
DATAKOM



OFFICE OF FILM & LITERATURE
CLASSIFICATION
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OFLC
Classification Database Application

Publication Component
Functional Specification

Related Documentation

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1 Introduction

1.1 Purpose

This document describes the system functions at a component level for maintaining Publication records within the new Classification Database Application.

This document will describe the behaviour of the following:

- Behaviour for all non generic Publication screen functionality,
- Process and navigational behaviour within each of the publication screens.

Any generic functionality used by the Publication screens is detailed in the OFLC Generic Component Functional Specification document(s) which should be reviewed in conjunction with this document.

Indicative layouts of publication screens are included which do not hold the standard OFLC screen banner and footer sections. The font size and type for all screens are also indicative and may not match the final screen layout.

1.2 Overview

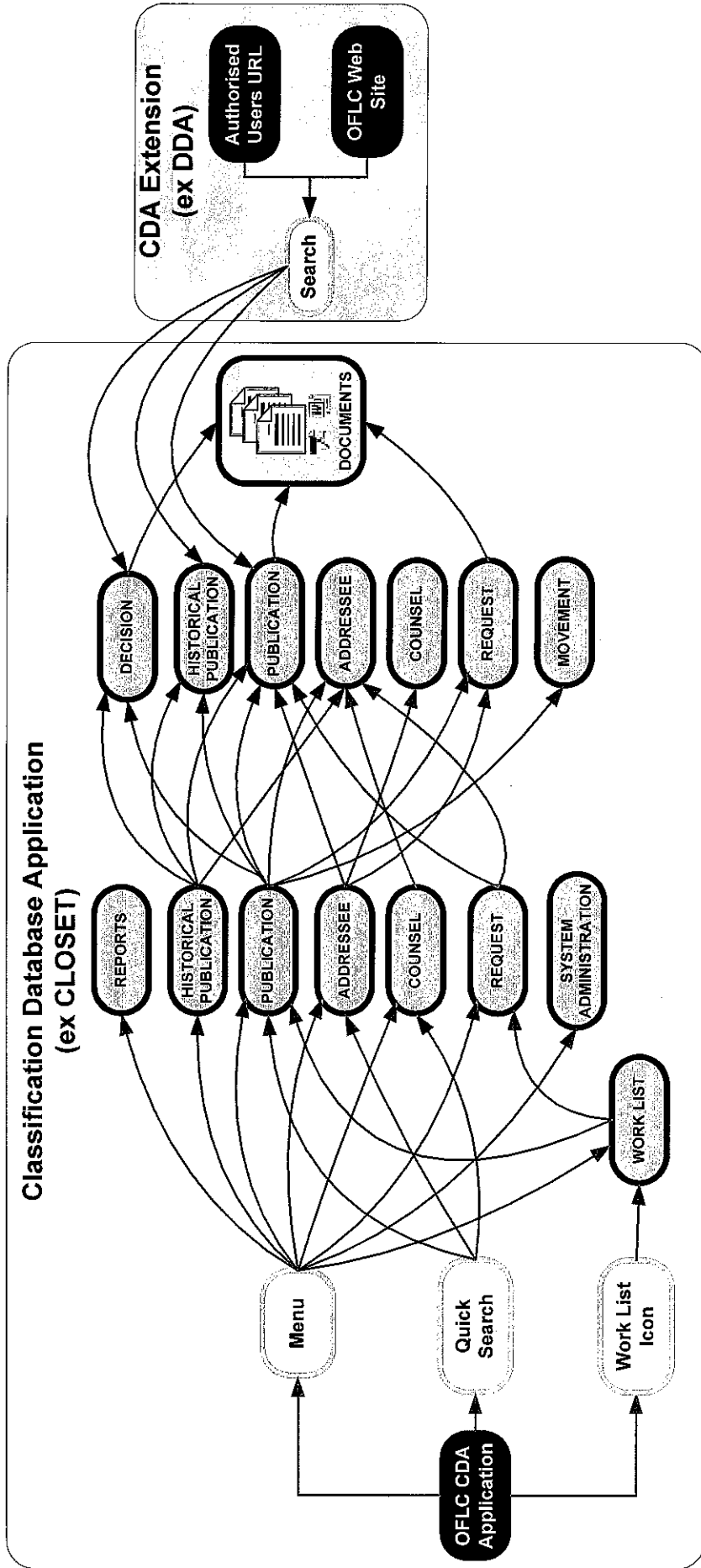
The Office of Film and Literature Classification has initiated a project to develop and implement a 9(2)(k) application to replace their existing CLOSET system.

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.

1.3 System Relationship

1.3.1 Diagram

The following diagram outlines at a high level the flow that exists between each business object in the Classification Database Application and the CDA Extension:



1.3.2 Navigation process

1.3.2.1 Classification Database Application

This application replaces the CLOSET system. On entry to the CDA, users can view their Worklist via an icon, select an item from the menu or perform a quick search for one of the following:

- Publication
- Addressee
- Counsel

1.3.2.2 CDA Extension Application

This application replaces the 9(2)(a) On entry to the CDA Extension, users can search for a publication decision record. Two separate search functions are available as follows:

- Advanced Search (Authorised users only)
- Basic Search

Once a search has been performed, the user may view details of the publication and associated documents

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2 Publication Screens

2.1 Introduction

This document details the screens and functions that will be created for a Publication for the OFLC Classification Database Application project.

This functionality will allow users to:

- Search for a publication
- View details of a publication
- Add a new publication record
- Associate publications to each other
- Generate a Consideration Sheet from the decisions tab of a publication
- View which user a publication has been assigned to and to reassign a publication
- Record Consultation information on a publication
- View Decision information
- Generate documents for a publication
- Upload documents to a publication record

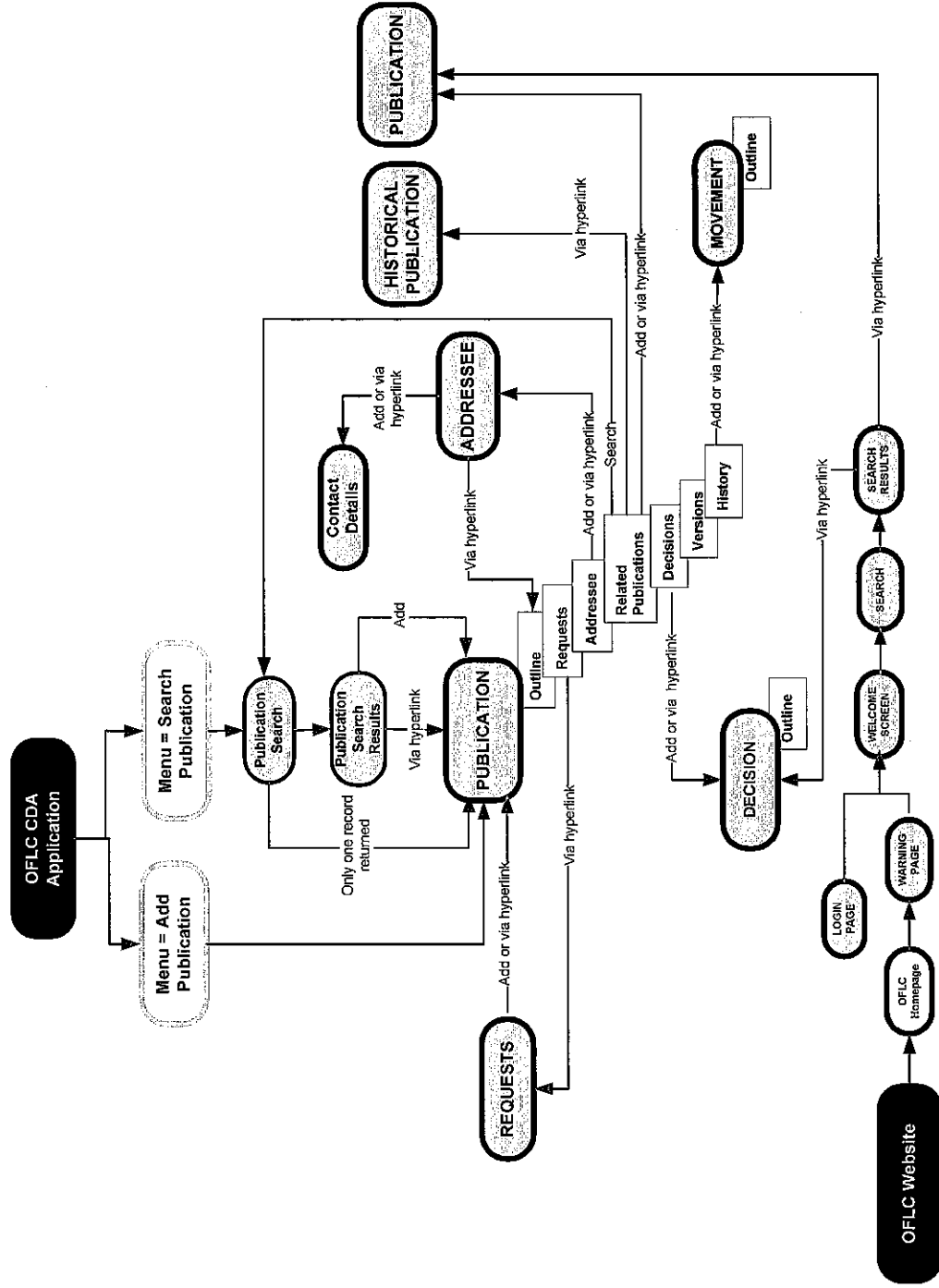
The following tabs are available on the Publication screen:

- Publication Outline
- Publication Requests
- Publication Addressee
- Publication Related Publications
- Publication Versions
- Publication Decisions
- Publication History

Office of Film & Literature Classification

2.2 Screen flow

The following diagram outlines the high level navigational flow for maintaining a Publication:



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2.3 Screen Flow Process

2.3.1 Publication Search screens

The Publication Search screen for can be accessed from the following:

- Screen Banner Menu by selecting “Search Publication”
- Within an existing publication where the user selects to Search for a publication to associate
- Within an existing Request where the user selects to Search for a publication to associate

The Publication Search Results screen will be automatically displayed once a search has been performed and where more than one record is returned as search results.

Users will be able to search for a publication using the Publication Search screen. Where only one Publication record is returned as search results, the user will automatically be navigated to the Outline screen for that publication.

Where more than one publication record is returned as results, the Search Results screen will be displayed. Users will be able to hyperlink into a publication record from this screen.

2.3.2 Publication screens

There are two separate sets of Publication screens as follows:

- Publication
- Historical Publication

Both sets of screens hold similar tabs. For details on Historical Publication screens, refer to the Historical Publication Component Functional Specification document.

The Publication Outline and related tabs can be accessed from the following:

- Screen Banner Menu by selecting “Add Publication”
- Hyperlink navigation (clicking on a publication title) from the Publication Search results screen, the Addressee screens, another Publications Related Publications tab
- Publication Search Criteria screen where only one matching record is returned
- Selecting an ADD action on the Publication Search Results screen
- Selecting to ADD a publication as part of associating a publication to another publication
- Via hyperlink navigation from the Requests screen

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The Publication screen holds the following tabs:

- **Outline tab**
This tab is the main or default tab for a Publication. This tab is where basic or generic publication information is recorded.
- **Requests tab**
This tab will display all Requests that are held for the Publication. Users can hyperlink from this tab into the related Request record.
- **Addressee tab**
This tab will be used to link all parties that hold an interest in the publication. Users can hyperlink from this tab to the related Addressee record
- **Related Publications tab**
This tab is used to relate other Publications to this Publication record. Users can hyperlink from this tab to the related Publication Outline screen
- **Versions tab**
This tab is used to create details of versions for a Publication
- **Decisions tab**
This tab is used to record Consultation details, generate decision documents and will display details of any decision held for a Publication. Users can hyperlink from this tab to the Decision Outline tab for a selected Decision
- **History tab**
This tab will display the status history of a publication and movement records held the publication. Authorised users can hyperlink from this tab to the selected Movement record.

2.4 Publication and Addressee records

An Addressee record can have no associated address, one associated address or more than one associated address. Address records may hold any combination of the following address details:

- Postal address
- Phone Number
- Email address

Addressee records (and a selected associated Address) are linked to a publication via a role – EG an Addressee can be linked to one Publication in the role of "Director" and to another in the role of "Producer". With each relationship to a publication record, one address can be selected for that Publication. EG an Address can have one address linked to one publication and another address linked to another publication.

Where multiple address records are held for an Addressee, the user when linking the Addressee to a publication will need to select an address. This is done on the Publication-Addressee screen where all address records held for the Addressee are displayed for selection. Where selected, any correspondence created for that Addressee about that publication will be sent to (refer to the selected address. (Refer to the Publication Component Functional Specification Document for details of how to link an addressee).

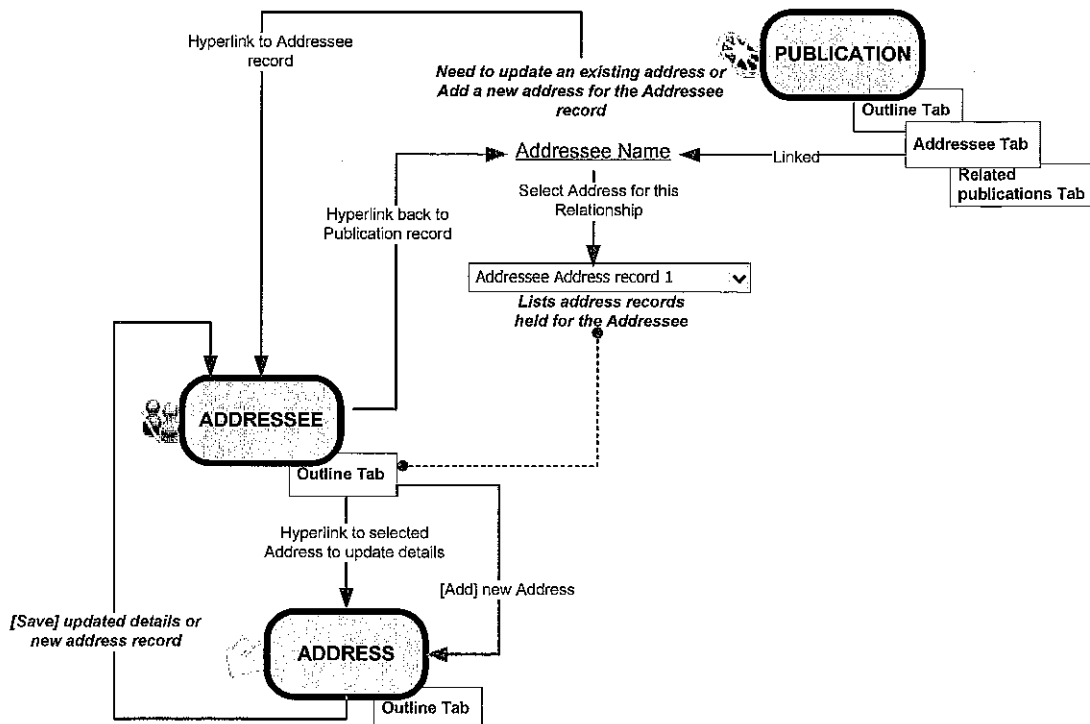
All Address records for an Addressee will be maintained (added and updated) using the Address Outline screen for that Addressee record.

Where a user wants to change the Address held for an Addressee to another address on a specific Publication record (on the Publication-Addressee tab), they will only be able to select an address record that is already held for the Addressee.

Where the user wants to ADD a new address for the Addressee on a specific Publication record, they will be required to add the address to the Addressee record first, and then return to the Publication record and select the new address.

Where the user wants to edit details of an address held on a Publication for an Addressee record, they will be required to update the address details on the Address Outline screen for the Addressee record.

The following diagram outlines the relationship between a Publication record, a linked Addressee record and an Address for the Addressee and how an address record is maintained for a publication Addressee relationship:



2.4.1 Decision screen

The Decision screen being introduced as part of iteration 4 can only be accessed from the Publication Decision tab by clicking on the relevant decision hyperlink or by selecting to add a new decision record.

A publication record can hold multiple decisions (classifications). The Publication Decision tab will allow a user to select a classification record to view or to add a new classification record.

The new Decision screen will allow a user to record and maintain decision information for a publication record.

2.4.2 Movement screen

The Movement screen being introduced as part of iteration 4 can only be accessed from the Publication History tab by clicking on the relevant Movement hyperlink or by selecting to add a new movement record.

A publication record can hold multiple Movement records that will track movements of the physical publication and or excision documents.

The new Movement screen will allow a user to create and maintain information on the movement of a publication and/or its documents.

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3 Publication Search Criteria screen

3.1 Purpose

This screen allows a user to search for a Publication record.

Searches will require a user to enter defined search parameters and the results of the search will be displayed.

The Search screen has the following Tab functions where an extension of the screen is displayed.

- Search Criteria – Where search parameters can be entered.
- Results Tab – Where all records that match **all** of the search criteria entered are displayed. The Search Results Tab will only be displayed once a search has been performed.

3.2 Access to screen

Access to this screen will be from:

- The Screen Banner by selecting “Search Publication” from the Menu
- The Publication Related Publication tab when selecting to search for another publication to associate

3.3 Screen Layout

The following is an indicative layout of the Publication Search Criteria screen:

Publication Search
Search Reset

Publication Search Criteria

Use Wildcard Search?: Include Historical?:

Publication Number: Application Number:

Publication Title:

Submission Channel: Medium:

Classification Body:

Classification Keywords: OR Standard Classification:

Classification Category:

Descriptive Note Keyword:

OR

Descriptive Notes:

Cut/Ban Criteria: OR Publication Attributes:

Display Conditions:

Film Festival Name:

Addressee Name: Addressee Role:

Censor Name:

Publication Status:

Status Date From: Status Date To:

Excision Status: s21 Consultation Held:

SPO Held:

No. of Results per Page:

Search Reset

3.4 Information Details

Field Name and Values	Field type	Validation
Name: Screen Title Type: Label Values: Publication Search Criteria	Refer to Generic Component Functional Specification Document for details	
Name: Search Type: Button Values: Search		
Name: Reset Type: Button Values: Reset		
Name: Use Wildcard Search? Type: Checkbox Values: As entered by user. Defaults as checked		
Name: No. of Results per Page Type: Textbox Values: As entered by user. Defaults to 10		
Name: Include Historical Type: Checkbox Values: As selected by user. Defaults as checked	Checkbox	Optional
Name: Publication Number Type: Number Values: as entered by user	Number	Optional
Name: Application Number Type: Text Values: As entered by the user	Text	Optional
Name: Publication Title Type: Textbox Values: as entered by user	UNICODE	Optional
Name: Submission Channel Type: Multi-select list Values: as selected by user. Populated from Submission Channel lookup table and displayed in ascending alphabetical order by Name Will include all records that hold an End Date.	Text	Optional
Name: Medium Type: Multi-select list Values: as entered by user. Populated from Medium lookup table and displayed in ascending alphabetical order by Name. Will include all records that hold an End Date.	Text	Optional
Name: Classification Body Type: Multi select list Values: As selected by the user. List populated with all Classification Body records from the Classification Body look up table in ascending order by name. Includes end dated values. Defaults as unselected	List	Optional
Name: Classification Keywords Type: Text Values: As entered by user.	Text	Optional
Name: Standard Classification Type: Multi-select list Values: as selected by user. List populated with all Standard Classification records from the	Text	Optional

Field Name and Values	Field type	Validation
Classification look up table in Display order (Refer to the System Administrator Component Functional Specification document). Includes end dated values. Defaults as unselected.		
<i>Name:</i> Classification Category <i>Type:</i> Multi Select List <i>Values:</i> As selected by the user. List populated with all Classification Category records from the Classification Category look up table in ascending order by name. Includes end dated values. Defaults as unselected	List	Optional
<i>Name:</i> Descriptive Note Keyword OR <i>Type:</i> Textbox <i>Values:</i> as entered by user.	Text	Optional
<i>Name:</i> Descriptive Notes <i>Type:</i> Multi Select List <i>Values:</i> As selected by the user. List populated with all Descriptive Notes from the Descriptive Notes look up table in ascending order by name. Includes end dated values. Defaults as unselected	List	Optional
<i>Name:</i> Cut/Ban Criteria <i>Type:</i> Multi Select List <i>Values:</i> As selected by user. Lists all Cut/Ban Criteria from the Cut/Ban Criteria look up table in ascending order by name. Includes end dated values. Defaults as unselected	List	Optional
<i>Name:</i> OR Publication Attributes <i>Type:</i> Multi-select list <i>Values:</i> as selected by user. Lists all Attributes from the Publication Attributes look up table in ascending order by name. Includes end dated values. Defaults as unselected Only displayed where the 'Include Historical' checkbox is ticked.	Text	Optional
<i>Name:</i> Display Conditions <i>Type:</i> Multi- select list <i>Values:</i> as selected by user. List populated with all Display Conditions from the Display Conditions look up table. Includes end dated values. Defaults as unselected	Text	Optional
<i>Name:</i> Film Festival Name <i>Type:</i> Drop Down List <i>Values:</i> As selected by user. Defaults as blank. Lists all Film Festival Names held in Film Festival look up table. Includes end dated values.	Text	Optional
<i>Name:</i> Addressee Name <i>Type:</i> Textbox <i>Values:</i> as entered by user	Text	Mandatory where Addressee Role has been selected
<i>Name:</i> Addressee Role <i>Type:</i> Multi-select list <i>Values:</i> as selected by user. Populated from Addressee Role lookup table and displayed in ascending alphabetical order by Name. Will include all records that hold an End Date.	Text	Optional
<i>Name:</i> Censor Name <i>Type:</i> Textbox	Text	Optional

Field Name and Values	Field type	Validation
<i>Values: as entered by user.</i>		
<i>Name: Publication Status Type: Multi-select list Values: as selected by user. Lists all Status records from the Publication Status Reference table and displayed in ascending alphabetical order by status name: Defaults as unselected</i>	Text	Mandatory where Status Date From or To entered
<i>Name: Status Date From Type: Date Values: as entered by user</i>	Date	Mandatory where Status Date To entered. Where entered, must be a valid date
<i>Name: Status Date To Type: Date Values: as entered by user</i>	Date	Mandatory where Status Date From entered. Where entered, must be a valid date
<i>Name: Date Picker Type: icon Values: N/A</i>	<i>Refer to Generic Component Functional Specification Document for details</i>	
<i>Name: Excision Status Type: Multi-select list Values: as selected by user. Lists all Excision Statuses held in the Excision Status look up table including value of 'No Excisions'. Displayed in ascending order by name. Includes end dated values. Defaults as unselected.</i>	Text	Optional
<i>Name: s21 Consultation Held Type: Checkbox Values: As selected by user. Defaults as unchecked.</i>	Checkbox	Optional
<i>Name: SPO Held Type: Checkbox Values: Defaults as unchecked</i>	N/A	Optional. Where checked, at least one other search criteria must also be selected. Refer to business rules below (CR159)

3.5 Actions

Action	Business Function	Business Rules	Navigate to Page/Action performed
Clicked [Search] button	Search for Publication	<i>Refer to Generic Component Functional Specification Document for details</i>	
Clicked [Reset] button	Clear Search Criteria		

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3.6 Search process

Users will enter the relevant Search criteria and click the [Search] button.

The system will identify all Publication records that match **all of the** search criteria entered and open and navigate the user to the Search Results tab.

Where the search criteria includes multiple selections from a multi-select list, publications will be matched on any one of the values selected. EG where Medium types of DVD AND VHS are selected, all publications of EITHER DVD or VHS will be matched.

Where a search for a publication record is performed, all historical publication records held in the system will be included in the search where the 'Include Historical' checkbox has been checked. Where unchecked, only publications that were migrated from the CLOSET system and publications subsequently added using this system, will be included.

Where the user has selected more than one value for the following criteria fields, all publications that match any **one** of the field values (and all other criteria entered) will be returned:

- Submission Channel
- Medium
- Classification
- Publication Attributes
- Display Conditions
- Publication Status
- Excision Status

Where any of the above lists remains empty, it will be ignored as selection criteria. E.G. where Medium has not been entered, publications that match all other criteria, regardless of the medium will be returned as results.

3.7 Business Rules

All of the generic business rules detailed under the "Generic Search" section of the Generic Component Functional Specification will apply in addition to the following:

When Publication Title is entered into the search criteria, in addition to searching the Title field on Publications, the system will also search the Other Known Titles field.

When the s21 Consultation Held checkbox is selected, the system will limit the search to non historical publications where the Consultation checkbox is selected or for historical publications, to those who hold details in the 'Consultation Summary' text box. Historical publications will only be included in this search where the 'Include Historical' checkbox is ticked.

Where Status Date From/To field has been entered, at least one Publication Status must also be selected. Where a Status date is held and a Publication Status has not been selected the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Publication Status is mandatory where Status From or Status To date entered	[Search] clicked where a date is held in Status Date From/To and a Publication Status has not been selected

Where an Addressee Role has been selected, an Addressee name must be entered.

<i>Message Text</i>	<i>Triggering Condition</i>
Addressee Name is mandatory where Addressee Role has been selected	[Search] clicked where an Addressee Role has been selected and no Addressee name has been entered.

Where any of the following are entered as search criteria, the system will only search publications that hold a published decision record (EG for non historical, hold a status of 'Decision Registered' and for historical, hold the Publish Decision checkbox as ticked):

- Classification Body
- Classification Keywords
- Classification Category
- Standard Classification
- Descriptive Notes
- Descriptive Notes Keywords
- Cut/Ban criteria
- Publication Attributes
- Display Conditions
- Excision Status

The Classification Keyword field cannot be used where the user has selected a value from the Standard Classification dropdown list. Where both fields hold a value, on clicking the [Search] button, the following error message (PS001) will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
You can only search using one of Classification keywords or Standard Classification	[Search] button clicked where values held in both the Classification Keywords and Standard Classification fields

The Descriptive Notes Keyword field cannot be used where the user has selected a value from the Descriptive Notes dropdown list. Where both fields hold a value, on clicking the [Search] button, the following error message (PS002) will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
You can only search using one of Descriptive Notes keywords or Descriptive Notes	[Search] button clicked where values held in both the Descriptive Notes Keywords and Descriptive Notes fields

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Where the user has selected Publication Attributes and selected Cut/Banned criteria, on clicking the [Search] button, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Publication Attributes cannot be selected with Cut/Ban Criteria	[Search] button clicked where Publication Attributes and Cut/Banned Criteria have been selected

Where the user has selected one or more Standard Classification values and a Descriptive Note value that is not available to one or more of the Classifications selected, on clicking the [Search] button, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Descriptive Note record(s) selected are not available with the Classification value(s) selected.	[Search] button clicked where Classification values selected do not allow for the Descriptive Note values selected

NOTE that the exclamation marks that are displayed next to the screen field that is in error, will be displayed next to both the Classification and Descriptive Note dropdown lists for this error message

Where the user has entered text in the Classification keyword field, the search process will automatically apply a wildcard search to the text entered (E.g. will search for a match on the words entered). The Classification keyword text entered will be matched against publications that hold either a 'Standard' or 'Customised' classification and that match all other search criteria. The match will be against the full description of any customised classification decision held or the full description (description field) for any standard classification decision held.

Where the user has entered a Descriptive Note keyword, the search process will automatically apply a wildcard search to the keyword entered (E.g. will search for a match on the words entered). The Descriptive Note keyword entered will be matched against publications that hold either a 'Standard' or a 'Customised classification' and that match all other search criteria. The match will be against the customised Descriptive Note decision held or the full description (description field) for any standard classification descriptive note held.

When one or more Descriptive Notes are selected as search criteria, all publications that have a decision that holds any one of the specified Descriptive Notes and that match all other search criteria will appear in the search results.

Where the user has selected one or more 'Standard Classification' values, the search will check only publications that hold a 'Standard' classification and will match this against any decision that holds one of the selected values and that match all other search criteria.

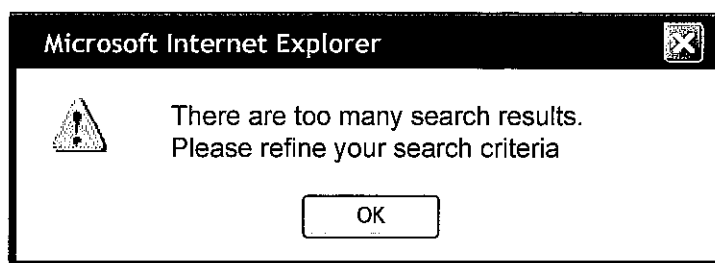
Where the user has selected one or more Classification Category values, the search will check all publication decisions that hold any one of the categories selected and that match all other search criteria. This will include publications that hold either a 'Standard' or 'Customised' classification.

When Cut/Ban Criteria are selected as search criteria, all publications that have a decision that holds any one of the specified Cut/Ban Criteria and that match all other search criteria will appear in the search results.

Where Publication Attributes are selected as search criteria, only publication records that hold one or more of the Attributes selected and that match all other search criteria will appear in the search results.

When one or more Excision Statuses are selected as search criteria, all publications that have a decision that holds one of the specified Excision Statuses and that match all other search criteria, will appear in the search results.

