top right buttons The system displays the application interface in the selected language
Alternative Flow:	None
Special Requirements:	<p>The language may change at any time and from any page of the application. In case a GUI element is not translated in the language selected by the user, the system shall display the English version</p> <p>If a page contains a form and the user has chosen to switch the language, a warning message will be shown to warn the user that the entered form data will be lost.</p> <p>User's language preference will be memorised by the application and automatically loaded on the next login.</p>

2.1.1.3 Online help

[UC-2.1.1.3-FR6]	Online help
Context:	The actor selects to view the online help
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> The actor has invoked "Log into the application" use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects the "Help" option (top right menu) The system displays a popup window with the online help
Alternative Flow:	<p>Step 2a: The actor clicks the "Close" button</p> <ol style="list-style-type: none"> The system closes the popup window
Special Requirements:	Online help can be managed through the administration section – use case "Management of general data"

2.1.1.4 Paging

[UC-2.1.1.4-FR15]	Paging
Context:	The actor navigates through pages and selects the number of displayed records
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> The actor has invoked "Log into the application" use case The actor accesses a page that provides navigation through many pages
Basic Flow:	<ol style="list-style-type: none"> The system provides the following options: <ul style="list-style-type: none"> Hyperlinked number of the pages starting from 1 (if there are more than 10 then the system will display [...] followed by the last page number). The page that the actor is at the moment, is not hyperlinked "Next" link – system redirects actor to the next page "Previous" link – system redirects actor to the previous page "Last" link – system redirects actor to the last page "First" link – system redirects actor to the first page Display items per page: drop down list with values: 5, 15, 25, 50, 100
Alternative Flow:	None
Special Requirements:	None

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2.1.1.5 Inserting Comments

[UC-2.1.1.5-FR17]	Inserting Comments
Context:	The actor inserts a comment (when this option is provided)
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Log into the application” use case ▪ The actor accesses a page where he/she has the option to add a comment
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Add comment” button 2. The system opens a text box 3. The actor fills in the text box 4. The text entered by the actor is saved (when the respective page is saved)
Alternative Flow:	None
Special Requirements:	None

2.1.1.6 Filtering

[UC-2.1.1.6-FR22]	Filtering
Context:	The actor filters the displayed data
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Log into the application” use case ▪ The actor accesses a page where data is displayed in the form of a list
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects a parameter from the drop down list 2. The system displays the respective format in the parameter input box (i.e. date picker if the column selected is start/end date, etc.) 3. The actor inserts the desired value in the input box 4. The actor clicks the “Filter” button 5. The system displays the respective items
Alternative Flow:	Step 5a: No data match the entered criteria <ol style="list-style-type: none"> 1. The system displays the page with no data along with the following message: “No data match the provided criteria”
Special Requirements:	The Filter mechanism supports the following: <ul style="list-style-type: none"> ▪ Wild-card filtering with asterisks ▪ Filtering will be case insensitive The columns and the parameters drop down list are defined in the respective use cases

2.1.1.7 Sorting

[UC-2.1.1.7-FR22]	Sorting
Context:	The actor sorts the rows of a list either ascending or descending
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Log into the application” use case ▪ The actor accesses a page where data is displayed in the form of a list
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the up and down arrows next to the title of one of the columns 2. The system sorts the rows in descending/ascending order respectively based on the type of the particular column (i.e. alphabetically if the column contains text,

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	by date if the column contains dates, etc.)
Alternative Flow:	None
Special Requirements:	None

2.1.1.8 Export data

[UC-2.1.1.8-FR22]	Export data
Context:	Allows the actor to export data
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Log into the application” use case The actor has invoked one of the use cases “Users mailing list”, “Search mechanism”, “View list of forecasts”, “View list of requests”, “Personal account details”, “Preview forecast”, Preview request”
Basic Flow:	<ol style="list-style-type: none"> The actor clicks the “Export” option from the left menu The system displays a popup window with the following formats for exporting: <ul style="list-style-type: none"> PDF XML XLS The actor selects the desired format The system displays a popup window prompting the actor to open or save the file locally
Alternative Flow:	<p>Step 2a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> The system closes the popup window <p>Step 4a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> The system closes the popup window
Special Requirements:	None

2.1.2 Search

All actors may search for any desired data in the application.



Figure 4: Search

2.1.2.1 Search mechanism

[UC-2.1.2.1]	Search mechanism
Context:	The actor searches the application’s data
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Log into the application” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects the “SEARCH” option

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	<ol style="list-style-type: none"> The system displays a page with the following elements: <ul style="list-style-type: none"> Main page: <ul style="list-style-type: none"> Drop down list where the actor may select the desired metadata (the metadata will be the fields of modules) Text box where the actor may enter the value of the selected metadata “Clear” button – clears the text box fields input “Search” button “Export” button – invokes use case “Export data” The actor may add or remove metadata rows The actor clicks the “Search” button The system displays the retrieved results along with details (see special requirements)
Alternative Flow:	<p>Step 5a: There are no results retrieved</p> <ol style="list-style-type: none"> The system reloads the search page and displays the following message to the actor: “No results match the provided search criteria” <p>Step 5b: The actor has not provided any search criteria</p> <ol style="list-style-type: none"> The system reloads the search page and displays the following message: “Please enter at least one search criterion”
Special Requirements:	<p>The details of the results displayed will be the same for all results retrieved:</p> <ul style="list-style-type: none"> DG that the result belongs to Name of the result <p>The metadata of the Search mechanism will be managed through the administration section – refer to use case “Management of general data section”.</p> <p>Paging, sorting and filtering are applicable on the search results.</p> <p>The Search mechanism supports the following:</p> <ul style="list-style-type: none"> Wild-card search with asterisks In a collection of search criteria, there should be at least one field which is non-empty and contains at least one alphanumeric character different than an “*”. Search results shall be hyperlinked and will redirect to the details of the result.

2.1.3 Authentication

2.1.3.1 Log into the application

[UC-2.1.3.1-FR23]	Log into the application
Context:	Allows the actor to log into the application
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> The actor types the application’s URL in his/her browser or clicks the respective link in the PlanPubli application
Basic Flow:	<ol style="list-style-type: none"> The actor enters the following credentials in the application’s login page: <ul style="list-style-type: none"> Userid Password The system validates the provided credentials The system displays the application’s homepage to the actor along with a welcome message

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Alternative Flow:	<p>Step 3a: The actor provides wrong credentials</p> <ol style="list-style-type: none"> 1. The system displays the login page with the following message: “Invalid userid/password combination. Please try again” <p>Step 3b: The actor does not provide userid and/or password</p> <ol style="list-style-type: none"> 1. The system displays the login page with the following message: “Please enter your userid and/or password”
Special Requirements:	None

2.1.3.2 Log into the application – forgotten password

[UC-2.1.3.2-FR24]	Log into the application – forgotten password
Context:	The actor requests to retrieve his/her password
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor types the application’s URL in his/her browser or clicks the respective link in the PlanPubli application
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Forgot your password” link 2. The system redirects the actor to the ECAS homepage 3. The actor uses the ECAS functionalities to retrieve the forgotten password
Alternative Flow:	None
Special Requirements:	None

2.1.3.3 Log out of the application

[UC-2.1.3.3-FR23]	Log out of the application
Context:	The actor logs out of the application
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Log into the application” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the logout option (exists in all pages of the application) 2. The system displays a page indicating to the user that he/she has exited from the application but not from ECAS
Alternative Flow:	None
Special Requirements:	None

2.1.4 Statistics

2.1.4.1 View statistics

[UC- 2.1.4.1]	View statistics
Context:	The actor views statistics based on selected parameters
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Log into the application” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the STATISTICS section 2. The system displays a page with the following elements: <ul style="list-style-type: none"> • Left menu: “Export” – invokes use case “Export data” • Main page with the following parameters: <ul style="list-style-type: none"> ○ Select form: drop down list (values: All, Forecasts, Requests)

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	<ul style="list-style-type: none"> ○ Year: drop down list (values: from 2010 until 2030) ○ Month: drop down list (values: months) ○ Start date: Date picker ○ End date: Date picker ○ Status: drop down list (values: All, Draft, Requested, Submitted, Deleted, Cancelled) <ol style="list-style-type: none"> 3. The actor selects the desired parameters and clicks the “View statistics” button 4. The system displays the statistics based on the actor’s selection with the following details (columns): <ul style="list-style-type: none"> • Start date • End date • Status
Alternative Flow:	<p>Step 4a: There are no statistics to be displayed</p> <p>The system displays the following message: “There are no statistics for the selected parameters”</p>
Special Requirements:	None

2.1.5 *Contacts*

The search for users in this section provides a mailing list for the actor. The actor may also export the users’ details and edit his/her own details.

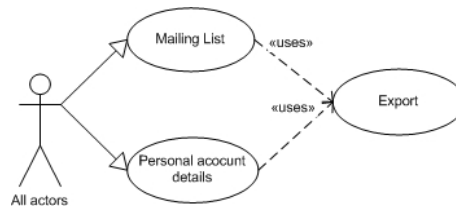


Figure 5: Contacts section

2.1.5.1 *Contacts section homepage*

[UC-2.1.5.1]	Contacts section homepage
Context:	The actor accesses the contacts section
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Log into the application” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “CONTACTS” option (Centre menu) 2. The system displays the contacts section with the following elements: <ul style="list-style-type: none"> • Left menu: <ul style="list-style-type: none"> ○ Mailing list – invokes use case “Users mailing list” ○ Personal details – invokes use case “Personal account details” • The main page displays informative text
Alternative Flow:	None
Special Requirements:	None

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2.1.5.2 Users mailing list

[UC-2.1.5.2-FR4]	Users mailing list
Context:	Allows the actor to retrieve a mailing list of the application's users
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked "Contacts section homepage" use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the "Mailing list" option from the left menu 2. The system displays a page with the following elements: <ul style="list-style-type: none"> • Left menu: <ul style="list-style-type: none"> ○ Mailing list – invokes this use case "Users mailing list" ○ Personal details – invokes use case "Personal account details" • Main page: <ul style="list-style-type: none"> ○ DG drop down list ○ Role drop down list ○ "Search" button 3. The actor selects at least one of the parameters and clicks the "Search" button 4. The system displays the list of the retrieved users (checkboxes) with the following details and options: <ul style="list-style-type: none"> • Details (columns): <ul style="list-style-type: none"> ○ Institution/DG ○ Name ○ Telephone ○ Email ○ Status ○ Role • Options: <ul style="list-style-type: none"> ○ "Export" button – invokes use case "Export data" ○ "Back" button – redirects the actor to the mailing list search page
Alternative Flow:	<p>Step 3a: The user has selected no parameters</p> <ol style="list-style-type: none"> 1. The system displays the following message: "Please select at least one parameter" <p>Step 3b: There are no users to satisfy the selected parameters</p> <p>The system displays the following message: "There are no users for the selected parameters"</p>
Special Requirements:	<p>The "Paging", "Filtering" and "Sorting" use cases are applicable in the results page. If a user has multiple roles assigned, they will be displayed as a comma-separated list in the "Role" column. The sorting will not be offered for this column.</p>

