DATACOM

OFFICE OF FILM & LITERATURE CLASSIFICATION

OFLC
Classification Database Application

Generic Component
Functional Specification

Office of Film & Literature Classification

Date:	29/11/2019
Office of Film & Literature Classification – Generic Component Functional Specification Document	

Document Contact

For information about the project, and copies of any documents with a reference number starting with please contact:

9(2)(b)(ii)

Related Documentation

Document Title	Version	Status
OFLC Business Process Flow		
OFLC System Requirements Specification		
OFLC Glossary of Terms		

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1 Introduction

1.1 Purpose

This document describes the generic system functions that will be created for the new Classification Database application.

This document will describe the behaviour of the following:

- Behaviours for generic screen functionality that will apply across all screens,

- Process and navigational behaviour generic across all screens

- User Interface standards that will apply across all screens

Example screen layouts will be included where required. These screen layouts are indicative only and may not include the colour palate that will be used for the live system.

1.2 Overview

The Office of Film and Literature Classification has initiated a project to develop and implement a 9(2)(k) application to replace their existing CLOSET system.

This new application will be built using Microsoft technologies including an off the shelf product called K2.Net which will underpin the new 9(2)(k) application and manage the Office's workflow processes.

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2 Formats and Standards

2.1 Introduction

This section details the formats and standards to which the new Classification Database system will be built. These standards will apply across all screens within the new application.

2.2 Accessing the Application

All OFLC users who have permissions created for the new Classification Database Application (CDA) will be able to access the system from an icon on their desktop.

The OFLC shortcut to access the CDA application will be as follows.

CDA

OFLC will be required to create this shortcut on each valid desktop. OFLC will be required to name this shortcut so the characters CDA shown in the example above can be changed by each user as required.

Where the user has not been set up with any CDA permissions, they will be automatically navigated to the Generic Error screen. (Refer section 9 of this document for details).

Where the user has access permissions held, they will be taken to the First page of the Application which will be the Work Item list screen (refer to System Workflow Component Functional Specification document).
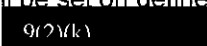
2.3 Standard User Interface Features

2.3.1 Number Fields

For all numeric fields, the application will ensure no other characters, other than digits can be keyed in. Users will not be able to enter alphabetical or special characters into a defined numeric field. Any non numeric character typed, will be ignored.

2.3.2 Unicode

Data input by users and all data stored in the database for some defined fields will be Unicode.

The use of Unicode will allow for Multi-lingual support (will support other language characters such as French). Unicode will be set on defined fields within each screen through encoding the response and requests in ▮9(2)(k)▮ E.g. users will be able to record a publication title using symbol characters like:

"á", "ğ", "ĥ " etc by copying these characters from a document into the relevant text field.

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2.3.3 Text fields

On saving a record that holds text fields, any leading or trailing whitespace characters (E.g. spaces, tabs) will be stripped from the text field prior to being saved to the database. Where spaces etc have been keyed at the beginning/end of a text field, on save, the screen when refreshed will display the text field without the whitespace.

Scrollable text boxes will by default display 3 lines (unless otherwise stated).

Where any text is displayed that exceeds the column space available for the data to be shown on one line, the text will wrap. This will apply to any data that is displayed in a column – EG Search Results/Report output.

2.3.4 Date fields

Date fields will be defined as numeric fields and will be displayed in the format of "DD/MM/YYYY".

Users will be required to either enter dates in the following formats, or use the 'Date Picker' control to select a date:

- DD/MM/YYYY

- DD MM YYYY

- DD-MM-YYYY

- DDMMYYYY

The formats above define the delimiter (separator) that can be used and not the number of characters required for each day, month or year. EG users will be able to enter dates as 1/2/7 which will redisplay as 01/02/2007.

Where a user has not entered the century part of a date year, the system will automatically populate the century as "20". Users will be required to enter the century for any date that does not have 20 as the century.

Where a date has been entered that is not in a format as defined above and the user has clicked the [Save] button, the following error message will be displayed and the data entered on the screen will not be saved

Message Text	Triggering Condition
<Field name> invalid date format entered	[Save] invoked where date entered does not meet format as defined above

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Note that specific screens may add additional constraints, such as End Date not being before Start Date. Refer to the detailed screen component functional specification documents for details.

A 'Date Picker' will be available for use on all Date fields. The Date Picker will allow users to select a date from a calendar. (Refer to section 7 of this document for Date Picker functionality). The following is an example of a date field with the associated Date Picker icon:

Date fields when read only, will be displayed in the format of DD/MM/YYYY with no date picker icon.

2.3.5 Radio buttons

Screens will utilise Radio Buttons where only one of a number of options can be selected. Radio button fields are displayed as follows where a description of the option is displayed as text:

⦿ Option 1   ◯ Option 2

Selection of the relevant option is made by the user clicking the circle of the relevant option, or by using the keyboard arrow key. The selected Option is identified as being the dotted circle. With Radio buttons, clicking the unselected option (or pressing the opposite arrow key) will automatically 'unselect' the first option.

2.3.6 Checkboxes

Checkboxes are a one character text field that where selected will display as ticked (✔).

Checkboxes are used to record whether a specific statement is true or false, or relevant, not relevant. To 'check' any Checkbox, the user will click their mouse in the checkbox, or alternatively tab to the checkbox and press the <SPACE BAR> key.

An example of a Checkbox is as follows:

- Unselected =
- Selected =

Where mandated, checkboxes once selected and saved can become read only. A Read only checkbox is displayed as a shaded box with a grey outline. Read only checkboxes can not be entered. Checkboxes when enabled (can be entered) will have a blue outline.

- Read only - Unselected =
- Read only - Selected =

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2.3.7 Maximum Field Lengths for Text-entry

Where text-entry fields are a single line, the user will be prevented from entering more than the maximum field-length specified. Any keystroke made beyond the maximum field length will be ignored.

2.3.8 Mandatory Fields

Mandatory fields will be identified by an asterisk that appears immediately before the label (name) of the field. The field label for all mandatory fields will be in bold text; e.g. for Publication Name, the field label will be displayed as * **Publication Title**

Common error validation will be applied where a mandatory field has not been entered. A generic error message will display stating the field name that has not been entered. (Refer Error functionality in section 2.3.21.1 below).

2.3.9 Email address validation

Email addresses entered for an Addressee or Counsel record will be validated as follows:

name@domain where:

a. "Name" must consist of one or more of the following:

- Hyphen (-)
- Upper/Lower case Alphabet (A-Z, a-z)
- Digits (0-9)
- Underscore (_)
- Plus (+)
- Ampersand (&)
- Single Quote (')
- Asterisk (*)
- Forward-slash (/)
- Equals (=)
- Caret (^)
- Open/Close Brace ({})
- Period (.), but not as the first or last character

b. "Domain" must consist of two or more 'sub-domains' separated by periods.

c. Sub-domains must consist of one or more of:

- Hyphen (-)
- Alphabetic character
- Digit

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Where an email address entered does not match this validation, the following error message will be displayed:

Message Text	Triggering Condition
Email address is in an invalid format	[Save] invoked where email address entered does not meet the validation as described above.

2.3.10 Keyboard Usage

Users will be able to navigate through each screen using keyboard functions.

Standard ▬▬▬▬ functionality where the <RETURN> key acts as a [Save] button unless the user is in a multi line text field will be incorporated.

Where the user is in a multi- line text field, the <RETURN> key will take the user to the next line within the text field.

No keyboard shortcut keys will be provided for menu items. The user is able to select Menu item by using the tab key to enter the menu and then using the keyboard arrow keys or (as for all dropdown lists), typing the first letter of the item they want. This will cause the item that holds that letter to be highlighted where the user can then press the <ENTER> key to select that item.

Keyboard shortcut keys for all screen level action buttons will also be provided.

Shortcut keys that allow users to select the button/action via their keyboard will be provided for each action button within the application. All shortcut keys will be triggered by the user selecting the ALT keyboard key together with the identified shortcut key and then by pressing the <ENTER> Key.

EG to access the **Save** function, users can either click the button or use the combination of the ALT keyboard key together with the short cut key (**S**) and then pressing the <ENTER> key.