Where the 'SPO Held' checkbox has been ticked at least one other search criteria must also be selected. Where only the SPO Held checkbox has been ticked on clicking the [Search] button the following error will be displayed where no other search criteria has been selected: (CR159)



Where the 'SPO Held' checkbox has been ticked, all publications that match all other criteria entered and:

- Are related to a Serial Publication Order Request type that holds a status as of "Granted", "Revoked" or 'Varied' will appear in the search results

and/or

- Where historical publications are included in the search, all 'published' (publish checkbox is ticked) historical publication decision records that hold the SPO Applies checkbox ticked (refer to the Historical Publication Component Functional Specification document for details) will appear in the search results.

Where the user has selected any of the following search criteria, no Historical Publication records will be returned as search results (Historical Publication records do not hold this information and hence will never match the criteria):

- Film Festival Name
- Publication Status
- Cut/Ban Criteria
- Display Conditions

Where the user has selected a Publication Status, only those publications that currently hold that status, (and that match all other criteria entered), will be returned. Where a Status From and To date has been entered, only publications that have had a Publication status of those selected within the date range specified, will be returned.

Where the user has entered an Addressee name, all publications that hold a link to that Addressee (regardless of role), will be returned. Where the user has also selected Addressee Role, all publications that hold that Addressee name in any of the roles selected, will be returned.

Where the user has entered a Censor name, all publications that hold the name entered as the user who updated the status of the publication to "Examined", will be displayed.

Where no matching records are found, the user will be taken to the Publication Search Results screen where a system message will be displayed. (*Refer Generic Component Functional Specification Document*).

Users will be able to return to this page by clicking the "Search" tab where the criteria details entered previously will be displayed. Users will be able to refine any search parameters and click the [Search] button where the search process is repeated.

4 Publication Search Results

4.1 Purpose

This screen will display the results of any Publication search undertaken. Once a search has been successful, the Results tab will be automatically displayed.

4.2 Access to screen

The Results tab will only display once a search has been performed and where more than one record is returned.


4.3 Screen Layout

The following is an indicative layout of the Publication Search Results screen:

The screenshot shows a web application interface for 'Publication Search Results'. At the top, there are two tabs: 'Search' and 'Search Results', with 'Search Results' being the active tab. Below the tabs is a search icon and the title 'Publication Search Results'. On the right side, it indicates 'Page 2 of 11' and has three buttons: 'Link', 'Export to Excel', and 'Add'. The main content is a table with the following columns: 'Pub No.', 'Title', 'Status', 'Classification', 'Medium', and 'Sub.Channel'. There are 10 rows of data, each starting with a checkbox. The 'Title' column contains the text 'Pub Title'. The 'Status' column contains 'Status' or 'Status Classification'. The 'Classification' column contains 'Classification'. The 'Medium' column contains 'Medium'. The 'Sub.Channel' column contains 'Sub Channel'. At the bottom of the table, there are pagination controls: '<< Previous 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next >>'. Below the pagination controls, there are three buttons: 'Link', 'Export to Excel', and 'Add'.

Pub No.	Title	Status	Classification	Medium	Sub.Channel
<input type="checkbox"/> 1111111.000	Pub Title	Status	Classification	Medium	Sub Channel
<input type="checkbox"/> 1111111.001	Pub Title	Status	Classification	Medium	Sub Channel
<input type="checkbox"/> 9999999.999	Pub Title	Status	Classification	Medium	Sub Channel
<input type="checkbox"/> 9999999.999	Pub Title	Status		Medium	Sub Channel
<input type="checkbox"/> 9999999.999	Pub Title	Status	Classification	Medium	Sub Channel
<input type="checkbox"/> 9999999.999	Pub Title			Medium	Sub Channel
<input type="checkbox"/> 9999999.999	Pub Title	Status		Medium	Sub Channel
<input type="checkbox"/> 9999999.999	Pub Title	Status	Classification	Medium	Sub Channel
<input type="checkbox"/> 9999999.999	Pub Title	Status		Medium	Sub Channel

4.4 Information Details

Field Name and Values	Field type	Validation
<p>Name: Screen Title Type: Label Values: Publication Search Results</p>	Refer to Generic Component Functional Specification Document for details	
<p>Name: Page Pagination Type: Textbox Values: N/A</p>		
<p>Name: Select Type: Checkbox Values: N/A</p>		
<p>Name: Publication Number Type: Number Values: Publication Number</p>	Number	N/A
<p>Name: Publication Title Type: Hyperlink Values: The title of the matching Publication. Text will be wrapped where required</p>	Text	N/A
<p>Name: Status Type: Text (Read only) Values: The current Status of the Publication. Only the first 15 characters of the status will be displayed.-</p>	Text	N/A
<p>Name: Classification Type: Text (Read only) Values: The Classification where held, for the publication. Refer to business rules below</p>	Text	N/A
<p>Name: Medium Type: Text (Read only) Values: The Medium of the matched Publication. Displayed using the Medium shortname held on the Medium Lookup table for the medium record</p>	Text	N/A
<p>Name: Submission Channel Type: Text (Read only) Values: The Submission Channel that the Publication has been submitted under.</p>	Text	N/A
<p>Name: Historical Publication icon Type: Icon (Read only) Values:  Only displayed where the publication is an Historical publication record</p>	Icon	N/A

4.5 Actions

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Clicked Publication Title [Hyperlink]			
Clicked [Add] button			
Clicked [Link] button			
Clicked [Export to Excel] button			
Clicked page within [Page Navigation]			
Clicked column heading			

4.6 Search Results process

Users can select any record from the Search results (via Publication Title hyperlink) whereupon they will be automatically taken to the Publication Outline screen for that record.

When doing this, the Search Results tab will remain open so users will be able to navigate back to the Results page where, if required, a different Publication record can be viewed.

Users will be able to add a new Publication by clicking the [Add] button. This will take the user to the Publication Outline tab where the Title, Medium, Film Festival Name and Submission Channel, if entered as Search Criteria may prefill (refer to Publication Outline screen of this document)..

NOTE that where the user has accessed this screen by searching for a publication to relate to another, the ADD button will only display where the publication record that the search was triggered from, exists.

4.7 Classification field

4.7.1 OFLC publication records (non historical)

The Classification will only display where the Publication holds a status in the Status History of "Decision Registered" or those (migrated) publications that hold a status of 'Complete'.

Where displayed, the Classification will be the latest held for the publication, based on the following:

- The date that the Decision record was created (Decision Create Date/Time).
- Where an Excision Status of "Excisions Recommended and made" is held, the classification displayed will be that held for the 'Excised' decision
- Where an Excision Status of "Excisions Recommended but Not Made" is held, the classification displayed will be that held for the 'Unexcised' decision

The Classification text displayed will be:

- The short description of any 'Standard' Classification held or;
- The short name of any 'Customised' classification held.

4.7.2 Historical Publication records

The Classification will only display where the Publication holds a tick in the 'Publish Decision' checkbox on any Historical Publication decision record.

Where a Classification is displayed, it will be the latest held for the publication based on the Date Decision Registered field. (E.G, where multiple decisions are held for a publication, only the latest decision that holds the Publish Decision checkbox ticked, will be displayed.

4.8 Business Rules

All of the generic business rules detailed under the “Generic Search” section of the OFLC Generic Component Functional Specification will apply.

Users will not be able to select a publication that is held as Advertising Material (the ‘Is Associated Advertising Material’ checkbox on that publication is ticked), to link to another publication that is held as Advertising Material. The select checkbox in these cases will be disabled.

4.8.1 Historical publication records

Historical Publication records will only be displayed on this screen where the user has selected to include them in the search criteria. (Include Historical? Checkbox on the Search screen was checked).

Historical publication records displayed on this screen will be identifiable by the ‘cobweb’ icon that will appear at the end of the record.

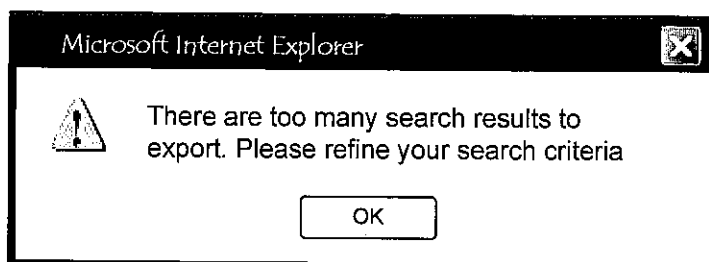
On clicking a Historical Publication title, the user will be automatically navigated to the Historical Publication Outline screen for the selected record. (Refer to the Historical Publication Specification Document)

4.9 Sorting the display of Publication records

Users will be able to sort the order in which Publication search result records are displayed by using the column sort function (clicking on the column heading). Refer to the Generic Component Functional Specification Document for details.

4.10 Exporting Search Results to Excel

Users will only be able to export a defined number of records from the Search Results screen (Refer to the CDA Operators Manual). Where the number of publication records returned as search results exceeds this limit, on clicking the [Export to Excel] button, the following error message will be displayed:



On clicking the [Ok] button on this message, the user will be returned to the results screen.

Where the number of results returned is within the defined limit, the following information will be extracted for each publication record listed in the search results:

1. Publication Number
2. Title
3. Medium

The full description of the publication medium

4. Submission channel

The value held as the 'Document display' for the publication submission channel.

5. Current Status

6. Classification Details

This will only be included where the publication record:

- Is for a non-historical publication and it holds a status of 'Classified & Signed' in the status history
- Is for a historical publication and the decision has been published (Publish checkbox is ticked)

Only details of the latest Classification decision will be extracted (as defined in section 4.7 above).

The details extracted will be as follows:

- Classification Body
This will be the full description of the Classification Body held for the decision
- Classification
This will be the full description where the classification is a Standard Classification or the actual Customised classification text if the classification is a Customised Classification.
- Descriptive Notes
This will be the full description of the Descriptive Note held for the Standard classification, or the actual Descriptive Note text held for a Customised classification
- Display Conditions

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Where Display conditions are held on the classification decision the text 'Yes' will be extracted. Where no Display Conditions are held, the text 'No' will be extracted.

- **Excision Status**

Where held for the publication, the name of the Excision status will be extracted.

Where no excisions are held, the text 'No Excisions' will be extracted.

5 Publication Screen

5.1 Screen structure

The Publication screen has the following Tab functions where an extension of the screen is displayed.

1. Outline tab

This tab is used to record/view general information for a publication including uploading miscellaneous documents and maintaining fee information.

2. Requests tab

This tab is used to view Request records that have been related to a publication.

3. Addressee tab

This tab is used to record/view addressee records that have been associated with a Publication

4. Related Publications tab

This tab is used to record/view publication records that have been related to a publication.

5. Versions tab

This tab is used to record/view versions of a publication and their components.

6. Decisions tab

This tab will provide a summary of decision records held for a publication and allow the user to access each decision record.

7. History Tab

This tab is used to show:

- The statuses a publication has been through during its examination and classification.
- Movements recorded for a publication.

5.2 Access to screen

The Publication screen can be accessed via:

- Screen Banner Menu (by Add Publication item)
- Hyperlink navigation (from Search Results or from Publication Related Publications Tab, the Request Outline or Request Related Publications Tab or the Addressee Related Publications Tab)

Users will be automatically navigated here after a search if one matching record is returned, unless it is in a linking situation.

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5.3 Logging (adding) a new Publication

Users will be able to log (add) a new Publication in the following ways:

1. By selecting "Add Publication" from the Screen Banner Menu from any screen, or
2. By selecting to ADD a new Publication from the Publication Search Results screen
3. By selecting to ADD a new Publication from the Related Publications tab when creating associated publication records

To log a new Publication the user will be required to enter the mandatory details on the Publication Outline tab.

Users will be able to navigate to the Addressee or Related Publication tabs without saving the publication record. When saving a new Publication record, the system will automatically check to see if a publication record is already held with the same Publication Title and Medium. Where a record is found, a message will be displayed to the user. Users can select to cancel the add action or continue.

5.4 Updating a Publication

Users will be able to update information held for a publication. Business rules will apply when updating information for a publication.

5.5 Linking Addressee records to a Publication

Users will be able to create a relationship between a publication and an Addressee record by navigating to the Addressee tab for the publication. From this tab, users can select to add a new Addressee record, or to search for an existing addressee record to link to the publication. Users will only be able to create a link between a publication and a new addressee record once the publication record has been saved.

On selecting an addressee record to link (via search or via add addressee), the user will be automatically returned to the Publication Addressee tab to complete the necessary fields and save the action. (Refer to section 2.4 for process flow details)

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5.6 Linking Other Publication records to a Publication

Users will be able to create a relationship between a publication and another publication record in the following ways:

1. By clicking the [Clone] button on the Publication Outline tab
2. By navigating to the Related Publications tab for the publication. From this tab, users can select to add a new Publication record, or to search for an existing publication record to link to this publication. Users will only be able to create a link between a publication and a new publication record once the publication record has been saved.

On selecting a publication record to link (via search or via add publication), the user will be automatically returned to the Related Publication tab to complete and save the action.

5.7 Linking a Publication record to a Request

Users will be able to link a publication to a request but only from the Publication or Outline tab for the actual Request record. Users will not be able to create a link to a Request from a Publication screen.

5.8 Linking a Decision to a Publication

A Publication record can hold multiple decisions (Classification records). Users will be able to add up to a maximum of two decision records for a Classification Body.

5.9 Publication Outline Tab

5.9.1 Purpose

This tab is the default tab for any publication which is opened. This tab is used to record and maintain general information for a publication.

5.9.2 Screen Sections

The following pages detail the following for each separate section held for the Publication Outline screen:

- Expanded layout of the specific section
- Information Details on the fields held for each section
- Actions that can be take for each section
- Business rules for each section.

A layout of the full outline screen is held on the next page.

5.9.3 Layout

The following is an indicative layout of the full Publication Outline tab:

Outline
Requests
Addressees
Related Publications
Decisions
Versions
History

Save
Reset
Delete

Publication Outline for <Publication Title>

Print Summary
Add Recon
Clone

Parent **<URGENCY><MET / NOT MET>**

Publication Number: YY99999.999 <Application Number: Closet Application Number>

*Publication Title:

Other Known Titles:

*Submission Channel: List of Submission Channels Medium: List of Mediums

Is associated advertising?

Language: List of Languages Selected Languages

Country of Origin: List of Countries Selected Countries

Film Festival Name:

Film Festival End Date:

CRN: Date of Court Order:

Publication Status: Assigned To:

Examination Transcript No: ISBN:

Record Source: <CDA> Result of Urgency:

File Notes

Select	Date:	Created By:	File note:	<input type="button" value="Remove"/>	<input type="button" value="Print"/>	<input type="button" value="Add"/>
<input type="checkbox"/>	DD/MM/YYYY	User name	First part of File note text ...			
<input type="checkbox"/>	DD/MM/YYYY	User name	First part of File note text ...			

Fee Details

Expected Fee (\$): <Calculated Expected Fee>	Base Fee (\$): <input type="text" value="0"/>
Less (-)	Plus (+)
Fee Waiver: <999.99>% <input type="text" value="0"/>	Urgency Amount (\$): <input type="text" value="0"/>
	Recovery (\$): <999.99>

Corrigendum Details

Date Created:	Created By:	* Type:	* Status:	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
<input type="checkbox"/> DD/MM/YYYY	User name	Corrigenda Type	Complete		

* Corrigendum Details: Corrigenda text that was entered on a completed corrigenda record. Text will wrap where required

<input type="checkbox"/> DD/MM/YYYY	User name	<input type="text"/> Type	<input type="text"/> Status
-------------------------------------	-----------	---------------------------	-----------------------------

* Corrigendum Details:

Date direction to issue a label was issued:

Upload Documents


<input type="checkbox"/>	<Document name>	<input type="checkbox"/> Publish Document?	<input type="button" value="Delete"/>
<input type="checkbox"/>	<Document name>	<input type="checkbox"/> Publish Document?	

Save
Reset
Delete

5.9.4 Generic Section

5.9.4.1 Information Details

The following fields relate to the Generic section of this screen:

Field Name and Values	Field type	Validation
<p>Name: Screen Title Type: Label Values: Publication Outline for <Publication Title></p>	Refer to Generic Component Functional Specification Document for details	
<p>Name: Save Type: Button Values: Save</p>		
<p>Name: Delete Type: Button Value: Delete Only displayed where the user holds the relevant permission and the publication status history does not hold a status of 'QUEUED'</p>		
<p>Name: Reset Type: Button Values: Reset</p>		
<p>Name: Parent Type: Label Values: Parent Only displayed where this publication record has cloned publication relationships held (EG this record is the parent). Displayed as Blue bolded text to the far left of the [Clone] button</p>	Label	N/A
<p>Name: Urgency Alert Type: Icon Values:  Only displayed where an Urgency Request is linked that holds a status of 'Granted'</p>	Icon	Refer Business rules below
<p>Name: Urgency Label Type: Label Values: 'URGENT' or 'URGENCY NOT MET' or 'URGENCY MET'. See business rules below</p>	Label	Optional.
<p>Name: Print Summary Type: Button Values: Print Summary Only displayed where the publication record has been saved.</p>	Button	N/A
<p>Name: Add Recon (Reconsideration) Type: Button Values: Add Recon. Only displayed where the user holds the permission "Pub Add/Create Reconsideration" and the publication is not a film poster/associated advertising material – refer to business rules below Only enabled where the publication holds a status of 'Decision Registered' in the Status History</p>	Button	N/A
<p>Name: Clone</p>	Button	N/A

Field Name and Values	Field type	Validation
<p>Type: Button Values: Clone Only displayed where user holds the permission 'Pub Clone'. Only enabled where the:</p> <ul style="list-style-type: none"> The Publication status history does not hold a status of 'Examined' Publication record has been saved Publication record is NOT Advertising Material Publication record is not a cloned record (EG does not hold a relationship to a 'Parent' publication). 		
<p>Name: Publication Number Type: Number (Read only) Values: System generated. Only displayed where Publication has been saved</p>	Number	N/A
<p>Name: Application Number Type: Text (Read only) Values: Closet Application number. Only displayed where an Application Number is held (publication was migrated from the Closet system with an Application Number)</p>	Text	N/A
<p>Name: Publication Title Type: Textbox Values: As entered by user. Will prefill with the Title entered on the Search Criteria screen where [Add] clicked from Search Results tab</p>	Text	Mandatory
<p>Name: Other Known Titles Type: Textbox (scrollable) Values: As entered by user</p>	Text	Optional
<p>Name: Submission Channel Type: Dropdown List / Read only text Values: As selected by user. When creating a new publication, is populated from the Submission Channel lookup table for current non historical and non 'reconsideration' records only. Displayed in ascending alphabetical order by name. Once a new publication has been saved, this field will become a read only text field</p>	List / Read only text	Mandatory
<p>Name: Medium Type: Dropdown List Values: as selected by user. When creating a new publication, is populated from the Medium lookup table for current records only. List will be filtered by the submission channel selected – Refer to business rules below. Displayed in ascending alphabetical order by name. Once a publication holds a status of 'Examined; in the Status history, this field will become a read only text field</p>	List	Mandatory
<p>Name: Language Type: Pick list Values: As selected by user. Left list will display</p>	List	Optional

Field Name and Values	Field type	Validation
all current unselected languages and will be shown with a grey background. Will default as all languages from the language look up table which have not been end dated. Right list will display all selected languages which will be displayed in bold text. Will default as unselected when adding a new publication.		
<i>Name:</i> Country of Origin <i>Type:</i> Pick List <i>Values:</i> As selected by user. Left list will display all current unselected Countries and will be shown with a grey background. Will default as all Countries from the country look up table which have not been end dated. Right list will display all selected Countries which will be displayed in bold text. Will default as unselected when adding a new publication.		
<i>Name:</i> Is associated advertising? <i>Type:</i> Checkbox <i>Values:</i> as selected by user. Only displayed once a submission channel of one of the following has been selected <ul style="list-style-type: none"> • s12(1) • s12(3) 	Checkbox	Optional Refer to business rules for validation
<i>Name:</i> Film Festival Name <i>Type:</i> Dropdown List <i>Values:</i> as selected by user. Lists name of current (not end dated) Film Festivals held in the Film Festival Look up table. Defaults as blank when adding a new publication. Only displayed where submission channel selected is NOT s29(1) or s41(3) – Courts.	Dropdown list	Optional
<i>Name:</i> Add (Film Festival) <i>Type:</i> Button <i>Values:</i> Add Only displayed where user holds relevant permission Only displayed where submission channel selected is NOT s29(1) – Courts. (Refer Business rules below)	Button	N/A
<i>Name:</i> Film Festival Name (Text Box) <i>Type:</i> Text <i>Values:</i> As entered by user. Defaults as blank	Text	Optional Only displayed when [Add] Button is clicked
<i>Name:</i> Film Festival End Date <i>Type:</i> Date <i>Values:</i> as entered by user or populated from date selected in Date Picker. Only displayed when the [Add] (Film Festival) Button is clicked.	Date	Optional Refer to business rules for validation
<i>Name:</i> Date Picker <i>Type:</i> Icon <i>Values:</i> Icon	<i>Refer to Generic Component Functional Specification Document for details</i>	
<i>Name:</i> CRN <i>Type:</i> Textbox <i>Values:</i> As entered by user	Text	Optional
<i>Name:</i> Date of Court Order <i>Type:</i> Text <i>Values:</i> As entered by user	Date	Mandatory where CRN entered. Where entered, must be valid date.

Field Name and Values	Field type	Validation
<p><i>Name:</i> Date Picker <i>Type:</i> Icon <i>Values:</i> N/A</p>	<p><i>Refer to Generic Component Functional Specification Document for details</i></p>	
<p><i>Name:</i> Publication Status <i>Type:</i> Dropdown List <i>Values:</i> As selected by user. Populated from Status reference data table and filtered by Business rules (refer below). Values displayed in ascending alphabetical order by name. Defaults as 'Logged' for any new Publication.</p>	Text	Mandatory once publication has been saved
<p><i>Name:</i> Assigned To <i>Type:</i> Drop down list <i>Value:</i> Drop down list containing the AD display name of Users that is filtered based on business rules (defined below). Displayed in ascending alphabetical name order.</p>	Dropdown list	Conditionally mandatory – Refer Business rules
<p><i>Name:</i> Examination Transcript No. <i>Type:</i> Text <i>Values:</i> as entered by user.</p>	Text	Optional
<p><i>Name:</i> ISBN (International Standard Book Number) <i>Type:</i> Text <i>Values:</i> as entered by user.</p>	Text	Optional
<p><i>Name:</i> Record Source <i>Type:</i> Text (Read only) <i>Values:</i> Will display as follows: 'Closest' for any publication that was migrated from the CLOSET system 'CDA' for any publication added using the CDA system</p>	Text	N/A
<p><i>Name:</i> Result of Urgency <i>Type:</i> Dropdown list (single select) <i>Values:</i> as selected by user. Refer to business rules below for when this is displayed. Values displayed as follows and in the following order:</p> <ul style="list-style-type: none"> • Blank • Met • Not Met <p>Will default as blank until value is set and saved</p>	Dropdown list	Optional

5.9.4.2 Generic Actions

The following actions relate to the generic section of this screen:

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Clicked the [Save] button	<i>Refer to the Generic Component Functional Specification document</i>		
Clicked the [Delete] button	<i>Refer to the Generic Component Functional Specification document</i>		
Clicked [Reset] button			
Clicked [Clone] button	Copy and relate publication	Refer to Business rules section below	Opens new Publication Outline screen where specific data is copied from original publication record. Once the cloned publication is saved, the user is returned to the originating publication with the label "Parent" will be displayed
Clicked the [Add>>] Button (Languages)	Adds selected Language to Publication record	Button will only be enabled if there is at least one language selected from list on the left	Adds selected language to publication record
Clicked the [<<Remove] Button (Languages)	Removes selected Language to Publication record	Button will only be enabled if there is at least one language selected from list on the right	Removes selected language from publication record
Clicked the [Add>>] Button (Country of Origin)	Adds selected Country to Publication record	Button will only be enabled if there is at least one country selected from list on the left	Adds selected country to publication record
Clicked the [<<Remove] Button (Country of Origin)	Removes selected country to Publication record	Button will only be enabled if there is at least one country selected from list on the right	Removes selected country from publication record
Clicked the [Add] button (Film Festival)	Adds new Film Festival to Film Festival drop down list	Once pressed, the button is disabled until the user saves. The text box then disappears and button becomes active again after the Save.	Shows the Film Festival Name text box and End date field and associated date picker icon.
Clicked [Print Summary] Button	Print publication details	Publication record must exist in the database (E.G. has been saved)	Will open new window where the Publication Summary report layout is displayed in print preview format (refer to section 5.9.4.4 of this document for details)
Clicked [Add Recon] Button	Create Reconsideration record	Refer to Business rules section below	Opens new Publication Outline screen where specific data is copied from original publication record. Once the publication is saved, the user is returned to the originating publication

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Changed submission channel to 's29(1)'	Change submission channel	Only able to be changed prior to publication being saved for the first time.	Will display confirmation message and where confirmed, will refresh the screen and remove the Film Festival fields
Changed submission channel from '29(1)' to another			Will refresh the screen and display the Film Festival fields
Changed submission channel to or from a Film Poster type (Refer business rules below)			Will refresh screen and apply filter to the records listed in the Medium dropdown list – Refer business rules below.
Changed 'Is Associated Advertising' checkbox	Change to or from Associated Advertising material	Only able to be changed prior to publication being saved for the first time.	

5.9.4.3 Generic Business Rules

Where the user has entered this screen by clicking the [Add] button on the Publication Search Results screen, the following information (if entered as Search Parameters) will prefill on this tab:

- Publication Title
- Medium
- Submission Channel

All of the prefilled values in these fields can be changed where required.

Office of Film & Literature Classification	Date: 28/11/2019
	Office of Film & Literature Classification – Publication Component Functional Specification Document

For the Language pick list, users will not be able to save the publication if the values 'Not Stated' and 'Not Applicable' are selected together.

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot have 'Not Stated' and 'Not Applicable' as Language	[Save] clicked and both the following values have been selected as Language: <ul style="list-style-type: none"> • Not Stated • Not Applicable

Users will not be able to save if the Language or Country of Origin field hold both a value and either 'Not Stated' or 'Not Applicable'. For example, if Country of Origin holds "Philippines" and "Not Stated" an error message will be displayed and the record not saved.

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot have Not Stated/Not Applicable with a Country	[Save] is clicked and either 'Not Stated' or 'Not Applicable' is selected in the Country or Language pick list with a selected value.
You cannot have Not Stated/Not Applicable with a Language	

5.9.4.3.1 Submission Channel dropdown list

The Submission Channel dropdown list will not include any submission channel that is used for Historical publication records or any of the following (Reconsideration) submission channel records:

- s41(3)
- s42(1)
- s42(2)
- s42(3)

Once a new publication record has been saved, the Submission Channel dropdown list will become a read only text field. Where an incorrect submission channel has been saved for a publication, the user will need to delete the publication and re-add it.

When adding (creating) a new publication to link to a Request (by clicking the [Add] (publication button on the Request screen), the dropdown list of Submission Channels will be limited to the following:

Request Type	Submission Channels available
Fee Waiver	<ul style="list-style-type: none"> • s12(1) • s12(3) • s13(1)(c) • Reg 27(3) • Reg 27(4)
Urgency	<ul style="list-style-type: none"> • s12(1) • s12(3) • s13(1)(c) • Reg 27(3) • Reg 27(4)

5.9.4.3.2 Medium dropdown list

The Medium dropdown list will be filtered based on the submission channel and type of publication being created.

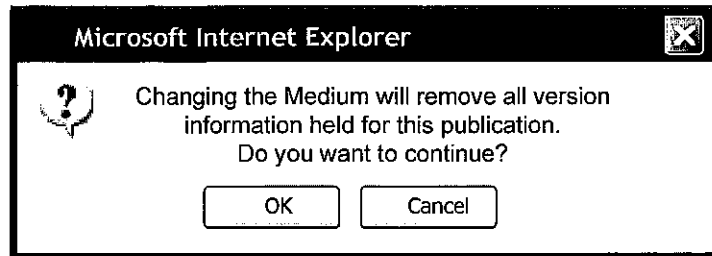
Where the submission channel selected is one of the following, the records listed in the Medium dropdown list will be restricted to those that are non moving images and those that hold the 'Is Advertising material' as ticked (true) (refer to the Medium lookup table for values)

- Regulation 27(3)
- Regulation 27(4)
- s12(1) or s12(3) and the "Is associated Advertising checkbox is ticked"

Where the user changes the submission channel, any medium selected that is no longer applicable to the submission channel now held, will be removed. Users will be required to select a new medium type for the publication record.

Where on a section 12 publication record (s12(1) or s12(3)), the user changes the 'Is Associated Advertising' checkbox, any medium selected that is no longer applicable will be removed as the selected medium.

Where the Publication holds a version and the user has changed the medium type (from moving to non moving or vice versa), on clicking the [Save] button, the following warning message will be displayed:



Where the user selects OK on this message, all version information including components where held, will be deleted from the publication record. Only version 1 will remain and no data will be held on this version.