2.1.5.3 Personal account details

[UC-2.1.5.3-FR26]	Personal account details
Context:	The actor edits his/her personal details
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked "Contacts section homepage" use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the "Personal account details" option from the left menu

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	<p>2. The system displays a page with the following elements:</p> <ul style="list-style-type: none"> • Left menu: <ul style="list-style-type: none"> ○ Mailing list – invokes this use case “Users mailing list” ○ Personal details – invokes use case “Personal account details” • The main page displays the details of the actor along with the following options: <ul style="list-style-type: none"> ○ “Redirect to ECAS” button to allow the actor to redirect to ECAS ○ “Export” button – invokes use case “Export data” ○ “Back” button – redirects the actor to the “CONTACTS” section homepage <p>3. The actor selects the “Redirect to ECAS” option</p> <p>4. The system redirects the actor to the ECAS homepage</p> <p>5. The actor uses the ECAS functionalities to edit his/her personal details</p>
Alternative Flow:	None
Special Requirements:	Details of the actor: Institution, Name, Telephone, Email, Status, Role

2.1.6 Administration

The administrator can manage the application’s data through the administration section. The administrator may reorder the modules, manage help files, manage search metadata, manage the initial message displayed, manage users and roles and add/edit/delete the values of particular fields of all modules.



Figure 6: Administration

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2.1.6.1 Administration section homepage

[UC-2.1.6.1]	Administration section homepage
Context:	The actor accesses the administration section
Primary Actor:	Administrator, Service Manager
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Log into the application” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Administration” option (Centre menu) 2. The system displays the administration section with the following elements: <ul style="list-style-type: none"> • Left menu <ul style="list-style-type: none"> ○ Management of general data (Help, Search, Initial message, Label, Languages) – invokes use case “Management of general data” ○ Management of users– invokes use case “Management of users” ○ Management of roles – invokes use case “Management of roles” ○ Management of services – invokes use case “Management of services” ○ Management of modules – invokes use case “Management of modules” ○ Management of <module name> (separate entry/link for each module – when clicked a submenu with the fields of respective module will appear) • The main page displays informative text
Alternative Flow:	None
Special Requirements:	<p>When the actor selects from the left menu to manage a module, a submenu with the fields of the selected module shall appear</p> <p>The list of modules is provided in Annex 1: “Services&Modules.xls”</p>

2.1.6.2 Management of general data section

[UC-2.1.6.2-FR30, 31, 34, 35]	Management of general data section
Context:	The actor selects to manage the general data of the application
Primary Actor:	Administrator, Service Manager
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Administration section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the “Manage general data” option (from the left menu) 2. The system displays to the actor the following sub menus (in the left menu): <ul style="list-style-type: none"> • Management of Help • Management of Search • Management of Initial message • Management of Label 3. The actor selects one of the above options 4. The system displays to the actor a page with the following elements: <ul style="list-style-type: none"> • Left menu: <ul style="list-style-type: none"> ○ Management of Help ○ Management of Search ○ Management of Initial message ○ Management of Label ○ Management of Languages

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	<ul style="list-style-type: none"> • Main page: <ul style="list-style-type: none"> ○ A list with the existing entries with checkbox in each entry ○ Basic details (depending on the option selected – see special requirements) and the following buttons and actions: <ul style="list-style-type: none"> • “Create new” button – invokes use case “Add new general data item” • “Delete” button – invokes use case “Delete general data item(s)” • “Edit” icon per row – invokes use case “Edit general data item” • “Delete” icon per row – invokes use case “Delete general data item(s)” • “Back” button – redirects the actor to the “Manage general data” page
Alternative Flow:	None
Special Requirements:	<p>At step 4 the “Paging” and “Filtering” use cases are applicable.</p> <p>In cases where the user has the option to define the display order with up/down arrows, the column sorting will not be allowed.</p> <p>Basic details displayed:</p> <ul style="list-style-type: none"> ▪ Help <ul style="list-style-type: none"> • Module/Service: the module/service that the help file belongs to • Active: YES/NO • Help file title ▪ Search <ul style="list-style-type: none"> • Up/Down arrow: defines the order of the appearance in the metadata drop down list in search • Metadata name: names of all fields of the modules • Active – mandatory (Boolean – shows if the metadata will appear in the search drop down list or not) ▪ Initial message <ul style="list-style-type: none"> • Message ID • Message title • Valid: YES/NO ▪ Label <ul style="list-style-type: none"> • Label ID • Label name • Active: YES/NO ▪ Language <ul style="list-style-type: none"> • Language name • Active: YES/NO

2.1.6.3 Add new general data item

[UC-2.1.6.3-FR30, 31, 34, 35]	Add new general data item
Context:	The actor selects to add a new item of the general data

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Primary Actor:	Administrator, Service Manager
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Management of general data section” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Create new” button 2. The system displays a page with some mandatory and optional fields (see special requirements) 3. The actor fills in the mandatory fields and may fill some of the optional fields 4. The actor clicks the “Save” button 5. The system creates the new entry, displays a message regarding the successful creation and redirects the actor to the list of the particular general data selected
Alternative Flow:	<p>Step 4a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the list of the particular general data selected <p>Step 5a: The actor has not filled mandatory field(s)</p> <ol style="list-style-type: none"> 1. The system resumes from step 2 displaying an informative message indicating the empty mandatory fields <p>Step 5b: The actor has provided invalid input</p> <ol style="list-style-type: none"> 1. The system resumes from step 2 displaying an informative message indicating the fields with the invalid input
Special Requirements:	<p>Fields per attribute:</p> <ul style="list-style-type: none"> ▪ Help: <ul style="list-style-type: none"> • Module/Service – mandatory (drop down list – includes the value “Global” which refers to the general online help). Refers to the module or service that the “help” is related to • Title EN – mandatory (text) • Help file content EN – mandatory (text + user friendly HTML editor) • Title FR – mandatory (text) • Help file content FR – mandatory (text + user friendly HTML editor) • Active – mandatory (Boolean – only one file can be active at a given time; when one is selected as active the previous one automatically becomes inactive) ▪ Search: <ul style="list-style-type: none"> • Field name: drop down list with the names of all fields of the modules • Active – mandatory (Boolean – shows if the metadata will appear in the search drop down list or not) ▪ Initial message: <ul style="list-style-type: none"> • Title EN – mandatory (text box) • Text EN – mandatory (text) • Title FR – mandatory (text) • Text FR – mandatory (text) • Active – mandatory (Boolean – only one file can be active at a given time; when one is selected as active the previous one automatically becomes inactive) ▪ Label: <ul style="list-style-type: none"> • Label name EN – mandatory (text box) • Label name FR – mandatory (text box)

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	<ul style="list-style-type: none"> Active – mandatory (Boolean – only one file can be active at any given time; when one is selected as active the previous one automatically) Language: <ul style="list-style-type: none"> Language name – mandatory (text box)
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2.1.6.4 Edit general data item

[UC-2.1.6.4-FR30, 31, 34, 35]	Edit general data item
Context:	The actor selects to edit an item of the general data
Primary Actor:	Administrator, Service Manager
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Management of general data section” use case
Basic Flow:	<ol style="list-style-type: none"> The actor clicks the “Edit” icon The system displays a page with the mandatory and optional fields and their values The actor edits the mandatory or optional fields The actor clicks the “Save” button The system updates the entry, displays a message regarding the successful update and redirects the actor to the list of the particular general data selected
Alternative Flow:	<p>Step 4a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> The system redirects the actor to the Administration section <p>Step 5a: The actor has not filled mandatory field(s)</p> <ol style="list-style-type: none"> The system resumes from step 2 displaying an informative message indicating the empty mandatory fields <p>Step 5b: The actor has provided invalid input</p> <ol style="list-style-type: none"> The system resumes from step 2 displaying an informative message indicating the fields with the invalid input
Special Requirements:	None

2.1.6.5 Delete general data item(s)

[UC-2.1.6.5-FR30, 31, 34, 35]	Delete general data item(s)
Context:	The actor selects to delete one or more item(s) of the general data
Primary Actor:	Administrator, Service Manager
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Administration section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects one or more entries The actor clicks the “Delete” button The system displays a popup message prompting the actor to confirm his/her action The actor confirms the action The system deletes the entries, displays a message regarding the successful deletion and redirects the actor to the list of the particular general data selected
Alternative Flow:	<p>Step 1a: The actor may click the “Delete” icon in a row</p> <ol style="list-style-type: none"> Flow continues from step 3 <p>Step 4a: The actor clicks the “No” button</p>

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	<p>The system closes the popup message</p> <p>Step 5a: Selected entry is active</p> <ol style="list-style-type: none"> 1. The system deletes all selected entries except the active one and displays a message informing the actor which entry cannot be deleted
Special Requirements:	This Use-Case does not apply to general data items of type Label

2.1.6.6 Management of users

[UC-2.1.6.6-FR32]	Management of users
Context:	The actor selects to manage the application's users
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked "Administration section homepage" use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the "Manage users" option (from the left menu) 2. The system displays a page having a list with the existing users, some basic details for each one and some options: <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> ○ "Edit" icon per row/user ○ "Create new user" global button – invokes use case "Create new user" ○ "Back" global button – redirects the actor to the Administration homepage • Details (columns): <ul style="list-style-type: none"> ○ Institution ○ Name ○ Surname ○ Userid ○ Active ○ Validity period until ○ Role 3. The actor selects the "Edit" option of a specific user 4. The system displays a page with the following information of the user: <ul style="list-style-type: none"> • Institution (non-editable) • Name (text – non-editable) • Surname (text – non-editable) • Userid (text – non-editable) • Active (Drop down list – Yes/No) • Validity period until (Date – "Reinitialise", "Prolong" buttons) • Role (Drop down list – "Add", "Remove" buttons)
Alternative Flow:	<p>Step 3a: The actor clicks the "Back" button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the Administration section homepage
Special Requirements:	<ul style="list-style-type: none"> ▪ At step 2 the "Paging", "Filtering" and "Sorting" use cases are applicable ▪ The left menu will be the same as the one in the administration section homepage ▪ If a user has multiple roles assigned, they will be displayed as a comma-separated list in the "Role" column. The sorting will not be offered for this