The following standard shortcut keys specific to action buttons will be applied across all relevant screens:

Shortcut key	Description	Action
Alt+S (and then the <ENTER> key)	Save	Will save all data held on all tabs within the screen
Alt+D (and then the <ENTER> key)	Delete	Will delete the record
Alt+R (and then the <ENTER> key)	Reset	Will reset all fields on the screen (all tabs)

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2.3.11 Cursor position

On entry to any screen or any tab within a screen, the default position of the cursor will be on the tab name. To enter data into the first field of the tab, users will be required to click the mouse into that tab, or to use the keyboard TAB key to move the cursor into the first enterable field on the screen.

2.3.12 TAB order of fields within pages

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2.3.13 Screen scrolling

There will be no horizontal scrolling at or above 800x600 screen resolution.

Vertical scrolling will be restricted as far as possible. Where vertical scrolling does occur, tree nodes will be available (refer section 2.3.28). All screen action buttons (Save, Delete etc) will always be displayed at both the top and bottom of the screen.

2.3.14 Button behaviour

The names of all Button will be displayed in 'Title Case', (that is, the first letter of each word will be capitalised).

If a button can be conditionally hidden then when it is hidden and no space will be displayed where the button would normally appear.
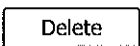
The position of buttons particular to a screen will be defined for that screen to ensure the best use of available space.

2.3.14.1 Screen level buttons

All buttons that relate to the entire screen (including all tabs within that screen), E.G. Save, Delete etc, will be positioned at the top and bottom levels of the screen and will be accessible from within every tab of that screen.

The following standard screen level buttons will be available on all screens where information can be added, updated or deleted and where the user holds the relevant security permissions:

NOTE that these buttons will apply to the entire screen regardless of the number of tabs that are held for the screen.

Field Name and Values	*Field Type and Length*	*Validation*
Name: Save *Type:* Button *Values:* [Save]	Button	Only displayed where the user holds the security permission,
Name: Reset *Type:* Button *Values:* [Reset]	Button	Will refresh screen and field values to those held in the database (EG last saved values)
Name: Delete *Type:* Button *Values:* Delete [Delete] Only displayed where the user holds the role of System Administrator or holds the relevant permission to delete the entity	Button	N/A

2.3.14.2 Screen Section buttons

All buttons that relate to specific sections within a screen or tab of a screen will be positioned within or next to the relevant section.

2.3.14.3 Display of buttons

Buttons that the user does not hold security permissions to use will be hidden. Buttons that the user holds security permissions to use will be displayed but only enabled where defined business rules have been met. E.g. where user has permission to remove a relationship record, the button will be displayed but disabled. Where this user selects a relationship record, the [Remove] button will then become enabled.

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2.3.15 Delete confirmation

Where a user selects to delete a record, upon clicking the [Delete] button, the following alert box will be displayed giving the user the option to confirm the delete action or return to the screen. (NOTE delete actions can only be undertaken by users who hold the relevant security access):
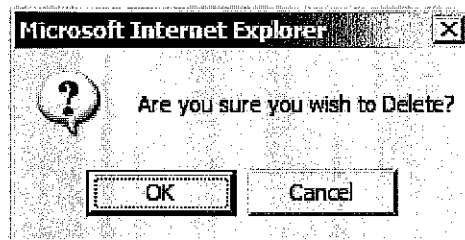
Where the user clicks OK on this message, the dialogue box will close and the user will be returned to the previous screen held in the breadcrumb.

Where the user clicks Cancel on this message, the dialogue box will close and the user will be returned to the screen.

2.3.15.1 Business Rules

Users will not be able to delete records if they are linked to any other record. Any user confirming that they want to delete a record will be alerted that the deletion cannot take place as there are still existing relationships between records. The following alert box will be displayed.
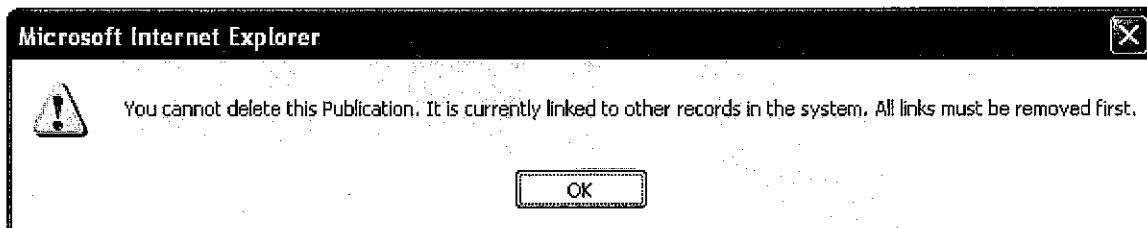
After clicking [OK], users will be returned to the record they have attempted to delete and will be required to remove all links before performing the delete action.

2.3.16 Removing relationship records

Users will be able to remove any relationship from a parent object (e.g. remove an Addressee from a Publication record/remove an Address from an Addressee record) by selecting the relationship and clicking the [Remove] button. A confirmation message will be displayed asking the user for confirmation of the removal. Once confirmed, the record will be removed from the screen. Users will be required to save the changes for the removal action to be applied to the record.

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2.3.17 Navigation Controls

2.3.17.1   Menu navigation

A dropdown menu list will be provided on all screens as part of the standard screen banner. This will allow users to navigate directly to specific screens within the application. (Refer to section 4 of this document for details of this menu).

All menu items will be displayed in 'Title Case', (that is, the first letter of each word will be capitalised).

Where the user has selected an item from the Menu, all Breadcrumb (navigation) history will be removed (refer to Section 2.3.17.4 below for details)

2.3.17.2   Navigation links

Navigational links are defined as hyperlinks within screens. All navigation links (hyperlinks) within the application will be displayed as underlined blue text.

Hyperlink navigation will automatically take the user to the screen for the record selected.

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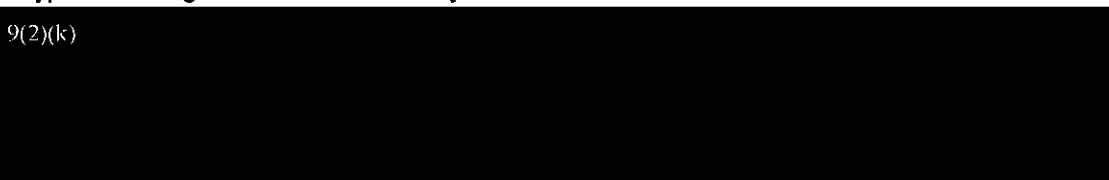
2.3.17.3   Navigation History

Navigation history (that is a list of the screen and records viewed) will be maintained by the application.

Navigation History is only maintained for the current session. Once the user closes the session, or their session times out, all the navigation history is discarded.

When the user performs one of the following, all history will be automatically discarded:

*   Selecting a top-level menu item

*   Performing a search from the quick search field

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2.3.17.4 Breadcrumbs

Navigation 'breadcrumbs' will be provided on all screens as part of the standard screen banner. Breadcrumbs will allow users to both see where they are within the application and to return to previous pages by clicking the specific screen title part of the breadcrumb.

The breadcrumb will show only the 6 most recent Navigational History entries, plus the work list page. The work list page will always be shown as the earliest history entry. Breadcrumb entries will support only forward navigation. That is where the user goes back to a previous screen using the breadcrumb navigation, the breadcrumbs held after that item will be removed.

The label of each Breadcrumb will match the type of the corresponding screen. Note that Breadcrumb labels will not list the tabs within a component, only the component name. EG; having accessed the Publication screens (total of up to 7 separate tabs), only the label "Publication" will be displayed in the Breadcrumb line.

'Mouse over' tips will be provided for each Breadcrumb label. The tool tip will display the name or title of the object.

> E.G. where the mouse is moved onto the Breadcrumb label for a PUBLICATION, the Title of that Publication will be displayed as tool tips.

Each Breadcrumb entry will be separated with a ">" character.

Each Breadcrumb label will provide a link (hyperlink) to that screen and will be displayed as underlined text. When using breadcrumbs to navigate to a record, on entry to that record, the user may need to click the [Reset] button to refresh the data being displayed. Breadcrumb navigation will only display the details held for that record at the time the user navigated away from the record.

The current screen that the user is on will be displayed without underlining or links (hyperlink) and will be in black text.

An ellipsis ("...") will be shown at the left hand side of the breadcrumb if the history being displayed is not the entire navigation history. To view the earlier history of breadcrumbs, a user will be required to click on the earliest breadcrumb hyperlink held. This will display the 5 screens accessed previous to this screen and so on.