Where the user selects Cancel on this message, they will be returned to the screen without any changes being saved.

5.9.4.3.3 Creating a publication

Users will now be able to set the status of some new publication records straight to 'Queued' (E.g. users will not be required to save the status as Logged and then update it to Queued when creating a publication record). NOTE to save a publication record as Queued, all mandatory data including an Addressee in the role of Applicant is required.

5.9.4.3.4 Associated advertising material

The 'Associated Advertising Material' checkbox can only be used on publications submitted under the following submission channels:

- s12(1)
- s12(3)

On adding (creating) a new publication record, this checkbox will only be displayed once one of the above submission channels has been selected.

Where the user has checked this checkbox and then changed the submission channel to a value other than those listed above, the field will be removed from view.

Users will only be able to create a Parent- Advertising Material relationship between two publications that both hold a Submission Channel of s12(1) or s12(3).

Where a publication is cloned and one of the clones is marked as Advertising Material and the Submission Channel is:

- Other than s12(1) and s12(3), on save, the relationship automatically created between the parent and clone will be 'Parent-Cloned'.
- s12(1) or s12(3), on save, the relationship automatically created between the parent and clone will be 'Parent-Advertising Material'.

Users cannot associate an advertising material publication to another advertising material publication. Therefore, where a publication is related to another (Parent) publication as associated Advertising Material, users will not be able to tick the 'Is Associated Advertising Material' field on that parent publication record.

Where a publication is related to another publication that is held as Associated Advertising Material, the "Is Associated Advertising Material" checkbox will become read only. To change a parent publication to be Advertising Material, the user will be required to first remove the relationship to the Advertising Material publication.

Once a publication status has been set to 'Examined', the 'Is associated advertising checkbox will become read only and cannot be changed.

5.9.4.3.5 Result of Urgency

The Result of Urgency dropdown list will only be displayed where:

- The user holds the permission 'Pub Set Status Classified & Signed' or 'Pub Set Status Excision Doc Signed'

AND

- The Publication is linked to a Request for Urgency that holds a status of 'Granted'

AND

- The Publication Status History holds a status of 'Decision Affirmed'

Users will not be able to set the status of a publication to the following where a granted Urgency request is held for the Publication AND the Result of Urgency field is blank:

- Classified & Signed
- Excision Doc Signed

Users will not be able to remove the result of urgency once a publication has reached either of the above statuses.

On clicking the [Save] button, where the status of the publication is one of the above values and a granted Urgency request is held, the standard mandatory field error message for the Result of Urgency field, will be displayed where this field is blank.

Once the result of Urgency has been recorded and saved, the Urgency label at the top of the screen will change to reflect this as follows:

Where Urgency is recorded as met, the following text will be displayed:

 **URGENCY MET**

Where Urgency is recorded as not being met, the following text will be displayed:

 **URGENCY NOT MET**

Where urgency has been granted but the result not yet recorded, the following will be displayed:

 **URGENT**

Where the Result of Urgency of either 'Met' or 'Not met' is recorded, on clicking the [Save] button, today's date will be stored for reporting purposes.

Users will only be able to change the result of Urgency from Met to Not met and vice versa where upon the date will also be updated. Users will not be able to change a value of Met or Not met to blank. Once the result of urgency has been saved, users will not be able to select a value of 'blank' from the dropdown list.

Where a user attempts the change the result of Urgency from Met to Not Met and an amount other than 0 or NULL is held in the Urgency Fee amount field, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Urgency Fee must be cleared before the result of Urgency can be changed	[Save] button is clicked after a user has attempted to change the result of Urgency from Met to Not Met where the Urgency Fee does not hold the value of 0 or NULL.

Where the Urgency field is changed to 'Met' (from a blank field to Met or from Not Met to Met) and the record saved, a Worklist item (Recalculate Fee) will be created for and the following email alert will be automatically generated to all users who hold the permission 'Pub Maintain Fee'. *Refer to System Workflow Component Functional Specification for details of the Worklist item.*

To <email address of User>

From OFLC-CDA@censorship.govt.nz

Title Urgency Met – Recalculation of Fee

Body

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

Urgency has been recorded as being met for the publication listed below. The fee may need to be recalculated. To view the Publication details, click on the hyperlink below.

<Publication Title hyperlink>

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

OFLC CDA

5.9.4.3.6 ISBN Number

Only publications that hold a non-moving image medium type (refer to Medium type table where the Category = Non moving), can hold a value in the ISBN field. On clicking the [Save] button, where a publication that holds a moving medium type has a value entered in the ISBN field, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
ISBN can not be added for this type of publication	[Save] button is clicked for a publication that holds a moving medium type and a value is held in the ISBN field

5.9.4.3.7 Adding a Film Festival Name

When selecting a Film Festival for a publication, users can select a Film Festival Name from the Film Festival dropdown list.

If the Film Festival name they are looking for is not held in the list, they can add a new Film Festival name. Only users who hold the permission "Pub Add Film Festival" will be able to add a Film Festival name.

To add a new Film Festival name, users will need to click the [Add] button. This will refresh the screen and a text box will be displayed below the dropdown list, where users can enter the new name. A 'Film Festival End date' field will also be displayed with the associated Date Picker functionality. At this point, both the [Add] button and the dropdown list will be disabled.

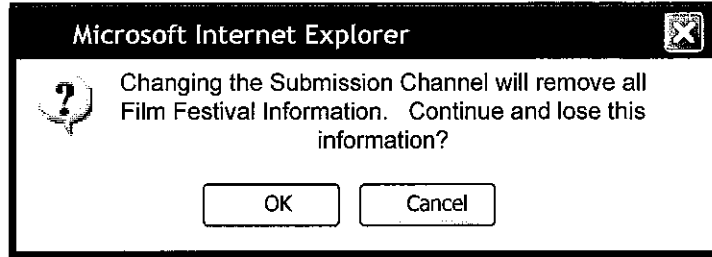
Where the user enters an End date, on saving the publication record the following error message will be displayed where the date entered is earlier than today's date:

<i>Message Text</i>	<i>Triggering Condition</i>
Film Festival End Date must not be before today's date	[Save] button is clicked and Film Festival End Date is earlier than today's date.

Once the publication record has been saved, the value that was entered into the Film Festival text box will be displayed in the Film Festival dropdown list as the selected value (and will be available for other publication records if this new Film Festival record has not been end dated). The end date, if entered will not be displayed on this screen but can be viewed on the Film Festival Lookup Item under the System Administrator functionality.

If the user has selected to add a new Film Festival name but has not entered text, on clicking the [Save] button, no Film Festival will be held for the publication. The dropdown value for Film Festival will be blank.

Where the user has recorded a Film Festival name (either by selecting one from the dropdown list or adding a new Film Festival name, and prior to saving the publication, changes the submission channel to s29(1), the following warning will be displayed:



Where the user clicks the [OK] button, the screen will refresh and the following fields will be removed from the screen:

- Film Festival Name
- [Add] button
- Film Festival Name text field (where [Add] button had been clicked)
- Film Festival End date

Where the user clicks the [Cancel] button, the submission channel will revert to the value that was selected prior to the user selecting 's29(1)' and the data entered in the Film Festival fields will remain.

5.9.4.3.8 Reconsideration records

Adding a Reconsideration

The [Add Recon] button will only be available:

- On publications that hold a status of 'Decision Registered' in the Status history
- On publications that are not s12(1) or s12(3) that has the 'Is Associated Advertising Material' checkbox ticked, or any publication submitted under Regulation 27(3) or 27(4)
- For authorised users (those who hold the permission 'Pub Add/Create Reconsideration'). These users will be able to 'add a reconsideration' publication using an existing publication as the base for the publication information.

On clicking the [Add Recon] button, a new Publication Outline screen will be opened with the following fields automatically prefilled with the values held on the parent record:

- Publication Title
- Other Known Titles
- Medium
- Language
- Country of Origin
- Film Festival Name
- All addressee relationships EXCEPT the addressee that is held with a role type of 'APPLICANT'

The user will be able to move from tab to tab on the cloned (unsaved) reconsideration publication record, updating/adding data as required.

Reconsideration Submission Channel field

The Submission Channel on the reconsideration publication record will be limited as follows:

1. s41(3) - Section 41(3) – Reconsiderations (Courts)
2. s42(1) - Section 42(1) - Reconsideration (over 3 years any person)
3. s42(2) - Section 42(2) - Reconsideration (over 3 years commercial)
4. s42(3) - Section 42(3) - Reconsideration (less than 3 years)

The Submission channel dropdown list will default as blank.

Where the reconsideration publication record is saved (user has clicked the [Save] button) and all data validation has passed, the following will occur:

- a) The publication number allocated will be a new publication number not a clone publication number.
- b) A Relationship record between the original publication and the reconsideration publication will be automatically created. The Relationship type will be as follows:
 - On the Original Publication record – the new Reconsideration publication will show with a relationship type of 'Reconsideration'
 - On the Reconsideration Publication record the original publication will show with a relationship type of 'Prior Decision'.

Deleting a Reconsideration Publication

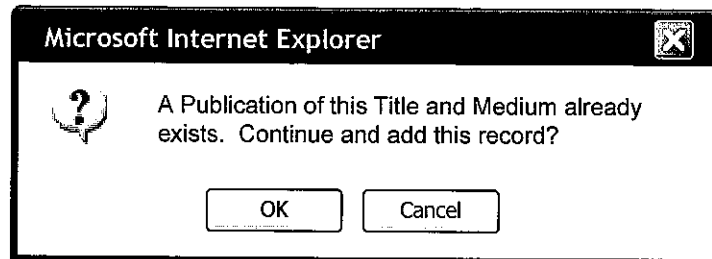
Authorised Users will be able delete a Reconsideration Publication where a relationship to the original publication exists. On clicking the [Delete] (Publication) button, the system will check if any other relationships are held for the Reconsideration publication. Where any relationship other than the Prior Decision/Reconsideration relationship exists, an error message will be displayed.

Where the Prior Decision/Reconsideration relationship is the only relationship held, on confirming the delete action, the system will automatically remove the link between the original publication and this Reconsideration. This is an exception to the existing rule that will stop publication records from being deleted when a link to another publication records exist

5.9.4.3.9 Duplicate Publication check

On clicking the [Save] button for a new or existing publication record (excluding any Publication submitted for reconsideration), the system will check whether a publication record for the Publication Title and Medium entered already exists.

Where an exact match on Publication Title AND Medium is found, the following dialogue box will be displayed:



Where the user clicks the OK button on this message, the dialogue box will automatically close and the new publication record will be saved. The user will be returned to the Publication screen.

Where the user clicks the Cancel button on the message, the dialogue box will automatically close and the user will be navigated to:

- The Publication Search Results screen where more than one publication record was matched. All publications that hold the same Title and medium will be displayed. Users will be able to hyperlink into any of the matched records to identify if the publication records are identical
- The Publication Outline screen for the publication that holds the same Title and medium where only one record was matched.

The user will also be able to return to the unsaved Publication record using the Breadcrumbs (clicking on the Publication breadcrumb for the new/updated publication) where they can save the record. Where the new/updated publication (with matching Title/Medium) is to be saved, the matching message above will not be redisplayed when the user clicks the [Save] button.

5.9.4.3.10 Updating a Publication record

Publication Status is 'Decision Registered'

Once a publication status has been set to 'Decision Registered' (this is automatically set by the system when the Register Page is generated), only users who hold the following permissions will be able to save any changes to the publication record:

- Pub Update Registered Pub

Users who hold the following permission will be able to continue to add and remove Movement records from a publication with this status:

- Pub Maintain Movements

The [Save] button on all screens for a publication that holds this status will only be enabled where the user holds one of these permissions.

NOTE that where the Register page is removed, the status of the publication will revert to 'Classified & Signed' and users who do not hold the above permission WILL be able to update details.

Publication Status is 'Complete'

Once a publication status has been set to 'Complete' (this is automatically set by the system when the List of Decisions (LOD) is generated), a Corrigendum must be created before any changes to the publication record can be saved except for users who hold the permission 'Pub Maintain Movements'. Users who hold this permission will be able to add and remove Movement records from the publication. All documents associated with a publication that holds a status of 'Complete' will be displayed as and can only be opened as a read only PDF file.

Once the status of a publication is set to 'Complete', the Register Page or the Film Poster Notice and Film Poster Decision documents that are held on the publication will be protected. That is where any changes are made to any data held on the publication (by way of a Corrigendum) these documents will not be updated and will hold information that was held on the publication at the time the status was set to 'Complete'.

The [Save] button for a publication that holds this status will only be enabled where the user holds this permission or once the [Add] (Corrigendum) button has been clicked.

Once a publication status has been set to Complete, all generated documents held for the publication will become read only – all documents will be displayed only in 'pdf' format. Users will not be able to delete or update documents unless a Corrigenda of the type 'Corrigenda' is held with a status of 'In Progress' (Refer to Corrigenda section later in this document).

Any change made to publication information as part of a Corrigendum, will not be automatically updated and applied to the Register Page/Notice of Decision document. Where a corrigenda of the following types are created and finalised, new Register Page/Notice of Decision documents will be created that will reflect any changes made to the publication information:

- Board of Review (with this corrigenda type, the original Register Page/Notice of Decision document will remain and a new 'BOR Register Page/Notice of Decision document will be generated). Users will not be able to make any changes to the OFLC decision record held (Refer to Decision Component Functional Specification document for details).

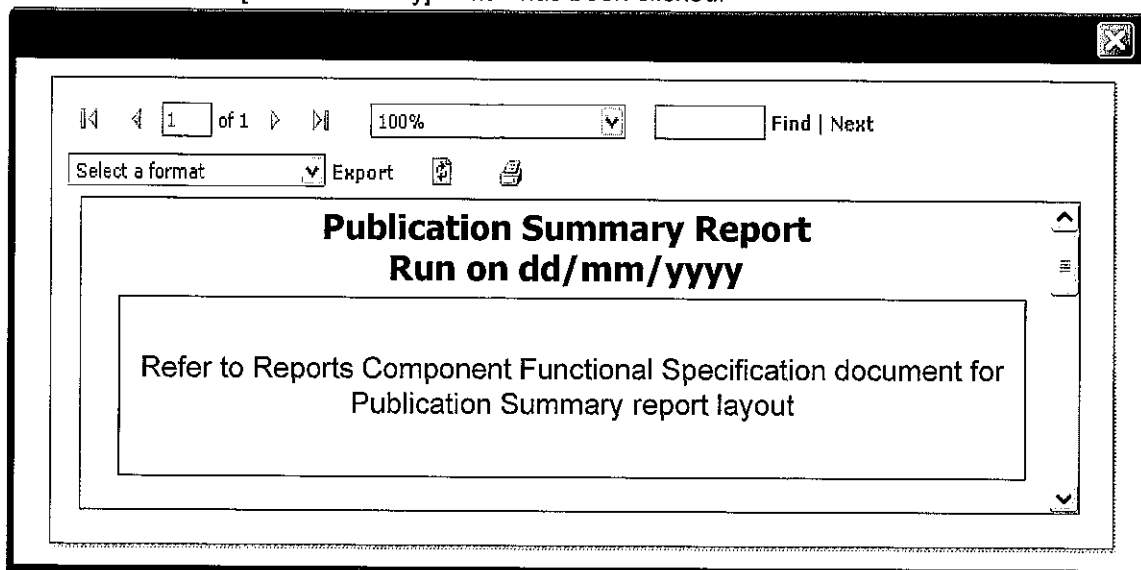
- Corrigenda (with this corrigenda type, the original Register Page/Notice of Decision document will need to be removed and a new document created that will hold the updated publication details).
- Cuts Received (with this corrigenda type, the original Register Page/Notice of Decision document will remain and a new 'Updated' Register Page/Notice of Decision document will be generated).

5.9.4.4 Print Publication Summary

All users will be able to run the Publication Summary report from the Publication Outline screen for a publication by clicking on the [Print Summary] button.

Once clicked, a new window will automatically open where the Publication Summary report output for the publication will be displayed. From this screen, users can select to print the report, export or view sections of the report using the standard Report Viewer functionality that is defined in the Reports Component Functional Specification document.

The following is an example of the layout for the Publication Summary report where the [Print Summary] button has been clicked.



5.9.4.5 Cloning Publication Records

Users will not be able to clone a publication record once it has been examined. Once a publication has been saved with a status of 'Examined' the [Clone] button will be hidden.

Only authorised Users will be able to 'clone' a publication using an existing publication as the base or 'parent' for the publication information. Users will not be able to clone a publication off any publication that is recorded as Advertising Material or any publication that is a clone.

Cloning functionality will allow for new publication(s) to be created that hold the same information that the base/parent publication holds. Users may clone publication records when a number of publications have been received under the same application/submission channel, or where a publication has been received together with associated advertising material. Cloning will allow for a new publication record to be created that will replicate some of the publication, addressee and related publication data.

To clone a publication, the 'parent publication must have been saved – that is a Publication Number must be viewable on the Publication Outline screen. On clicking the [Clone] button, a new Publication Outline screen will be opened with the following fields automatically prefilled with the same values held on the parent record:

- Submission Channel
- Language
- Country of Origin
- Film Festival Name
- CRN
- Date of Court Order
- Addressee relationship records (Addressee, role and address if held)
- Related Publication records

The user will be able to move from tab to tab on the cloned (unsaved) publication record, updating data as required.

Where the cloned publication record is saved (user has clicked the [Save] button) and all data validation has passed, the following will occur:

- a) The publication number allocated will share the first 8 digits of its parent publication number. Cloned publication records can be identified by the allocated publication number where the “parent” publication will hold a publication number with a suffix of “.000” and all clones will hold an identical publication number except for the suffix which will hold a sequential number of “.001”, “.002” etc. NOTE that publication records can not be cloned from a ‘cloned’ publication. Users will only be able to clone publications from the parent publication record.
- b) Relationship records between the publications will be automatically created. The ‘Parent’ publication record will hold a relationship to the cloned publication of “Cloned” and the cloned publication record will hold a relationship record to the ‘Parent’ publication of “Cloned”.

All cloned publication relationship records will be viewable on all cloned publications as well as the ‘parent’ record. Users will be able to view any one publication and see all other linked publication records.

Where the cloned publication record has the Is Advertising Material checkbox ticked, the relationships created will be as follows:

The publication that is held as Advertising Material will have the other publication listed on the Related Publication tab with a related as of “Parent”. The ‘Parent’ Publication will have the Advertising Material publication listed as a related publication with a relationship of “Advertising Material”.

- c) The user will be automatically navigated back to the ‘parent’ publication record where the text “Parent” will be displayed under the screen title. Users are then able to create a further clone if required.

5.9.4.5.1 Cloning Publication Relationship Records

Where subsequent clones are created (from the ‘Parent’ record) the relationships automatically created will be as follows:

The ‘parent’ will hold cloned relationship records to all of the subsequent cloned records (E.g. all records that share the publication number)

Each of the cloned records (all publications that hold a suffix of 001 or above) will hold an *actual* linked relationship to the ‘Parent’ publication AND derived ‘linked’ relationships to all other cloned publications.

E.G. Publication A is created with Publication number 0700001.000.

The user creates a clone (Publication B) of this publication and on save, this 2nd publication is allocated a publication number of 0700001.001. The following relationship records are also created:

Viewable from Publication A

- Relationship of type “CLONED” to Publication B (actual)

Viewable from Publication B

- Relationship of type “PARENT” to Publication A (actual)

The user then creates a clone (Publication C) off the parent publication (Publication A) record and this 3rd publication is allocated a publication number of 0700001.002. The following relationship records are also created:

Viewable from Publication A

- Relationship of type "CLONED" to Publication B (actual)
- Relationship of type "CLONED" to Publication C (actual)

Viewable from Publication B

- Relationship of type "PARENT" to Publication A (actual)
- Relationship of type "CLONED" to Publication C (derived from the parent)

Viewable from Publication C

- Relationship of type "PARENT" to Publication A (actual)
- Relationship of type "CLONED" to Publication B (derived from the parent)

Where a user has cloned a Publication (Parent A to cloned B) and then Publication B is changed to "Advertising Material" the relationship displayed on the parent publication will automatically be changed from 'Cloned' to 'Advertising Material'. The relationship held for the cloned publication record will remain as 'Parent'. Where the "Is Advertising Material" checkbox is unchecked, the relationship on Publication B returns to "Cloned"

The advertising material relationship will only show on the Parent publication – the advertising material publication will show as 'Cloned' on all other cloned publication records.

5.9.4.5.2 Cloning Movements

Where a user has cloned a Publication (Parent A to cloned B) and Publication A holds one or more movements records of "Publication Received", the following will be cloned to Publication B for each "Publication Received" movement held:

- Movement Type (Publication Received)
- Movement Date
- Movement Notes
- Movement Created by – this will be the user who saved the Cloned publication record

This movement record will be automatically created for Publication B once [Save] has been clicked on Publication B.

5.9.4.5.3 Actual relationships

Actual relationships are defined as being all relationships from the parent record to the cloned publication record and can be removed from either publication record.

5.9.4.5.4 Derived relationships

Derived relationships are defined as being all of the other parent-clone relationships that the parent publication holds. These relationships cannot be removed from the cloned record – the change/deletion must be done on the actual parent publication or

on the specific cloned publication record. E.g. using the example publications above, to remove the relationship between Publication B and Publication C, the actual relationship (held between the parent publication and Publication C) needs to be removed from either Publication A or Publication C's record.

5.9.5 Saving a new Publication

Where the user has selected to save a new publication record and all data entered has passed validation, the system will:

- 1) Allocate a unique Publication Number
- 2) Create the necessary automatic Addressee links as defined under the Publication Addressee tab business rules

5.9.5.1 Allocation of Publication Number

On clicking the [Save] button for a new publication; a unique Publication Number will be automatically generated using the following algorithm:

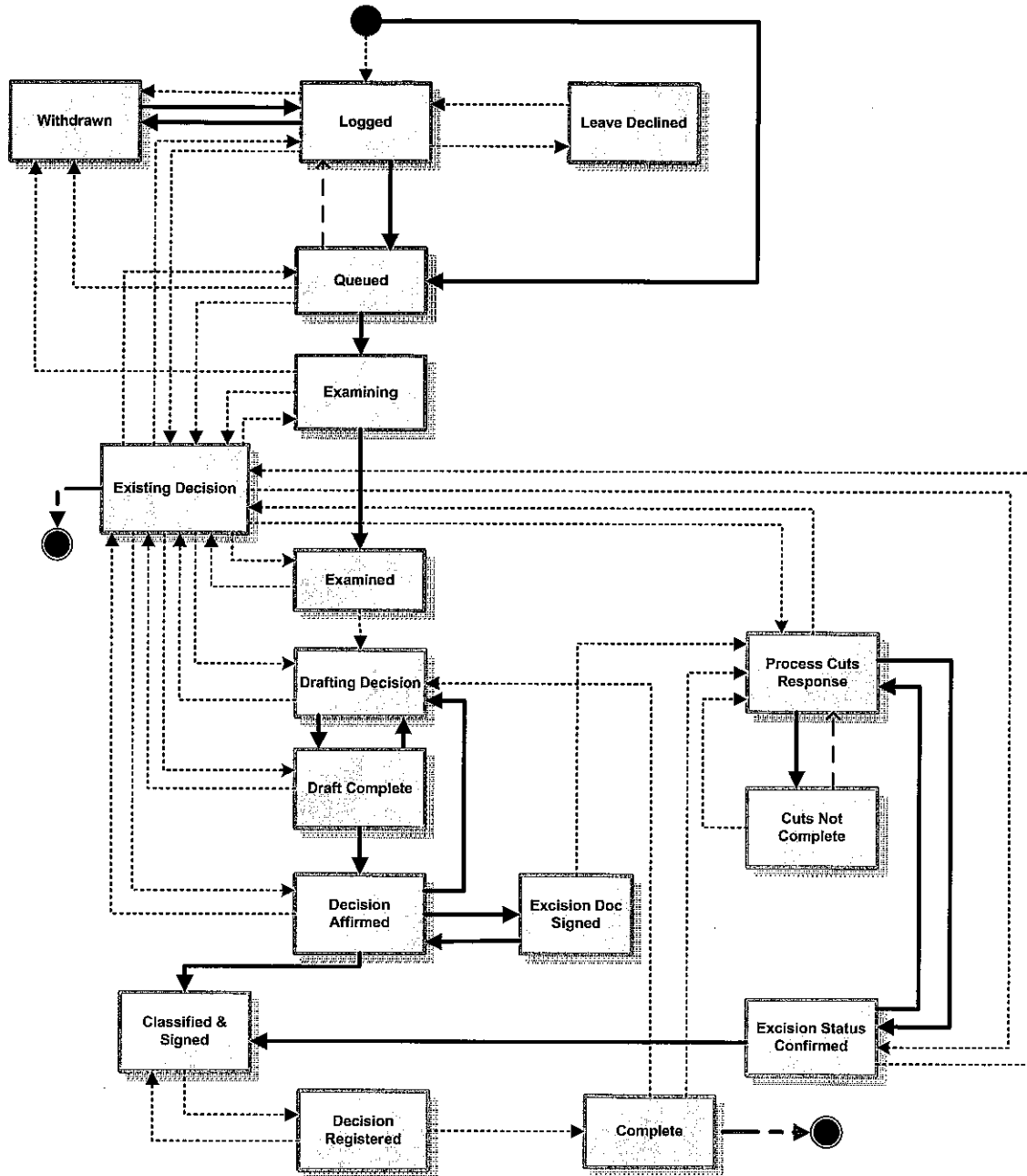
Number	Name	Description	Example
Digits 1-2	Year Created	The 2 character year in which the publication record created in the system	07
Digits 3-7	Publication Family number	A sequential number (starting at 00001) that will restart at "00001" at the beginning of each calendar year	00001
Digit 8	Decimal point	Decimal point separating Family number from Suffix	.
Digits 9-11	Publication Number suffix	A sequential number starting from "000" and incremented only and each time a cloned record is created	001

All publications created using the Cloning function will share digits 1 – 8 of the same (Parent) publication number. Cloned records will be identified by the unique suffix.

5.9.6 Publication Status field

The following diagram shows the transition that can occur between statuses.

- KEY**
- The full lines indicate the status that users are able to record
 - ⋯→ The dotted lines indicate where the system will update the status
 - -> The dashed lines indicate where a status can be rolled back (removed)
 - - -> The double dashed lines indicate the end of the status transition



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
5.9.6.1 Publication Status Dropdown list

The statuses in the status dropdown list will be filtered based on the following rules: New statuses or changes to existing status rules are highlighted with grey shading











NOTE that the following publication status records will be removed and managed using the new "Movements" section on the Pub History screen:

- Pub Received
- Damaged
- Pub Dispatched.












NOTE also, that status records will be filtered based on the permission that a user holds. In addition to the following rules, only those status records that the user has the permission to set will be listed.