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	column.
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2.1.6.7 Create new user

[UC-2.1.6.7]	Create new user
Context:	The actor selects to create a new user
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked the “Management of users” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the “Create new user” option 2. The system displays a page with the following information of the user: <ul style="list-style-type: none"> • Userid (text) • Active (Drop down list – Yes/No) • Validity period until (Date) • Role (Drop down list – “Add”, “Remove” buttons) 3. The actor fills in the required fields and clicks the save button. 4. The system creates the new user and directs the actor to the Administration homepage displaying a message that the details of the new users will be available after their first login
Alternative Flow:	<p>Step 3a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the Management of users section homepage
Special Requirements:	<p>The new user will be created in the system. The ECAS authentication of users is out of the scope of the system’s functionality. The system will be integrated with ECAS.</p> <p>ED and the Publications Office will investigate the feasibility of retrieving from ECAS the user details upon creation, although the specific user is not logged in</p> <p>The system will require at least one role to be associated with the new user.</p>

2.1.6.8 Edit user

[UC- 2.1.6.8]	Edit user
Context:	The actor selects to edit a user
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked the “Management of users” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the “Edit” option of a specific user 2. The system displays a page with the following information of the user: <ul style="list-style-type: none"> • Institution (text – non-editable) • Name (text – non-editable) • Surname (text – non-editable) • Userid (text – non-editable) • Active (Drop down list – Yes/No) • Validity period until (Date – “Reinitialise”, “Prolong” buttons) • Roles (Drop down list – “Add”, “Remove” buttons) 3. The actor edits the desired fields and clicks the “Save” button
Alternative Flow:	<p>Step 2a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the Administration section homepage

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Special Requirements:	None
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2.1.6.9 Add/remove role(s) to/from a user

[UC-2.1.6.7-FR32]	Add/remove role(s) to/from a user
Context:	The actor selects to add or remove role(s) to/from a user
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Management of users” use case ▪ The actor has selected to edit a user
Basic Flow:	<ol style="list-style-type: none"> 1. Regarding the roles of the user the actor has the following options: <ul style="list-style-type: none"> • Change user’s roles by selecting another one in the drop down list of the “Role” field • Add a new role to the user by clicking the “Add” button in the “Role” field. The system will display a new “Role” field row where the actor may select the new role from the drop down list • Remove a role from the user by clicking the “Remove” button in the “Role” field. The system will remove “Role” field row. The system will require at least one role to be associated with the new user. 2. The actor clicks the “Save” button 3. The system saves the updated information and redirects the actor to the “Management of users” section
Alternative Flow:	<p>Step 2a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the Administration section homepage without updating any information
Special Requirements:	The left menu will be the same as the one in the administration section homepage

2.1.6.10 Activate/deactivate user

[UC-2.1.6.10-FR32]	Activate/deactivate user
Context:	The actor activates/deactivates a user
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Management of users” use case ▪ The actor has selected to edit a user
Basic Flow:	<ol style="list-style-type: none"> 1. The actor may activate/deactivate a user in the following manner: <ul style="list-style-type: none"> • Activate/Deactivate a user by selecting respectively the “Yes/No” option in the “Active” field • Reinitialise the validity period of the user by clicking the “Reinitialise” button in the “Validity period until” field. The system will recalculate the date according to the default validity period and display the new date that the user’s validity period expires • Prolong the validity period of the user by clicking the “Prolong” button in the “Validity period until” field. The system will display a popup calendar where the actor may select the new prolonged date 2. The actor clicks the “Save” button 3. The system saves the updated information and redirects the actor to the “Management of users” section
Alternative Flow:	Step 2a: The actor clicks the “Cancel” button

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	1. The system redirects the actor to the “Management of users” section without updating any information
Special Requirements:	<ul style="list-style-type: none"> ▪ The users will be automatically deactivated by the system once their validity period expires. This validation shall occur each time they login. If they are deactivated, the system will display in the login page the following message: “Your account is deactivated. Please contact PrestPubli administration” ▪ The left menu will be the same as the one in the administration section homepage

2.1.6.11 Management of roles

[UC-2.1.6.11-FR33]	Management of roles
Context:	The actor selects to manage the roles (create/edit/delete)
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Administration section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the “Manage roles” option (from the left menu) 2. The system displays to the actor a list with the existing roles with checkbox in each role, some basic details and the following buttons and actions: <ul style="list-style-type: none"> • Details (columns): <ul style="list-style-type: none"> ○ Role title ○ Active ○ Main • Buttons: <ul style="list-style-type: none"> ○ Create new ○ Delete ○ Back – redirects the actor to the Administration homepage • Actions (per row/role – the main roles will not have these actions): <ul style="list-style-type: none"> ○ Edit ○ Delete
Alternative Flow:	
Special Requirements:	<ul style="list-style-type: none"> ▪ At step 2 the “Paging”, “Filtering” and “Sorting” use cases are applicable ▪ The left menu will be the same as the one in the administration section homepage

2.1.6.12 Create new role

[UC-2.1.6.12-FR33]	Create new role
Context:	The actor selects to create a new role
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Management of roles” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Create new” button 2. The system displays a page with mandatory and optional fields: <ul style="list-style-type: none"> • Role name – mandatory (text box) • Rights – mandatory (selection – see special requirements) • Active – Yes/No (indicates if the role will be displayed in the drop down)

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	list during the user role assignment – Default value: yes) 3. The actor fills in the mandatory fields and may fill in some of the optional fields 4. The actor clicks the “Save” button 5. The system creates the new role, displays a message regarding the successful creation and redirects the actor to the “Management of roles” section
Alternative Flow:	Step 4a: The actor clicks the “Cancel” button 1. The system redirects the actor to the list of the particular general data selected Step 5a: The actor has not filled mandatory field(s) 1. The system resumes from step 2 displaying an informative message indicating the empty mandatory fields Step 5b: The actor has provided invalid input 1. The system resumes from step 2 displaying an informative message indicating the fields with the invalid input
Special Requirements:	The rights will be predefined and non-editable. The list of rights is presented in “Table 1: User roles and the available operations”

2.1.6.13 Edit role

[UC-2.1.6.13-FR33]	Edit role
Context:	The actor selects to edit a role
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Management of roles” use case
Basic Flow:	1. The actor clicks the “Edit” icon 2. The system displays a page with the mandatory and optional fields and their values 3. The actor edits the mandatory and optional fields 4. The actor clicks the “Save” button 5. The system updates the role, displays a message regarding the successful update and redirects the actor to the “Management of roles” section
Alternative Flow:	Step 4a: The actor clicks the “Cancel” button 1. The system redirects the actor to the “Management of roles” section Step 5a: The actor has not filled mandatory field(s) 1. The system resumes from step 2 displaying an informative message indicating the empty mandatory fields Step 5b: The actor has provided invalid input 1. The system resumes from step 2 displaying an informative message indicating the fields with the invalid input
Special Requirements:	None

2.1.6.14 Delete role(s)

[UC-2.1.6.14-FR33]	Delete role(s)
Context:	The actor selects to delete one or more role(s)
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Management of roles” use case

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Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects one or more roles 2. The actor clicks the “Delete” button 3. The system displays a popup message prompting the actor to confirm his/her action 4. The actor confirms the action 5. The system deletes the role(s), displays a message regarding the successful deletion and redirects the actor to the list of the particular general data selected
Alternative Flow:	<p>Step 1a: The actor may click the “Delete” icon in a row</p> <ol style="list-style-type: none"> 1. Flow continues from step 3 <p>Step 3a: The actor clicks the “No” button</p> <ol style="list-style-type: none"> 1. The system closes the popup message <p>Step 5a: Selected role is a main one or used by a user</p> <ol style="list-style-type: none"> 1. The system deletes all selected entries except the main and used ones and displays a message informing the actor which entry cannot be deleted
Special Requirements:	None

2.1.6.15 Management of services

[UC-2.1.6.15]	Management of services
Context:	The actor selects to manage the services
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Administration section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the “Manage services” option (from the left menu) 2. The system displays a list with the services, some basic details for each one and some options: <ul style="list-style-type: none"> • Details (columns): <ul style="list-style-type: none"> ○ Name ○ Parent (drop down list consisting of the existing services) ○ Active • “Edit” icon per row/service – invokes use case “Edit a service” • “Create new” global button – invokes use case “Add new service” • “Back” global button – redirects the actor to the Administration section homepage
Alternative Flow:	<p>Step 3a: The actor clicks the “Back” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the Administration section homepage
Special Requirements:	At step 2 the “Paging”, “Filtering” and “Sorting” use cases are applicable

2.1.6.16 Add new service

[UC-2.1.6.15]	Add new service
Context:	The actor creates a new service
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Management of services” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Create new” button 2. The system displays a page with mandatory and optional fields:

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	<ul style="list-style-type: none"> • Service name – mandatory (text box) • Parent selection – mandatory (drop down list with all available services + ‘None’ value) • Modules selection – mandatory (combo box with all available modules of the system) <ol style="list-style-type: none"> 3. The actor fills in the mandatory fields and may fill in some of the optional fields and clicks the “Save” button 4. The system creates the new service, displays a message regarding the successful creation and redirects the actor to the “Management of services” section
Alternative Flow:	<p>Step 3a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> 1. The system does not create the new service and redirects the actor to the Administration section homepage
Special Requirements:	None

2.1.6.17 Edit a service

[UC-2.1.6.13-FR33]	Edit service
Context:	The actor selects to edit a service
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Management of services” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Edit” icon of a service 2. The system displays a page with the mandatory and optional fields and their values 3. The actor edits the mandatory and optional fields 4. The actor clicks the “Save” button 5. The system updates the service, displays a message regarding the successful update and redirects the actor to the “Management of services” section
Alternative Flow:	<p>Step 4a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the “Management of services” section <p>Step 5a: The actor has not filled mandatory field(s)</p> <ol style="list-style-type: none"> 1. The system resumes from step 2 displaying an informative message indicating the empty mandatory fields <p>Step 5b: The actor has provided invalid input</p> <ol style="list-style-type: none"> 1. The system resumes from step 2 displaying an informative message indicating the fields with the invalid input
Special Requirements:	None

2.1.6.18 Management of modules

[UC-2.1.6.15]	Management of modules
Context:	The actor selects to manage the modules
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Administration section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the “Manage modules” option (from the left menu) 2. The system displays a list with the modules, some basic details for each one