Where the record already exists on entry to the screen, the Breadcrumb tool tip (mouse over text – refer to section 2.3.19 of this document) will display information from the originally loaded record, specifically:

- o Publications - Title of the Publication
- o Search - The Type of Search performed (E.g. Search Publication)

The following is an example of breadcrumbs:

Publication Search > Publication > Addressee Search > Addressee > Publication

where the mouse over text would display as follows:

- For Publication - will display the Publication Title or if the screen was for a new publication that had not been saved, the text displayed will be "New Publication"

- For Addressee or Counsel – will display the Addressee / Counsel Name

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2.3.17.5 Tabs

Each screen will be made up of one or more tabs. Users will be able to navigate to each tab by clicking the tab title. Refer to section 2.3.26 for more information on screen tabs.

2.3.17.6 Paged Results navigation

On every screen within the application, where multiple records are to be displayed, the following page navigation will be provided (being dependent upon the number of records that need to be displayed):

At the top of the record set displayed, is the number of the page the user is currently on with the total number of page sets that are available. E.G.:

> **Page *n* of *nn***

This will only display where there are more than 1 pages to display.

At the bottom of the record set displayed, is the paged navigation function. E.G.:

> << Previous 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 Next >>

Where only one or two pages of data is displayed, the Previous, Page number hyperlinks and Next Page number hyperlinks will not display.

An example where only two pages are displayed is as follows:

> **1 | 2**

Records will be displayed in page sets of 10 pages with a default maximum of 10 records being listed on each separate page.
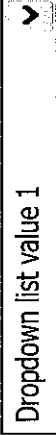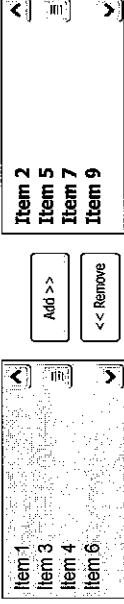
NOTE that all users will be able to change the number of records that are to be displayed per page for individual Search Results. The Systems Administrator can also change the number of records that will be displayed across the whole application.

Page navigation functionality is defined as follows:

Field Name and Values	Navigation
Name: Previous *Type:* Hyperlink *Values:* Previous Only displayed where there is more than 1 set of pages returned and the user has navigated to subsequent set of pages	Takes user to previous set of pages
Name: Page Number *Type:* Hyperlink where more than one page is returned or a number display where only one page is returned or for the page the user is currently on. *Values:* 1-XXX	Takes user to selected page number
Name: Next *Type:* Hyperlink *Values:* Next Only displayed where there is more than 1 set of pages returned and there is a subsequent set of pages	Takes user to next set of pages

2.3.18 Selection lists

The following list types will be provided:

List Type	Description	Example layout
Dropdown list	A single selection where user can select one item, no items or an "ALL" item Users are able to type the first letter of a required entry whilst the list is in focus, where the first record that starts with that letter will be highlighted.	Dropdown list value 1 ⌄
Multi select list	A multi select where user can select none, one or more items – typically does not have ALL option. Selection of multiple items will be made by: 1. clicking the first item, holding the CONTROL key and selecting a subsequent item 2. clicking the first item, holding the SHIFT key and selecting a subsequent item – note this will automatically select both clicked items and all items held in between	Multi-select list value 1 Multi-select list value 2 Multi-select list value 3 Multi-select list value 4
Pick list	A multi select area where users select items from one list that are used to populate another list. Items highlighted are automatically moved to/ removed from the 'Selected' list once the relevant arrow button is clicked	Item 1 Item 3 Item 4 Item 6 [Add >>] [<< Remove] Item 2 Item 5 Item 7 Item 9

2.3.18.1 Rules for Lists

List boxes will be sized where possible so the longest item is displayed in full. Due to the limit to the width of each screen, the display of items within a drop down list may not always show the full description/name.

Users will be able to navigate to a specified item in a list by typing the first letter of the item - the first item held in the list that starts with the letter entered, will be displayed.

Unless otherwise stated, for both dropdown and multi select lists, the height of the list will be big enough to display a minimum of 4 items. Users will be able to scroll up and down where values exceed this number.

For Pick Lists, the height of the list will be dependent on the available space on the screen. Users will be able to scroll up and down.

Depending upon the version and type of ▌9(2)(k)▌ the user has, they may be able to navigate to a specified item in a list by typing the first letter of the item where- the first item held in the list that starts with the letter entered, will be displayed. NOTE that this functionality is currently supported by ▌9(2)(k)▌

2.3.18.2 Selection list data

The items displayed in all selection lists will be sourced from reference data held in the Lookup tables (Refer to the System Administrator Specification document). Unless otherwise stated, only items that do not hold an End date that is earlier than today's date will be displayed. The general exception to this rule will be Search screens where users will be able to select end dated items from selection lists.

2.3.19 Tool tips

Tool tips are textural descriptions of fields or the values of fields (including Breadcrumb fields). Tool tips are displayed when the user hovers their mouse over the top of a field.

Tool tips are not available for any dropdown or pick list.

On mouse over, a tool tip will display the full name of the field/button. Title tags on fields, buttons etc will be used to achieve this. All Tool tips will be reference data driven in that they will be held in a table.

The Office will be required to provide the text for the title tags. The Title tags will use straight text that includes no formatting such as bullet points etc.

Field Value

Tool tips text displayed when mouse put over a field

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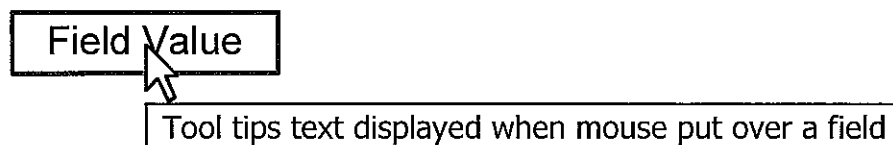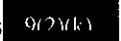
2.3.20 Transaction being processed indicator

All actions that are identified as being a potential 'long running' transaction will be defined as such in the relevant Functional Specification document. Long running transactions may take longer than expected to complete.

Where an action is identified as being a 'long running' transaction, as soon as the action is triggered (clicking [Save], [Search] or [Create] etc buttons) the following progress icon will be displayed to the user in the centre of the screen:

<Explanation Text>

The icon will be animated (where supported by the user's ████ where the shaded parts of the icon rotate. This icon and animation will display for the duration that the transaction is being progressed.

To the right of this animated icon will be a textual description of the type of action being performed. The Textual description will be defined in the relevant Component Functional Specification document.

2.3.21 System messages

2.3.21.1   Error Functionality

Where any validation of field data fails, the relevant error message(s) will be displayed along the top of the screen (below the banner). This will be displayed as a bulleted list and will be invoked by a button press (e.g. Save). Validation message text will display regardless of the tab that the user navigates to.

Any validation failure message will hold the name of the screen tab the error occurred on and the field title where the error occurred. A bolded red exclamation mark (!) will be displayed to the right of the actual field as follows:

Publication Title: [   ] **!**

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An example of message display bar is as follows:

<u><Tab Name></u> - Publication Title is required

… where <Tab Name> is the name of the tab where the error occurred.

Field entry validation messages will be standardised as follows:

1. Mandatory data not entered.

    The error message display will be formatted as <<u>Tab Name</u>> - "<Field name> is required".

2. Validation/Business rule failure

    This is where data has been entered that fails a specific validation or business rule.

    The error message display will be formatted as <<u>Tab Name</u>> - "<Field name>, followed by the message text (refer to individual component Functional Specification document for message text)

The Tab Name part of the message text will be a hyperlink to that tab. By clicking on the <<u>Tab Name</u>> part of the message text, the user will be automatically taken to the tab where the error has originated.

Where the user is on the tab that holds the validation error, the <Tab Name> part of the message text will NOT be underlined.

Where validation on a repeated item fails (EG Addressees held for a publication), the error message displayed will list a sequential number next to or within the error text. This will allow the user to identify which of the repeatable records is in error.
E.G when adding addressee records to a publication, at least one Role must be selected. Where the user has linked many addressee records and the second addressee record displayed on the screen is missing mandatory data, the error message will show the record as "Addressee 2".