Status	Purpose	Set By	From status	Changed By	To Status	Rules	
Logged	Used to record that a publication has been created in the system	USER 	When publication record created	USER 	Withdrawn	N/A	
			Queued		Queued	For submission channels that require Leave, an associated Leave Request must hold a status of 'Granted'. An Addressee must be held with a 'maker' role type – Refer business rules below	
		SYSTEM 	Leave Declined	SYSTEM 	Leave Declined	Leave Declined	Automatically set where the status of an associated Request for Leave is set to Declined
			Existing Decision		Withdrawn	Automatically set where the status of an associated Request to Withdraw a Publication is set to 'Granted'	
					Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'	

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Status	Purpose	Set By	From status	Changed By	To Status	Rules
Queued	Used to record that a publication is ready for examination	USER 	When publication record created	USER 	Examining	N/A
		SYSTEM 	Logged		Logged	Where the status of 'Queued' was set in error and the status held immediately prior to the Queued status is 'Logged'. Refer to Roll back section later in this document.
Leave Declined	Used to record that an associated Leave Request has been declined	SYSTEM 	Existing Decision	SYSTEM 	Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'
		SYSTEM 	Logged		Logged	Automatically set where the status of an associated Request to Withdraw a Publication is set to 'Granted'
Withdrawn	Used to record that a publication has been withdrawn	USER 	Logged	USER 	Logged	Automatically set where the status of a new associated Leave Request is set to 'Granted'
		SYSTEM 	Queued		Logged	N/A
		SYSTEM 	Examining		Logged	









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Status	Purpose	Set By	From status	Changed By	To Status	Rules
Examining	Used to record that the examination of a publication has started	USER 	Queued	USER 	Examined	For a publication that holds a medium type of 'moving image' at least one component must exist
		SYSTEM 	Existing Decision	SYSTEM 	Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'
					Withdrawn	Automatically set where the status of an associated Request to Withdraw a Publication is set to 'Granted'
Examined	Used to record that a publication has been examined	USER 	Examining	SYSTEM 	Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'
		SYSTEM 	Drafting Decision		Drafting Decision	Once a Consideration sheet is generated
			Existing Decision			
Drafting Decision	Used to record that a decision is being drafted for an examined publication.	USER 	Draft Complete	USER 	Draft Compete	Only where a decision (either standard or customised) is held for the publication or where excisions are held on any publication version, two decision records must be held – Refer to business rules
		SYSTEM 	Decision Affirmed	SYSTEM 	Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'
			Examined			
			Complete			
			Existing Decision			








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







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Status	Purpose	Set By	From status	Changed By	To Status	Rules	
Draft Complete	Used to record that a draft decision has been completed	USER 	Drafting Decision	USER 	Decision Affirmed	The current user must not be the user who set the status to 'Draft Complete'.	
		SYSTEM 	Existing Decision		Drafting Decision	N/A	
Decision Affirmed	Used to record that a draft decision is affirmed	USER 	Draft Complete	SYSTEM 	Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'	
			Excision Doc Signed		Drafting Decision	N/A	
		SYSTEM 	Excision Doc Signed	USER 	Classified & Signed	Existing Decision	The current user must not be the user who set the status to 'Draft Complete' Can only be set to this status where no Excisions are held on the publication. Where a standard classification of 'Objectionable' is held, at least one ban criteria must be held.
			Existing Decision		Excision Doc Signed	The current user must not be the user who set the status to 'Draft Complete' or the user who set the status to 'Decision Affirmed' Can only be set where an Excision Notice is held on the publication	
		SYSTEM 	Existing Decision	Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'		







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Status	Purpose	Set By	From status	Changed By	To Status	Rules
Excision Doc Signed	Used to record that an Excision Notice has been approved and signed	USER 	Decision Affirmed	USER 	Decision Affirmed	The current user must not be the user who set the status to 'Draft Complete'.
				SYSTEM 	Process Cuts Response	Where a Movement record of type 'Excision Response Rec'd' is saved
Process Cuts Response	Used to record that the response to an Excisions Notice is being checked	USER 	Excision Status Confirmed	USER 	Cuts Not Complete	N/A
			Cuts Not Complete		Excision Status Confirmed	Where an Excision status is held on a decision record for the publication.
			Complete	SYSTEM 	Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'
			Cuts not Complete			
		SYSTEM 	Excision Doc Signed			
			Existing Decision			

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Status	Purpose	Set By	From status	Changed By	To Status	Rules
Cuts Not Complete	Used to record that the recommended cuts have not been completed	USER 	Process Cuts Response	USER 	Process Cuts Response	Where the publication status was set to 'Cuts Not Complete' in error and the status held immediately prior to the 'Cuts Not Complete' status is 'Process Cuts Response' and where only one movement record of 'Excision Response Rec'd' is held Refer to Roll back section later in this document.
				SYSTEM 	Process Cuts Response	Process Cuts Response where a subsequent cut publication has been received (where a Movement record of type 'Excision Response Rec'd' is saved.
Excision Status Confirmed	Used to record that recommended cuts have been made and cleared or refused	SYSTEM 	Existing Decision	USER 	Classified & Signed	Can only be set to this status where an Excision status is held on the publication and where at least one cut/ban criteria is held on the Unexcised decision.
		USER 	Process Cuts Response		Process Cuts Response	Only where the Excision status field is blank
Classified & Signed	Used to record that a decision has been finalised	USER 	Excision Status Confirmed	SYSTEM 	Existing Decision	Where a relationship to another publication is created of type 'Identical Publication'
			Decision Affirmed	SYSTEM 	Decision Registered	Automatically by the system where the Register Page is generated
		SYSTEM 	Decision Registered	SYSTEM 	Classified & Signed	Where the Register Page is removed
					Complete	Automatically set when the List of Decisions (LOD) is generated

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Status	Purpose	Set By	From status	Changed By	To Status	Rules
Decision Registered	Used to record that the classification decision has been registered	SYSTEM 	Classified & Signed	SYSTEM 	Classified & Signed Complete	Where the relevant Register Page/Notice of Decision document is removed Once the LOD has been run and this publication included
Complete	Used to record that the classification process for this publication has been completed	SYSTEM 	Decision Registered	SYSTEM 	Process Cuts Response Drafting Decision	Automatically where a Corrigenda of type 'Cuts Received' with a status of 'In Progress' is saved for a publication holds an Exclusion status of 'Recommended but not made' This is where the publication has been subsequently received with the cuts now made or for the associated advertising – Refer to the section on Corrigenda Automatically where a Corrigenda of type 'Cuts Received' with a status of 'In Progress' is saved for a publication that is associated advertising material that holds a 'No Exclusions Decision' – Refer to the section on Corrigenda
Existing Decision	Used where it has been identified that this publication has already been classified	SYSTEM 	Logged Queued Examining Examined Drafting Decision Draft Complete Decision Affirmed Process Cuts Response Exclusion Status Confirmed	SYSTEM 	Logged Queued Examining Examined Drafting Decision Draft Complete Decision Affirmed Process Cuts Response Exclusion Status Confirmed	Automatically set to the status held immediately prior to the status Existing Decision where the relationship of type "Identical Publication" is removed

5.9.7 Changing the Status

The following details the rules that will be applied before a status can be changed as follows:

5.9.7.1 Queued status

Users will not be able to change the status of any publication record to 'Queued' where an Addressee that holds a 'maker' role type is not held.

NOTE that maker role types are defined in the Role lookup table – Refer to System Administrator Component Functional Specification document.

Where the user has selected the status of 'Queued' and an Addressee in a maker role type is not held, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot Queue this publication as an Addressee that holds a 'maker' role type is not held	[Save] button is clicked where status is 'Queued' and an Addressee with a maker role type is not held on the publication

NOTE that the red exclamation mark will be next to the Publication Status field when this error is displayed.

Any publication under a Submission Channel that requires leave must have a related and granted Leave Request before the publication status can be set to QUEUED. In these cases, on clicking the [Save] button the following error message will be displayed.

<i>Message Text</i>	<i>Triggering Condition</i>
This Publication requires Leave to be granted before it can be Queued	[Save] button is clicked for a publication that holds a status of Queued and Leave has not been granted

If a publication has no Addressee related to it with the role of 'Applicant' it cannot be set to 'Queued'. Where a User attempts to set the status to Queued without an Applicant, the following error will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot queue a publication unless an applicant is held	[Save] is clicked and there are no addressees held with the role of Applicant

5.9.7.2 Examined status

Once the status of a publication is set to 'Examined' and saved, the Medium field will become read only (displayed as read only text) and hence cannot be changed.

5.9.7.3 Drafting Decision

This status will be automatically set but the system from the status of:

- 'Examining' where a Consideration Sheet is generated on the publication record. The user who generated the Consideration sheet will be noted as the user who set this status and will be automatically

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- 'Complete' where:
 - a) A Corrigenda of type 'Cuts Received' is saved (with a status of 'In Progress'
AND
 - b) The publication is associated advertising material for another s12 publication
AND
 - c) The publication holds only a No Excisions Decision record

The user who set the last held status of 'Draft Complete' on the publication will be assigned to the publication.

This situation will occur where the parent publication was banned because the recommended excisions were refused (therefore the advertising material publication was NOT APPROVED) and the excisions are subsequently made to the parent publication.

5.9.7.4 Draft Complete status

Users will not be able to set the status of a publication to 'Draft Complete' if any of the following occur. On clicking the [Save] button an error will be displayed where:

- No excisions are held on any version of the publication and a decision record is not held for the publication (either a standard or customised)

<i>Message Text</i>	<i>Triggering Condition</i>
A Decision record is required before the status can be set to 'Draft Complete'	[Save] button clicked where status held is 'Draft Complete' and no decision record exists

OR

- An excision (excision Instructions) is held on any version of the publication and none or only one decision record is held.

<i>Message Text</i>	<i>Triggering Condition</i>
Excisions are held on this publication so 2 Decision records are required before you can set status to 'Draft Complete'	[Save] button clicked where status held is 'Draft Complete' and an excision record is held and less than 2 decision records are held

OR

- No 'Summary of Reasons for Classification (Register Page)' text is held for the decision record as follows and the publication is not s12 associated advertising material or been submitted under Reg27(3) or Reg27(4):
 - a) No excisions held and a standard classification of Objectionable is held on the one decision record associated to the publication

<i>Message Text</i>	<i>Triggering Condition</i>
Summary of Reasons for Classification is required before you can set status to 'Draft Complete'	[Save] button clicked where status held is 'Draft Complete' and no data is held in the Summary of Reasons field for a No excisions decision that is classified as Objectionable

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OR

- Where any confirmed Addressee (other than the Applicant) holds a NULL value in both the Written Sub Rec'd date and the Submission Declined checkbox for any of the following submission channels, on clicking the [Save] button, an error will be displayed if the status of 'Draft Complete' is held in the status history (CR176):
 - s13(1)(a)
 - s13(1)(b)
 - s13(1)(ab)
 - s13(1)(c)
 - s13(3)

<i>Message Text</i>	<i>Triggering Condition</i>
Addressee Written Sub Rec'd date or Submission Declined field is mandatory for this publication status	[Save] button is clicked where status Draft complete is held and Addressee Submission fields are blank

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5.9.7.5 Decision Affirmed

Users who set the status of the Publication to the following status cannot set the status to "Decision Affirmed": **(CR172)**

- Draft Complete

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot Affirm this decision as you set the status to Draft Complete.	[Save] button clicked where status held is 'Decision Affirmed and the current user set the status of the publication to Draft Complete

5.9.7.6 Excision Doc Signed status

Users will not be able to set the status of a publication to 'Excision Doc Signed' if the result of Urgency has not been recorded for a publication that is linked to a granted Urgency request (Refer to Section 5.9.4.3.5)

Users will not be able to set the status of a publication to 'Excision Doc Signed' where only a 'No Excisions' decision record is held. In these cases, this status will not be displayed in the drop down list.

Users will only be able to update the status of a publication from 'Decision Affirmed' to this status where an Excision Notice document has been generated and is held on a version of the publication.

On clicking the [Save] button where the status held for the publication is 'Excision Doc Signed' and a document type of 'Notice of Proposed Excisions or Alterations to Film' or 'Notice of Excisions or Alterations to Film Posters' is not held, the following error will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
An Excision Notice must be held before you can set status to 'Excision Doc Signed'	[Save] button clicked where status held is 'Excision Doc Signed' and an Excision Notice is not held for the publication

NOTE that users will not be able to remove the Notice of Excision document from a publication where the current status held is 'Excision Doc Signed'. Users will need to manually change the status back to 'Decision Affirmed', assign the relevant user, save the record and then remove the document.

5.9.7.7 Process Cuts Response status

The system will automatically set a publication to this status:

- From the status of 'Excision Doc Signed' where a Movement type of 'Excision Response Received' is saved (Refer to the Movements section of this document).

This is where the response to the Excisions Notice has been received

- From the status of 'Complete' where:
- A Corrigenda of type 'Cuts Received' is saved (with a status of 'In Progress') and an Excision status of 'Recommended but not made' is held. The user who set the latest status of 'Draft Complete' on the publication will be assigned to the publication.

This is where the recommended excisions were refused and the publication classified based on this and where the excisions are subsequently made or where the recommended excisions on the parent publication were refused and the associated advertising material was Not Approved because of this and excisions are subsequently made to the parent publication.

Users will only be able to set a publication to this status from 'Cuts Not Complete' where this status has been set in error and only one Movement record of 'Excisions Response Received' is held for the publication.

5.9.7.8 Excision Status Confirmed

Users will only be able to set a publication to this status where a value is held in the Excision Status field on the current publication decision. On clicking the [Save] button, where the status is 'Excision Status Confirmed' and the current decision record (by create date) does not hold an Excision Status, the following error will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Cannot set publication to 'Excision Status Confirmed' status where no Excision Status is held	[Save] button clicked where status held is 'Excision Status Confirmed' and an Excision status is not held for the publication.

5.9.7.9 Classified & Signed status

Users who set the status of the Publication to any of the following statuses cannot set the status to "Classified & Signed": **(CR172)**

- Draft Complete
- Decision Affirmed

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot Classify & Sign this decision as you drafted or affirmed the decision	[Save] button clicked where status held is 'Classified & Signed' and the current user set the status of the publication to Draft Complete or Decision Affirmed

Users will not be able to set the status of a publication to 'Classified & Signed' if the result of Urgency has not been recorded for a publication that is linked to a granted Urgency request (Refer to Section 5.9.4.3.5)

Where the user has changed the status of a publication to 'Classified & Signed', on clicking the [Save] button, the following error message will be displayed where no Cut/Ban criteria is held on the decision as follows:

- Where no excisions are held and the Classification is a standard classification of 'Objectionable'

OR

- Where excisions are held and the Excision Status is 'Recommended but not made' and the classification held on the Unexcised decision is a standard classification of 'Objectionable'

OR

- Where excisions are held and the Excision Status is 'Recommended and made' and the excised decision is not 'Objectionable'

<i>Message Text</i>	<i>Triggering Condition</i>
Cannot set publication status to 'Classified & Signed' as Cut/Ban Criteria is required on the decision	[Save] button clicked where status held is 'Classified & Signed' and classification is objectionable and no cut/ban criteria is held

Users will only be able to set the status of a publication from 'Decision Affirmed' to 'Classified & Signed' where only one (No excisions) decision is held on the publication. The status of 'Classified & Signed' will not be available for selection in the Status drop down list.

Where the user saves a publication that has a status of 'Classified & Signed' and a corrigendum type of 'Cuts Received' is held with an 'In progress' status, the following warning message will be displayed where:

- The unexcised classification is the Standard Classification of 'Objectionable'

AND

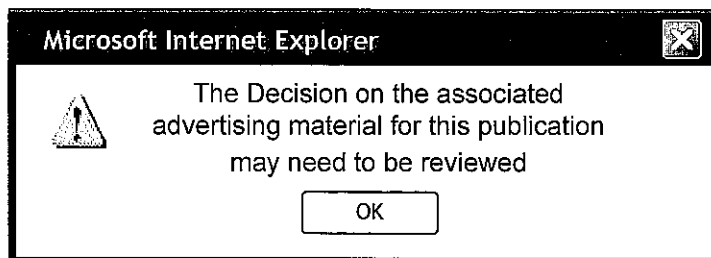
- The excised classification is **not** a Standard Classification of 'Objectionable'

AND

- The excision status held for the publication is 'Recommended and made'

AND

- The publication holds a submission channel of s12(1) or s12(3) and holds a relationship to another s12 (1) or s12(3) associated advertising material publication.



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Users may need to review the decision held on the associated poster/slick publication record as it may need to be changed to 'Approved'.

5.9.7.10 Decision Registered status

This status cannot be manually set by a user. This status is set automatically by the system when the relevant Register Page/Notice of Decision document is generated. Once this status has been set, the date will be displayed on the Decision as the 'Date Decision Registered'.

NOTE that this date will be updated each time a status of 'Decision Registered' is saved on the publication (can occur where cuts are received subsequent to the publication being classified)

5.9.7.11 Complete status

This status cannot be manually set by a user. This status is set automatically by the system when the publication has been included in a List of Decisions (LOD). Once this status has been set, no changes can be made to the publication record (other than Movement records) unless a Corrigendum is created.

5.9.8 Changing Status - Automatic Actions

Where the status of a publication is set to 'Withdrawn', the status of any associated advertising material publication will also be updated to 'Withdrawn' only where the associated advertising material holds a current status of:

- Logged
- Queued
- Examining

The system will include the publication in the Queued timeliness count from the date that the status was set to "Queued"

The system will include the publication in the Processing timeliness count from the date that the status was set to 'Examining'.

5.9.9 Status Roll back functionality

5.9.9.1 User Driven Roll Back

At times, users will be able to manually roll back' (or remove) a publication status where the status was set or updated in error. Only some status records can be rolled back.

Once a status has been rolled back, the status history will no longer show the status and any work list item that was generated from that status, will be automatically removed (refer to the Work Flow Component Functional Specification Document for details).

The following is a list of the status records that can be rolled back:

Status record held	Status Rolled back to	Status History (pre Roll back)	Resulting Status History
Queued	Logged	Logged Queued	Logged
Cuts Not Complete	Process Cuts Response	...prior status values Process Cuts Response Cuts Not Complete	...prior status values Process Cuts Response

NOTE that a roll back from the status of Cuts Not Complete to Process Cuts Response only applies where only one movement record of the type "Excision Response Received" exists.

Where more than one movement of this type exists, the system will recognise this as the normal progression where the initial recommended cuts were not complete and a subsequent version of the publication is then received.

5.9.9.2 Automatic Status Roll Back

The system may at times automatically remove a publication status record.

This is where a document is removed, that when generated automatically updated the status or where data is removed from the publication record.

The following lists scenarios that will result in an automatic roll back of the status of the publication:

1. Removed Register Page/Film Poster Decision document

Where removed, the status of the publication will automatically be rolled back from 'Decision Registered' to 'Classified & Signed'.

NOTE that Register Pages (including Notice of Decision documents) cannot be removed once the publication status has been set to 'Complete' or where any Corrigendum record has been set to 'Finished'

The Register pages included are:

- Register Page
- Register Page Updated
- Film Poster Decision
- Film Poster Decision Updated.

2. Removed 'Identical Publication' relationship record

Where the relationship type of 'Identical Publication' is removed, the status of the publication will automatically be rolled back to the status held immediately prior to the Identical Publication relationship being created.

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5.9.10 Assigned To field

5.9.10.1 User names displayed

The 'Assigned to' field will display the names of users based on the publication status as follows:

NOTE that once a status is selected the screen will refresh and the users listed under the assigned to field will be filtered. Where the system is to default the assigned to user as the user held on a previous status and that user no longer holds the permission to set that status, the username assigned will then default as blank.

Assigned To dropdown list		Business rules	
Publication Status	Assigned To dropdown list	Assigned to required?	Business rules
Logged	No usernames displayed in list	N/A	N/A
Queued	Lists all users who hold the permission of "Pub Set Status Examining"	Optional	Once assigned, will generate a Worklist item
Leave Declined	No usernames displayed in list	N/A	Any user assigned to the publication will be automatically unassigned and any existing Worklist item removed
Withdrawn	No usernames displayed in list	N/A	Any user assigned to the publication will be automatically unassigned and any existing Worklist item removed
Examining	Lists all users who hold the permission of "Pub Set Status Examining/Examined".	Mandatory	Where publication holds an assigned user, this will remain – EG will default to the username who is currently assigned
Examined	Lists all users who hold the permission of "Pub Set Status Examined/Examined".	Mandatory	Will default to the username who is currently assigned
Drafting Decision	Lists all users who hold the permission of "Pub Set Status Draft Complete"	Mandatory	Will default to the username who generated the Consideration Sheet or for a Cuts received corrigenda publication, to the user who set the last held status of Draft Complete on the publication.
Draft Complete	Lists all users who hold the permission of "Pub Set Status Decision Affirmed" excluding the current user (user who set the status to 'Draft Complete')	Mandatory	Will default as blank

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Publication Status		Assigned To dropdown list	Assigned to required?	Business rules
Decision Affirmed	Lists all users (excluding the user who set the status to 'Drafting Decision or Draft Complete' and the current user who is setting status to Decision Affirmed) who hold the permission: <ul style="list-style-type: none"> 'Pub Set Status Classified & Signed' 'Pub Set Status Excision Doc Signed' 	Mandatory	Will default as blank. List will be filtered as follows: <ul style="list-style-type: none"> Where an 'Excised' and or 'Unexcised' decision record is held, only users who hold the permission 'Pub Set Status Excision Doc Signed' will be listed. Where a 'No Excisions' decision record is held, only users who hold the permission 'Pub Set Status Classified & Signed' will be listed. 	
Excision Doc Signed	No usernames displayed in list	N/A	Any user assigned to the publication will be automatically unassigned and any existing Worklist item removed	
Process Cuts Response	Usernames displayed will be all users who hold both of the following permissions and will include the user who set the status to 'Draft Complete': <ul style="list-style-type: none"> 'Pub Set Status Cuts Not Complete' 'Pub Set Status Exc. Status Confirmed' 	Mandatory	Will default to name of user who set the status to 'Draft Complete'	
Cuts Not Complete	No usernames displayed in list	N/A	Any user assigned to the publication will be automatically unassigned and any existing Worklist item removed	
Excision Status Confirmed	Usernames displayed will be all users who hold the permission 'Pub Set Status Classified & Signed excluding the: <ul style="list-style-type: none"> User who set the status to 'Decision Affirmed' User who set the status to 'Draft Complete' User who set (or is setting) the status to 'Excision Status Confirmed' 	Mandatory	Defaults as blank	
Classified & Signed	No usernames displayed in list	N/A	Any user assigned to the publication will be automatically unassigned and any existing Worklist item removed	

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Publication Status	Assigned To dropdown list	Assigned to required?	Business rules
Decision Registered	No usernames displayed in list	N/A	Any user assigned to the publication will be automatically unassigned and any existing Worklist item removed
Complete	No usernames displayed in list	N/A	Any user assigned to the publication will be automatically unassigned and any existing Worklist item removed
Existing Decision	No usernames displayed in list	N/A	Any user assigned to the publication will be automatically unassigned and any existing Worklist item removed

5.9.10.2 User names

Where the status requires a name to be selected in the Assigned to field (refer table above), on clicking the [Save] button, where the Assigned To field is blank, an error message will be displayed and the publication record not saved.

<i>Message Text</i>	<i>Triggering Condition</i>
Assigned To is mandatory for this Publication Status	[Save] clicked where the Publication Status is one of the following and the Assigned To dropdown list is blank: <ul style="list-style-type: none">• Examining• Examined• Drafting Decision

Where the publication is reassigned from one user to another, the Work List item held for the previous assigned user will be automatically removed and a new work list item for the newly assigned user will be created (Refer to the Workflow Component Functional Specification document for details).

5.9.11 File Notes Section

The following is an enlarged view of the File Notes Section:

File Notes

Select	Date:	Created By:	File Note:
<input type="checkbox"/>	DD/MM/YYYY	User name	First part of File note text ...
<input type="checkbox"/>	DD/MM/YYYY	User name	First part of File note text ...
<input type="checkbox"/>	DD/MM/YYYY	User name	<div style="border: 1px solid black; padding: 5px;"> Full Text of File Note <div style="text-align: right;"> </div> </div>

5.9.11.1 Information Details for File Notes

Field Name and Values	Field type	Validation
Name: Tree Node Type: Icon Values: N/A	Refer to Generic Component Functional Specification Document for details	
Name :File Notes Type: Label Values: File Notes	Label	N/A
Name: Remove Type: Button Values: Remove Only enabled where all File note record(s) selected were created by the user or where user hold System Administrator role	Button	Optional.
Name: Print Type: Button Values: Print	Button	Optional. Only enable where File note record(s) selected and where all selected records have been saved
Name: Add Type: Button Values: Add	Button	Optional. Once clicked, blank File note Textbox displayed
Name: Select None/All Type: Icons Values: <input type="checkbox"/> <input checked="" type="checkbox"/>	Icons	Optional.
Name: Select File Note Type: Checkbox Values: N/A. Defaults as unchecked	Checkbox	N/A
Name: Date Type: Date (Read only) Values: Date the File Note was created or last updated, or where a File note is being created, today's date	Date	N/A
Name: Created By Type: Textbox (Read only) Values: Name of the user who created or who is about to create, the File note. Displayed as the	Text	N/A

Field Name and Values	Field type	Validation
User's <input type="text" value="9(2)(a)"/> Display name		
Name: File Note Type: Textbox with optional ellipse (Read only) Values: File Note text	Text	N/A
Name: File Note Type: Textbox (scrollable) Read only unless user is the person who created the file note. Values: File Note text	Text	At least one non whitespace character is mandatory

5.9.11.2 Actions for File Notes

Action	Business Function	Business Rules	Navigate to Page/Action performed
Clicked [Remove] (File Note) button	Remove File Note(s)	At least one File note record must be selected Multiple File note records can be selected. User must hold relevant security permission to remove File notes, or hold the role of System Administrator	Removes the selected file note(s) and refreshes the screen
Clicked [Print] (File Note) button	Print a selected File Note	File note(s) must be selected	Will open new window where selected File Notes displayed in print preview format
Clicked [Add] (File Note) button	Add a File Note	N/A	Opens blank Textbox where File note can be added
Clicked the (ticked) Select all File notes icon	Select all File Note records	Will select all File note records held	Places a tick in all File Note select checkboxes. Enables the [Remove] button only where the current user has created all of the file note records held on the publication or the user holds the role of System Administrator. Enables the [Print] button
Clicked the (blank) de-Select all File notes icon	Un-select all File Note records	Will unselect all file note records held	Removes ticks from all File Note select checkboxes, disables the [Remove] and [Print] buttons
Selected File Note	Select File Note(s)	N/A	Will enable [Remove] button where all records selected were created by the user. Enables the [Print] button
Clicked File Note Tree-node	Show full File Note view	Refer to Generic Component Functional Specification document for details	

5.9.11.3 Business Rules for File Notes

When adding or editing a file note, text is mandatory. Where a file note (new or edited) is saved and only whitespace characters are held as File Note text, the standard error message for mandatory data will be displayed and the publication record will not be saved.

Where more than one line of File Note text is held for a specific File Note record, only the first line of text will be displayed whilst the record is collapsed. An ellipsis (...) will be displayed where additional text is held but not displayed. Users will be required to expand the tree node to view the additional File Note text.

a) Adding File Notes

To add a new file note the user will be required to click the [Add] button held in the File Notes section of this screen. This will open a blank Textbox where the file note can be entered.

Upon clicking the [Save] button, the File Note just added will be displayed with today's date in the Date column and the Users name in the Created By column.

b) Editing File Notes

To edit a file note the user will need to expand the record by clicking on the Tree-node. Users will only be able to edit File Note records that they created unless the user holds the role of System Administrator. Where the user did not create the File Note record and where they do not hold the role of System Administrator, on expanding the File Note, the text will be read only.

Users will be able have more than one File Note record expanded at anytime. Where the File Note text is enabled, users can make the required changes to one or more records before saving.

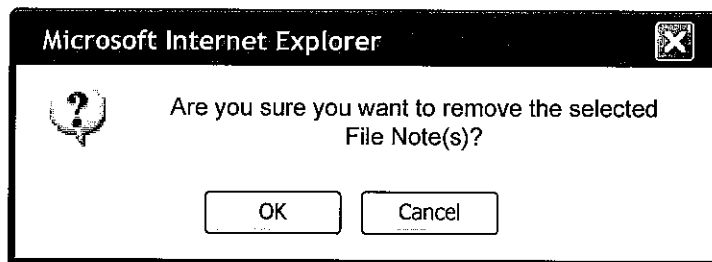
c) Removing File Notes

To remove a File Note or File Notes, the user will be required to select the relevant File Note records that they want to remove. Users will be able to use the Select All icon to select all File Note records. Users will be able to remove file notes that have not yet been saved.

Users will only be able to remove File Notes that they created unless they hold the permission 'Pub Remove Any File Note'.

Once records have been selected, the [Remove] button will be enabled. *NOTE that where the user does not hold the permission as above, and a file note record that they did not create has been selected, the [Remove] button will NOT be enabled.*

Once this button is clicked, the following dialogue box will open requesting confirmation of the action.



Where the user clicks the Cancel button on this dialogue box, they will be returned to the screen where the selected File Note record(s) will be displayed.

Where the user clicks the OK button on this dialogue box, they will be returned to the screen where the selected File Note record(s) will no longer display. The user will be required to save the publication record for the removal action to be finalised.

d) Printing File Notes

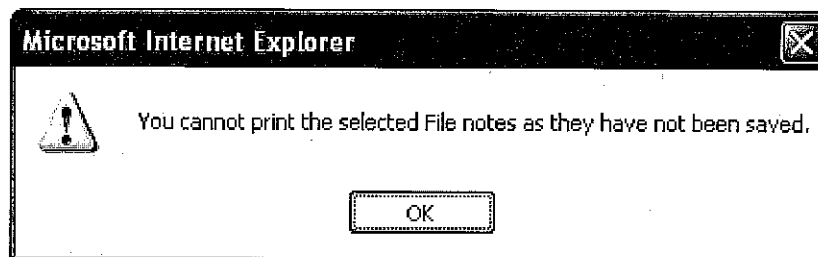
Users will be able to print one, some, or all File Notes held for a publication. *NOTE that only File note records that have been saved can be printed.*

To print File Notes, the user will be required to select the relevant records that they want printed.

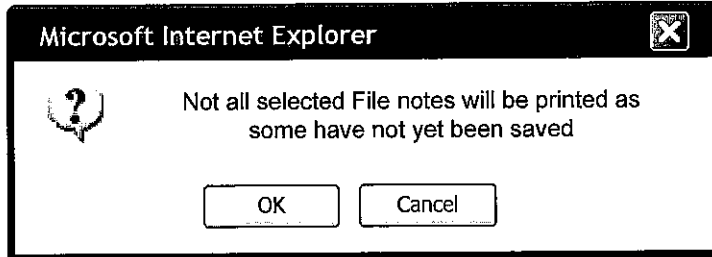
Users will be able to use the Select All icon to select all File Note records. By clicking on the shaded box, all File Note record checkboxes will automatically be checked (records selected).