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	<p>and some options:</p> <ul style="list-style-type: none"> • Details (columns): <ul style="list-style-type: none"> ○ Name ○ Active • “Enable/Disable” icons per row/module – indicates if the module is active or not (displayed or not) • “Move up/down” icon per row/module – moves up/down the module in the list (and the order displayed in forecasts) • “Back” global button – redirects the actor to the Administration section homepage
Alternative Flow:	<p>Step 3a: The actor clicks the “Back” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the Administration section homepage
Special Requirements:	<p>At step 2 the “Paging” and “Filtering” use cases are applicable</p> <p>Since the user has the option to define the display order with up/down arrows, the column sorting will not be allowed.</p>

2.1.6.19 Management of fields

[UC- 2.1.6.19-FR29]	Management of fields
Context:	The actor selects to manage the fields of a module
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Administration section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the field of a module he/she wants to manage (Selects from left menu the Manage <module name>/Selects from left submenu the desired field) 2. The system displays to the actor the following: <ul style="list-style-type: none"> • Tooltip of field <ul style="list-style-type: none"> ○ Text area where the user may provide/edit text (number of text areas will be as many as the number of languages that the application may be displayed) ○ Active (Yes/No options) • Mandatory field (Yes/No options) • List of values with the following columns: <ul style="list-style-type: none"> ○ Name of value (non editable) ○ Active/Inactive icons (editable) ○ “Up/down” icon per row/value – moves up/down the value in the list (and the order displayed in the field drop down list) • Global Buttons: <ul style="list-style-type: none"> ○ “Create new value” global button – invokes use case “Management of fields – create new ” ○ “Back” global button – redirects the actor to the Administration section
Alternative Flow:	None
Special Requirements:	<ul style="list-style-type: none"> ▪ The left menu will be the same as the one in the administration section homepage ▪ Services, Modules, Fields, Values and their relations are presented in Annex 1:

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	<p>“Services&Modules.xls”</p> <ul style="list-style-type: none"> ▪ If a value is disabled then the system will keep this value for all requested/submitted F/R but will not include it in draft and newly created F/R. If a new value is created, the system will not include it for all requested/submitted F/R and include it in draft and newly created F/R. ▪ For draft forecasts/requests the system will display to the user the new added values and will not display the disabled ones. Therefore if a disabled value was used, the system will display a warning message indicating that some values are disabled. ▪ Since the user has the option to define the display order of field’s values with up/down arrows, the column sorting will not be allowed.
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2.1.6.20 Management of fields – create new value

[UC-2.1.6.20-FR29]	2.1.5.12 Management of fields – create new value
Context:	The actor selects to create a new value in a field of a module
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Management of fields” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Create new value” button 2. The system displays a page where the user must provide the name of the value and the active/inactive option 3. The actor clicks the “Save” button 4. The system creates the new value, displays a message regarding the successful creation and redirects the actor to the “Management of fields” page of the particular field with the new value displayed in the list of values
Alternative Flow:	<p>Step 4a: The actor clicks the “Cancel” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the list of the values of the particular field selected <p>Step 5a: The actor has not filled mandatory field(s)</p> <ol style="list-style-type: none"> 1. The system resumes from step 2 displaying an informative message indicating the empty mandatory fields <p>Step 5b: The actor has provided invalid input</p> <ol style="list-style-type: none"> 1. The system resumes from step 2 displaying an informative message indicating the fields with the invalid input
Special Requirements:	<p>The left menu will be the same as the one in the administration section homepage</p> <p>The parameters for all values are provided in Annex 1: “Services&Modules.xls”</p>

2.1.7 Assistance

The actors will be able to request assistance. The application shall provide the helpdesk’s information in order for the actor to contact them.

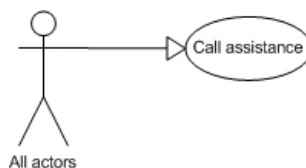


Figure 7: Assistance use cases

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2.1.7.1 Call Assistance

[UC-2.1.7.1-FR36]	Call Assistance
Context:	The actor selects to call assistance
Primary Actor:	All actors
Preconditions:	<ul style="list-style-type: none"> The actor has logged in the application
Basic Flow:	<ol style="list-style-type: none"> The actor clicks the “ASSISTANCE” option (Centre menu) The system displays a page with the following information: <ul style="list-style-type: none"> General help text regarding assistance Helpdesk phone number
Alternative Flow:	None
Special Requirements:	None

2.1.8 Forecasts

The actor will be able through the Forecasts section to view a list of the existing forecasts, preview a specific forecast, validate and submit a forecast, edit a forecast, create a new forecast and delete a forecast.

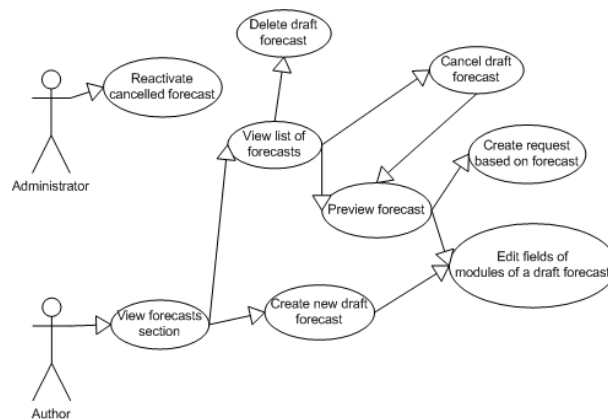


Figure 8: Forecasts use cases

2.1.8.1 Forecasts section homepage

[UC-2.1.8.1-FR37]	View forecasts section homepage
Context:	The actor selects to access the forecasts section homepage
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has logged in the application
Basic Flow:	<ol style="list-style-type: none"> The actor selects the “FORECASTS” option (centre menu) The system displays the Forecasts section with the following elements: <ul style="list-style-type: none"> Main page displays informative text regarding forecasts Left menu: <ul style="list-style-type: none"> List forecasts (“Draft”, “Requested”, “Cancelled”, “Deleted”) Create new forecast
Alternative Flow:	None
Special Requirements:	None

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2.1.8.2 View list of forecasts

[UC-2.1.8.2-FR37]	View list of forecasts
Context:	The actor selects to view a list of forecasts of his/her Institution/DG
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Forecasts section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the “List forecasts” option from the left menu 2. The system displays a list with the forecasts of the respective Institution/DG along with the following elements (depending on the status of the forecast): <ul style="list-style-type: none"> • Details (columns – common for all statuses) <ul style="list-style-type: none"> ○ Title of the forecast (link to the Core data module page) ○ Creator userid ○ Institution/DG ○ Status of the forecast (draft, requested, cancelled, deleted) • Depending on the status of the forecast the following options are displayed per row/forecast (they invoke the respective use cases) <ul style="list-style-type: none"> ○ Draft: “Preview”, “Cancel”, “Delete” icons per row/forecast, ○ Requested: “Preview” icon per row/forecast ○ Cancelled: “Preview”, “Reactivate” icon per row/forecast • Buttons (global for the page) <ul style="list-style-type: none"> ○ “Cancel” – invokes use case “Cancel draft forecast” ○ “Delete” – invokes use case “Delete draft forecast” ○ “Back” – redirects the actor to the Forecasts section homepage
Alternative Flow:	None
Special Requirements:	In the left menu the “Export” option is provided

2.1.8.3 Preview forecast

[UC-2.1.8.3-FR37]	Preview forecast
Context:	The actor selects to preview a specific forecast
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “View list of forecasts” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the option “Preview” of a specific forecast from the list 2. The system displays the preview of the forecast in a single page that contains the following elements depending on the status of the forecast: <ul style="list-style-type: none"> • Draft forecasts: <ul style="list-style-type: none"> ○ Left menu displays the forecast’s modules (links) ○ Main page: <ul style="list-style-type: none"> – Every product module (core data – see Annex 1: “Services&Modules.xls”) in a separate section – Each module of each product in a separate subsection (that is included in the respective product section) – The fields of each module and their values in the respective module subsection – “Edit” button displayed in each module section – invokes use case

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	<p>“Edit fields of modules of a draft forecast”</p> <ul style="list-style-type: none"> ○ Global buttons: <ul style="list-style-type: none"> – “Launch request” – invokes use case “Continue the encoding for the request” – “Cancel” – invokes use case “Cancel draft forecast” – “Delete” – invokes use case “Delete draft forecast” – “Export” – export the preview of the forecast in a desirable format (pdf, xls, xml) – “Quit” – redirects the actor to the “View list of forecasts” page • Submitted forecasts: <ul style="list-style-type: none"> ○ Left menu displays the request’s modules (inactive – not links) ○ Main page: <ul style="list-style-type: none"> – Every product module (core data – see Annex 1: “Services&Modules.xls”) in a separate section – Each module of each product in a separate subsection (that is included in the respective product section) – The fields of each module and their values in the respective module subsection ○ Global buttons: <ul style="list-style-type: none"> – “Export” – export the preview of the forecast in a desirable format (pdf, xls, xml) – “Quit” – redirects the actor to the “View list of forecasts” page • Cancelled forecasts: <ul style="list-style-type: none"> ○ Left menu displays the request’s modules (active – display the modules pages in a non editable format) ○ Main page: <ul style="list-style-type: none"> – Every product module (core data – see Annex 1: “Services&Modules.xls”) in a separate section – Each module of each product in a separate subsection (that is included in the respective product section) – The fields of each module and their values in the respective module subsection ○ Global buttons: <ul style="list-style-type: none"> – “Export” – export the preview of the forecast in a desirable format (pdf, xls, xml) – “Quit” – redirects the actor to the “View list of forecasts” page – “Reactivate” – invokes use case “Reactivate forecast”
Alternative Flow:	None
Special Requirements:	All products and modules will have the option to be expanded/collapsed

2.1.8.4 Create new forecast

[UC-2.1.8.4-FR40]	Create new forecast
Context:	The actor creates a new forecast
Primary Actor:	Author