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2.3.21.2   Unsaved data message

Where a user has entered data into an individual screen (irrespective of tabs within that screen), and then selects a navigation item from the screen banner (e.g. menu item or Quick Search item), the following message will be displayed:

```
Microsoft Internet Explorer                    [X]

   ?     Do you want to exit without saving your changes?


          [   OK   ]    [  Cancel  ]
```
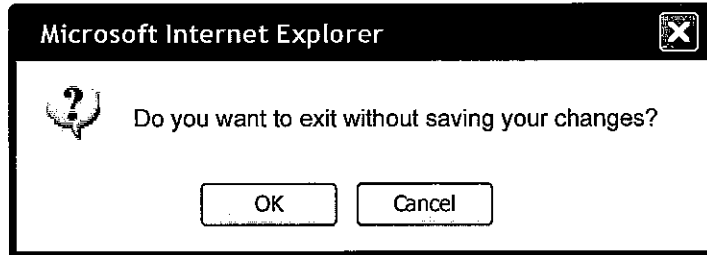
Where the [OK] button is clicked, the data entered on the screen will be discarded and the user will be navigated off the screen.

Where the [Cancel] button is clicked, the message dialogue box will be closed and the user will be returned to the screen where further changes can be made or the user can save the record.

2.3.22 Time Out functionality

Session Time out will be defined as 60 minutes. Where no activity has been recorded for 60 minutes, upon re-entry, the user will be returned to the first page of the application, and any data entered prior to the session time out, but not saved, will be lost. The following warning message will be displayed to the user on this page.

Message Text	Triggering Condition
Your session has expired.	Resuming activity after session time-out has occurred

2.3.23 9(2)(k) functionality

Whilst within the application, use of the 9(2)(k) Forward" and "Back" buttons may result in an error message being displayed on the screen.

Where Back navigation is required within the OFLC application, users can navigate via use of the supplied 'breadcrumb' (refer to section 2.3.17.3.) and/or the application Back button.

2.3.24 Print functionality

Screen Print functionality within the application will be managed by the 9(2)(k) Users will be able to print any screen within the application by using their 9(2)(k) print screen function.

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2.3.25 Screen standards

Every screen within the application will hold the following:

- Screen banner (refer Section 4.2 of this document)

- Screen Title. This will contain an icon representing the function of the screen, the title of the screen. An example of the Screen title (for a Search screen) is as follows:

Search Criteria

Where the screen title is for a business object, the name or title of that object will also be included in the Screen Title. E.g. for any Publication screen, the Title of the publication will be included as part of the screen title.

Where the name or title of the record will result in the Screen title being displayed over multiple lines, only part of the name/title of the record will be displayed. Where only part of the name/title is displayed, an ellipsis (…) will be displayed at the end of the text

An example of the Screen title (for a business object) is as follows:

Publication Outline for Happy Feet

An example of the Screen title (for a business object) where the title has been truncated is as follows:

Publication Outline for Happy Feet the Direc ...

- Screen Footer (Refer Section 5 of this document)

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2.3.26 Tabular Screen Layout

All screens within the application will utilise a standard tabular extension where the screen is split into logical sections. Screen tabs will appear at the top of the actual screen layout under the standard banner. The titles of each screen tab will be displayed using Title Case (First letter of each word displayed in capitals). Each tabbed screen will hold a title for the screen and where applicable, will also display the name of the object the screen is for – EG all tabs for a Publication will hold a title of <tab name> for <Publication Title>

Users will be able to navigate back and forward from one tab to another without having to 'save' data on each tab first. In particular, users will be able to transition between tabs, with invalid data.

Shortcut keys will also be provided for each tab within each screen. Users will be able to navigate between tabs using the shortcut key rather than the mouse. The shortcut keys for each tab are defined as follows:

- Alt+1 (then by pressing the <ENTER> key) = First tab of the screen

- Alt+2 (then by pressing the <ENTER> key) = Second tab of the screen, etc

Where the [Save] button is clicked, all data entered on any of the extension tabs will be saved. Validation will ensure that all mandatory fields are completed and data entered meets any defined business rules, prior to any [Save] action succeeding.

The display of tabs within a screen will change to show which tab the user is currently on. The background colour of the tab that the user is on will default to blue and the name of the tab will default to white text. All other tabs will be displayed with a grey background with black text.

The title of any tab that exists within a screen that the user does not have security access to, will be displayed as grey text on a grey background. This colour denotes that the tab is effectively disabled.

2.3.27 Display of data on screens

Unless otherwise stated, data will be displayed in fields using the following rules:

1. Details required for users to identify a record (such as Publication Title, Addressee name etc), will be displayed on screens in full. Where required, this text will be wrapped to fit the available horizontal space.

2. Other details such as Email address (maximum length being 200 characters) will be truncated to fit the available space horizontal space.

3. Where any field value is truncated, an ellipsis (...) will be displayed at the point the data is truncated and tool tips that will display the entire value will be provided.

4. The length of any Lookup data displayed in Drop Down lists will be dependent on the available horizontal space for that list.

5. Screen title fields will truncate the name of the object so the title text fits on one line. An ellipsis will be displayed at the point where data is truncated.

2.3.28 Tree Node functionality

Tree controls will be used where multiple lines of the same record type are to be displayed.

Where fields on screens will result in potential vertical scrolling, tree nodes will be utilised to shorten the data displayed.

Tree node icons will be as follows:

 Will indicate that additional data is held that is not displayed on entry to the screen. When this icon is clicked, the record will be expanded to display the hidden data.

 Indicates that the record is displayed in full. When clicked, the record will collapse so any additional data is no longer displayed.

Users will need to click on the Tree control icon (+) to expand the display and the Tree control icon (-) to collapse the display.

Users can expand more than one independent section or record, at one time. However once an action is performed, depending on the type of action taken, some expanded tree node sections may automatically collapse.

Where a user is editing a section, then on any refresh of the screen, that section (and only that section) will continue to display expanded on refresh. This includes a [Save] action performed while editing that section.

Where a user changes tabs, or leaves the screen, upon return, all previously expanded sections will remain expanded as long as the user has not cleared breadcrumbs (via selecting item from the menu)

2.3.29 Calculation of OFLC working days

Where OFLC working days is to be calculated (used in reports and Workflow email alerts), the following rules will apply:

- The triggering event (EG Date publication/request was created/logged) will be counted as day 1

- The resulting action (inclusion in report or generation of email alert/workflow event) will occur on or from the 21st working day. The day the resulting action was taken (E.g Report run date) will be counted as a working day.

E.G.

For the Publications/Requests Due to Lapse report, any publication or request that was logged will be listed in any report run on the 21st working day after (and including the logged date).

- Working day 1 - logged

- Working days 2 - 20

- Working day 21 - included in report

NOTE that Non working days (days that are not included in this calculation are detailed in the OFLC Non Working Days lookup table

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2.3.30 Export file functionality

Users will be able to export the following into another system or save the following to a location outside of the Classification Database Application:

- Search Results – Can export results into Microsoft Excel

- Report output – Can export report output into various applications

For each of the above, an Export function will be enabled. For details on these functions, refer to the following sections of this document:

Search Results – Refer to section 0

Report output – Refer to section **Error! Reference source not found.**

Where a user selects to export data, the standard Windows File Download dialogue box will be displayed. An indicative example of this dialogue box is as follows (NOTE that this window is controlled by the users 9(2)(k) so may be different to that displayed below):
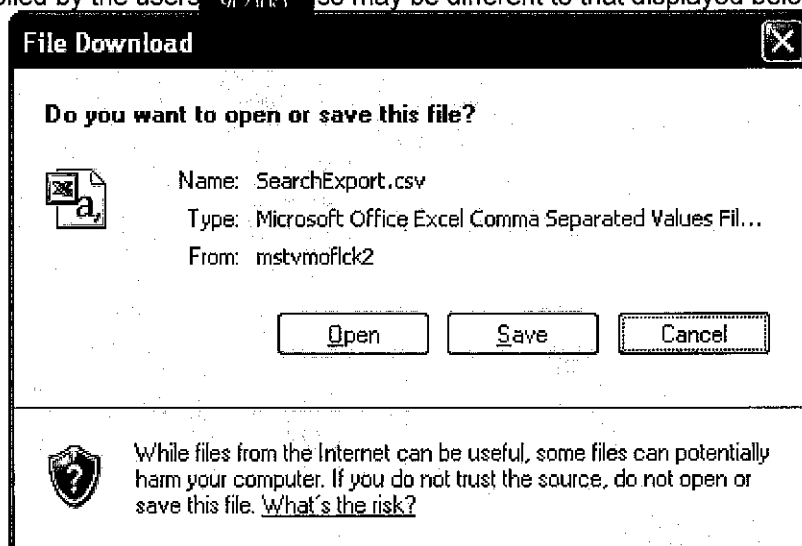
Where the user clicks the:

[Open] button, the file will be opened into the format specified.