Once a record has been selected, the [Print] button will be enabled. Once the user has clicked the [Print] button the following will occur:

- Where the File Note(s) that the user has selected to print have not yet been saved, the following message will be displayed:



- Where only some of the File note records selected for printing have been saved, the following message will be displayed:

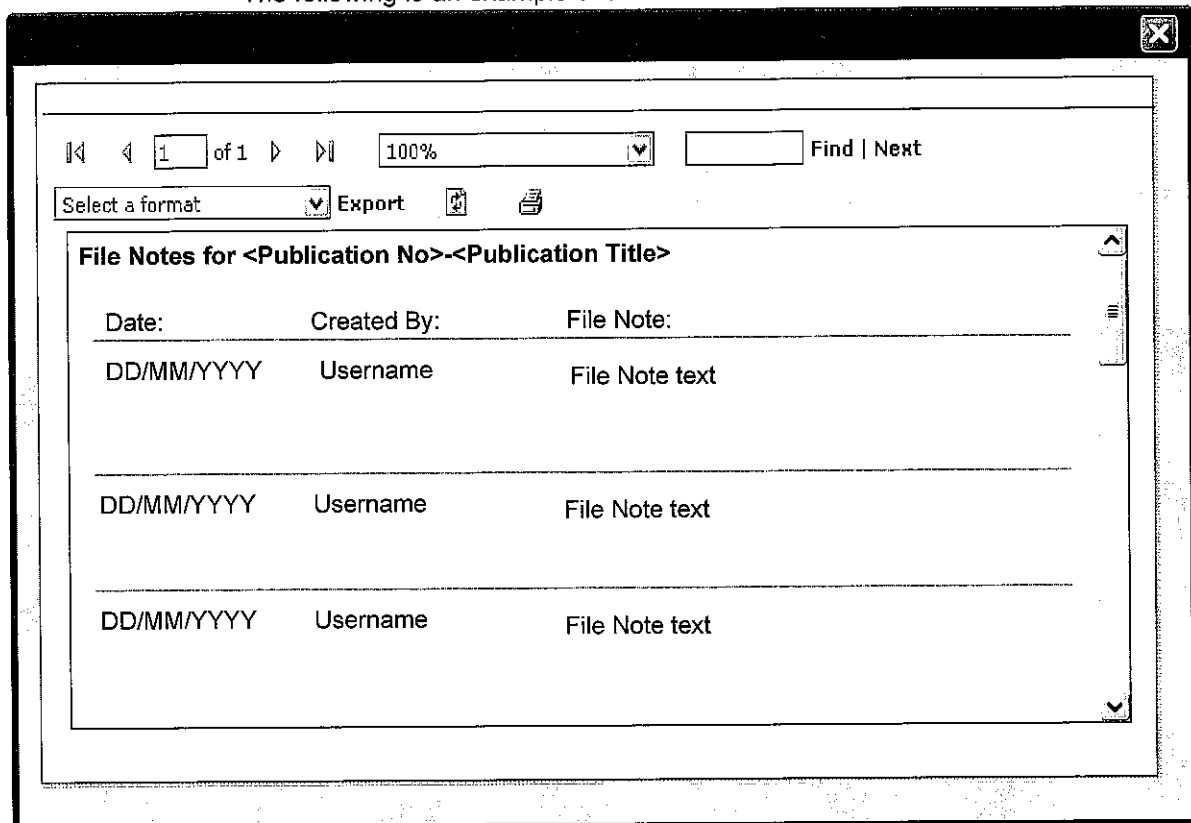


Where the user clicks Cancel on this message, they will be returned to the screen where the record can be saved and all file notes printed.

Where the user clicks the OK button, only the File notes selected that have been saved, will be displayed in the print list.

- Where all File note records selected have been saved, a new window will automatically open where the user can view and then select to print or export the File Notes.

The following is an example of the Print File Note window.



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5.7.9.1 Information details for Print File Note

Field Name and Values	Field type	Validation
<i>Name:</i> Page pagination <i>Type:</i> Text/icons <i>Values:</i> N/A	Refer to Generic Component Functional Specification – Standard Report Generation for details	
<i>Name:</i> Change view <i>Type:</i> Dropdown list <i>Values:</i> N/A		
<i>Name:</i> Search report <i>Type:</i> Text <i>Values:</i> N/A		
<i>Name:</i> Find Next <i>Type:</i> Function <i>Values:</i> N/A		
<i>Name:</i> Export <i>Type:</i> Text/icons <i>Values:</i> N/A		
<i>Name:</i> Refresh <i>Type:</i> Icon <i>Values:</i> N/A		
<i>Name:</i> Print <i>Type:</i> Icon <i>Values:</i> N/A		
<i>Name:</i> Title <i>Type:</i> Label <i>Values:</i> File Notes for <Publication No.> <Publication Title> where the Publication Number and Title for the publication will be displayed	Label	N/A
<i>Name:</i> Date <i>Type:</i> Label <i>Values:</i> Date:	Label	N/A
<i>Name:</i> Created By <i>Type:</i> Text (Read only) <i>Values:</i> Created By:	Label	N/A
<i>Name:</i> File Note <i>Type:</i> Label <i>Values:</i> File Note:	Label	N/A
<i>Name:</i> Date <i>Type:</i> Date (Read only) <i>Values:</i> Date the File Note was created	Date	N/A
<i>Name:</i> Created By <i>Type:</i> Textbox (Read only) <i>Values:</i> Name of the user who created the File note. Displayed as the User's <input type="text" value="9(2)(k)"/> Display name	Text	N/A
<i>Name:</i> File note <i>Type:</i> Textbox (scrollable) Read only <i>Values:</i> File Note text	Text	N/A

5.9.12 Fee Details Section

5.9.12.1 Screen Layout

The following is an enlarged view of the Fee Details Section:

Fee Details

Expected Fee (\$): <Calculated Expected Fee>	Base Fee (\$):	<input type="text" value="0"/>
Less (-)	Plus (+)	
Fee Waiver: <999.99>% <input type="text" value="0"/>	Urgency Amount (\$):	<input type="text" value="0"/>
	Recovery (\$):	<999.99>

5.9.12.2 Information Details for Fee Details

The following actions relate to the Fee Details section of this screen:

Field Name and Values	Field type	Validation
Name: Tree Node Type: Icon Values: N/A	Refer to Generic Component Functional Specification Document for details	
Name :Fee Details Type: Label Values: Fee Details	Label	N/A
Name: Expected Fee (\$) Type: Text (Read only) Values: The Expected Fee amount – calculated by the system and displayed as a read only field. Can be displayed as a negative amount – refer to business rules below	Number (decimal 2)	Refer to business rules below for the calculation formula.
Name: Base Fee (\$) Type: Number (decimal field) Values: as entered by user. Only enabled where the user holds the permission 'Pub Maintain Fee' Defaults as 0 (zero)	Number (decimal 2)	Optional
Name: Fee Waiver (%) Type: Number (percentage field) (Read only) Values: as held on the linked Fee Waiver Request Only displayed where the publication is linked to a Fee Waiver Request that holds a status of 'Granted' or 'Conditionally Granted'.	Number	N/A
Name: Fee Waiver (\$) Type: Number (decimal field) Values: as entered by user. Only displayed where the publication is linked to a Fee Waiver Request that holds a status of 'Granted' or 'Conditionally Granted'. Only enabled where the user holds the permission 'Pub Maintain Fee' Defaults as 0 (zero)	Number	Optional Where entered, must be equal to or greater than zero

Field Name and Values	Field type	Validation
<p>Name: Recovery (\$)</p> <p>Type: Number (decimal field) (Read only)</p> <p>Values: Populated from the Fee Recovery Request "Fee Recovery Amount" field.</p> <p>Only displayed where the publication is linked to a Fee Recovery Request that holds a status of 'Complete'. A new line for this field will be displayed for each (granted) Fee Recovery Request that the publication is linked to</p>	Number	N/A
<p>Name: Urgency Amount (\$)</p> <p>Type: Number (decimal field)</p> <p>Values: as entered by user.</p> <p>Only displayed where the publication is linked to an Urgency Request that holds a status of 'Granted' and where the 'Result of Urgency' field has been saved with a value of 'Met'.</p> <p>Only enabled where the user holds the permission 'Pub Maintain Fee'</p>	Number	Optional Where entered, must be equal to or greater than zero

5.9.12.3 Business Rules for Fee Details (CR189)

The Fee Details section will be displayed to all users but only users who hold either the 'Pub Maintain Base Fee' or 'Pub Maintain Fee' permissions will be able to edit fee details.

Users who hold the 'Pub Maintain Base Fee' permission will only be able to enter the Base Fee details only. Where a user does not hold this permission, the "Base Fee" will be read only.

Users who hold the permission "Pub Maintain Fees" will be able to enter any fee amounts (including Base Fee). Where the user does not hold this permission, all amount fields will be read only text fields.

Fee information will be displayed as follows:

- The Expected Fee amount will be automatically calculated by the system using the following algorithm:

Base Fee LESS any Fee Waiver amount, PLUS any Urgency amount, PLUS any Recovery amount(s).

Where the Base Fee field holds a value of zero or is blank, regardless of whether any value is held in any other field, the Expected Fee amount will NOT be calculated and only the label will be displayed.

Where the Expected Fee field is calculated as a negative amount, the sign "-" will be displayed in front of the amount and the amount will be displayed in RED text. E.g.:

Expected Fee (\$): - 250.00

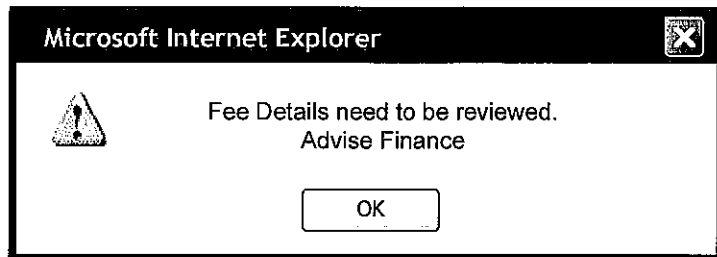
- The Fee Waiver percentage and amount fields will only be displayed where a Fee Waiver request is held that holds a status of 'Granted' or 'Conditionally Granted'. The percentage will be that held on the linked Fee Waiver request and will be read only.

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- The Fee Recovery amount will only be displayed where a Fee Recovery request is held that holds as status of 'Complete'. The amount displayed will be that held on the Request and will be read only.
- Where more than one Fee Recovery Request is linked to the publication, the Fee Recovery field will displayed for each Request held.

- The Urgency Amount field will only be displayed where an Urgency Request is held that holds a status of 'Granted' AND the Result of Urgency has been saved as 'Met'.

Where the Expected Fee is calculated as an amount that is less than zero, the following warning message will be displayed anytime the publication record is saved:



NOTE that until the fee details are corrected, this warning message will be displayed every time the [Save] button is clicked on the publication.

5.9.13 Corrigendum Details Section

The following is an enlarged view of the Corrigendum Details Section:

Corrigendum Details

Date Created: DD/MM/YYYY Created By: User name * Type: Corrigenda Type * Status: Complete

* Corrigendum Details: Corrigenda text that was entered on a completed corrigenda record. Text will wrap where required

DD/MM/YYYY User name

* Corrigendum Details:

Date direction to issue a label was issued:

5.9.13.1 Information Details for Corrigendum

This section will only display on publication records that hold:

- A current status of 'Complete'

OR

- A Corrigenda record (of any status)

The following actions relate to the Corrigendum section of this screen and have been added to this tab or have been updated as part of the Iteration 4 release:

Field Name and Values	Field type	Validation
Name: Tree Node Type: Icon Values: N/A		Refer to Generic Component Functional Specification Document for details
Name: Corrigendum Details Type: Label Values: Corrigendum Details	Label	N/A
Name: Add Type: Button Values: Add Only displayed where the user holds the permission 'Pub Maintain Corrigenda'. Refer business rules below	Button	N/A
Name: Remove Type: Button Values: Remove Only displayed if the user holds the permission Pub Maintain Corrigenda'. Only enabled where a Corrigendum record is selected	Button	Optional.
Name: Select Corrigendum Type: Checkbox Values: Defaults as unchecked Only enabled where the Corrigenda record holds a status of: • 'In Progress' • 'Finished'.	Checkbox	N/A

Field Name and Values	Field type	Validation
Name: Date Created Type: Date (Read only) Values: Date the Corrigendum was created. Where creating a new Corrigendum, will display today's date	Date	N/A
Name: Created By Type: Textbox (Read only) Values: Name of the user who created or who is creating. <div style="border: 1px solid black; padding: 2px; width: fit-content;">9(2)(k)</div>	Text	N/A
Completed Corrigenda records section: These fields will only be displayed where a Corrigenda record exists with a status of 'Complete' OR where the user does not hold the permission 'Pub Maintain Corrigenda'		
Name: Type Type: Text (Read only) Values: The Type of the Corrigendum record.	Text	N/A
Name: Status Type: Text (Read only) Values: Complete	Text	N/A
Name: Corrigendum Details Type: Text (Read only) Values: Corrigendum text as entered by user.	Text	N/A
Name: Date direction to issue a label was issued Type: Date (Read only) Values: Only displayed for Corrigenda Types and only where a date is held	Date	N/A
New Corrigenda record section: These fields will only be displayed where a Corrigenda record exists with a status of 'In Progress', or where the user has clicked the [Add] button.		
Name: Type Type: Dropdown List Values: Valid values are as follows and displayed in ascending alphabetical order by name: <ul style="list-style-type: none"> • Board of Review • Corrigendum • Cuts Received • Retro Admin Defaults as blank when creating a new Corrigendum record. Once saved, becomes read only	Drop Down List	Mandatory
Name: Status Type: Dropdown list Values: Valid values are: <ul style="list-style-type: none"> • In progress • Finished • Complete Defaults as 'In Progress' when creating a new Corrigendum record. List is filtered based on business rules – refer below	Drop Down list	Mandatory
Name: Corrigendum Details Type: Textbox (scrollable). Values: as entered by user. Can be changed but only where Corrigenda status is 'In Progress'	Text	At least one non whitespace character is mandatory

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Field Name and Values	Field type	Validation
Name: Date direction to issue a label was issued Type: Date Values: As entered by user or selected from Date picker. Only displayed where the Corrigendum type selected is 'Corrigendum'	Date	Cannot be a date that is equal to or later than today's date – Refer Business rules below
Name: Date Picker Type: Icon Values: N/A	Refer to Generic Component Functional Specification Document for details	

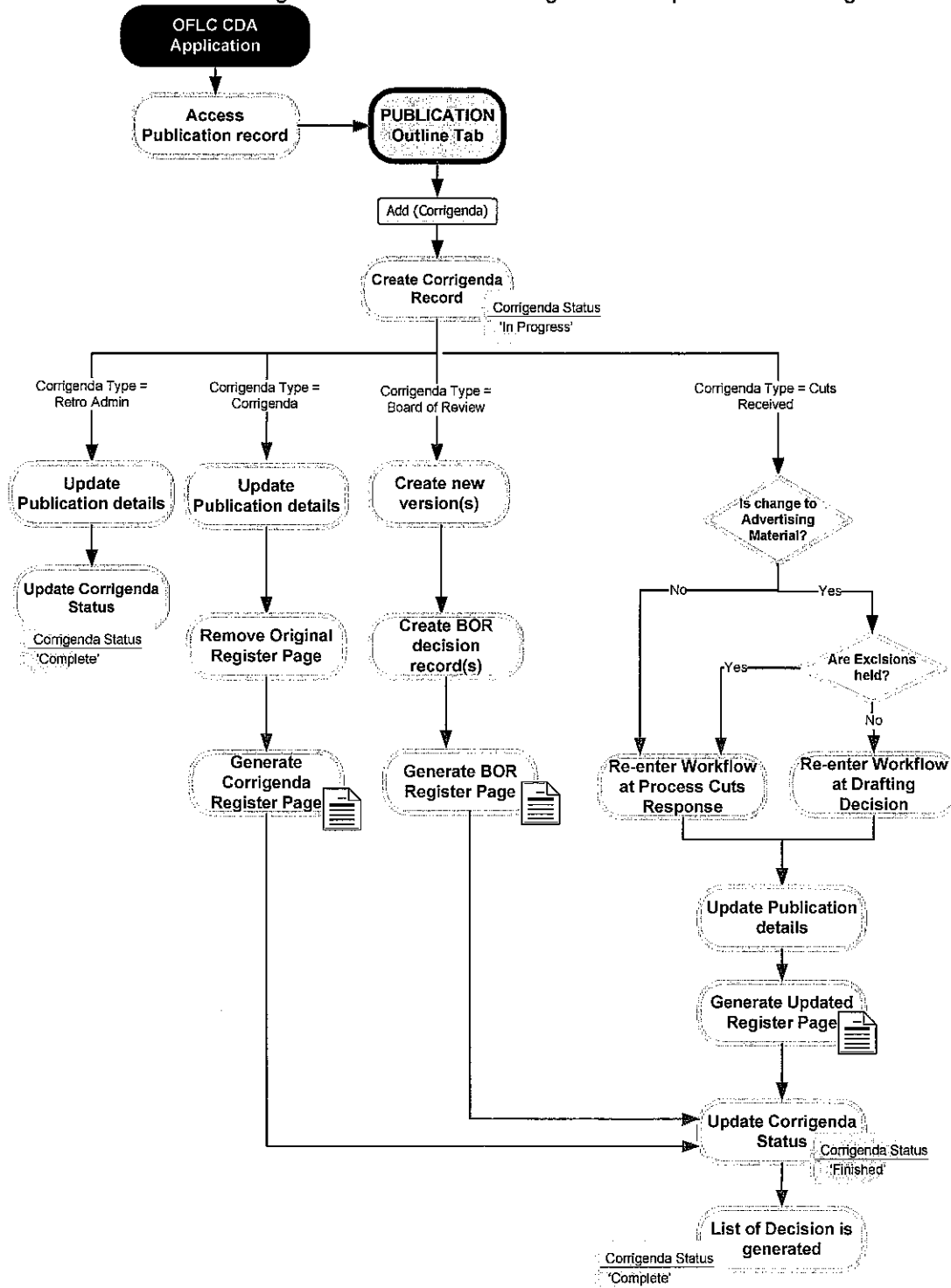
5.9.13.2 Actions for Corrigendum

The following actions relate to the Corrigendum Documents section of this screen:

Action	Business Function	Business Rules	Navigate to Page/Action performed
Clicked [Add] (Corrigendum) button	Add a Corrigendum	Only displayed where user holds relevant security permission and only enabled if all corrigenda records held hold a status of 'Complete'	Opens blank Corrigenda line where Corrigendum Type, Status and Details can be entered. [Save] button on the publication record is displayed and enabled.
Selected Corrigendum record	Remove Corrigendum		Enables the [Remove] button.
Clicked the Date Picker icon	Refer to the Generic Component Functional Specification document		
Clicked [Remove] (Corrigendum) button	Remove Corrigendum	A Corrigenda record must be selected	Displays confirmation message and once confirmed, removes the selected Corrigendum from view [Save] button on the publication record is displayed and enabled.
Save Corrigendum Status as 'Complete'	Complete Retro Admin Corrigendum details	Complete status only available for corrigenda of type 'Retro Admin'.	Refreshes screen where the Corrigendum record is displayed as read only text and [Save] button is disabled
Save Corrigendum Status as 'Finished'	Finish Corrigendum details	Status of Finished is only available to the following corrigenda types: <ul style="list-style-type: none"> • Board of Review • Cuts Complete • Corrigenda 	Refreshes screen where the Corrigendum record is displayed as read only text and [Save] button disabled

5.9.13.3 Corrigenda Process

The following flowchart outlines at a high level the process for Corrigenda:



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5.9.13.4 Corrigendum Business Rules

Only users who hold the permission 'Pub Maintain Corrigenda' will be able to:

- Add corrigenda records
- Edit any 'In Progress' corrigendum fields
- Remove a Corrigendum record.

All corrigendum fields (Type, Status and Details) will be displayed as read only labels to all users who do not hold the above permission. NOTE that these users will be able to save changes to the Publication record once an 'In Progress' corrigenda has been saved, they will however, not be able to update the actual corrigenda details.

Only one corrigendum record with either of the following 2 statuses can be held on a publication record:

- In progress
- Finished

5.9.13.4.1 Types of Corrigenda

There are 4 types of Corrigenda that can be recorded as follows:

(a) *Corrigenda*

These Corrigenda records are used to correct mistakes that are found in any of the Register Pages or Notice of Decision documents that have been included in a List of Decisions.

These Corrigenda will result in a Corrigenda page being generated and included in the next 'List of Decisions' (LOD).

For these types of corrigendum, users can manually record the date that a direction to issue a Label document was initially issued in the relevant Corrigendum Details date field. NOTE that where held on a corrigendum record, this date will be printed on both the Register Page and in the LOD. Where a new Direction to Issue a label document is to be generated (EG the corrigendum is correcting decision details), this date will not be required as normal business rules for populating this field in the Register page/LOD will apply (Refer to Document Component Functional Specification document)

On clicking the [Save] button, where the Date direction to issue a label was issued date is equal to or later than today's date, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Date direction to issue a label was issued must be prior to today's date	[Save] button clicked where the Date direction to issue a label was issued is a date that is equal to or later than today's date.

Users will be required to remove the original Register page/Notice of Decision document (where held) before the Corrigenda Register Page/Notice of Decision document can be generated. (NOTE that a Register page will not exist for any publication record that has been migrated as 'Compete'. These Register pages will be migrated as Uploaded documents).

For these Corrigenda type, users will need to update the status of the Corrigenda record to 'Finished' once all updates have been made to the publication record. Once the status is saved as 'Finished' the [Save] button on the publication record will be removed so no further changes can be made.

The LOD report functionality (Refer to LOD Component Functional Specification document) will include any Corrigenda record of this type that holds a status of 'Finished' and once included, will automatically update the Corrigendum status to 'Complete'.

(b) Cuts Received

These Corrigenda records are used to reverse the classification decision that was made where recommended cuts were refused and post classification, an excised version of the publication is received (cuts have now been made). These corrigenda will also apply to any publication that is associated advertising material for a s12 publication that was classified as Not Approved due to the parent publication being classified as Objectionable.

Users will not be able to create corrigenda records of this type where (CR147):

- A Board of Review decision is held. Where a decision that holds 'BOR' as the Classification Body' exists on a publication, this corrigendum type will not be available for selection in the Corrigendum type dropdown list.
- A 'Cuts Received' corrigendum is already held on the publication record. Where held, this corrigendum type will not be available for selection in the Corrigendum type dropdown list.

These Corrigenda will not result in a Corrigenda page but instead, an updated Register Page or New Poster Decision page will be generated and included in the next List of Decisions.

Corrigenda of this type will trigger the Classification Workflow process.

Where created the publication will return to the Classification Workflow process as follows: (CR101)

- To the status of 'Process Cuts Response' where an Excision status of 'Recommended but not made' is held on the publication
- To the status of 'Drafting Decision' where a no excisions decision is held for the s12 associated advertising material publication.

The existing Classification Workflow will then manage the progress of the publication back to the point where the updated Register page/Notice of Decision document is generated.

Once generated, the user must then set the status of the 'Cuts Received' corrigendum record to 'Finished'. Once this status is saved, the updated Register Page will be included in the next run of the List of Decisions.

The LOD report functionality (Refer to LOD Component Functional Specification document) will include any Corrigenda record of this type that holds a status of 'Finished' and once included, will automatically update the Corrigendum status to 'Complete'.

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Users will only be able to add a Corrigenda type of 'Cuts Received' where:

- The publication holds an Excision Status of 'Recommended but not made' on the latest decision record (latest defined as the latest held Date Registered date)

and

- A movement type of 'Post Class Excision Rec'd is held on the publication record

Or, in the case of a s12(1) or s12(3) publication that is associated advertising material for another s12 publication,

- The parent s12 publication holds a movement type of 'Post Class Excision Rec'd.

Where the above is not held for the publication, the Corrigenda type of 'Cuts Received' will not be listed in the Corrigenda type drop down list.

Users will only be able to set the status of a "Cuts Received' corrigendum to 'Finished' where the publication status is 'Decision Registered'. Once the publication status is set and saved as 'Decision Registered' (automatically set when the Register page/Notice of Decision document is generated), the status of 'Finished will be available in the Corrigenda status dropdown list.

Once the publication status progresses (through the Classification Workflow) to 'Classified & Signed', authorised users (those who hold the permission to generate the Register Page/Notice of Decision documents) will be able to generate the new Updated Register Page/Updated Film Poster Decision document.

Once the status of a 'Cuts Received' Corrigendum is set to 'Complete' (note that this is done automatically by the system when the corrigendum is included in a LOD), any subsequent changes made to the publication (by way of a subsequent corrigendum) will NOT update the 'Updated Register Page' or 'Updated Film Poster Notice/Decision' documents. These documents will hold information that was held on the publication at the time the Cuts Received Corrigendum was set to 'Complete'.

(c) Board of Review

These Corrigenda are used to record details of a decision made by the Board of Review.

Once a Corrigendum of this type is created (with an 'In Progress' status), new version(s) of the publication (where required) can be created and details of the BOR decision can be recorded.

Once a BOR corrigendum record is created (saved), users will no longer be able to make any changes to any decision records held with a Classification Body of 'OFLC' (the [Save] button on the OFLC decision will be hidden).

Users will not be able to create corrigenda records of this type where a 'BOR' corrigendum is already held on the publication record. Where held, this corrigendum type will not be available for selection in the Corrigendum type dropdown (CR147).

NOTE that only users who hold the permission 'Pub Maintain External Decision) will be able to add a BOR decision record to a publication.

Once all BOR details have been added, the user will be required to generate the relevant BOR Register Page. Once generated, the user can then update the status of the BOR Corrigendum to 'Finished'.

Users will not be able to set the status of a BOR Corrigendum to 'Finished' where the publication is a s12(1) or s12(3) publication that has associated advertising material and:

- The (parent) publication holds s27(5) on any film poster displayed conditions on the current OFLC decision and the current BOR decision does not hold s27(5) any film poster display conditions,

OR

- The (parent) publication holds s27(5) on any film poster displayed conditions on the current OFLC decision and the current BOR decision also hold s27(5) any film poster display conditions,

OR

- The associated advertising material publication does not hold a decision that has the Classification Body as 'BOR'

Where any of the above are not met, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
A BOR decision is required on the associated advertising material before this corrigendum can be set to 'Finished'	[Save] button clicked where BOR corrigendum status is 'Finished' and display conditions on the parent publication do not match those held on the associated advertising material

Once the status is 'Finished' the [Save] button on the publication record will be removed so no further changes can be made.

The LOD report functionality (Refer to LOD Component Functional Specification document) will include any Corrigenda record of this type that holds a status of 'Finished' and holds a decision record with a Classification Body of 'BOR'. Once included in the LOD, the Corrigendum status will be automatically updated to 'Complete'.

(d) Retro Admin

These Corrigenda are used to correct miscellaneous errors on a publication record. Miscellaneous errors are mistakes found that do not require a change to the Register Page or Notice of Decision document. Retro Admin Corrigendum records will not result in any document being generated in the next List Of Decisions. Users will be able to create one or more corrigenda records of this type on a publication record. (NOTE that the corrigendum must be complete before a new corrigendum of this type can be created.

Once a corrigendum of this type is created, the relevant changes can be made to the publication record. Once these changes are complete the user will update the corrigendum status to 'Complete' and once this corrigenda status is saved, no further changes can be made to the publication record (the [Save] button will again be hidden).

These Corrigenda types will not result in an updated Register page or Corrigenda Register Page and hence will not be included the next List of Decisions.

5.9.13.4.2 Adding a Corrigendum

To add a new Corrigendum the user will be required to click the [Add] button held in the Corrigendum section of this screen.

The Corrigendum [Add] button:

- Will only be displayed for users who hold the permission 'Pub Maintain Corrigenda'
- Will only be displayed where any previously added Corrigendum record holds a status of 'Complete' (EG only one Corrigendum record can be maintained at any one time).
- Will only be enabled where the publication record has a status of 'Complete' in the Status History

On clicking the [Add] (Corrigendum) button, the screen will refresh where the following will be displayed:

- Select checkbox
- Type
- Status (defaults as 'In Progress')
- Corrigendum Details
- [Save] button

Users will be required to enter the relevant data for the corrigendum record, make the required changes to the publication record and save the record.

Once a Publication has a Corrigenda record saved with a status of 'In Progress', external users will not be able to view details of the publication until the Corrigenda status is set to 'Finished' or 'Complete'.

Once the Corrigenda status is saved as Complete (for Corrigenda type 'Retro Admin') or 'Finished' (for Corrigenda type 'Board of Review', 'Cuts Received' or 'Corrigenda'), the publication details will again become available via the OFLC website.

5.9.13.4.3 Corrigendum status

The system will use the value held in the Corrigendum status field to identify when the save button should again be disabled.

The status values available for Corrigenda records are:

- In Progress – this status will allow users to update details for the publication and Corrigenda record
- Finished – this status will only be available to the following Corrigenda types and is to be used once all required changes have been made to the publication:
 - Board of Review
 - Corrigenda
 - Cuts Received
- Complete – this status will be used by users once all required changes have been made to the publication record for a corrigenda type of 'Retro Admin. For corrigenda of the type "Corrigenda" or 'Cuts Received' this status will be automatically set when the record is included in the List Of Decisions report.