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Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Forecasts section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The user clicks the “Create forecast” option from the left menu 2. The system displays a page with the following elements: <ul style="list-style-type: none"> • Left menu displays all available modules of the system (hyperlinks that direct the user to edit the respective module) • Main page displays the ‘Project Data’, ‘Product Core Data’ and ‘Product Extended Core Data’ modules (See Annex 1: “Services&Modules.xls”) • Global buttons: <ul style="list-style-type: none"> ○ “Save” – saves the forecast in draft status and reloads the page where the user is ○ “Save and return to main menu” – saves the forecast in draft status and directs the user to the Forecasts main page ○ “Preview” – invokes use case “Preview forecast” (draft status) ○ “Cancel” – invokes use case “Cancel forecast” ○ “Delete” – invokes use case “Delete forecast” ○ “Launch request” – invokes use case “Create request based on forecast” ○ “Quit” – system does not save provided input and redirects the actor to the “Forecasts” main page 3. The user may provide input for the mandatory and optional fields or may click on another of the modules of the left menu and the system will display the fields and its modules for editing 4. The user clicks one of the “Save” options 5. The system creates the new forecast with status draft
Alternative Flow:	None
Special Requirements:	<p>The detailed fields of each module are provided in Annex 1: “Services&Modules.xls”</p> <p>Each module page will have the same global buttons as the ones in step 2</p>

2.1.8.5 Edit fields of modules of a draft forecast

[UC-2.1.8.7-FR41]	Edit fields of modules of a draft forecast
Context:	The actor edits the fields of a draft forecast
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has selected the “Edit” option of a module from “Preview request” use case (draft forecast) ▪ The actor has clicked on a module from the left menu from the “Create new forecast” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The system displays the page of the module with the provided input 2. The actor fills in/edits any desired fields 3. The actor clicks one of the “Save” options 4. The system saves the updated input
Alternative Flow:	None
Special Requirements:	<p>If a value used by a draft forecast is disabled, a message will inform the user that some values are no longer available and that some fields will be empty. If these fields are mandatory the user will have to select another value.</p> <p>Each module page will have the same global buttons as the ones in use case “Create</p>

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	new forecast” step 2
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2.1.8.6 Cancel draft forecast

[UC-2.1.8.8-FR42]	Cancel draft forecast
Context:	The actor cancels a draft forecast
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “View list of forecasts” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects the desired forecasts to be cancelled and clicks the “Cancel” global button The system displays a popup message prompting the actor to confirm his/her action: “Are you sure you want to cancel the selected forecasts?” The actor confirms the action The system cancels the selected forecasts (changes their statuses to “Cancelled”) and reloads the list of forecasts page displaying a successful message
Alternative Flow:	<p>Step 1a: The actor may click directly the “Cancel” icon of a single forecast</p> <ol style="list-style-type: none"> Flow continues from step 2 <p>Step 1b: The actor may click the “Cancel” option from the preview forecast page</p> <ol style="list-style-type: none"> Flow continues from step 2 <p>Step 3a: The actor does not confirm the action</p> <ol style="list-style-type: none"> The popup message closes <p>Step 4a: Some of the selected forecasts has status submitted</p> <ol style="list-style-type: none"> The system cancels the forecasts with statuses draft and displays a message indicating the forecasts with status submitted that could not be cancelled
Special Requirements:	None

2.1.8.7 Reactivate forecast

[UC-2.1.8.8-FR42]	Reactivate forecast
Context:	The actor reactivates a cancelled forecast
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “View list of forecasts” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects the desired forecast to be reactivated and clicks the “Reactivate” icon The system displays a popup message prompting the actor to confirm his/her action: “Are you sure you want to reactivate the selected forecasts?” The actor confirms the action The system reactivates the selected forecasts (changes their statuses to “Draft”) and reloads the list of forecasts page displaying a successful message
Alternative Flow:	<p>Step 1a: The actor may click the “Reactivate” option from the preview forecast page</p> <ol style="list-style-type: none"> Flow continues from step 2 <p>Step 3a: The actor does not confirm the action</p> <ol style="list-style-type: none"> The popup message closes
Special Requirements:	None

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2.1.8.8 Delete draft forecast

[UC-2.1.8.8-FR42]	Delete draft forecast
Context:	The actor deletes a draft forecast
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “View list of forecasts” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects the desired forecasts to be deleted and clicks the “Delete” global button The system displays a popup message prompting the actor to confirm his/her action: “Are you sure you want to delete the selected forecasts?” The actor confirms the action The system deletes the selected forecasts and reloads the list of forecasts page displaying a successful deletion message
Alternative Flow:	<p>Step 1a: The actor may click directly the “Delete” icon of a single forecast</p> <ol style="list-style-type: none"> Flow continues from step 2 <p>Step 1b: The actor may click the “Delete” option from the preview forecast page</p> <ol style="list-style-type: none"> Flow continues from step 2 <p>Step 3a: The actor does not confirm the action</p> <ol style="list-style-type: none"> The popup message closes <p>Step 4a: One of the selected forecasts has status submitted</p> <ol style="list-style-type: none"> The system deletes the forecasts with statuses draft and displays a message indicating the forecasts with status submitted that could not be deleted
Special Requirements:	None

2.1.8.9 Continue the encoding for the request

[UC-2.1.8.11]	Continue the encoding for the request
Context:	The actor continues the encoding for the request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “View list of forecasts” use case The actor has selected the “Launch request” option (from the preview page or from a module page)
Basic Flow:	<ol style="list-style-type: none"> The system displays a popup message with the following message: “This action will submit the forecast and create the respective draft request. Do you want to continue?”The actor confirms his/her action The system validates the mandatory fields of the forecast and if the validation is successful, the forecast takes the “Requested” status and the system redirects the actor to the draft request services selection, transferring from the forecast to the request the values of the fields of the Project data and Product Core data The actor selects the desired services and clicks the “Save” option The system reloads the page displaying on the left menu the respective modules with the values taken from the forecast
Alternative Flow:	<p>Step 2a: The actor does not confirm the action</p> <ol style="list-style-type: none"> The popup message closes <p>Step3a: The validation is not successful</p> <ol style="list-style-type: none"> The system does not take any actions and displays an informative message

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	prompting the user to complete the mandatory fields
Special Requirements:	None

2.1.9 Requests

The actor will be able through the Requests section to view a list of the existing requests, preview a specific request, validate and submit a request, edit a request, create a new request, delete a request, reactivate a request and view the history of a request.

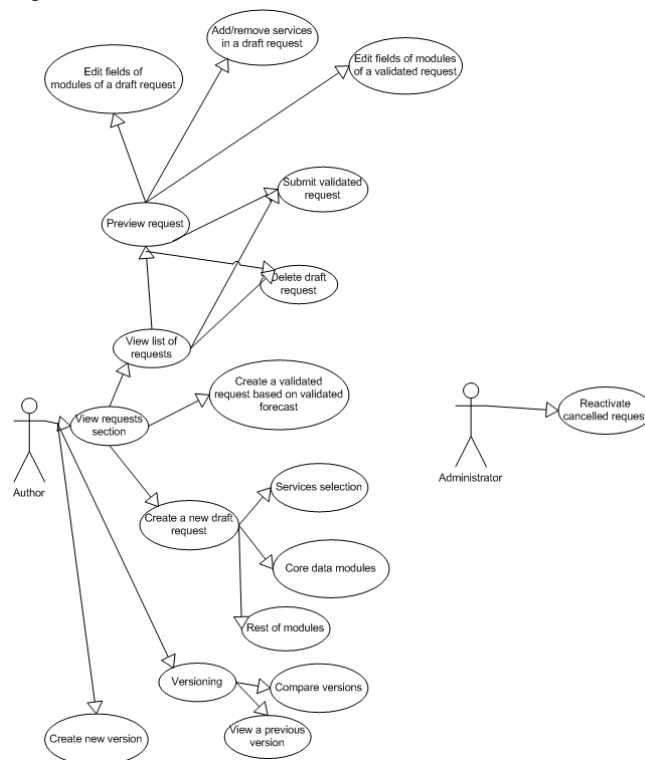


Figure 9: Requests use cases

2.1.9.1 Requests section homepage

[UC-2.1.9.1]	View requests section homepage
Context:	The actor selects to access the requests section homepage
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Log into the application” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects the “REQUESTS” option (centre menu) The system displays the Forecasts section with the following elements: <ul style="list-style-type: none"> Main page displays info regarding requests Left menu: <ul style="list-style-type: none"> List requests (requests with statuses: “Draft”, “Submitted”, “Deleted”, “Cancelled”) Create new request Create request based on forecast
Alternative Flow:	None

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Special Requirements:	None
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2.1.9.2 View list of requests

[UC-2.1.9.2-FR43]	View list of requests
Context:	The actor selects to view a list of requests
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Requests section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects one of the list requests option from the left menu The system displays a list with requests along with the following details and options (depending on the status of the forecast): <ul style="list-style-type: none"> Details (Columns) <ul style="list-style-type: none"> Title of the request (link to the Core data module page) Creator userid Institution/DG Status of the request (draft, submitted, cancelled, deleted) Depending on the status of the request the following icons are displayed per row/request (they invoke the respective use cases): <ul style="list-style-type: none"> Draft: “Preview”, “Submit”, “Cancel”, “Delete”, “See original” icons per row/request Submitted: “Preview”, “Versioning” icons per row/request Cancelled: “Preview”, “Reactivate” icons per row/request Depending on the list of requests selected the following buttons are displayed globally for the page: <ul style="list-style-type: none"> List active requests: “Cancel”, “Delete”, “Leave” List inactive requests: “Reactivate”, “Leave”
Alternative Flow:	<p>Step 1a: The actor may click the “Leave” button</p> <ol style="list-style-type: none"> The system redirects the actor to the requests section homepage
Special Requirements:	<p>In the left menu the “Export” option is provided.</p> <p>The “Versioning” and “See original” options will be visible only when the request has versions</p>

2.1.9.3 Preview request

[UC-2.1.9.3-FR44, 45, 46, 47]	Preview request
Context:	The actor selects to preview a specific request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “View list of requests” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects the option “Preview” of a specific request from the list The system displays the preview of the request in a single page that contains the following elements depending on the status of the request: <ul style="list-style-type: none"> Draft requests: <ul style="list-style-type: none"> Left menu displays the request’s modules (links) Main page: <ul style="list-style-type: none"> Every product module (core data – see Annex 1:

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	<p>“Services&Modules.xls”) in a separate section</p> <ul style="list-style-type: none"> - Each module of each product in a separate subsection (that is included in the respective product section) - The fields of each module and their values in the respective module subsection - “Edit” button displayed in each module section – invokes use case “Create request based on forecast” <ul style="list-style-type: none"> o Global buttons in the main page: <ul style="list-style-type: none"> - “Add/remove services” – invokes use case “Add/remove services in a draft request” - “Export” – export the preview of the forecast in a desirable format (pdf, xls, xml) - “Submit” – invokes use case “Submit request” - “See original” – invokes use case “See original” (button available only in draft requests that originate from a new version of a submitted request) - “Cancel” – invokes use case “Cancel draft requests” - “Delete” – invokes use case “Delete draft requests” - “Quit” – redirects the actor to the “View list of requests” page <ul style="list-style-type: none"> • Submitted requests: <ul style="list-style-type: none"> o Left menu displays the request’s modules (links – displays the module pages in a non editable format) o Main page: <ul style="list-style-type: none"> - Every product in a separate section - Each module of each product in a separate subsection (that is included in the respective product section) - The fields of each module and their values in the respective module subsection o Global buttons in the main page: <ul style="list-style-type: none"> - “Export” – export the preview of the forecast in a desirable format (pdf, xls, xml) - “Create new version” – invokes use case “Edit a submitted request (Create new version)” - “Versioning” – invokes use case “Versioning” (button available only if versions exist) - “Quit” – redirects the actor to the “View list of requests” page • Cancelled requests: <ul style="list-style-type: none"> o Left menu displays the request’s modules (links) o Main page: <ul style="list-style-type: none"> - Every product in a separate section - Each module of each product in a separate subsection (that is included in the respective product section) - The fields of each module and their values in the respective module subsection o Global buttons in the main page:
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	<ul style="list-style-type: none"> - “Export” – export the preview of the forecast in a desirable format (pdf, xls, xml) - “Reactivate” – invokes use case “Reactivate request” - “Quit” – redirects the actor to the “View list of requests” page • Deleted requests: <ul style="list-style-type: none"> ○ Left menu displays the request’s modules (inactive – no links) ○ Main page: <ul style="list-style-type: none"> - Every product in a separate section - Each module of each product in a separate subsection (that is included in the respective product section) - The fields of each module and their values in the respective module subsection ○ Global buttons in the main page: <ul style="list-style-type: none"> - “Quit” – redirects the actor to the “View list of requests” page
Alternative Flow:	None
Special Requirements:	All products and modules will have the option to be expanded/collapsed

2.1.9.4 Create draft request from scratch

[UC-2.1.9.4-FR40]	Create draft request from scratch
Context:	The actor creates a request from scratch
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Requests section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The user clicks the “Create new request” option from the left menu 2. The system displays a page with the following elements: <ul style="list-style-type: none"> • Left menu remains the same • Main page displays <ul style="list-style-type: none"> ○ ‘Project Data’, ‘Product Core Data’ and ‘Product Extended Core Data’ modules (See Annex 1: “Services&Modules.xls”) ○ Services (See Annex 1: “Services&Modules.xls”) 3. The user fills in at least the mandatory fields of the core data modules, selects the desired services and clicks the ‘Save’ button 4. The system creates the request with status “Draft”, reloads the page with the provided input with the links of the corresponding modules in the left menu and the following options (global buttons): <ul style="list-style-type: none"> • “Save” – saves the request in draft status and reloads the page where the user is • “Save and return to main menu” – saves the request in draft status and directs the user to the Forecasts main page • “Preview” – invokes use case “Preview request” (draft status) • “Submit” – invokes use case “Submit draft request” • “Cancel” – invokes use case “Cancel draft request” • “Delete” – invokes use case “Delete draft request” • “Quit” – system does not save provided input and redirects the actor to the “Requests” main page

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Alternative Flow:	<p>Step 3a: The actor may click the “Cancel” button</p> <ol style="list-style-type: none"> 1. The system does not create the request and redirects the actor to the Requests section homepage <p>Step 3b: The actor has not filled mandatory fields or has not selected at least on service</p> <ol style="list-style-type: none"> 1. The system displays a message prompting the user to provide input for the mandatory fields and/or select at least one service
Special Requirements:	<p>The detailed fields of each module are provided in Annex 1: “Services&Modules.xls”</p> <p>Each module page will have the same global buttons as the ones in step 4</p>

2.1.9.5 Create request based on forecast

[UC-1.1.1.1-FR40]	Create request based on forecast
Context:	The actor creates a request based on a forecast
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “Requests section homepage” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the “Create request based on forecast” option (left menu) 2. The system redirects the actor to the “FORECASTS” section in the “View list of forecasts” page 3. The actor clicks the “Launch request” option of a draft forecast 4. Flow continues from step 1 of Use case “Continue the encoding for the request”
Alternative Flow:	None
Special Requirements:	None

2.1.9.6 Edit fields of modules of a draft request

[UC-2.1.9.5-FR41]	Edit fields of modules of a draft request
Context:	The actor edits the fields of a module of a draft request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has selected the “Edit” option of a module from “Preview request” use case (draft request) ▪ The actor has clicked on a module from the left menu from the “Create draft request from scratch” use case ▪ The actor has clicked on a module from the left menu from the “Create request based on forecast” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The system displays the page of the module with the provided input 2. The actor edits fills in/edits any desired fields 3. The actor clicks one of the “Save” options 4. The system saves the updated input
Alternative Flow:	None
Special Requirements:	<p>If a value used by a draft request is disabled, a message will inform the user that some values are no longer available and that some fields will be empty. If these fields are mandatory the user will have to select another value.</p> <p>Each module page will have the same global buttons as the ones in use case “Create draft request from scratch” step 4. If the draft request is a new version of a</p>

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	submitted request the “See original” option will be available – invokes use case “See original”
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2.1.9.7 Add/remove services in a draft request

[UC-2.1.9.7-FR41]	Add/remove services in a draft request
Context:	The actor adds/removes services from a draft request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has selected the “Edit” option of the core data from “Preview request” use case (draft request)
Basic Flow:	<ol style="list-style-type: none"> The actor selects/deselects services and clicks the save button The system reloads the page displaying on the left menu the updated list of modules depending on the new selection of services
Alternative Flow:	None
Special Requirements:	None

2.1.9.8 Cancel draft requests

[UC-2.1.9.8-FR42]	Cancel draft request
Context:	The actor cancels a draft request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “View list of requests” use case
Basic Flow:	<ol style="list-style-type: none"> The actor selects the desired requests to be cancelled and clicks the “Cancel” global button The system displays a popup message prompting the actor to confirm his/her action: “Are you sure you want to cancel the selected requests?” The actor confirms the action The system cancels the selected requests and reloads the list of requests page displaying a successful message
Alternative Flow:	<p>Step 1a: The actor may click directly the “Cancel” icon of a single request</p> <ol style="list-style-type: none"> Flow continues from step 2 <p>Step 2a: The actor may click the “Cancel” option from the preview request page</p> <p>Step 3a: The actor does not confirm the action</p> <ol style="list-style-type: none"> The popup message closes <p>Step 4a: One of the selected requests has status submitted</p> <ol style="list-style-type: none"> The system deletes the requests with statuses draft/validated and displays a message indicating the requests with status submitted that could not be deleted Flow continues from step 2
Special Requirements:	None

2.1.9.9 Reactivate request

[UC-1.1-FR38]	Reactivate request
Context:	The actor reactivates a cancelled request
Primary Actor:	Administrator
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Preview request” (cancelled request)

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Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks the “Reactivate” button 2. The system reverts the status of the request to draft and displays to the actor the preview of the request in draft status
Alternative Flow:	<p>Step 1a: The actor may click the “Reactivate” button directly from the list of requests page</p> <ol style="list-style-type: none"> 1. Flow will continue from step 2 <p>Step 1b: The actor may click the “Quit” button</p> <ol style="list-style-type: none"> 1. The system redirects the actor to the View list page
Special Requirements:	None

2.1.9.10 Delete draft requests

[UC-2.1.9.8-FR42]	Delete draft request
Context:	The actor deletes a draft request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “View list of requests” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects the desired requests to be deleted and clicks the “Delete” global button 2. The system displays a popup message prompting the actor to confirm his/her action: “Are you sure you want to delete the selected requests?” 3. The actor confirms the action 4. The system deletes the selected requests and reloads the list of requests page displaying a successful deletion message
Alternative Flow:	<p>Step 1a: The actor may click directly the “Delete” icon of a single request</p> <ol style="list-style-type: none"> 1. Flow continues from step 2 <p>Step 2a: The actor may click the “Delete” option from the preview request page</p> <ol style="list-style-type: none"> 1. Flow continues from step 2 <p>Step 3a: The actor does not confirm the action</p> <ol style="list-style-type: none"> 1. The popup message closes <p>Step 4a: One of the selected requests has status submitted</p> <ol style="list-style-type: none"> 1. The system deletes the requests with statuses draft/validated and displays a message indicating the requests with status submitted that could not be deleted 2. Flow continues from step 2
Special Requirements:	None

2.1.9.11 Submit request

[UC-2.1.9.11-FR38]	Submit request
Context:	The actor submits a request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked “View list of requests” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects to preview a request with status draft 2. The actor clicks the “Submit” button 3. The system changes the status of the request to “Submitted”, sends the respective XML to Planpubli and displays to the actor the preview of the request as a submitted one

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Alternative Flow:	<p>Step 1a: The actor may click the “Submit” button directly from the list of requests page</p> <p>1. Flow will continue from step 3</p> <p>Step 4a: The actor may click the “Quit” button</p> <p>1. The system redirects the actor to the Requests section homepage</p>
Special Requirements:	<p>Along with the creation of the XML the system will also create the request in PDF. A ZIP file will be sent to Planpubli containing any attachments of the request.</p> <p>In case of versioning, a ZIP file will be sent only with the first version and only if a new version contains new attachments will be sent again.</p>

2.1.9.12 Edit a submitted (Create new version)

[UC-2.1.9.12-FR38]	Edit a submitted (Create new version)
Context:	The actor edits a submitted request (creates a new version)
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Preview request” use case (submitted request)
Basic Flow:	<ol style="list-style-type: none"> The actor clicks the “Create new version” button The system displays the preview request in status draft with the values of the fields taken from the submitted request
Alternative Flow:	None
Special Requirements:	None

2.1.9.13 See original

[UC-2.1.9.12-FR38]	See original
Context:	The actor selects to view the original request of the ongoing new version draft request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Preview request” use case (draft request of a new version)
Basic Flow:	<ol style="list-style-type: none"> The actor clicks the “See original” button The system opens a popup window with the preview of the version of the submitted request from which the new version was launched
Alternative Flow:	<p>Step 1a: The actor may click the “See original” button from the list of requests</p> <p>1. Flow continues from step 2</p>
Special Requirements:	None

2.1.9.14 Versioning

[UC-2.1.9.13-FR38]	Versioning
Context:	The actor has selected to view the version history of a request
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> The actor has invoked “Preview request” use case
Basic Flow:	<ol style="list-style-type: none"> The actor clicks the “Versioning” option The system displays a page with the following elements: <ul style="list-style-type: none"> Left menu as in the REQUEST(S) section