- For all Search Results, this will be Microsoft Excel

- For all Report outputs, this will be the format selected on the Report Parameter screen

[Save] button, the file will be saved into the format specified (User will be required to select the place for the file to be saved.

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3 Navigation Behaviour

3.1 Screen mode default

All screens will default to being updateable. Users who do not have the relevant permission to update a record, will not have access to the Save, Add, Search or Remove buttons on screens. These users will be able to enter fields but will not be able to save any changes made to a record.

There will be no wholly read-only screens, although certain parts of screens may not be editable due to business rules around security.

3.2 Backward-Linking

Users can follow hyperlinks backwards (i.e. using Breadcrumb to move backwards through the history).

Users will receive a confirmation alert if they attempt to go back past the point where they have unsaved data.

3.3 Automatic navigation on removing relationship records

Where an authorised user has selected relationship records (Addressee-Address records, Publication-Addressee records etc) to remove, and the selection has been made on a display grid (where pagination exists). On confirming the removal action, the grid will be redisplayed at the first page, regardless of what page the user was on when the action was taken.

3.4 General validation

Unless otherwise noted, screen validation will occur once the user clicks the [Save] button on any screen or the [Run Report] on the Report parameter screen.

If there are no validation errors, the requested action is carried out, after potential confirmation by the user

If there are validation errors:

- Action which the user attempted is not carried out
- A red ! is placed beside every field in error
- There are no automatic tab or focus changes

If there are validation errors on [Save], then in addition to the general errors above:

- Validation error messages from all tabs are displayed at the top of every tab in that screen.

Once a validation error has occurred, then until a successful [Save] occurs, changing tabs, following a hyperlink and then returning to the screen etc will redisplay the error messages without the user needing to press [Save] to manually trigger validation again.

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4 Top of Screen

4.1 ▮9(2)(k)▮ Screen banner display

On the very top line of the ▮9(2)(k)▮ screen, whilst a user is within the application, the title bar will display the text "OFLC" followed by the type of object the user is on, followed by the object name/title.

E.g. where the user is on the Publication screen, the IE banner will display the following:

"OFLC Publication - <Publication Title>"

NOTE that where the publication title holds 'Unicode characters' that ▮9(2)(k)▮ cannot recognise, these characters will be displayed as squares.

E.g. where the user is on the Publication Search screen, the IE banner will display the following:

"OFLC Publication Search"

Where the user is adding a new record, the IE banner will display the following:

"OFLC Publication – New Publication"

4.2 Screen Banner

4.2.1 Purpose of Banner

The Screen Banner will be standard across all screens within the application.

The banner provides standard information and search/menu navigation for the application.

The screen banner will hold:

- OFLC logo (hyperlink that will take the user to the Work List Item screen.

- Welcome text plus the ▮9(2)(k)▮ display name for the user (e.g. Welcome Joe Bloggs)

- Quick Search function including a 'Go' button

- Work items link (showing number of work items currently in the users work list).

- Back (page) icon

- Main menu

- Breadcrumbs

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4.2.2 Banner Layout

The following is an example layout of the Screen banner.
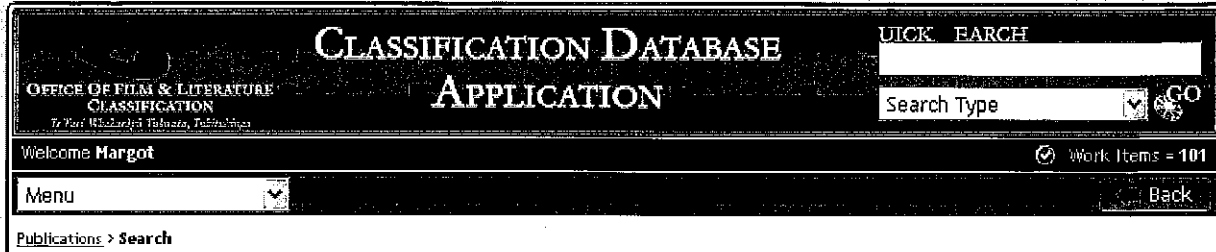
4.2.3 Information Details for the Screen banner

Field Name and Values	Field Type	Validation
Name: OFLC Logo *Type:* Icon (with hyperlink) *Values:* N/A	Icon/Hyperlink	N/A
Name: System Title *Type:* Text Box *Values:* Classification Database Application	Text 50	N/A
Name: Quick Search *Type:* Text Box *Values:* As entered by user Wildcard Search is assumed for all quick searches and cannot be switched off. There must be at least one non-white space character entered for a search to take place.	Text 50	Optional
Name: Search Type *Type:* Dropdown list (single select) *Values:* Values listed in order as follows: • Publication • Addressee • Counsel This drop down list is only enabled when one non-whitespace character has been entered into the quick search text box. Defaults as 'Publication' (CR168).	Text 20	Optional
Name: Go *Type:* Icon *Values:* N/A Only displayed once text has been entered in the Quick Search field and a Search Type has been selected	Icon	N/A
Name: Name *Type:* Label (Read only) *Values:* The name of the user as held in 9(2)(k) Formatted as "Welcome <AD Display name>"	Text 50	N/A
Name: Work Item Count *Type:* Icon/Hyperlink *Values:* Work Items = *nn* Where '*nn*' is the total number of work items currently assigned to the user.	Icon/hyperlink	N/A
Name: Menu *Type:* Dropdown list (single select) *Values:* Menu items will be listed in the following order: • Search Publication • Add Publication	Text 50	Menu items displayed based on the permissions the user holds

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Field Name and Values	Field Type	Validation
• Work List • Search Addressee • Add Addressee • Search Counsel • Add Request • Search Request • Search Document • Assign Publications • Add Historical Publication • Run Report • Report Builder • Generate/Print LOD • System Administration Will default as "Menu". Only those items that the user has permissions to use will be displayed.		
Name: Back Type: Icon (Hyperlink) Values: Back Only enabled where back navigation is a valid option.	Icon/hyperlink	N/A
Name: Breadcrumbs Type: String of Hyperlinks Values: defaults to screens that user has accessed – Refer Section 2.3.17.4 of this document for details.	Hyperlink	N/A

4.2.4 Actions for screen banner

Action	Business Function	Rules	Navigation/Action performed
Clicked OFLC Logo	Return to First screen of application		The user will be automatically navigated to the First page of the application
Clicked the [Back] icon	Go back to previous screen	Not displayed on the first page of the application	Returns user to the previous page.

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Action	Business Function	Rules	Navigation/Action performed
Selected Menu item	Navigate through system		Will automatically navigate user as follows based on selection made. • Publication Search Criteria screen where "Search Publication" selected • A Blank Publication Outline screen where "Add Publication" selected • The Work List screen (default homepage) where 'Work List' selected • Addressee Search Criteria screen where "Search Addressee" selected • A Blank Addressee Outline screen where "Add Addressee" selected • Counsel Search Criteria screen where "Search Counsel" selected • Request Outline screen where "Add Request" selected • Request Search Criteria screen where "Search Request" selected • Document Content Search screen where "Search Document" selected • Assign Publication screen where "Assign Publications" selected The System Administration screen where the user can select to view roles, users or table maintenance • A blank Historical Publication Outline screen where "Add Historical Publication" selected [1] • A blank Report Parameter screen where "Run Report" is selected • To the Report Builder functionality of ▮9(2)(k)▮ Reporting Services where 'Report Builder' selected • The LOD summary screen where 'Generate/Print LOD' selected • The System Administration screen where the user can select to view roles, users or table maintenance
Entered Quick search text AND selected Search Type from Quick Search dropdown list	Perform Quick Search		Displays "Go" icon
Clicked the "Go" icon	Search for object	Button only displayed once Search Type has been selected from the dropdown list	• The Object details screen where only one match was found, OR • The Search Results screen for the Search Type where more than one match was found, OR • The Search Results screen for the Search Type entered where a match has not been found. A message will be displayed advising the user that no matches were found

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[1] NOTE that the layout of the Publication screens for these publication types will be different to the standard publication screens

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4.2.5 Business Rules

Any leading and trailing spaces will be stripped from the Quick Search field when the user clicks the [Go] button.

When running a quick search, the system will search for a match on words/phrases held in any text field held for the search type. For example, a quick search for Publication will search on Publication Title, Publication Other Known Titles, etc.