Users will be able to create a Corrigendum record and retain the ability to exit the publication record/system and return to continue making the required changes ONLY where the status of the Corrigendum remains as 'In progress'.

E.g.

Where the Corrigendum holds an 'In Progress' status, users will be able to make changes to the publication record and where necessary, associated documents.

Only one Corrigendum can be in the 'In progress' or 'Finished' status at any one time. Where a Corrigendum record exists that holds a status of 'In Progress' or 'Finished' the [Add] (Corrigendum) button will be disabled and a further Corrigendum record cannot be created.

Users will not be able to update the status of a 'Cuts Received' corrigenda record to 'Finished' if an 'Updated Register page' is not held on the publication record.

5.9.13.4.4 Publishing Corrigenda details

Where the status of a Corrigenda of one of the following types, is set to 'Finished' the publication will be included in the next month's List of Decisions:

- Board of Review
- Corrigenda
- Cuts Received

Where the status of any Corrigenda record is set to 'Finished' the publication record will be available to external users via the OFLC website.

5.9.13.4.5 Changing Corrigendum details

Authorised users (those that hold the permission 'Pub Maintain Corrigenda') will only be able to edit Corrigendum records that hold a status of 'In Progress'. Once the status has been set to 'Finished' (or if the corrigenda type is 'Retro Admin', 'Complete'), and changes are required, the user will be required to remove the record and re add it recording the correct details.

NOTE that once the LOD has been run (automatically updates corrigendum status to 'Complete'), users will not be able to remove the Corrigendum record.

When changing Corrigendum details, users will only be able to change the:

- Status, or
- Corrigendum Details.

NOTE that once the Corrigendum status has been saved as 'Finished' no changes to the publication record can be made, other than the Corrigendum record being removed. Where changes are required to the publication and or Corrigendum record, users will be required to remove the corrigendum and create a new Corrigendum record (excluding corrigenda of the type 'Cuts Received').

5.9.13.4.6 Removing a Corrigendum

Users will not be able to remove a corrigendum record of the type 'Cuts Received' once it has been saved. For any Corrigenda record held of this type, the select checkbox will be disabled.

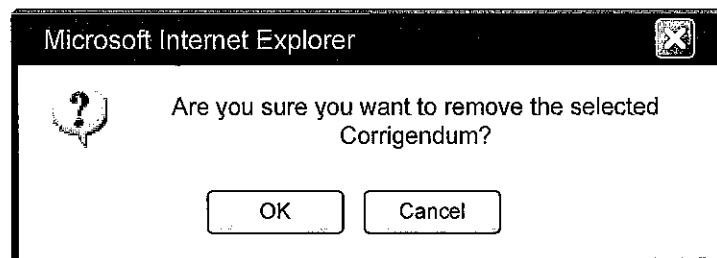
Users will only be able to remove corrigenda records that hold the following status:

- 'In Progress'
- 'Finished'

To remove a Corrigendum, the user will be required to select the relevant Corrigendum record that they want to remove.

The [Remove] button will only be enabled where a Corrigendum record has been selected.

Once the [Remove] button has been clicked, the following dialogue box will open requesting confirmation of the action.



Where the user clicks the Cancel button on this dialogue box, they will be returned to the screen where the selected Corrigendum will remain displayed.

Where the user clicks the OK button on this dialogue box, they will be returned to the screen where the selected Corrigendum will no longer display and the [Save] button will be displayed. The user will be required to save the publication record for the removal action to be finalised.

Where the user has successfully removed a Corrigendum record, the system will automatically remove the publication record from the LOD index where it is held.

Users will not be able to select a Corrigendum record to remove if:



- The Corrigendum status is 'Complete'

Where an error is found on the publication record after the LOD has been generated, a new Corrigendum will need to be created.

5.9.14 Upload Documents Section

The following is an enlarged view of the Upload Documents Section:

Upload Documents

<input type="text"/>		<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
<input type="checkbox"/>	<Document name>	 Publish Document? <input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<Document name>	 Publish Document? <input type="checkbox"/>	



5.9.14.1 Upload Documents Information Details

All documents that will be migrated (refer to the Document Migration Specification document) and any document that is manually uploaded to the publication will be displayed under this section.

Users will not be able to upload any document nor change the 'Publish Document' checkbox on any uploaded document once a publication status has been set to 'Complete'.

For any publication that holds a status of 'Complete' or where the user does not hold the permission to upload or publish documents, the Upload documents section will change to only show the documents that have already been uploaded. An example of this layout is as follows:

Upload Documents

<input type="checkbox"/>	<Document name>	 Publish Document? <input type="checkbox"/>
<input type="checkbox"/>	<Document name>	 Publish Document? <input type="checkbox"/>

To upload a new document or to change the 'Publish Document' checkbox on an uploaded document held for a Complete publication, a corrigendum will be required (Refer to section 0 of this document).

For all details relating to this section, refer to the Document Component Functional Specification document

5.10 Publication Request Tab

5.10.1 Purpose

This tab is used to display all Requests that have been related to the publication.

5.10.2 Layout

The following is an indicative layout of the Publication Request tab:

The screenshot displays a web interface for the 'Requests' tab. At the top right, there are three buttons: 'Save', 'Reset', and 'Delete'. Below these is a navigation bar with tabs: 'Outline', 'Requests', 'Addressees', 'Related Publications', 'Decisions', 'Versions', and 'History'. The main content area is titled 'Requests for <Publication Title>' and includes a sub-header '<Publication No.> <Medium>'. A table lists the following data:

Request No.	Request Type	Status	Status Date	Applicant
X9999999	<u>Request Type</u>	Status	Dd/mm/yyyy	Addressee Name
X9999999	<u>Request Type</u>	Status	Dd/mm/yyyy	Addressee Name

At the bottom right of the interface, there are three buttons: 'Save', 'Reset', and 'Delete'.

5.10.3 Information Details

Field Name and Values	Field type	Validation
Name: Screen Title Type: Label Values: Requests for <Publication Title>	Refer to Generic Component Functional Specification Document for details	
Name: Save Type: Button Values: Save		
Name: Reset Type: Button Values: Reset		
Name: Delete Type: Button Values: Delete		
Name: Publication No. Type: Text (Read only) Values: Pub No. held for the publication. Where the Publication has not yet been saved, this field will not be displayed.	Label	N/A
Name: Medium Type: Text (Read only) Values: Name of Medium held for the publication. Where medium has not yet been entered, this field will not be displayed.	Label	N/A
Name: Request No. Type: Text (Read only) Values: Request No. of the related Request	Text	N/A
Name: Request Type Type: Hyperlink Values: Type of related request	Hyperlink	N/A
Name: Status Type: Text (Read only) Values: Current status of the related request	Text	N/A
Name: Status Date Type: Date (Read only) Values: The date that the current status of the related request was set	Date	N/A
Name: Applicant Type: Text (Read only) Values: The Name of Addressee who is held as the Applicant for the request. Will wrap where required. Will only list the Applicants name and not any Contact Person or Counsel held for the Addressee record	Text	N/A

5.10.4 Actions

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Clicked the [Save] button	<i>Refer to the Generic Component Functional Specification document</i>		
Clicked [Reset] button			
Clicked [Delete]			
Clicked Request Type hyperlink	View Request details	N/A	Will navigate the user to the Request Outline screen for the selected Request

5.10.5 Display order

Requests will be grouped by Request Type and displayed in ascending alphabetical order by Request type. Within each group of Request Types, Requests records will be displayed in descending order by the Request number (latest first).

5.11 Publication Addressee Tab

5.11.1 Purpose

This tab is used to maintain relationship records between a publication and an addressee.

5.11.2 Layout

Outline | Requests | Addressees | Related Publications | Decisions | Versions | History

Addressees for <Publication Title>

<Publication No.> <Medium>

<input type="checkbox"/>		Addressee Name	Role 1
<input type="checkbox"/>		Addressee Name	Role 1, Role 2
<input type="checkbox"/>		Addressee Name	

<Addressee Type>	Contact Name: Addressee Contact name
Address: <input type="text" value="Address"/>	
Counsel Name: Addressee Counsel name	
Counsel Address: Addressee Counsel Address	

* Addressee Role: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Role Type 1 Role Type 2 Role Type 3 Role Type 4 </div>	Email: emailaddresse@emailaddress.com Work: 99 9999999 Cell: 999 9999999 Fax: 9999 999999
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Notes:
Text entered on the Addressee Address tab to record details about the addressee address that was selected from the Dropdown list above. This text can only be maintained on the Addressee Address screen and is presented here as read only text

Addressee confirmed: <input type="checkbox"/>	Written Sub Rec'd: <input type="text"/>
	Submission Declined: <input type="checkbox"/>

Create Document

Select Document: <input type="text" value="Select Document"/>	<input type="button" value="Generate"/>
---	---

Generated Documents

<input type="checkbox"/>	Document Name		<input type="button" value="Delete"/>
<input type="checkbox"/>	Document Name		

5.11.3 Information Details

Field Name and Values	Field type	Validation
<i>Name:</i> Screen Title <i>Type:</i> Icon & Text (Read only) <i>Values:</i> Addressees for <Publication title>	<i>Refer to the Generic Component Functional Specification document</i>	
<i>Name:</i> Publication No. <i>Type:</i> Text (Read only) <i>Values:</i> Pub No. held for the publication. Where the Publication has not yet been saved, this field will not be displayed.	Label	N/A
<i>Name:</i> Medium <i>Type:</i> Text (Read only) <i>Values:</i> Name of Medium held for the publication. Where medium has not yet been entered, this field will not be displayed.	Label	N/A
<i>Name:</i> Addressee Role (collapsed view) <i>Type:</i> Text (Read only) <i>Values:</i> Name of Role or Roles held for the Addressee in the publication. Where the Addressee holds multiple roles, each role will be separated by a comma and will be truncated where necessary. Only shown when the Addressee record is collapsed.	Text	N/A
<i>Name:</i> Add (Addressee record) <i>Type:</i> Button <i>Values:</i> Add Only enabled once publication record has been saved	Button	N/A
<i>Name:</i> Search (for Addressee record) <i>Type:</i> Button <i>Values:</i> Search	Button	N/A
<i>Name:</i> Remove (Addressee record) <i>Type:</i> Button <i>Values:</i> Remove Only enabled where an Addressee record has been selected	Button	N/A
<i>Name:</i> Select (Addressee record) <i>Type:</i> Checkbox <i>Values:</i> as selected by user. All checkboxes default as unchecked on entry to screen	Checkbox	Optional
<i>Name:</i> Tree Node <i>Type:</i> Icon <i>Values:</i> N/A	<i>Refer to the Generic Component Functional Specification document</i>	
<i>Name:</i> Addressee Name <i>Type:</i> Hyperlink <i>Values:</i> Name of the linked Addressee record	Text	N/A
<i>Name:</i> Address Type <i>Type:</i> Textbox(Read only) <i>Values:</i> Where Addressee record is an Organisation the text "Organisation" will be displayed, else the text "Person" will be displayed. Derived from the Addressee record	Text	N/A



Field Name and Values	Field type	Validation
<p>Name: Contact Name Type: Textbox(Read only) Values: Name of Contact held for the Addressee. Only displayed once an Address that holds a contact person, has been selected from the Address dropdown list.</p>	Text	N/A
<p>Name: Addressee Address Type: Dropdown list Values: Populated with all address records held for the Addressee. Displayed in ascending order by the date the address was created/last updated. Formatted as Address comma Country</p>	Text	Optional Refer Business rules below
<p>Name: Counsel Name Type: Hyperlink Value: Name of Counsel if held for the Addressee record. Only displayed where the Addressee holds a link to a Counsel record</p>	Hyperlink	N/A
<p>Name: Counsel Address Type: Text (Read only) Value: Address of Counsel if held for the Addressee record. Only displayed where the Addressee holds a link to a Counsel record.</p>	Text	N/A
<p>Name: Addressee Role Type: Multi-Select list Values: As selected by user. Populated from Role Lookup table for current records only and displayed in ascending alphabetical order by Role name</p>	Text	Mandatory
<p>Name: Notes Type: Textbox(Read only) Values: Notes held for the Address record selected. Only displayed where Notes exist for the address</p>	Text	N/A
<p>Name: Addressee Email Type: Textbox(Read only) Values: Email address held for the Address selected from Address dropdown. Only displayed where the selected address holds an email address</p>	Text	N/A
<p>Name: Addressee Confirmed Type: Checkbox Values: as selected by user. Once checked and documents generated, will, become Read only. Only displayed where submission channel of Publication is of type s13 (refer Business rules below). Only enabled for users who hold the relevant security permission to confirm a Publication-Addressee relationship record</p>	Checkbox	Optional
<p>Name: Phone Type Type: Textbox (Read only) Values: The phone type for the Number displayed. Only displayed where the selected Address holds a phone number</p>	Text	N/A

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Field Name and Values	Field type	Validation
<i>Name:</i> Phone Number <i>Type:</i> Textbox (Read only) <i>Values:</i> The phone number for the phone type. Only displayed where the selected Address holds a phone number. Formatted as "prefix" space "number"	Number	N/A
<i>Name:</i> Written Sub Rec'd <i>Type:</i> Date <i>Values:</i> as selected by user. Defaults as blank. Only displayed where submission channel of Publication is of a s13 type or s29(1)/41(3) and only displayed where a role type of 'Applicant' has not been selected for the addressee. (Refer business rules)	Date	Optional
<i>Name:</i> Submission Declined <i>Type:</i> Checkbox <i>Value:</i> As selected by User. Defaults as unchecked. Only displayed where submission channel of Publication is of an s13 type or s29(1)/41(3) and only displayed where a role type of 'Applicant' has not been selected for the addressee. (Refer business rules)	N/A	N/A
<i>Name:</i> Date Submission Received: <i>Type:</i> Date <i>Values:</i> as selected by user.	Date	Optional
<i>Name:</i> Date Picker: <i>Type:</i> Icon <i>Values:</i> N/A	<i>Refer to Generic Component Functional Specification document</i>	
<i>Name:</i> Documents Section – Create Document/Generated Documents	<i>Refer to Document Component Functional Specification document</i>	

5.11.4 Actions

Action	Business Function	Business Rules	Navigate to Page/Action performed
Clicked on the [Add] button	Add a new Addressee to link to publication	Publication record must have been saved (EG Publication Number has been allocated)	Navigates user to a blank Addressee Outline screen where a new Addressee record can be added.
Clicked on the [Search] button	Search for an existing Addressee to link to the Publication		Navigates user to the Addressee Search screen where search criteria can be entered
Clicked on the [Remove] button	Remove an Addressee from the Publication	Addressee record must be selected	Displays confirmation message dialogue box. Once confirmed will redisplay the screen without the selected records

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Selected an Addressee record	Select record to remove	Select checkboxes only displayed where user has the relevant delete Addressee link permission or holds the role of System Administrator.	Enables the [Remove] button
Clicked a Tree-node	Expand/Collapse Addressee record	<i>Refer to Generic Component Functional Specification document</i>	
Selected an Addressee Address record	Select Address for this Publication-Addressee relationship record	N/A	Will populate the following fields if held for the Address record: <ul style="list-style-type: none"> • Notes • Email • Phone Number(s)
Selected Role type of 'Applicant' on a s13 type or s29(1)/41(3) submission channel publication	Add Applicant role to Addressee		Screen will refresh and the following fields will be removed from view: <ul style="list-style-type: none"> • Written Sub Rec'd • Submission Declined Note that any information held in these fields will be removed
Removed Role type of 'Applicant' on a s13 type or s29(1)/41(3) submission channel publication	Remove Applicant role from Addressee		Screen will refresh and the following fields will be displayed: <ul style="list-style-type: none"> • Written Sub Rec'd • Submission Declined
Clicked on the [Generate] button	Generates selected document	<i>Refer to Document Component Functional Specification document</i>	
Clicked on the  icon	View generated document using Adobe		
Clicked on the  icon	View generated document using Word		

5.11.5 Business Rules

5.11.5.1 Written Sub Rec'd & Sub Declined fields

The 'Addressee confirmed', 'Written Sub Rec'd' and the 'Submission Declined' fields will only display for publication records that hold a submission channel of one of the following:

- s13(1)(a) – NZ Customs
- s13(1)(ab) – NZ Police
- s13(1)(b) – Department of Internal Affairs
- s13(1)(c) – Public
- s13(3) – Chief Censor

The 'Written Sub Rec'd' and 'Submission Declined' fields will also be available to publications records that hold a submission channel of one of the following:

- s29(1) – Courts
- s41(3) – Reconsideration Courts

The 'Written Sub Rec'd; and 'Submission Declined' fields will be hidden from view once a role type of 'Applicant' is selected for an Addressee held on a publication that holds a submission channel as above. **(CR123)**

The "Written Sub Rec'd" field is used to record the date that an Addressee submission was received. This date when being added or changed, cannot be greater than today's date. On saving the publication, the following error message will be displayed where the date entered is later than today's date.

<i>Message Text</i>	<i>Triggering Condition</i>
Written Sub Rec'd (n) cannot be later than today's date	[Save] button clicked where Date entered into the Written Sub Rec'd field is later than today's date

Only users who hold the relevant security permission will be able to confirm an Addressee record. Once confirmed, Notification 9(2)(k) (refer Document Component Functional Specification document) can be generated for that Addressee record.

Addressee records linked to publications received under s13 as listed above will need to be confirmed before a user can generate any of the Notification 9(2)(k)

Once an addressee record has been confirmed **and** a letter has been generated the Addressee record can not be 'unconfirmed'. The Addressee Confirmed checkbox will become read only. To 'un-confirm' an Addressee record, all documents held for the Addressee will first need to be deleted.

Where a document is held for an Addressee record, users will not be able to change the addressee roles. The Addressee role list will become read only. Users will be required to delete any associated documents where the Role list will be enabled and the Addressee role changed.

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The Submission Declined checkbox and Written Sub Rec'd fields are exclusive, on clicking the [Save] button if both fields hold data, the following error will be displayed: NOTE that the red exclamation mark will be displayed next to the 'Submission Declined' checkbox.

<i>Message Text</i>	<i>Triggering Condition</i>
Addressee {n} cannot have a Written Sub Rec'd Date with the Submission Declined checked.	Written Sub Rec'd field is not blank and Submission Declined is checked.

Users will not be able to remove the last held APPLICANT from a publication unless the status is 'LOGGED'. On clicking the [Save] button, the following error will be displayed where the status of the publication is not 'LOGGED' and no addressee with the role of applicant is held

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot remove the last Applicant from this Publication	[Remove] clicked where the Addressee selected for removal is the last Applicant and status is not "Logged"

Where a publication is held with a status of 'Draft Complete' in the status history, users will not be able to remove the following from any Addressee record linked with a role type other than APPLICANT for any publication submitted under any section 13 submission channel or under s29(1) or s41(3):

- Written Sub Rec'd date field (Date Written Submission received)
- Submission Declined checkbox

The following fields will only be display where they exist on the Address record selected for the Addressee:

- Notes
- Email
- Phone Type
- Number

The Address dropdown list will display records as follows:

- All current Address records held will be displayed first, followed by non current address records. Non current address records will hold the text “NC” (Non Current) next to the address details.
- Where only an email address is held, the email address will be displayed
- Where only a Fax number is held, the fax number, prefixed with the text 'Fax' will be displayed.
- Where an address record holds both an email and fax number and no (postal) address details, then the email address will display.

On clicking the [Save] button, the following error message will be displayed where the user has changed the address for an Addressee and has selected a non current address:

<i>Message Text</i>	<i>Triggering Condition</i>
Address selected for Addressee (n) is not current	[Save] button clicked where the Address selected is not current

Users will not be able to save any publications submitted under Section 29(1) or 41(3) if there is more than one Addressee held with the role of Informant or more than one Addressee held with the role of Defendant. If users attempt to save, one of the following error messages will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Only one Informant can be associated with an s29(1) or s41(3) publication	[Save] button is clicked where more than one Addressee holds the role of Informant
Only one Defendant can be associated with an s29(1) or s41(3) publication	[Save] button is clicked where more than one Addressee holds the role of Defendant

5.11.5.2 Maker Role types (CR109)

Once a publication status has been set to 'Queued', users will not be able to remove an Addressee that holds the last 'maker type' role in the publication.

Maker role types are role types (held on the Role Type lookup table), that hold the 'Is Maker Role?' checkbox ticked (Refer to the System Administrator Component Functional Specification document).

Where a user attempts to remove the last Addressee that holds a 'maker' role type, on clicking the [Save] button, the following error will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot remove the last Addressee with a maker role type, from this publication.	[Save] button is clicked where the last maker role type addressee is being removed.

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5.11.5.3 S19 Email Alert

An email alert is sent out when a publication with one of the following Submission channels is saved that holds an Addressee record that has been confirmed.

- s13(1)(a)
- s13(1)(ab)
- s13(1) (b)

The email alert is sent to anyone who holds the permission "Doc s13 Int Party Letter".

This alert will only be sent where the Addressee record that was confirmed, **does not** hold the role of 'APPLICANT'. The following is an example of this email:

To <email address of User>

From OFLC-CDA@censorship.govt.nz

Title Issue S19(4) Direction Letter

Body

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

Addressee(s) for the Publication <Publication Title> have now been confirmed. You can now issue the Section 19 Direction. You can click on the hyperlink below to view the publication details.

<Publication Title>

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

OFLC CDA

5.11.6 Automatic Addressee Link Actions

a role of '**Applicant**' (if not already held):

Publications submitted under:	Address record linked
s12(1)	Film & Video Labelling Body
s12(3)	
s13(1)(a)	Comptroller of Customs
s13(1)(b)	Secretary for Internal Affairs
s13(1)(ab)	Commissioner of Police
s13(3)	Chief Censor

NOTE that for these Addressee links, no address will be held and the user will be required to select the relevant address for this publication.

On saving a publication record the following addressees will be automatically linked with a role of '**Interested Party**' (if not already held):

Publications submitted under:	Address record linked
s13(1)(a)	Secretary for Internal Affairs
s13(1)(ab)	
s13(1)(c)	
s13(3)	

NOTE that for these Addressee links, no address will be held and the user will be required to select the relevant address for this publication before any notification 9(2)
(k) can be generated for the Addressee.

For any Addressee that is to be automatically linked (on creation of the publication record), the system will either:

- Create the link with the relevant Role type where the Addressee record is not already linked to the publication;

OR

- Where the Addressee is already linked, the system will add the required role to this link.

5.11.7 Linking an Addressee to a publication

To link an addressee to a publication record, the user can:

1. Select to search for an existing Addressee record to link

Users will be required to click the [Search] button where the Addressee Search Criteria screen will be displayed. Users can enter relevant search criteria and search for the record. NOTE that the [Add] button on the Addressee Search Results screen will only be enabled where the calling publication record exists (has previously been saved).

Once the search has been performed, users will be able to select the relevant record to link where they will be returned to this screen with the selected Addressee being displayed.

The user will then be required to select the role(s) that the addressee will have in the publication, select the relevant address where required and save the record.

2. Select to add a new Addressee record to link

Users will be required to click the [Add] button where a blank Addressee Outline screen will be displayed. NOTE that the [Add] button will only be enabled once the publication record has been saved.

The user will enter all relevant data for the Addressee record, and on save, will be automatically returned to the Publication- Addressee tab where they will be required to select the role that the addressee will have in the publication and save the record.

When creating a relationship record between a publication and an Addressee, the relationship to the publication can be viewed on the Addressee record up to the point where the publication decision is registered.

5.11.8 Updating Addressee links

Any Addressee record linked to a publication can be updated. The only details that the user will be able to change on an Addressee-Publication relationship is as follows and only whilst the publication is at specified statuses:

- The Addressee Address
- The Addressee Role

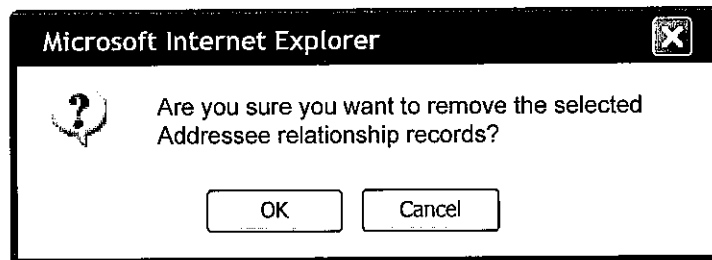
NOTE that with the Addressee Role, any Addressee record that holds a document, can not have their role changed.

NOTE also that for any Addressee record where Documents are held, the address is mandatory and cannot be removed from the Publication. To remove an Addressee Address record from a publication, all associated documents held for that Addressee record will first need to be removed.

5.11.9 Removing Addressee links

Authorised Users will be able to remove an addressee relationship record from a Publication. To remove an Addressee-Publication record, the user will be required to select the record that is to be removed. Users are able to select more than one relationship record to remove.

On clicking the [Remove] button, the following confirmation message will be displayed asking the user to confirm the remove action.



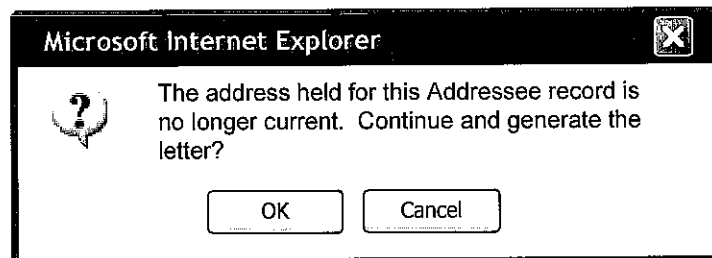
Where the user clicks the Cancel button on this dialogue box, they will be returned to the screen where the selected Addressee record(s) will be displayed.

Where the user clicks the OK button on this dialogue box, they will be returned to the screen where the selected Addressee record(s) will no longer display. The user will be required to save the Publication record for the removal action to be finalised.

NOTE that any documents held for the Addressee record being removed, will also be removed.

5.11.10 Generating/Viewing 9(2) (k) for Addressees

Where a user selects to generate or view a letter to an Addressee, the system will check to see that the address held for the Addressee is still a current address. Where the address held on the Publication-Addressee relationship is no longer a current address for that Addressee, a warning message will be displayed as follows:



Where the user selects OK on this message, the letter selected will be generated.

Where the user selects Cancel on this message, they will be returned to the screen where they can then change the address for this Publication-Addressee relationship using the Address dropdown list.

Where the address selected for the Addressee has been changed (on the actual Addressee record on the Addressee Address Outline tab) the updated address will be displayed and printed on any document subsequently generated.

5.12 Publication Related Publications Tab


5.12.1 Purpose

This tab is used to maintain relationship records between a publication and another publication record.

5.12.2 Layout

5.12.3 Information Details

Field Name and Values	Field type	Validation
Name: Screen Title Type: Icon & Text (Read only) Values: Related Publications for <Publication title>		Refer to Generic Component Functional Specification document
Name: Publication No. Type: Text (Read only) Values: Pub No. held for the publication. Where the Publication has not yet been saved, this field will not be displayed.	Label	N/A
Name: Medium Type: Text (Read only) Values: Name of Medium held for the publication. Where medium has not yet been entered, this field will not be displayed.	Label	N/A
Name: Add (Publication record) Type: Button Values: Add Only enabled once this publication record has been saved	Button	N/A
Name: Search (for Publication record)	Button	N/A

Field Name and Values	Field type	Validation
Type: Button Values: Search		
Name: Remove (Related Publication record) Type: Button Values: Remove enabled where an Addressee record has been selected	Button	N/A
Name: Select (Related Publication record) Type: Checkbox Values: as selected by user. All checkboxes default as unchecked on entry to screen	Checkbox	Optional
Name: Tree-node Type: Icon Values: N/A	Refer Generic Component Functional Specification document	
Name: Publication Number Type: Number (Read only) Values: The Publication Number of the related Publication	Number	N/A
Name: Publication Title Type: Hyperlink Values: The Title of the related Publication	Text	N/A
Name: Relationship type Type: Text (Read only) Values: Will display the type of relationship the publication has with this publication record. Only displayed where the Related Publication record is collapsed (Tree-node is displayed as a )	Text	N/A
Name: Submission Channel Type: Textbox (Read only) Values: The Submission Channel of the related Publication	Text	
Name: Medium Type: Textbox (Read only) Values: The Medium of the related publication	Text	
Name: Related As Type: Drop down list/Text (Read only) Values: As selected by the user. Will display all current (non end dated) records from the Association Type reference data table. Displayed in ascending alphabetical order by Name. Defaults as blank when creating a new Related Publication relationship record. Will become read only text once a relationship has been saved unless it is of the type 'Related'.	Text	Mandatory
Name: Publication Status Type: Textbox (Read only) Values: The current status of the Related Publication	Text	N/A
Name: Classification Type: Textbox (Read only) Values: The Classification held for the the Related Publication (For a standard classification, this will be the description and for a Customised classification, this will be the actual Customised classification.	Text	N/A

5.12.4 Actions

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Clicked the [Add] button	Add a new Publication to relate	This publication record must have been saved	Navigates user to a blank Publication Outline screen where a new publication record can be created
Clicked the [Search] button	Search for existing Publication to relate	N/A	Navigates user to a blank Search Criteria screen where search parameters can be entered
Clicked the [Remove] button	Removes related publication relationship record	Related Publication relationship record(s) must be selected	Displays confirmation message and once confirmed will redisplay screen without the selected relationship records

5.12.5 Business Rules

Publication records can exist without being related to another publication.