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	<ul style="list-style-type: none"> • Main page: <ul style="list-style-type: none"> ○ A list with checkboxes with the previous submitted versions of the request with the following details and options: <ul style="list-style-type: none"> ▪ Details (columns): <ul style="list-style-type: none"> – Title (link to preview of the version) – Userid of the creator – Creation Date ▪ Options: <ul style="list-style-type: none"> – “Compare” global button – invokes use case “Compare versions”
Alternative Flow:	Step 1a: The actor may click the “Versioning” button from the list of requests 1. Flow continues from step 2
Special Requirements:	The latest submitted version will be the active one (the one that will be shown in the list of requests)

2.1.9.15 View previous version

[UC-2.1.9.13-FR38]	View previous version
Context:	The actor views a previous version
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked the “Versioning” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor clicks on the link of a previous version 2. The system opens a popup window displaying the preview of the selected version of the request in a non editable format
Alternative Flow:	None
Special Requirements:	None

2.1.9.16 Compare versions

[UC-2.1.9.16-FR38]	Compare versions
Context:	The actor compares two previous versions
Primary Actor:	Author
Preconditions:	<ul style="list-style-type: none"> ▪ The actor has invoked the “Versioning” use case
Basic Flow:	<ol style="list-style-type: none"> 1. The actor selects two previous versions (checkboxes) and clicks the “Compare” option 2. The system displays the preview of the requests in the same page in a non-editable format
Alternative Flow:	Step 2a: The actor has selected more or less than 2 previous versions 1. The system displays a message indicating that the user may select exactly two versions to compare
Special Requirements:	None

2.2. Activity diagrams

The current section presents the activity diagrams of the key functionalities of the system.

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2.2.1 *Activity diagram 1: Add new general data item*

The following activity diagram presents the creation of a new general data item.

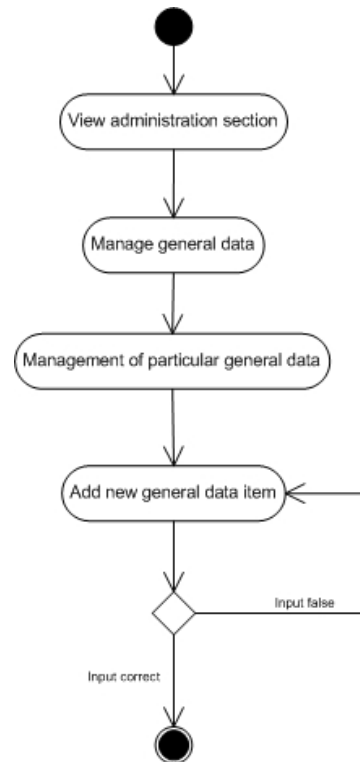


Figure 10: Create general data item

2.2.2 *Activity diagram 2: Add new value in a field*

The following activity diagram presents the creation of a new value in a field.

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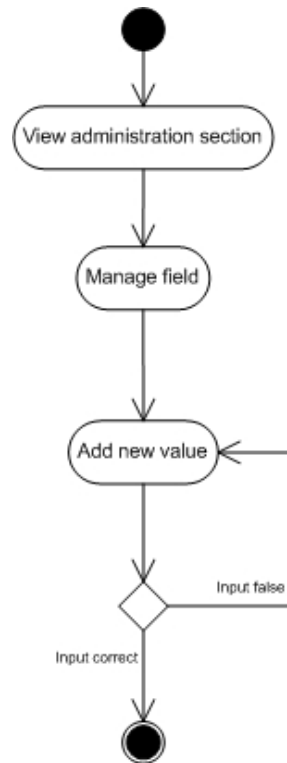


Figure 11: Create new value in a field

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2.2.3 *Activity diagram 4: Create draft forecast*

The following activity diagram presents the creation of a draft forecast.

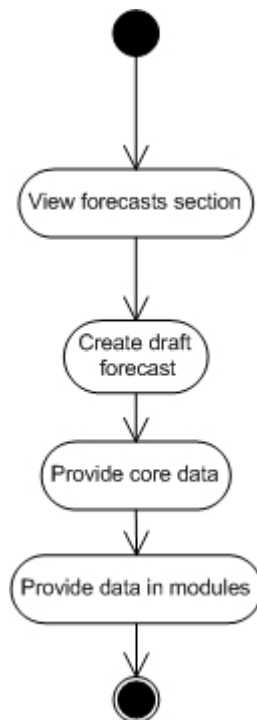


Figure 12: Create draft forecast

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2.2.4 Activity diagram 5: Edit draft forecast

The following activity diagram presents the flow of editing a draft forecast.



Figure 13: Edit draft forecast

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2.2.5 Activity diagram 6: Launch request

The following activity diagram presents the flow of launching a request from a draft forecast.

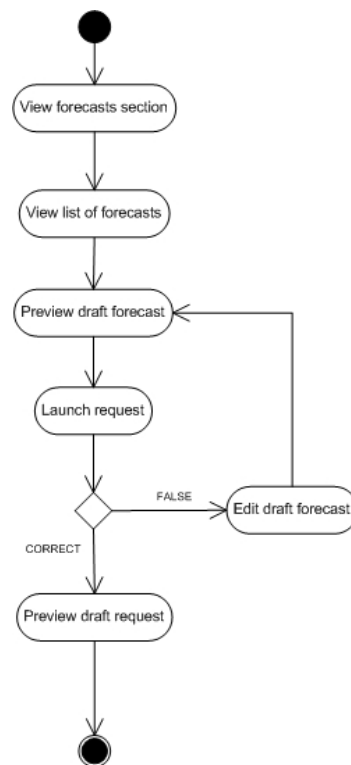


Figure 14: Launch request

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2.2.6 *Activity diagram 7: Create draft request*

The following activity diagram presents the flow of creating a draft request.

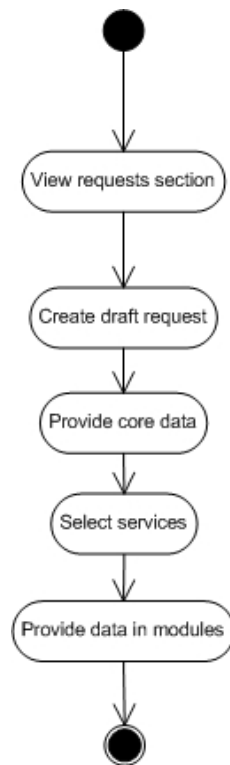


Figure 15: Create draft request

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2.2.7 Activity diagram 8: Create request based on forecast

The following activity diagram presents the flow of creating a request based on a forecast.



Figure 16: Create request based on forecast

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2.2.8 Activity diagram 9: Edit draft request

The following activity diagram presents the flow of editing a draft forecast.

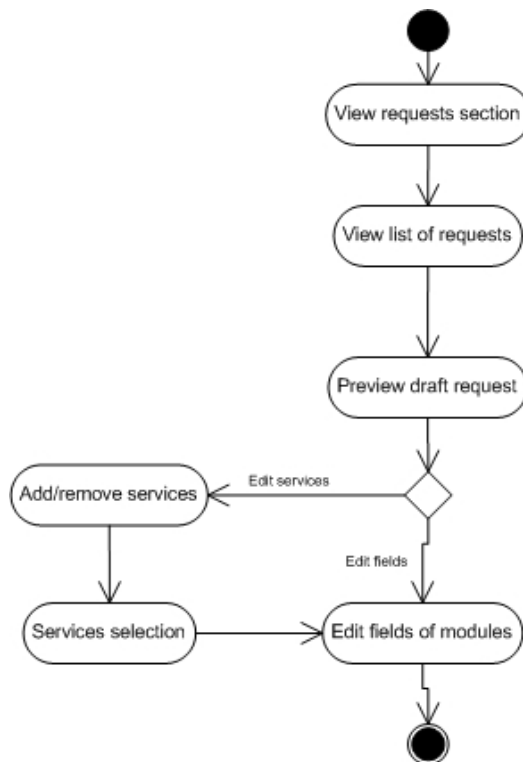


Figure 17: Edit draft request

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2.2.9 Activity diagram 11: Submit a draft request

The following activity diagram presents the flow of submitting a draft request.

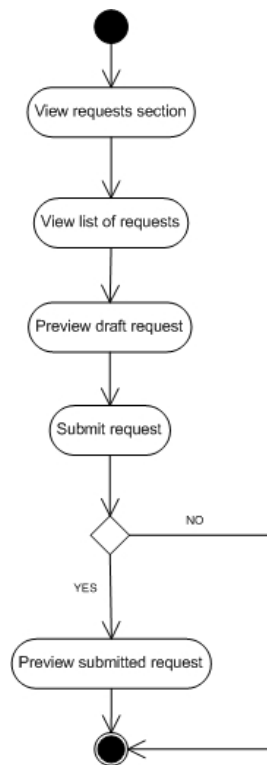


Figure 18: Submit a draft request

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2.2.10 Activity diagram 12: Create a new version

The following activity diagram presents the flow of creating a new version from a submitted request.

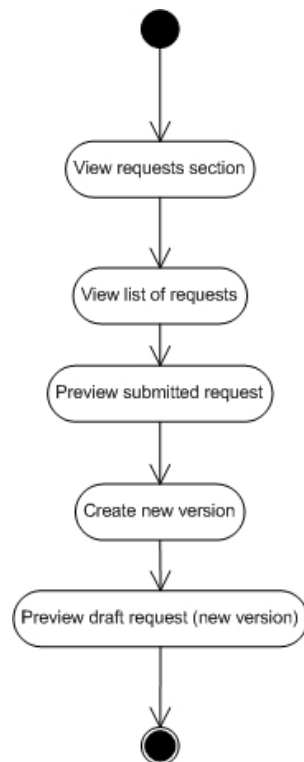


Figure 19: Create new version

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2.3. Sequence diagrams

The current section presents the sequence diagrams of the key functionalities of the system.

2.3.1 Sequence diagram 1: Add a new field value

The following sequence diagram presents the flow of adding a new value in a field.