After performing a Quick Search and arriving at the Search Results screen, if the user then clicks on the Search Criteria tab, the system will pre-populate the search criteria fields with the text that was entered in the Quick Search text box.

- For Publication, Publication title will be pre-populated.

- For Addressee, Addressee Name will be pre-populated

- For Counsel, Counsel Name will be pre-populated

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5   Bottom of Screen (Screen Footer)

5.1   Introduction

A standard footer will be included on every screen within the application. The footer will hold a hyperlink to HELP pages and a copyright statement.

The Copyright statement will be plain text displayed as:

- **"Copyright © 2007 Office of Film and Literature Classification. All rights reserved."**

The Copyright statement will hold a tool tips (refer section 2.3.19) that will show the version of the current Classification Database Application.

The Help screen icon will operate as a hyperlink to Help text.

5.2   Footer Layout

An example of the screen footer is as follows:

5.3   Online Help

An icon will be included for users to access On-line Help. The image for the online help icon will be a circled question mark with a hyperlink titled Help as follows:

Invoking the Online help icon will result in a new window being displayed. This window will be a pop up window of size 550 x 450.

Each screen tab will display a help page specific to that tab. The address for this Help page will be retrieved from the database. The pages and text for all online help will be provided by the Office.

Since help opens in a new window, when the user closes the Help window they will see the screen as they left it.

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6   Generic Search functionality

6.1   Introduction

Within the application, there will be a number of different Search screens. With each search screen, generic behaviour will apply to each.

This section details the common functionality that will be applied to all Search Criteria and Search Results screens.

6.2   Generic Search process

When a search is required, users will select the search type to be performed. The user will then be navigated to the Search Criteria screen for the search type selected.

Users will be required to enter a minimum of one search criteria before any search can be performed.

Once a search has been performed, the system will open and automatically navigate the user to the Search Results tab where all records that match the criteria entered will be displayed.

Where no matching records are found, a message to this effect will be displayed on the Search Results screen.

Where only one matched record is found, the user will be automatically navigated as follows:

1.   To the Outline screen for that matched record where the search has NOT been performed as part of creating a relationship

2.   To the Search Results tab where the user has performed the search as part of creating a relationship to another record. From the Search Results tab, the user can select that record and return to the calling record.

Where the user then returns to the Search screen by clicking the breadcrumb, they will be automatically taken to the Search Results screen where that one matched record will be listed. The user can then hyperlink from the Search Results screen to that record. Where the user navigates from the Search Results screen to the Search Criteria screen, the criteria entered when the search was first performed is displayed. On clicking on the Search Results tab, the user will be automatically navigated to the Outline screen for that record – again bypassing the Results screen.

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6.3 Search Criteria screen

6.3.1 Layout
The following is an example layout of the generic fields and buttons that will apply to all search criteria screens in the application:

Search

 <Record Type> Search Criteria

Search   Reset

Use Wildcard Search: ☑

Criteria fields specific to the search type

No. of Results per Page: 10

Search   Reset

6.3.2 Information Details

Field Name and Values	Type & Length	Validation
Name: Screen Title icon
Type: Icon
Values: ⌕	Icon	N/A
Name: Screen Title
Type: Label (Read Only)
Values: <Search type> Search Criteria where the <Search Type> is that of the selected search type	Label	N/A
Name: Use Wildcard Search
Type: Checkbox
Values: Defaults as checked.	N/A	N/A
Name: No. of Results per Page
Type: Number
Values: Will default to 10. Can be changed.	Number 2	Mandatory
Where changed, must be in the range of 10 – 50.
Name: Search
Type: Button
Values: Search	Button	N/A
Name: Reset
Type: Button
Values: Reset	Button	N/A

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6.3.1 Business Rules

6.3.2 Actions

Action	Business Function	Business Rules	Navigate to Page/Action performed
Clicked the [Reset] button	Clear search criteria	N/A	Returns Search Criteria fields to the default values and closes any Search Results tab that is open
Clicked the [Search] button	Search for object	Search for records that match the criteria entered	Open and navigate to 'Search Results' Tab with search results displayed or where only one record returned, navigates user to that record (refer business rules below)

On clicking the [Search] button

At least one search criteria field (other than Use Wildcard or No. Results per Page) must be entered. Where not held, on clicking the [Search] button, the following error will be displayed:

Message Text	Triggering Condition
At least one Search Criteria field must be entered	[Search] button clicked where no Search Criteria entered.

Where the No. of Results per Page has been changed, it must be in the range of 10 to 50 inclusive. Where a number outside of this range has been entered, the following error message will be displayed and the search will not be performed.

Message Text	Triggering Condition
No. of Results per Page must be in the range of 10 to 50	[Search] button clicked where No. of Results per Page field is <10 or > 50

6.3.2.1 Wildcard Searches

To perform a wildcard search the user will be required to select the Wildcard Search checkbox. Where checked, a full text search where all text fields are checked to see if the text entered matches any word or phrase held in the database.

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6.3.2.2   Search algorithm

The search results will be based on all of the search criteria fields entered.

The search functionality supports partial matches for text fields where a wildcard has been used. Usage of the wildcard will allow partially matched records to be returned.

Wildcard searches will search for words or phrases that match the text entered.

E.g:

where "Jones" has been entered in a name field and a wildcard search has been requested, the results will include:

Jones

Joneston

Jones-Williams

Adams-Jones, etc.

where "ele" has been entered in a text field with wildcard search, the results will include:

Oceans Eleven

The Elephant Man

The Fifth Element, etc

Where a phrase (more than one word) has been entered on a wildcard search, all records that include those words in the order entered, will be returned.

Matches on text field parameters will be case insensitive.

For Name matches, any special character (hyphens, apostrophes etc) will be left and included as characters for matching purposes. EG if name criteria entered is "abc#de" then all records that hold a name of "abc#de" will be returned.

During the same session the search criteria entered are retained. Therefore when the user returns to the search page, the criteria used in the previous search will be redisplayed. The same session is defined as an navigation that retains the Breadcrumb history. E.G. where a user navigates from a Search screen (via Search Results tab) to a record and hyperlinks beyond that record, upon clicking the breadcrumb for the Search screen, all details entered as criteria will redisplay.

Where no matching records are found, the user will be automatically navigated to the Search Results tab where a warning message will be displayed (as follows), advising no matching records were found. Users will be required to re-enter/refine their search criteria.

Message Text	Triggering Condition
No matching records found	[Search] button clicked where no matches to criteria entered is found

When completing a search for a record outside of searching to link a record to another, where only one record is matched, the user will be automatically navigated to the Outline screen for that record (effectively bypassing the Search Results screen) where details of the matched record will be displayed.

Where searching for a record to link to another and only one record is matched, the user will be automatically navigated to the Search Results tab where this record can be selected and the [Link] button clicked.

6.3.2.3   Date Ranges

Where a date can be searched on, the user will be required to specify a date-range. Where one date is entered in a date range, the other date becomes mandatory.

Where a date range is entered, the Start (or From) date must be earlier or equal to the End (or To) date. Where this condition is not met, on clicking the [Search button, the following error will be displayed:

Message Text	Triggering Condition
<Field name of End Date> must not be before <Field name of Start Date>	[Search] button clicked where Start Date entered > End Date entered.

All date range searches will use the start and end dates inclusively.

6.3.2.4   Results displayed per page

The default value for the number of results displayed on any Search Results screen can be changed. This functionality will be limited to the user who has access to the System Configuration file (System Administrator). The System Administrator can change the value of the "Search Results minimum rows per page" field (held in the System Configuration file).

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6.4 Search Results screen

6.4.1 Access to screen

The Search Results screen will only be enabled once a Search has been performed (on the Search Criteria screen) or from the screen banner Quick Search function where only one record is matched.