Users when searching for a publication to relate to this publication users will be able to link both OFLC publications and Historical publications.

When searching for a publication to relate, all publications, including historical, that match the search criteria entered will be displayed as results and can be selected to link.

Users will not be able create a new Historical publication as part of the process of linking a publication. Where the [Add] button is clicked on this screen, (or on the Search Results screen), the user will be automatically taken to a blank Publication Outline screen where only a non historical publication record can be added.

5.12.5.1 Display Order

Related publications will be displayed in the order that the Publications were related. EG the first publication that was related will be displayed first

5.12.5.2 Related As field

This dropdown list may hold the following values:

- Advertising Material
This relationship will hold the other publication as a 'Parent'
- Parent
This relationship will hold the other publication as 'Advertising Material'
- Related
This relationship will hold the other publication as 'Related'
- Identical Publication
This relationship will hold the other publication as 'Identical Publication'

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The following Related As values are valid for the system but will not be available for users to select:

- Cloned
This relationship will hold the other publication as Cloned and can only be created by using the 'Clone publication' functionality. The publication that the clone was created from will be held as a Parent relationship
- Prior Decision
This relationship will hold the other publication as 'Reconsideration'
- Reconsideration
This relationship will hold the other publication as 'Prior Decision'

Users will not be able to manually create a relationship between two publications of the following relationship types (these will only ever be automatically created by the system when reconsideration is created):

- Prior Decision – this relationship will be displayed on the Reconsideration publication as the relationship type to the original publication.
- Reconsideration – this relationship will be displayed on the Original publication as the relationship type to the Reconsideration publication.

This dropdown list will be filtered as follows when the user selects to create a NEW relationship record:

- 1) Where the publication holds the "Is Associated Advertising material" checkbox as checked (this publication is Advertising Material), any publication selected to relate to this publication, can only be linked as a 'Related' publication or as a 'Parent' if both publications have been submitted under s12 or s12(3). All other submission channels will be linked as 'Related'. Users will only be able to relate an Advertising material publication to a parent publication once. Where the user is attempting to create a relationship from an Advertising Material publication to another publication, only 'Related' will be displayed in the dropdown list.
- 2) Where the publication holds the "Is Associated Advertising material" checkbox as unchecked (this publication is NOT Advertising Material), any publication selected to relate to this publication that holds the 'Is Advertising Material' checkbox as checked, can only be linked as a 'Related' publication or as "Advertising Material" where both publications have been submitted under s12 or s12(3). All other submission channels will be linked as "Related".
- 3) Where the publication holds the "Is Associated Advertising Material" as unchecked, any publication selected to relate to this publication that also has this field as unchecked, can only be related as "Related". In this case, only "Related" will be displayed in the dropdown list.

5.12.5.3 Automatic Related Publication links

Related publication relationship records of type "Cloned" can only be created by the system when a publication record is cloned. (Refer to the Publication Outline tab for business rules on cloning publications).

5.12.5.4 Reconsideration Relationships

Users will not be able to change the type of relationship held between two publications linked by the creation of a Reconsideration publication. The 'Related As' dropdown list will be displayed as a read only label on any related publication that holds one of the following Relationship types:

- Prior Decision
- Reconsideration

Users will also not be able to remove the relationship that exists between a Reconsideration publication record and the related publication that holds the original or prior decision. The 'select' checkbox for any Publication held with a Related As type of above, will be disabled.

Where a Reconsideration Publication has been created in error, on deleting the record, the Prior Decision/Reconsideration relationship record will be automatically deleted. E.g. Authorised users will be able to delete these publications without removing all relationships held. (Refer to business rules in section 0 of this document).

5.12.5.5 Identical Publication Relationships

Where a user identifies that a publication is a duplicate of, or is identical to another publication record, they can relate the publication to the other publication using a relationship type of 'Identical Publication'.

To create an 'Identical Publication' relationship:

- The User must hold the permission 'Pub Relate as Identical'

AND

- The Publication this publication is to be linked to, is an Historical Publication record;
OR
- The Publication this publication is to be linked to is not a Historical publication but it holds a status of 'Examined' in its Status History.

Once a relationship of 'Identical Publication' has been saved, the system will automatically update the status of the publication to 'EXISTING DECISION' and the publication will be removed from any statistical reporting and any workflow functionality.

NOTE that once the status of a publication is "EXISTING DECISION" users will not be able to remove any of the following documents:

- Excision Notice

Where this relationship has been created in error, authorised users (Users who hold the permission 'Pub Remove Identical Relationship') will be able to delete the relationship. Users will only be able to remove an Identical Publication relationship from the publication record that holds the status of 'Existing Decision'. When viewing the related publications held for a publication that is the original publication of an Identical Publication relationship, the select checkbox of this record will be disabled.

Where removed, the status of the publication will automatically be updated to the status that was held immediately prior to the Identical Publication relationship being created. Where the updated status requires a username to be assigned (refer to section 5.9.10), the system will automatically set the assigned to field as the username that set that

previous status. Any required Worklist item or email will also be automatically generated (Refer to Workflow Component Functional Specification document).

EG if publication status was 'Queued' prior to the relationship being created, on removal of this relationship, the status will be set to 'Queued'.

Once an Identical Publication relationship has been saved on a publication, users will not be able to create another Identical Publication relationship from this publication to another. Where the status of a publication is held as 'Existing Decision', the relationship type of 'Identical Publication' will no longer be available in the Related As dropdown list.

The Identical Publication status cannot be set if the current Publication is at Classified and Signed status or beyond. In this case, the Identical Publication relationship type will also not appear in the drop down list of relationship types.

Where the user is attempting to link a publication that holds a Request with a status of 'Logged' or 'Awaiting Approval', on clicking the [Save] button, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
An undecided Request is held that must be decided before linking this to another Identical Publication	[Save] button is clicked where user is attempting to create an Identical Publication relationship and an undecided Request is held

5.12.6 Adding a Related Publication relationship

To add a Related Publication relationship record, the user can:

1. Select to search for an existing Publication record to relate

Users will be required to click the [Search] button where the Publication Search Criteria screen will be displayed. Users can enter relevant search criteria and search for the record. Once the search has been performed, users will be able to select the relevant record to link where they will be returned to this screen with the selected publication record being displayed. NOTE that in this scenario, the [Add] button on the Publication Search Results screen will only be enabled where the calling publication record has been saved.

The user will then be required to select the type of relationship that the publication will have with this publication and then save the record.

2. Select to add a new Publication record to relate

Users will be required to click the [Add] button where a blank Publication Outline screen will be displayed. NOTE that the [Add] button will only be enabled once this publication record has been saved.

The user will enter all relevant data for the Publication record, and on save, will be returned to this Publication where they will be required to select the type of relationship that the new publication will have with this publication and then save the record.

When creating a relationship record between a publication and another publication, the relationship to the publication can be viewed on both Publication (Related Publications tab) records.

Users will not be able to create a relationship between two publications that are both recorded as Advertising Material. When selecting to create a relationship for an Advertising Material publication, any Advertising Material publication records displayed on the Search Results screen cannot be selected to link. Likewise, where a user has selected to 'Add' a publication to relate to an existing Advertising Material publication, the user will not be able to save the new publication if the "Is Advertising Material" checkbox is ticked.

5.12.7 Updating Related Publication links

Users will not be able to change the relationship type between:

- A 'Parent' publication and its associated 'Advertising Material' publication
- A 'Cloned' publication and its 'Parent' publication record
- A 'Parent' publication and its 'Cloned' publication record

The 'Related as' field in these cases will be displayed as a read only label. To change the relationship type between these publications, the relationship will need to be removed and then manually added as a 'Related' type relationship.

5.12.8 Removing Related Publication links

Only Authorised Users or the System Administrator will be able to remove a relationship record from a Publication.

To remove a Publication-Publication relationship record, the user will be required to select the record that is to be removed. Users are able to select more than one relationship record to remove.

On clicking the [Remove] button, the following message dialogue box will be displayed asking the user to confirm the removal action:



Where the user clicks the Cancel button on this message, they will be returned to the screen where the selected records will remain displayed.

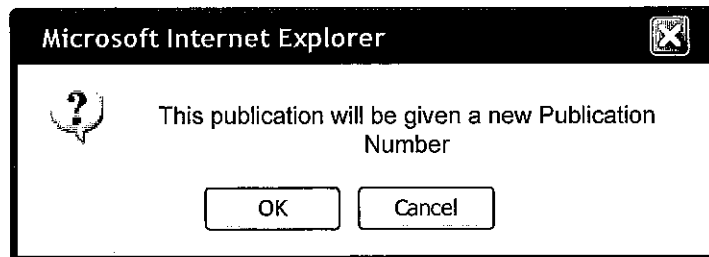
Where the user clicks the OK button on this message, they will be returned to the screen where the selected records will no longer be displayed. NOTE that the user will need to save the publication record for the delete action to be finalised.

5.12.9 Removing Cloned Relationship records (cloned publications)

To remove a 'Parent-Cloned relationship record, the user will be required to perform the remove action on the cloned publication record (not on the parent publication record that holds suffix of .000) by removing the Parent publication relationship (publication that has a Publication Number suffix of .000). This is because once this relationship has been removed, the cloned record will be renumbered to sever any ties to the parent publication record. Where the last clone held on a Parent Publication is removed, the text "Parent" displayed on the Parent publication's Outline screen will be removed.

Users will NOT be able to remove a cloned publication from any other associated cloned record, or from the parent of the cloned records. The select checkboxes for all of these relationship records will not be enabled. The user will be required to click on the relevant cloned publication name to navigate to the actual cloned record where the remove action can be taken.

Where a relationship of type 'Parent' is removed (a cloned publication is now deemed to be a separate publication record), on clicking the [Save] button, the system will display the following message warning the user that the cloned record will be renumbered:



Where the user clicks the Cancel button on this dialogue box, they will be returned to the screen. Where the user no longer wants to remove the Linked relationship, they will be required to click the [Reset] button, or exit the screen without saving their changes.

Where the user clicks the OK button on this dialogue box, the system will assign a new publication number to the publication record which will be displayed on the Publication Outline tab.

5.13 Publication Versions Tab

5.13.1 Purpose

This tab is used to record publication versions and their related components. Publication records of any Medium type can hold versions.

5.13.2 Layout

There are three different layouts of this screen for publications as follows:

- Publications that have a 'Non moving Image' medium and are for a Film Poster (publications that hold a submission channel of Reg27(3) or Reg 27(4) or is a s12(1) or s12(3) associated advertising material
- Publications that have a 'Non moving Image' medium type and are not for a film poster.
- Publications that have a 'Moving Image' medium
- Publications that have a 'Non moving Image' medium.

5.13.2.1 Non Moving Medium Layout


5.13.2.1.1 Film Poster

The following is an indicative layout of the Publication Versions tab for a 'Non moving Image' medium Film Poster:
(CR164)

NON MOVING IMAGE Film Poster

Save Reset Delete

Outline Requests Addressees Related Publications Decisions Versions History

 **Publication Versions for <Publication Title>**

<Publication No.> <Medium>

Add Version Remove

Version <n> Publication Copied: Date Copied: dd/mm/yyyy

Version <n> Publication Copied: Date Copied: dd/mm/yyyy

Add Excision Remove



Excision Instructions:

Free text field

Create Document

Select Document: Generate

Generated Documents

<Document name>   Delete

Save Reset Delete

5.13.2.1.2 Non Film Poster

The following is an indicative layout of the Publication Versions tab for a 'Non moving Image' medium for a non Film Poster: Non moving Non Film images are non moving images for publication records that hold a submission channel of something other than the following:

- Regulation 27(3)
- Regulation (4)
- s12(1) or s12(3) that is associated advertising material for another parent s12(1)/s12(3) publication record.

Mo

ving Image Medium Layout

The following is an indicative layout of the Publication Versions tab for a 'Moving Image' medium: (CR 161, 164)

MOVING IMAGE

Outline Requests Addressees Related Publications Decisions Versions History Save Reset Delete

Publication Versions for <Publication Title>



<Publication No.> <Medium>

Add Version Clone Version Remove

Version <n> MMM.SS
Version <n>

Publication Copied: Date Copied: dd/mm/yyyy

Add Excision Add Component Remove

* Type	* Description	Running Mins	Time Secs
<input type="checkbox"/> Component Type		MM	SS
 <input type="checkbox"/> Component Type		MM	SS
 <input type="checkbox"/> Component Type		MM	SS
<input type="checkbox"/> <input type="text"/>		MM	SS

Total Running Time MMM.SS



Excision Instructions:

Add Excision Add Component Remove

Create Document

Select Document: Generate

Generated Documents

<Document name>   Delete



Save Reset Delete

5.13.3 Information Details



The following table outlines all fields that are displayed on both the Moving and Non moving image layouts:

Field Name and Values	Field type	Validation
<p>Name: Screen Title Type: Label Values: Publication Versions for <Publication Title></p>		
<p>Name: Save Type: Button Values: Save</p>		Refer to Generic Component Functional Specification Document for details
<p>Name: Reset Type: Button Values: Reset</p>		
<p>Name: Delete Type: Button Values: Delete</p>		
<p>Name: Publication No. Type: Text (Read only) Values: Pub No. held for the publication. Where the Publication has not yet been saved, this field will not be displayed.</p>	Label	N/A
<p>Name: Medium Type: Text (Read only) Values: Name of Medium held for the publication. Where medium has not yet been entered, this field will not be displayed.</p>	Label	N/A
<p>Name: Add Version Type: Button Values: Add Version</p>	Button	N/A
<p>Name: Clone Version Type: Button Values: Clone Version Only displayed for Moving image medium type publication records</p>	Button	N/A
<p>Name: Remove (Version) Type: Button Values: Remove Only displayed if the user has the permission 'Pub Maintain Versions' and only enabled where more than one version is held (refer business rules below)</p>	Button	N/A
<p>Name: Tree node Type: Icon Values: Only displayed for a Moving image medium type and non moving Film Poster medium type publication record.</p>		Refer to Generic Component Functional Specification document
<p>Name: Version Number Type: Text (Read only) Values: Generated by the system. Displayed as 'Version <n>' where the <n> is a sequential number which is incremented each time a new version is saved. Defaults as 1 for the first version.</p>	Label	N/A
<p>Name: Total Running Time Type: Text (Read only) Values: The Total running time of all components held for the version. Only displayed where publication holds a 'Moving Image' medium and Version record is collapsed. Displayed as 'minutes:seconds'. E.g. 120:33</p>	Label	N/A
<p>Name: Publication Copied Type: Checkbox Values: As selected by user. Defaults as unchecked. Only</p>	Checkbox	Optional

Field Name and Values	Field type	Validation
enabled where user holds permission "Pub Maintain Versions"		
<p><i>Name:</i> Date Copied <i>Type:</i> Date (Read only) <i>Values:</i> Only displayed if the Publication Copied checkbox has been checked (and saved). Will display the date this checkbox was checked and saved</p>	Date	N/A
<p><i>Name:</i> Add Excision <i>Type:</i> Button <i>Values:</i> Add Excision Only displayed where the user holds the permission 'Pub Maintain Versions' and the publication is:</p> <ul style="list-style-type: none"> • A moving image medium • A Non moving image Film Poster. <p>Not displayed where the publication submission channel is s29(1) or s41(3) - Courts Only enabled if certain business rules are met – Refer to Business rules below Displayed at top and bottom of version information</p>	Button	N/A
<p><i>Name:</i> Excision Instructions <i>Type:</i> Text Box (scrollable)/ Read only <i>Values:</i> Only displayed where the publication is a moving image medium or a Non moving image Film Poster. Not displayed where the publication submission channel is s29(1) or 41(3) - Courts As entered by user. Defaults as blank when creating a new excision record. Will be displayed as a text box where the user holds the permission 'Pub Maintain Versions' otherwise will display as read only text. Where displayed as a text box, 8 lines will display</p>	Max	Optional – when added, at least one non white space character must be entered.
All of the following fields apply only to publication records that hold a 'Moving image' medium type:		
<p><i>Name:</i> Add Component <i>Type:</i> Button <i>Values:</i> Add Component Only displayed if the user has the permission 'Pub Maintain Versions' and the publication holds a 'Moving Image' medium Displayed at top and bottom of version information</p>	Button	N/A
<p><i>Name:</i> Remove (Component and/or Excision) <i>Type:</i> Button <i>Values:</i> Remove Only displayed if the user has the permission "Pub Maintain Versions' and only enabled where one or more components or an excision is selected to be removed Not displayed for a non moving image that is not for a film poster – Refer to business rules below Displayed at top and bottom of version information</p>	Button	N/A
<p><i>Name:</i> Select Component <i>Type:</i> Checkbox <i>Values:</i> As selected by user. Defaults as unselected.</p>	Checkbox	Optional
<p><i>Name:</i> Type <i>Type:</i> Text (Read only) <i>Values:</i> Name of Component Type held for the Component</p>	Label	N/A
<p><i>Name:</i> Type <i>Type:</i> Dropdown list <i>Values:</i> As selected by user. Populated from the Component</p>	List	Mandatory when adding a new Component

Field Name and Values	Field type	Validation
Type lookup table for current records only and displayed in display order held on the lookup table. Defaults as blank when adding a new component record		
Name: Description (Component) Type: Text Box Values: Only displayed where the publication is a moving image medium As entered by user. Defaults as blank when adding a new component record. (200 characters – CR175) Will be displayed as read only text where the user does not hold the permission 'Pub Maintain Versions'.	Text	Mandatory
Name: Running Time Mins Type: Number Values: As entered by user. Defaults as blank when adding a new component record. Will be displayed as read only text where the user does not hold the permission 'Pub Maintain Versions'.	Number	Optional
Name: Running Time Secs Type: Number Values: As entered by user. Defaults as blank when adding a new component Will be displayed as read only text where the user does not hold the permission 'Pub Maintain Versions'.	Number	Optional
Name : Total Running Time Type: Text (Read only) Values: System calculated each time record is saved. The total of all Component running times is displayed in MMM:SS format E.g. 120:33.	Label	N/A
Name : Up (arrow) Type: Button Values: 	Button	One component must be selected for the buttons to be displayed. If more than one component is selected, then the buttons will be hidden (users will only be able to move one component record at a time)
Name : Down (arrow) Type: Button Values: 	Button	
Name: Select (Excision record) Type: Checkbox Box Values: Only displayed where the publication is a moving image medium. Not displayed where the publication submission channel is s29(1) or 41(3) - Courts As selected by user. Defaults as blank.	Checkbox	Optional
Name: Document Section Only displayed for a moving image publication or a Film Poster publication	Refer to Document Component Functional Specification document	

5.13.4 Actions

Action	Business Function	Business Rules	Navigate to Page/Action performed
Clicked the [Save] button	Refer to the Generic Component Functional Specification document		
Clicked the [Reset] button			
Clicked the [Delete] button			
Clicked Tree-node			
Clicked the [Add Version] button	Add a new version	Refer to Business rules section below	Refreshes the screen where a new blank (expanded) version record is displayed
Clicked the [Clone Version] button	Clone an existing version to create a new version	Version record must be selected. Refer to Business rules section below	Refreshes the screen where a new (expanded) version record is displayed that holds all components of the selected version record.
Clicked the [Remove] version button	Remove the latest version.	Refer to Business rules section below	Displays confirmation message and once confirmed will refresh the screen where the latest version is no longer displayed.
Clicked the [Add Component] button	Add a new component	Refer to Business rules section below	Refreshes the screen where a blank Component record line is displayed
Clicked the  button	Move selected component up a place		Moves selected component up one position
Clicked the  button	Move selected component down a place		Moves selected component down one position
Clicked the Tree node on a non moving image publication version	View full details of the version	N/A	Will refresh screen and display the [Add Excision] button where no excision instructions are held or will display the Excision Instructions text box where an Excision record is held
Clicked the [Add Excision] button	Add a new excision	Refer to Business rules section below	Will refresh the screen and display an "Excision Instructions" text box
Clicked the [Remove] (Component/ Excision) button	Removes selected component(s) and or excision(s)	Refer to Business rules section below	Will display confirmation message and where confirmed, will refresh the screen where the selected component and or excision Instruction records are no longer displayed.
Selected a document to generate	Refer to the Documents Component Functional Specification for details		

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<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Clicked on the [Generate] button			
Clicked on MS Word icon			
Clicked on Adobe Acrobat Reader icon			

5.13.5 Business Rules

5.13.5.1 Adding a Version

The first version (Version 1) for every publication will be automatically created once the publication has been created (saved for the first time).

- For a Moving image publication this version will not hold any components.
- For a Non moving image publication, this version will only hold a version number.

Users will be able to add a new version to a publication at any point up to the time the publication status is 'Complete'.

To add a new version to a publication, the user must hold the permission 'Pub Maintain Versions'. The user will be required to click the [Add Version] button and enter the relevant details.

5.13.5.1.1 Moving Image Publications

To add a new Version to a Moving image publication, the user will be required to click the [Add Version] button. This will create a new Version where the 'Publication Copied' checkbox and [Add Component] button is displayed.

5.13.5.1.2 Non Moving Image Publications

To add a new Version to a Non moving image publication, the user will be required to click the [Add Version] button. This will create a new Version where the 'Publication Copied' checkbox is displayed.

Once a new version is saved, the Publication copied checkbox on the previous version will be made read only – EG users will not be able to change this field.

5.13.5.2 Removing a Version

Users will only be able to remove the latest held version (version that holds the highest Version Number) from a Publication record and only where at least two versions exist.

Users will not be able to remove any version that is linked to a decision record. On clicking the [Remove] button, the following error message will be displayed where the latest version held is linked to a decision record:

<i>Message Text</i>	<i>Triggering Condition</i>
The latest version is linked to a decision and cannot be removed	[Remove] button is clicked and the latest version is linked to a decision

To remove the latest version, the user will be required to click the [Remove] (Version) button. Once clicked, the following confirmation message will be displayed asking the user to confirm the remove action.



Where the user clicks the Cancel button on this message, they will be returned to the screen where the Version will be displayed.

Where the user clicks the OK button, they will be returned to the screen where the last Version record will no longer be displayed. The user will be required to save the Publication record for the removal action to be finalised.

NOTE that any Components held for a Moving Image will also be removed.

Where a user has removed the latest version for a moving image publication, on clicking the [Save] button, the following error will be displayed where:

- The publication holds 'Examined' in the status history
- AND
- The latest version does not hold any components

<i>Message Text</i>	<i>Triggering Condition</i>
The latest Version must contain at least one component.	[Save] button clicked and the latest version is held that does not contain any components

5.13.5.3 Cloning a Version

Version cloning is only available on publication records that hold a “Moving Image” medium type.

Where a user is cloning a moving image version, only the following details will be copied onto the new version:

- Component Type
- Component Description

Users can manually enter the run time on any timed component prior to saving the new version.

Users can also clone (copy) a version by selecting the relevant version and then clicking the Clone button. A version must be selected for the [Clone Version] button to be enabled.

Cloning a version creates a new version that holds all the components from the selected version. Users can edit or remove components from this ‘cloned’ version and then save the record. *NOTE that the cloned version will not have the Publication Copied checkbox checked and will not show a Date copied date.* Once the cloned version of the publication is received, the user will need to check this checkbox.

Where the user selected a version record to clone and the selected version record does not hold any component details (user has removed all components held on the version), on clicking the [Clone Version] button, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
You cannot clone a version that does not have components	[Clone Version] button clicked and the selected version does not contain any components

5.13.5.4 Components

Components are only available for publications that hold a moving image medium type.

5.13.5.4.1 Adding a new Component

To add a new Component the user will be required to expand the version they want to add the component to and then click the [Add Component] button.

This will display an empty Component line where details can be added and saved. When adding a new component, users will be able to move the component to its required position prior to saving the record. (Refer the section below on Display Order of Components).

5.13.5.4.2 Editing Components

Components once displayed on the screen can be edited. The only fields that can be edited on a saved component record are:

- Description
- Running Time Mins
- Running Time Secs

Users will be able to edit multiple components for multiple versions prior to clicking the [Save] button.

5.13.5.4.3 Display order of Components

Users will be able to define the order in which each component is to be listed in each version. Users can select one component record where the up and down arrow icons will be displayed.

To move the component position, the user will be required to click either the UP arrow or DOWN arrow. Each time an arrow is clicked, the screen will refresh and when redisplayed, the selected component will be in a new position.

Users will only be able to move one component record at a time. Where more than one component record is selected, the arrow buttons will be hidden.

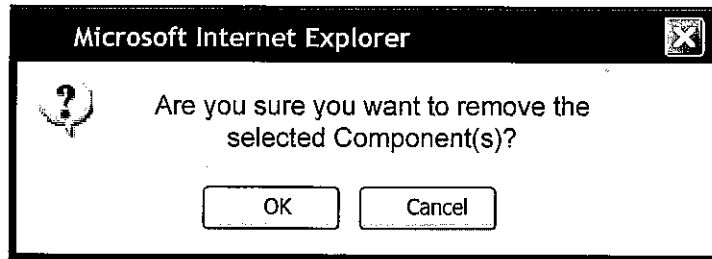
Once the correct positions of components are held, the record must be saved. On re entry to this screen, the components will be displayed in the order as defined by the user.

5.13.5.4.4 Removing a Component

Users will be able to remove component record(s) from a Publication.

To remove a Component record, the user will be required to select the record that is to be removed. NOTE that multiple component records can be selected to remove.

On clicking the [Remove] button, the following confirmation message will be displayed:



Where the user clicks the Cancel button on this message, they will be returned to the screen where the selected Component record(s) will be displayed.

Where the user clicks the OK button on this message, they will be returned to the screen where the selected Component record(s) will no longer display. The user will be required to save the Publication record for the removal action to be finalised.

Where the user has removed components on a previous version and the status history of the Publication holds the status of 'Examined', on clicking the [Save] button, the standard mandatory details message will be displayed for the version that does not hold components.

5.13.5.5 Excisions

5.13.5.5.1 Adding Excision Instructions

Excision details are not applicable to any non moving image medium type of publication that has **not** been submitted under:

- Regulation 27(3)
- Regulation 27(4)
- S12(1) or 12(3) where the publication is associated advertising material to a parent s12(1)/12(3) publication

Users will not be able to record any information relating to Excisions (the [Add Excisions] button for a moving image publication will be hidden) where the publication holds a submission channel of s29(1) or s41(3)..

For both Moving and Non Moving image Film Poster publication medium types, users will only be able to add Excision details where the following are met:

- No Excision Instructions are already held for the version
- They hold the permission 'Pub Maintain Versions' AND
- The publication holds a status of 'Drafting Decision'.

Where the user does not hold the permission as above, the [Add Excision] button will not be displayed.

Where the user holds the permission but the status history of the publication does not hold "Drafting Decision" or Excision Instructions are already held, the [Add Excision] button will be disabled.

Where the user is adding an Excision to a publication that holds a 'No Excisions Decision' that holds batched publications (for Written Reasons), on clicking the [Save] button, the following error message will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Cannot record Excisions as publications have been batched for written reasons	[Save] button clicked where Excisions Instructions are being added to a publication that holds batched publications for written reasons

Where the user is adding an Excision to a publication that holds a 'Direction to Issue a Label document, on clicking the [Save] button, the following error message will be displayed (users will be required to delete the document before adding the excision):

<i>Message Text</i>	<i>Triggering Condition</i>
Cannot record Excisions as Direction to Issue Label document exists	[Save] button clicked where Excisions Instructions are being added to a publication that holds a Direction to Issue a Label document.

To add an Excision record to a publication, the user will be required to:

1. Expand the Version record by clicking on the tree node
2. Click the [Add Excision] button
3. Enter the relevant Excision Instructions
4. Save the publication record

Users will be able to edit Excision Instructions at any point whilst the publication is in the 'Drafting Decision' status.

5.13.5.5.2 Editing an Excision

To edit an excision instruction record, the user will need to expand the version record the excision is contained in (by clicking on the Tree-node).

Users will only be able to edit Excisions if they have the Pub Maintain Versions permission.

Users will be able to have more than one Version record expanded at anytime. Users can make the required changes to one or more records before saving.

5.13.5.5.3 Removing Excision Instructions

Users will not be able to remove an Excision Instruction record if an Excised decision record is held (E.g. two decision records exist for the same Classification Body – an Unexcised and an Excised Decision).