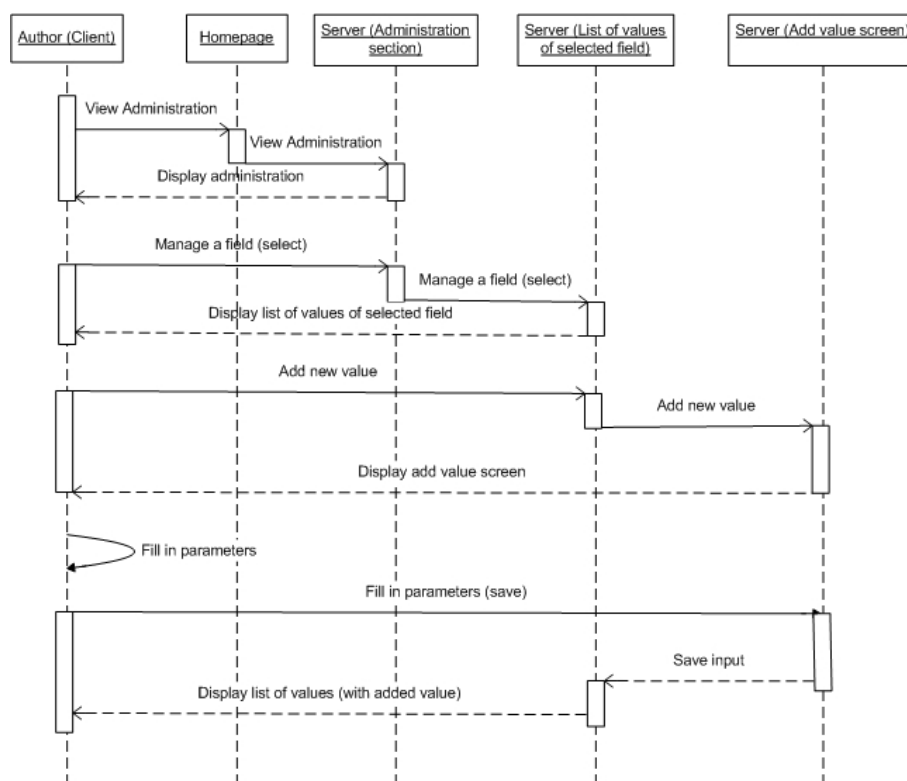


Figure 20: Add a new field value

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2.3.2 *Sequence diagram 2: Create draft forecast*

The following sequence diagram presents the flow of creating a draft forecast.

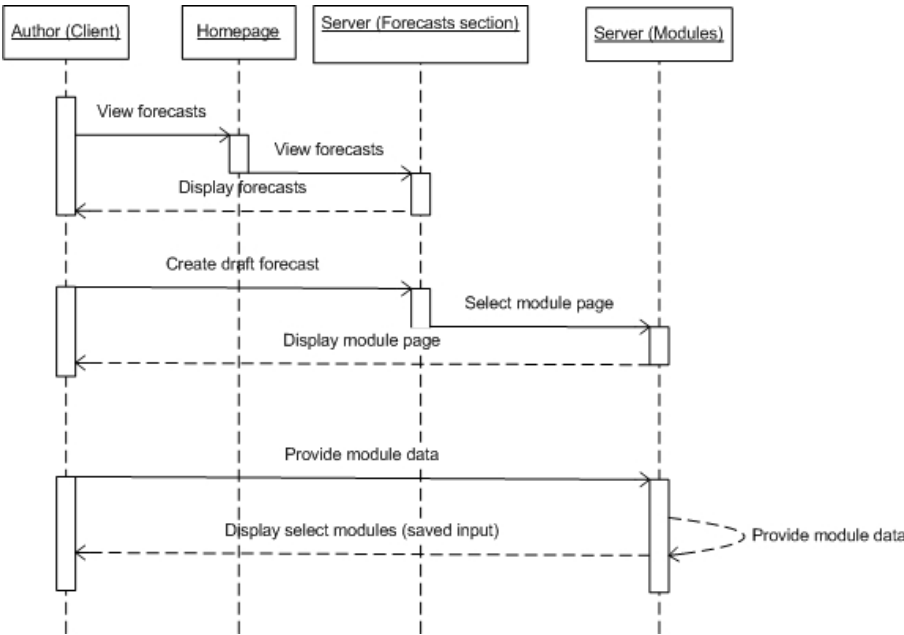


Figure 21: Create new draft forecast

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2.3.3 *Sequence diagram 3: Validate forecast*

The following sequence diagram presents the flow of launching a request from a draft forecast.

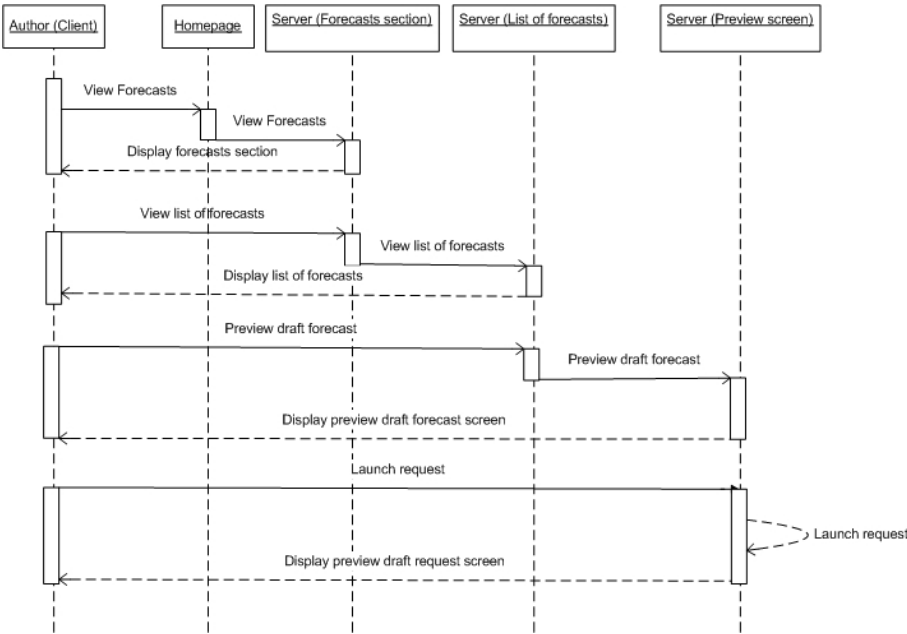


Figure 22: Launch request

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2.3.4 *Sequence diagram 5: Edit a draft request (add/remove services)*

The following sequence diagram presents the flow of editing a draft request (add/remove services).

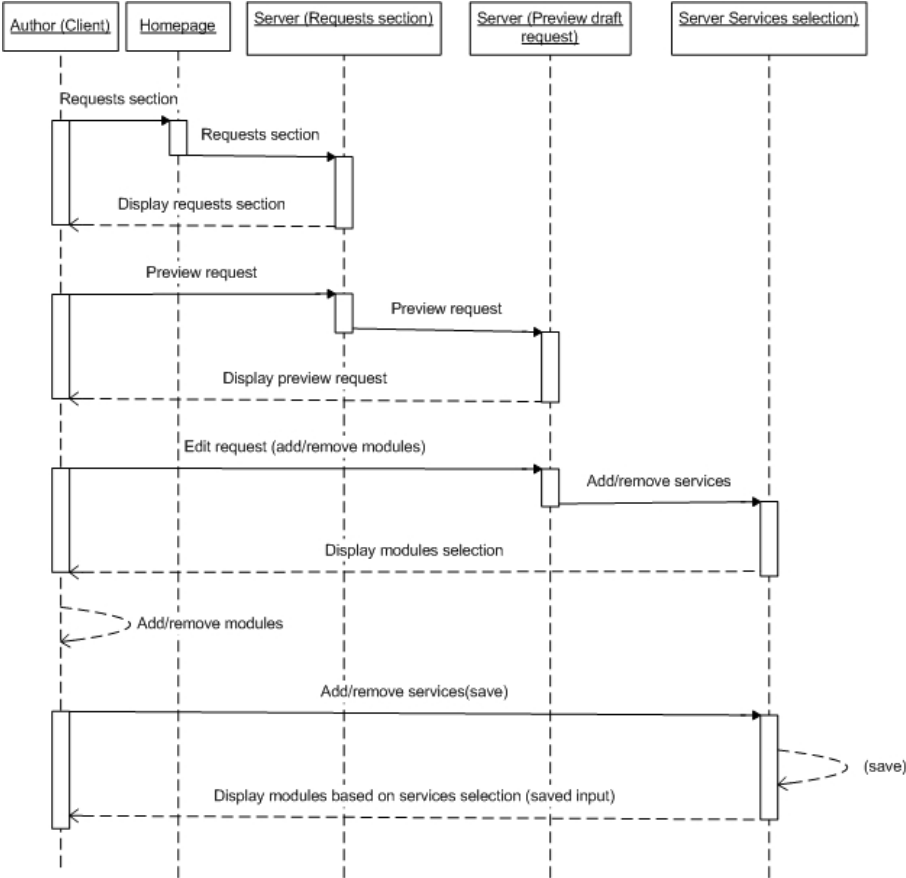


Figure 23: Add/remove services in a draft request

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2.3.5 *Sequence diagram 6: View a previous version of a request*

The following sequence diagram presents the flow of editing a draft request.

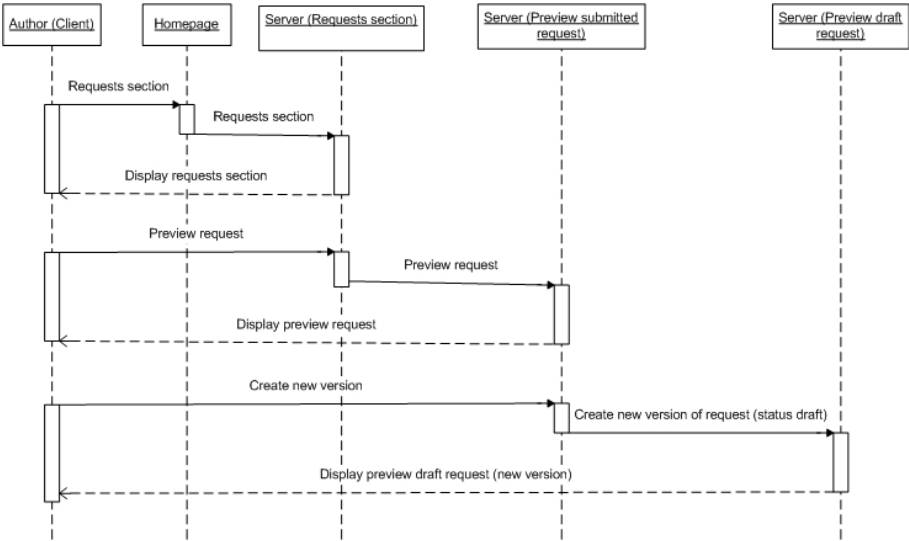


Figure 24: Create new version

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ANNEX 1: FIELDS PER MODULE AND VALUES



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