6.4.2 Layout

The following is an example layout of the generic fields and buttons that will apply to all search result screens in the application. Each of the Search Results screens will display records in a grid format where column names will change depending upon the type of search being performed:
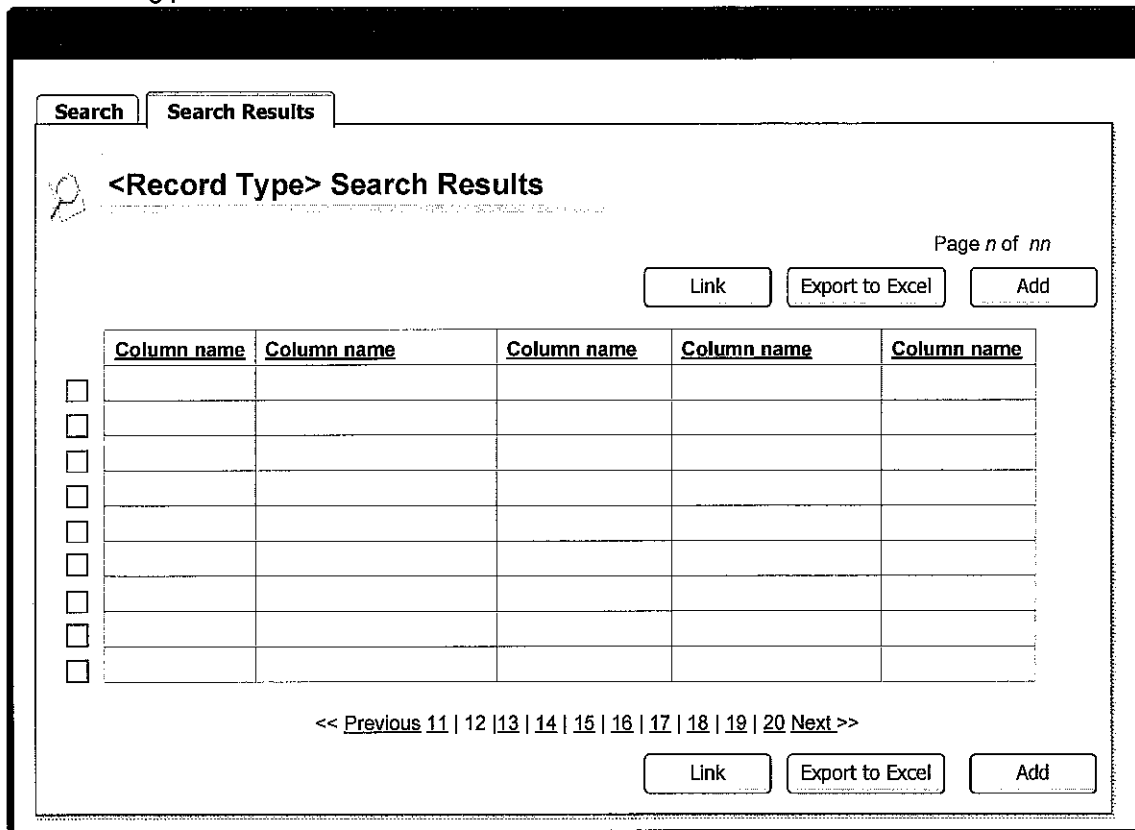
6.4.3 Information Details

The information displayed will be dynamic and will be based on the Search Type that was performed. The following table outlines the display fields that are generic to all Search Results screens:

Field Name and Values	Type & Length	Validation
Name: <Object name> Search Results *Type:* Label *Values:* <Object> Search Results where the Object name will be the type of search performed	Label	N/A
Name: Current page of total pages *Type:* Label *Values:* Page *n* of *nn* pages where 'n' refers to the current page number and the 'nn' refers to the total number of result pages. Refer to Section 2.3.17.6 of this document	Label	N/A
Name: Select record *Type:* Checkbox *Values:* When displayed, defaults as unchecked. Only displayed where access to screen was from another record where a search was performed so a relationship can be created	N/A	N/A
Name: Link *Type:* Button *Values:* Link. Only enabled where a result record(s) has been selected	Button	N/A
Name: Add *Type:* Button *Values:* Add. Where access was from another record (where a search was performed to create a relationship), this button will only be displayed where the parent record has been saved	Button	Will override any result record selected
Name: Export *Type:* Button *Values:* Export to Excel. Only displayed where one or more records have been returned as results.	Button	N/A
Name: Page pagination *Type:* Label *Values:* Refer to Section 2.3.17.6 of this document	Label	N/A

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6.4.4 Actions

Action	Function	Business Rules	Action performed
Clicked hyperlink	View Record		Open and navigate to the Outline screen for the selected record
Clicked column heading	Sort display	Order arrows displayed once column heading clicked – Refer to section 0 of this document for details	Results will be re-ordered in Ascending or Descending order. Users can toggle the display by clicking the field again
Selected a record	Select record to link	Select checkboxes only displayed where search has been performed as part of an action to link a record to another record	Link button enabled
Clicked the [Link] button	Link selected object	A record must be selected	Return to page Search invoked from and populate relevant fields with details of the record(s) selected
Clicked the [Export to Excel] button	Open results in Microsoft Excel		Open File Download dialogue box – Refer to section 2.3.29 of this document
Clicked the [Add] button	Add new record	When searching for a record to link to another record, users will only be able to add a new record where the calling record has been saved.	Open and navigate to editable blank record Outline screen
Clicked [Previous]			
Clicked [Page Number]	Refer to Section 2.3.17.5 of this document		
Clicked [Next]			

6.4.5 Results display

All Search screens will display the results of the search on a separate tab within the Search screen. The number of results displayed on each page will be based on the number entered in the Search Criteria screen by the user. Users can scroll through Search Result pages using the page navigation bar

All Search screen results will have a link to each object where full details for that object will be displayed. Full details of the search result functionality component are detailed in each individual "Functional Specification" document.

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6.4.6 Order of data displayed

Matched records will be returned sorted in ascending order by the first column displayed in the Search Results grid.

Users will be able to click on a column heading to re-sort the display in either Ascending or Descending order by that column. The following icon will be displayed next to the column title to indicate the current sort order of the column and all results:

 - Indicates display is in Ascending order

 - Indicates display is in Descending order

Where a column holds a list of data in the one row, the sorting function on that column will be DISABLED.

NOTE that only one sort criteria (combination of column and ascending/descending selection) can be active at once. Any subsequent sorting by column will override the previous sort ordering.

6.4.7 Linking records

The Search Results screen is also used when linking records to other records such as addressees or requests to publications, publications to publications, etc.

Where the search has been invoked as part of an action to link a record, the [Link] button will be displayed on the Search Result page.

When a link is being created, at least one side of the link must already exist. Therefore when linking a record, if the calling object has not already been saved, the ADD button will NOT display. Users can only link existing records to a calling object if that object has not previously been saved.

Some Searches allow only a single selection to be made. In these cases, selecting a record from the search results will automatically un-select all other checkboxes on all search result pages.

Where multiple records are permitted to be selected and linked, users will be able to make selections on more than the one page of results, with those selections being retained between pages.

When the [Link] button is clicked, all selected records across all search pages will be considered selected.

Where a record displayed is already linked to the calling object (EG Addressee is already linked to the Publication), the select checkbox will be disabled (EG the record can not be reselected for linking).

Except where noted in the screen specifications, links between records can be added from either side (provided it exists). The link is bi-directional, in that if entities A and B are linked, on the A screen, B will appear as a linked entity of the correct type, and on the B screen, A will appear.

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6.4.8 Exporting records to Excel

Users will be able to export the results of any search into Microsoft Excel. When the [Export to Excel] button is clicked, users will be able to open the file in Microsoft Excel or to save the file to a selected directory. (Refer to section 2.3.30 for further details)

When exporting search results, once imported into Microsoft Excel, the records will be displayed in the same order as displayed on the screen. That is, all records across all pages will be displayed.

Users will be able to apply the filtering/sorting options that Excel provides and also save the results. To return to the CDA screen, the user can close the Excel window where the Search Results screen will be displayed.

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7 Email Alerts

7.1 Purpose

Email alerts will be sent out to users notifying them of an action that they need to attend to within the system.

7.2 Standard Email Alert Outline

Standard Email alerts to users will be sent in the following format. The following is an example of a work item email:

To <email address of User>

From OFLC-CDA@censorship.govt.nz
Title <Subject>
Body

This is a notification from the OFLC CDA system. Please do not reply to this message.

<Body Message Text>:
Hyperlink 1

Your work list will show you all work items that are currently assigned to you.

OFLC CDA

7.3 Information Details for Email Alerts

Field Name and Values
Name: To
Type: Text
Values: 9(2)(k)   User Email of the User the email is addressed to
Name: From
Type: Text
Values: OFLC-CDA@censorship.govt.nz
Name: Subject
Type: Text
Values: Varies depending on the type of alert the email represents.
Name: Body Message Text
Type: Text
Values: Varies depending on the type of alert the email represents.
Name: Hyperlink
Type: Hyperlink
Values: Publication or Name request

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7.4   Actions for Email Alert

Action	Function	Rules	Navigation/Action performed
Clicked Hyperlink	Access record	N/A	9(2)(k)

7.5   Managing Email Alerts

Email alerts can be switched on and switched off. Only users who have access to the System Configuration file will be able to switch email alerts on or off. Details on using the System Configuration file are held under the CDA Operators Manual.

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8 Date Picker Functionality

8.1 Purpose

The Date picker function will allow users to select a date for any Date field.

8.2 Access to the date picker

The date picker functionality can only be accessed by clicking the Date Picker icon next to any Date field.

8.3 Picker Layout

The following is an example layout of the Date Picker:

8.4 Information Details

Field Name and Values	Field Type	Validation
Name: Previous Month Type: Icon Values: ◄	Icon	N/A
Name: Next Month Type: Icon Values: ►	Icon	N/A
Name: Month / Year Type: Calendar grid Values: Defaults to current month/year	Calendar	N/A
Name: Days Type: Calendar grid Values: 1-31	Calendar	Today's date noted with square box around date. Previous and next months days displayed as grey text Where date already held, the selected date is highlighted
Name: Today Type: Button Values: Today	Button	Once clicked, will select today's date and close data picker
Name: None Type: Button Values: None	Button	Once clicked, will remove any selected date and close data picker

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The following are example layouts of the date picker where the user has clicked on the Month and then the Year:
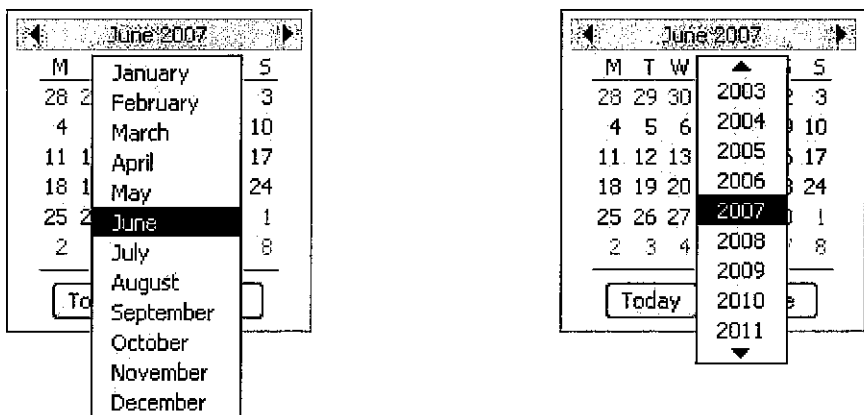
8.5 Actions

Action	Function	Business Rules	Action performed
Clicked day in Date picker	Select date		Closes Date Picker and defaults date field to the date selected
Clicked [◄]	View previous month	N/A	Displays the previous calendar month
Clicked [►]	View next month	N/A	Displays the next calendar month
Click [Today]	Select today	N/A	Closes date picker and returns user to calling screen where today's date displayed in date field
Click [None]	Remove date selection	N/A	Closes date picker and returns user to calling screen where date field date displayed as blank
Clicked name of month	Select month	N/A	Displays dropdown list of all calendar months. Current month highlighted
Clicked year	Select Year		Displays dropdown list of years with up and down arrows that allows prior or future years to be selected
Selected date from date picker	Select date		Closes date picker and returns to calling screen where selected date displayed in date field

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9 Generic Error Screen

9.1 Introduction

The Classification Database Application features a generic error page for displaying system errors to users.

9.2 Types of Errors

The error types displayed on this page will not include any data entry validation errors. The following details the types of errors that will be displayed are as follows:

9.2.1 Optimistic Locking

These errors occur when another user has modified the record and this user is attempting to save).

The system will prevent more than one user making a simultaneous modification to a record.

As this scenario is expected to be rare, the system will use "optimistic locking". Optimistic locking will result in an error being displayed to the user when the [Save] button has been clicked and another user has modified and already saved that record.

The user will be informed that another user has already modified the record. Users will be able to use the [Back] in the screen banner navigate back from the Generic Error page to the screen they were last on.

Message Text	Triggering Condition
Optimistic Locking Error Another user has modified this record. You will need to reload this record to view the updated details.	[Save] button clicked where another user has modified and saved this record

9.2.2 Authorisation errors

These errors occur where a user attempts to access or perform an action that they do not hold the permission required. An Authorisation error will be displayed to the user.

Users will be able to use the [Back] in the screen banner navigate back from the Generic Error page to the screen the user was last on.

Message Text	Triggering Condition
Authorisation Error You do not have the required permission to perform this action. Contact your System Administrator	The user has attempted to perform and action that they do not hold the require permission for

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9.2.3 System errors

System errors will occur where an unexpected application error has occurred. In these cases an error message will be displayed to the user.

Users will be able to use the [Back] in the screen banner navigate back from the Generic Error page to the screen the user was last on.

Message Text	Triggering Condition
System Error A system error has occurred. Please contact your Systems Administrator.	Action taken that has resulted in an unknown system error

9.2.4 Expired screen

These errors occur where a user has:

1. Selected to navigate away from the current screen using Top level navigation functions as follows:

   • Return to a previously visited screen by clicking on a Breadcrumb item,

   • Selecting an item from the menu,

   • Clicking on the OFLC icon

   • Performing a Quick Search

   And then prior to the system completing the navigation manoeuvre (as above), the user has triggered an action on the current screen (E.g. clicked on a hyperlink, clicked a button etc)
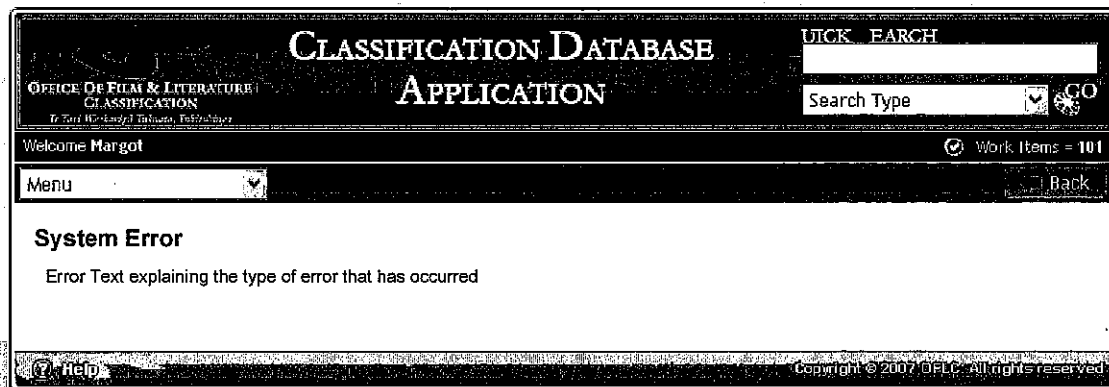
2. 9(2)(k)

The [Back] button will not be displayed on this screen.

Message Text	Triggering Condition
Expired Screen Error Your screen has expired. You will need to select an item from the Menu to continue or you will need to reload the previous record.	Action taken (as detailed above) that has resulted in system not being able to process a user transaction

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9.3 Error Page layout

The following is an example layout of the Generic Error screen:

9.4 Log File

Details of all of these error types will be stored in a text based log file. This log file will be saved with a system date and can be accessed by the OFLC System Administrator.

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10   Audit Data

10.1   Audit Process

All data that is added, changed or deleted will be captured for auditing purposes. This will apply to all business entities held in the new CDA system.

Two types of Audit data will be captured:

Type	Description	Data captured
Row Level	This is where details of the user who created and last updated the record will be stored on the actual database record	• Created By UserName • Created Date/Time • Last Modified by UserName • Last Modified Date/Time
Record Level	This is where details of the actual change and subsequent resulting record details are stored in a separate database structure	A mirror copy of the new or updated record is stored which will include an Audit Type indicator to denote the type of action performed: • I = Insert (or create of the record) • U = Update • D = Delete

10.2   Audit Data

The following actions against all business entities will be audited:

- Creation – the creation of a new business entity (E.g. Publication) or the creation of a link between two business entities (E.g. Publication Addressee)

- Update - the update of a business entity (E.g. Publication) or any change to an established link between two business entities (E.g. changing the role an Addressee holds in a Publication)

- Deletion - the deletion of any business entity (E.g. Publication) or the deletion of a link between two business entities (E.g. removing an Addressee record from a Publication)

The audit data and audit tables can be accessed via 9(2)(k) Server Management Studio.