The following error message will be displayed where a user attempts to remove an excision record from a version where an Excised decision record is held:

<i>Message Text</i>	<i>Triggering Condition</i>
Excision instruction must be held for this publication as two decision records exist	[Save] button clicked where no excision instructions are held and an Excised decision record is held

Users will not be able to remove an Excision Instruction record if one of the following documents is held:

- Notice of Excisions to Film (on the version the excision instruction is being removed from)_
- Notice of Excisions to Film Poster (on the version the excision instruction is being removed from)
- Direction to Issue a Label (on the publication)

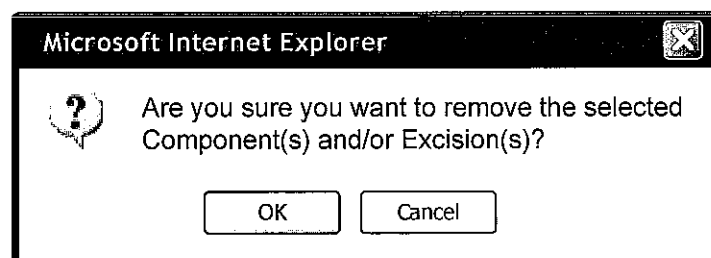
On clicking the [Save] button where Excision instructions have been removed, the following error will be displayed (users must first delete the document and then remove the Excision record:

Message Text	Triggering Condition
Cannot remove Excisions as an Excision Notice or Direction to Issue a Label document is held	[Save] button clicked where Excisions Instructions are being removed from a publication that holds an Excision Notice/Direction to Issue Label document

(a) *Moving Image Medium types*

To remove an Excision record from a publication that holds a moving medium type, the user will be required to:

1. Expand the Version record by clicking on the tree node
2. Select the Excision record (this will enable the [Remove] button). The Remove button will only be enabled when one or more components or an excision is selected.
3. Click the [Remove] button. On clicking the [Remove] button, the following confirmation message will be displayed asking the user to confirm the remove action.



Where the user clicks the Cancel button on this dialogue box, they will be returned to the screen where the selected record(s) will remain displayed.

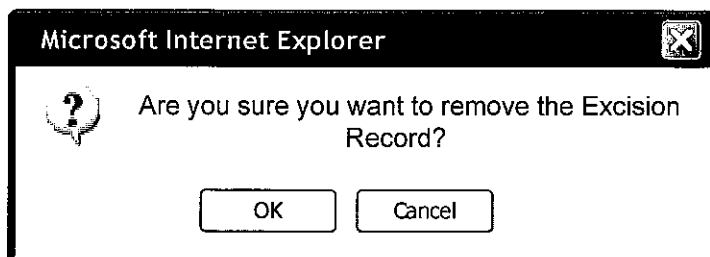
Where the user clicks the OK button on this dialogue box, they will be returned to the screen where the selected record(s) will no longer display.

4. Confirm the delete action
5. Save the publication record.

(b) Non Moving Image Medium types

To remove an Excision record from a publication that holds a non moving medium type, the user will be required to:

1. Expand the Version record by clicking on the tree node
2. Click the [Remove] button. On clicking the [Remove] button, the following confirmation message will be displayed asking the user to confirm the remove action.



Where the user clicks the Cancel button on this dialogue box, they will be returned to the screen where the selected record(s) will remain displayed.

Where the user clicks the OK button on this dialogue box, they will be returned to the screen where the Excision record will no longer display.

3. Confirm the delete action
4. Save the publication record

5.13.5.5.4 Excision Notice document

The only document currently available to be generated from the Versions tab is the Notice of Proposed Excisions document(s).

The text entered as 'Excision Instructions' will be printed on any Excision Notice that is generated for this version. The text in the Excision Notice will match the text and formatting (other than font style) entered on the screen.

E.g. if <Returns> or <Tabs> are entered on the screen, these will be included in the Excisions text on the Notice of Excisions document. (Refer to the Document Component Functional Specification document for details)

Users will not be able to delete the Notice of Excision document if the status of the publication is currently 'Excision Doc Signed'. The user must first change the Publication status back to 'Decision Affirmed' before the Excision document can be removed. The select checkbox for this document will be disabled where the publication status is 'Excision Doc Signed'.

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5.13.6 Automatic Actions

For a Moving Image Publication, the Total Running Time will be automatically updated each time the [Save] button is clicked.

Where the 'Publication Copied' checkbox has been checked, the date this action was taken, will be recorded (for use by the Stocktaking Report)

Where a user adds an excision instruction record to a publication that only holds a 'No Excisions' type decision record, on saving the version record the system will automatically update the decision type to 'Unexcised'

Where a user removes the excision instruction record held for a publication (E.g. no remaining versions hold excision instructions), and the only decision record held is of an 'Unexcised' type, the system will automatically update the decision type to 'No Excisions' decision type.

5.14 Publication Decisions Tab

5.14.1 Purpose

This tab is used to maintain information about decisions relating to a publication.

5.14.2 Access to Tab

This tab is only enabled where the status of the publication has been set to “Examined” and the record saved. (Up to that time, the tab name will be displayed but users will not be able to enter the screen).

Where a publication holds a current status of ‘Existing Decision’ users will be able to access this tab to generate the ‘Certification of Existing Decision’ document

5.14.3 Publication Decisions Tab Layout

The following is an indicative layout of the Publications Decisions tab

Outline Requests Addressees Related Publications Versions Decisions History

Save Reset Delete

Decisions for <Publication Title> <Publication No.> <Medium>

Decision Summary

Clone Con Sheet Add Decision

Create Date	Body	Classification	Type	Excision Status
dd/mm/yyyy	DRAFT <Shortname>	Text of the classification – this being either the standard classification or customised classification details	<Unexcised>	<Excision Status>
dd/mm/yyyy	DRAFT <Shortname>	Text of the classification – this being either the standard classification or customised classification details	<Excised>	<Excision Status>
dd/mm/yyyy	<Shortname>	Text of the classification – this being either the standard classification or customised classification details	<No Excisions>	

Consultation

Consultation is Required

Consultation Summary:

Create Document

Select Document: Select Document Generate

Generated Documents

<Document name> Delete

Save Reset Delete

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5.14.4 Information Details

Field Name and Values	Field type	Validation
<p><i>Name:</i> Screen Title <i>Type:</i> Icon & Text (Read only) <i>Values:</i> Decisions for <Publication title></p>	Refer to Generic Component Functional Specification document	
<p><i>Name:</i> Save <i>Type:</i> Button <i>Value:</i> Save</p>		
<p><i>Name:</i> Reset <i>Type:</i> Button <i>Value:</i> Reset</p>		
<p><i>Name:</i> Delete <i>Type:</i> Button <i>Value:</i> Delete</p>		
<p><i>Name:</i> Publication No. <i>Type:</i> Text (Read only) <i>Values:</i> Pub No. held for the publication. Where the Publication has not yet been saved, this field will not be displayed.</p>	Label	N/A
<p><i>Name:</i> Medium <i>Type:</i> Text (Read only) <i>Values:</i> Name of Medium held for the publication. Where medium has not yet been entered, this field will not be displayed.</p>	Label	N/A
<p><i>Name:</i> Decision Summary <i>Type:</i> Label <i>Values:</i> Decision Summary</p>	Label	N/A
<p><i>Name:</i> Clone Con Sheet <i>Type:</i> Button <i>Values:</i> Clone Con Sheet Only displayed where User holds the permission "Doc Clone Con Sheet" Only enabled where the Publication status is not 'Existing Decision' and under specific business rules – Refer to Business rules below</p>	Button	N/A
<p><i>Name:</i> Add Decision <i>Type:</i> Button <i>Values:</i> Add decision Only displayed where User holds the relevant permission – Refer to Business rules below Only enabled where the Publication status is 'Drafting Decision' or where a Corrigenda record of type 'BOR Corrigenda' is held with a status of 'In Progress'.</p>	Button	N/A
<p><i>Name:</i> Create Date <i>Type:</i> Date (Read only) <i>Values:</i> The date that the classification decision record was created (saved in system)</p>	Date	N/A
<p><i>Name:</i> Decision Status <i>Type:</i> Text (Read only) <i>Values:</i> Only displayed where the:</p> <ul style="list-style-type: none"> • Publication status has not yet been set to 'Classified & Signed'. • Or where decision is for a BOR or COA decision, where the 'Publish Decision' checkbox on the decision, is not checked <p>Where shown, the text 'DRAFT' will be displayed in bolded green text</p>	Text	N/A

Field Name and Values	Field type	Validation
<i>Name:</i> Classification Body <i>Type:</i> Hyperlink <i>Values:</i> The name of the Classification Body held for each classification record (E.g. OFLC)	Hyperlink	N/A
<i>Name:</i> Classification <i>Type:</i> Text (Read only) <i>Values:</i> The full description of the Classification held for the decision record (either Standard or Customised)	Text – wrapped where required	N/A
<i>Name:</i> Excision Type <i>Type:</i> Text (Read only) <i>Values:</i> The excision type of decision record. (Refer to Excision Type section below)	Text	N/A
<i>Name:</i> Excision Status <i>Type:</i> Text (Read only) <i>Values:</i> The Excision status for the decision (Refer to Excision Status section below)	Text – wrapped where required	N/A
<i>Name:</i> Consultation <i>Type:</i> Label <i>Values:</i> Consultation	Label	N/A
<i>Name:</i> Consultation Required <i>Type:</i> Check box <i>Values:</i> As selected by User. Defaults as unchecked.	Checkbox	Optional
<i>Name:</i> Consultation Summary <i>Type:</i> Textbox <i>Values:</i> As entered by user. Only displayed when the "Consultation Required" checkbox is checked.	Text 2000	Where entered, at least one non-white space character must be held.
<i>Name:</i> Create Document/Generate Document sections <i>Type:</i> Icon & Text (Read only) <i>Values:</i>	Refer to Generic Component Functional Specification document	

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5.14.5 Actions

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Clicked the Classification Body hyperlink	View Decision details	N/A	Navigates user to the Decisions screen for the selected Decision record.
Clicked the [Add Decision] button	Add a new classification record to the publication	Button only displayed where user holds the relevant permission – Refer Business rules below	Navigates user to a blank Decisions screen where a new decision can be added
Clicked the [Clone Con Sheet] button	Copy the Consideration sheet from this Publication to other publication records	Button only displayed where user holds the permission 'Doc Clone Con Sheet'	Opens new window where the 'Clone Consideration Sheet Publications' screen is displayed
Checked "Consultation Required" checkbox	Record that Consultation under s21 is required for this publication		Displays and enables the Consultation Summary text field
Un-checked "Consultation Required" checkbox	Remove Consultation details	s21 Record of Assistance document must not exist	Removes any text held in the Consultation Summary text box, and hides field from view
Selected a document to generate	Refer to the Documents Component Functional Specification for details		
Clicked on the [Generate] button			
Clicked on MS Word Icon			
Clicked on Adobe Acrobat Reader icon			

5.14.6 Information Displayed

5.14.6.1 Display Order of Classification records

Decision records will be displayed in descending order based on the Create Date (latest classification being displayed first) or as follows.

Where a Board of Review decision or decisions are held, they will be displayed before any OFLC decision record. Where any Court of Appeal decisions (migrated publications only) are held, they will be displayed before any BOR decision. Decision records for a classification body will be displayed as follows:

- Where an excision record is held on the publication and more than one classification record is held, the classification records will be displayed as follows:
 - a) Where no Excision Status is held, the classification that relates to the 'Excised' version' of the publication will be displayed first followed by the classification that relates to the 'Unexcised version' of the publication.
 - b) Where an Excision Status is held, the classification displayed first will be:
 - i. Where the 'Excision Status' is "Recommended and made", the classification that relates to the 'Excised version' will be displayed first followed by the classification that relates to the 'Unexcised version'
 - ii. Where the 'Excision Status' is "Recommended but not made", the classification that relates to the 'Unexcised version' will be displayed first followed by the classification that relates to the 'Excised version'

5.14.6.2 Excision Type

Where no excisions have been recorded on the decision record, the text 'No Excisions' will display.

Where Excisions have been recorded, the following text will be displayed:

- 'Unexcised' will display on the decision record held for the Unexcised classification
- 'Excised' will display on the decision record held for the Excised classification

5.14.6.3 Excision Status

Where the Decision record is for a 'No Excisions Decision', no text will display in this field

Where the Decision record is for an 'Unexcised Decision' or 'Excised Decision and no excision status is held, the text 'Awaiting Excisions' will be displayed next to both the Unexcised and Excised decision records.

Where an Excision status is held, text will be displayed as follows:

- Excision status is 'Recommended and Made' this text will be displayed next to the 'Excised Decision' record only.
- Excision Status is 'Recommended but Not Made' this text will be displayed next to the 'Unexcised Decision' record only

5.14.7 Business Rules

5.14.7.1 Consultation Details

Users will be able to record details of any consultation required and or completed in the Consultation Summary text box.

The "Consultation Required" checkbox will only be enabled and can only be checked by users with the relevant security permission (Refer Permissions specification document). Once checked and saved, the date this action was taken will be recorded as the Consultation Required date and the Consultation Summary text box will be displayed and the publication will be excluded from timeliness counts. If the checkbox is then subsequently unchecked then saved, the Consultation Required date will be reset and the publication will return to the timeliness count. The Consultation Summary text box will also be removed and all its contents cleared.

Once saved users will be able to generate the 's21 Record of Assistance' document. NOTE that Summary text must be saved before this document can be generated.

Once this document has been generated, the 'Consultation Required' checkbox will become read only and the Consultation Summary text will become mandatory. To remove Consultation details, the user must first delete the Record of Assistance document. Where the user has removed all Consultation Summary text, on clicking the [Save] button, where the s21 Record of Assistance document exits, the following error will be displayed:

<i>Message Text</i>	<i>Triggering Condition</i>
Cannot remove Consultation Summary text as s21 Record of Assistance document is held	{Save} button clicked where Consultation Summary text is being removed from a publication that holds s21 Record of Assistance document

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Where the 'Consultation Required' checkbox is ticked and saved, the publication will be removed from the Timeliness counts. Conversely, where this checkbox is subsequently unchecked, the publication will be included in the Timeliness count.

5.14.7.2 Identical Publication

Where it is confirmed that this publication is a duplicate of, or is identical to another publication that has already been classified (other publication status history holds 'Decision Registered'), users will be able to generate a Certificate of Existing Decision from this screen.

Where a status of 'Examining' is not held in the publication history, Users will only be able to access this screen if the current status of the publication is 'Existing Decision'

The 'Certificate of Existing Decision' document will only be displayed in the Select Document drop down list where:

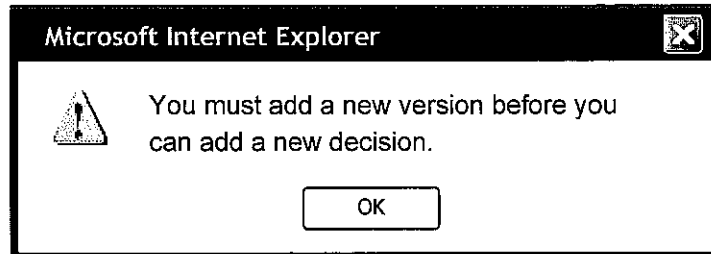
- The user holds the permission to generate this document (Doc Certificate of Existing Decision)
- A publication has been related and saved as type 'Identical Publication'
- The original publication holds a status of 'Decision Registered'

5.14.7.3 Adding a Classification (decision)

Only authorised users will be able to add a classification record to a publication as follows ([Add Decision] button will be enabled):

- Where the status of the publication is 'Drafting Decision', the user must hold the permission 'Pub Set Status Drafting Decision'
- Where the publication status history does not hold a status of 'Classified & Signed' only users who hold the permission 'Pub Set Status Drafting Decision' will be able to add classifications (the [Add Decision] button will be displayed and enabled).
- Where the status of the publication is 'Complete', only users who hold the permission 'Pub Maintain External Decision' will be able to add classifications (the [Add Decision] button will be displayed and enabled). A Board of Review Corrigendum record with a status of "In Progress" must also exist on the publication for the [Add Decision] button to be enabled.

Where the status of the Publication is 'Complete' and all versions of the publication are already linked to a decision record, on clicking the [Add Decision] button the following message will be displayed:



Users will be required to create one or more new versions for the publication before a BOR decision can be added.

Where the publication status is 'Drafting Decision', users will only be able to add a second decision to the publication where excisions have been recommended. The [Add Decision] button will only be enabled where the publication:

- Holds no decision records,

OR

- Holds only one decision as either an Excised or Unexcised version

5.14.8 Decision Documents

5.14.8.1 Generating Documents

Users with the appropriate permissions will be able to generate the following documents from this tab. See the *Document Component Functional Specification for details*.

- Register Pages
- Film Poster Decision document
- Film Poster Notice document
- s12 Reasons for Decision
- s12 Summary of Reasons
- s38(1) Notice of Decision
- Report of Findings
- s12 Objectionable Classification Notice
- Certificate of Existing Decision
- Direction to issue a label
- BOR Direction to issue a label

Users will only be able to generate the following documents where a corrigenda of the type 'Cuts Received' is held with a status of 'In progress' and where the original Register Page/Film Poster Notice/Decision document has been removed:

- Register Page Updated
- Film Poster Decision Updated
- Film Poster Notice Updated

Users will only be able to generate the following document where a corrigendum of the type 'BOR' is held with a status of 'In progress':

- BOR Direction to issue a label

5.14.8.2 Batched Documents

Publications that are in a Batch will have the master batched documents (for s38(1) Notice of Decision and Report of Findings) generated from the Master Publication record.

On the Master Publication record these documents will be editable, i.e. both the word and pdf icons will be available for selection.

On the Batched Publication records these documents will be read only, i.e. only the pdf icon will be available for selection.

5.14.8.3 Consideration Sheet

Users will continue to be able to generate the Consideration sheet from this screen, however, once generated, users will not be able to delete this document – the select checkbox for the Consideration Sheet document will be disabled.

5.14.9 Cloning a Consideration Sheet

Authorised users (users who hold the permission 'Doc Clone Con Sheet') will be able to 'clone' a consideration sheet that is held on a publication, onto other related publications.

To clone a Consideration Sheet, the user will be required to:

- (a) Generate the Consideration Sheet on a publication

Once done, the [Clone Con Sheet] button will be available

- (b) Click the [Clone Con Sheet] button

This will open a new window where all relevant related publications will be listed. The user will need to select the publications that the Consideration Sheet is to be copied to and then click the [Clone Version] button.

5.15 Clone Consideration Sheet Publications screen

5.15.1 Purpose

This screen is used to display all valid related publications that can have a Consideration Sheet cloned to.

5.15.2 Layout

The following is an indicative layout of the Clone Consideration Sheet Publications screen:

Results

Clone Consideration Sheet Publications

<Publication No.> <Medium>

Select	Pub No.	Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium
<input type="checkbox"/>	9999999.999	Publication Title	Medium

Clone Cancel

Clone Cancel

5.15.3 Information Details

Field Name and Values	Field type	Validation
<i>Name:</i> Clone Consideration Sheet Publications <i>Type:</i> Label <i>Values:</i> Clone Consideration Sheet Publications	Label	N/A
<i>Name:</i> Select All/Unselect All <i>Type:</i> Checkbox <i>Values:</i> as selected by user. Defaults as Unselect all option	Checkboxes	N/A
<i>Name:</i> Select <i>Type:</i> Checkbox <i>Values:</i> as selected by user. Defaults as unchecked	Checkbox	N/A
<i>Name:</i> Publication No. <i>Type:</i> Text (Read only) <i>Values:</i> Publication Number of the related publication	Text	N/A
<i>Name:</i> Title <i>Type:</i> Hyperlink <i>Values:</i> The Title of the related publication	Hyperlink	N/A
<i>Name:</i> Medium <i>Type:</i> Text (Read only) <i>Values:</i> The name of the Medium of the related publication	Text	N/A
<i>Name:</i> Cancel <i>Type:</i> Button <i>Values:</i> Cancel	Button	N/A
<i>Name:</i> Clone <i>Type:</i> Button <i>Values:</i> Clone Only enabled once a publication record (or multiple records) have been selected	Button	N/A

5.15.4 Actions

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Clicked Publication Title hyperlink	View Publication details	N/A	Navigates user to the Publication Outline screen for the selected publication record.
Clicked [Cancel] button	Cancel clone con sheet action	N/A	Closes Clone Consideration Sheet screen and returns user to the Publication Decision summary screen
Clicked Select All checkbox	Select all publication records displayed	N/A	Clone button enabled
Clicked Un-Select All checkbox	Un Select all publication	N/A	Clone button disabled
Selected one or more publication records	Select publication to clone Consideration Sheet to	N/A	Clone button enabled
Clicked the [Clone Version] button	Clone Consideration Sheet to selected publications(s)	N/A	Clone Consideration Sheet Publication screen is closed and user is returned to the Related publications tab of the publication record that holds the original Consideration sheet.

5.15.5 Business Rules

5.15.5.1 Publications Displayed

The Publications that will be displayed on this screen will be those that:

1. Are related to the initial publication with a relationship type of 'Related' or 'Cloned'
2. Do not currently hold a Consideration Sheet
3. Hold the same Submission channel
4. Hold the same Medium category type (E.g. must be all moving or all non moving image medium types).
5. Hold a current publication status of "Examined"
6. Hold at least one Component record where the medium of the related publication is of a moving image medium type

Only related publications that meet ALL of the above conditions will be displayed on this screen.

5.15.5.2 Selecting Publication records

Users will be able to select one or more publication records displayed on this screen by clicking on the select check box.

Once a publication has been selected, the [Clone Version] button will be enabled.

Users are able to click the [Cancel] button which will return the user back to the Publication Decision screen.

5.15.6 Automatic Actions

Where the user clicks the [Clone Version] button, the system will, for each publication record selected:

1. Create a copy of the (Master) Consideration Sheet and save it to the selected publication. This process will include the automatic updating of all 'Application data' fields held in the Consideration Sheet to match the relevant publication record (E.g. Publication Title). All substitute and free text data that is held on the (master) Consideration Sheet will be copied into the new Consideration sheets.
2. Update the status of the selected publication from 'Examined' to 'Drafting Decision' and record the current user in the 'Assigned to' field for each publication
3. Automatically navigate the user back to the Related Publication screen for the original publication record. From here users will be able to hyperlink into the relevant publication record to view/update the newly created Consideration Sheet.

5.16 Publication History Tab

5.16.1 Purpose

This tab is used to display the various statuses a publication has gone through since it was recorded in the system and to record the movements of a publication.

5.16.2 Layout

The following is an indicative layout of the Publication History tab:

Outline Requests Addressees Related Publications Decisions Versions History

Publication History for <Publication Title>
<Publication No.> <Medium>

Status History

Status	User Name	Date
Status	User Name	dd/mm/yyyy
Status	User Name	dd/mm/yyyy
Status	User Name	dd/mm/yyyy
Status	User Name	dd/mm/yyyy
Status	User Name	dd/mm/yyyy

Movement History

Movement Type	Created By	Date	Notes
<Type of Movement record>	<Username>	<dd/mm/yyyy>	<Notes entered when the Movement Record was created/edited and wrapped where required>
<Type of Movement record>	<Username>	<dd/mm/yyyy>	<Notes entered when the Movement Record was created/edited and wrapped where required>

5.16.3 Information Details

Field Name and Values	Field type	Validation
<p>Name: Screen Title Type: Label Values: Publication History for <Publication Title></p>		
<p>Name: Save Type: Button Value: Save</p>		Refer to Generic Component Functional Specification document
<p>Name: Reset Type: Button Value: Reset</p>		
<p>Name: Delete Type: Button Value: Delete</p>		
<p>Name: Publication No. Type: Text (Read only) Values: Pub No. held for the publication. Where the Publication has not yet been saved, this field will not be displayed.</p>	Label	N/A
<p>Name: Medium Type: Text (Read only) Values: Name of Medium held for the publication. Where medium has not yet been entered, this field will not be displayed.</p>	Label	N/A
<p>Name: Section name Type: Label Values: Status History</p>	Label	N/A
<p>Name: Status Type: Text Values: Name of the Publication status</p>	Text	N/A
<p>Name: User Name Type: Text Values: Name of the user who set the publication status. Where the status was generated by the system, the system name will be displayed</p>	Text	N/A
<p>Name: Date Type: Date Values: Date the publication status was set.</p>	Date	N/A
<p>Name: Section name Type: Label Values: Movement History</p>	Label	N/A
<p>Name: Add Type: Button Value: Add Only displayed where the user holds the permission 'Pub Maintain Movements'</p>	Button	N/A
<p>Name: Movement Type Type: Label/Hyperlink Values: The Type of Movement. Will be displayed as a hyperlink for all users who hold the permission 'Pub Maintain Movements' otherwise will display as read only text.</p>	Text/Hyperlink	N/A
<p>Name: Created By Type: Text (Read only) Values: Name of the user who created the Movement record. Displayed as the users 9(2)(k) display name</p>	Text	N/A

<i>Field Name and Values</i>	<i>Field type</i>	<i>Validation</i>
Name: Date Type: Date (Read only) Values: Date of the Movement	Date	N/A
Name: Notes Type: Text (scrollable Read only) Values: Any Notes held for the Movement record	Text	N/A

5.16.4 Actions

<i>Action</i>	<i>Business Function</i>	<i>Business Rules</i>	<i>Navigate to Page/Action performed</i>
Clicked a Movement Type hyperlink	View Movement record	User must hold the permission 'Pub Maintain Movements'	Will navigate user to the Movement screen where details of the selected movement will be displayed (Refer to section 5 of this document)
Clicked the [Add] (Movement) button	Add a new movement record		Will navigate user to the Movement screen where a new Movement record can be added (Refer to section 5 of this document)

5.16.5 Display order

Status records will be listed in descending date order by Status Date (E.g. latest first)

Movement records will be listed in ascending date order by Date (E.g. earliest first). Where multiple Movement records are held for the same date, they will be displayed in the order in which they were created with the earliest displayed first.

Users will not be able to change the order in which Status or Movement records are displayed.

5.16.6 Adding a new Movement record

Authorised users will be able to add Movement records regardless of the status of the publication record. Where the status of the publication is Decision Registered or Complete, no changes can be made to the actual publication record, other than the addition of new Movement record, or changes to existing Movement records.

6 Publication Movement screen

6.1 Movement Outline screen

6.1.1 Purpose

This screen is used to maintain Movement records for a publication.

6.1.2 Access to screen

Users can only access this screen by:

- Clicking the [Add] (Movement) button on the Publication History screen
- Clicking on a Movement Type hyperlink on the Publication History screen.

6.1.3 Layout

The following is an indicative layout of the Publication Movements screen:

The screenshot displays a web application interface for managing publication movements. At the top right, there are three buttons: "Save", "Reset", and "Delete". Below these is a tab labeled "Outline". The main content area is titled "Publication Movement for <Publication Title>" and includes a sub-header "<Publication No.> <Medium>". The form contains the following fields:

- * Movement Type: A dropdown menu currently showing "List of Movement Types".
- * Date: A text input field with a calendar icon to its right.
- Notes: A large text area with vertical scrollbars.

At the bottom of the form, there are three buttons: "Save", "Reset", and "Delete".

6.1.4 Information Details

Field Name and Values	Field type	Validation
<p>Name: Screen Title Type: Label Values: Publication Movement for <Publication Title> where the title of the publication will be displayed.</p>	Label	N/A
<p>Name: Save Type: Button Values: Save</p>	Refer to the Generic Component Functional Specification document	
<p>Name: Reset Type: Button Values: Reset</p>		
<p>Name: Delete Type: Button Values: Delete Only enabled where the Movement record exists and is the latest record held for the publication</p>		
<p>Name: Publication No. Type: Text (Read only) Values: Pub No. held for the publication. Where the Publication has not yet been saved, this field will not be displayed.</p>	Label	N/A
<p>Name: Medium Type: Text (Read only) Values: Name of Medium held for the publication. Where medium has not yet been entered, this field will not be displayed.</p>	Label	N/A
<p>Name: Movement Type Type: Dropdown list (single select) OR Read only Text Values: When adding a new Movement record, will be displayed as a list that is populated with all current records (non end dated) held on the Publication Movement lookup table. This list will be displayed in ascending alphabetical order by name. Where the Movement record has been saved, this will be displayed as read only text.</p>	List/Text	Mandatory
<p>Name: Date Type: Date/Label Values: When adding a new Movement record will default as today's date. This can be changed by the user or where user has selected a date from the Date picker functionality When editing the latest Movement record held (latest by create date/time), will be displayed as an enterable field that will display the date held for the record. When editing a Movement record that is not the latest (by create date/time), will be displayed as a read only label</p>	Date/Label	Mandatory. Must be a valid date.
Name: Date Picker	Refer to Generic Component Functional Specification	

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Field Name and Values	Field type	Validation
<i>Type:</i> Icon <i>Values:</i> N/A Only displayed when adding a new Movement record or where the Movement record selected is the latest (by create date/time) Movement held for the publication.	document	
<i>Name:</i> Notes <i>Type:</i> Text (scrollable) <i>Values:</i> as entered by user Defaults as blank when adding a new Movement record	Text	Optional

6.1.5 Actions

Action	Business Function	Business Rules	Navigate to Page/Action performed
Clicked the [Save] button	Save new Movement record or changes to a Movement record	N/A	Will validate all data entered and where successful, will automatically navigate user back to the Publication History tab.
Clicked the [Delete] button	Remove the movement record	Only enabled where the Movement record is the latest by create date/time, movement record held for the publication. Cannot delete an Excision Response received movement – Refer to business rules below	Will display confirmation message and where confirmed, will automatically navigate the user to the Publication History tab where the movement record is no longer displayed.

6.1.6 Business Rules

6.1.6.1 Adding movement record

Users can only add a new movement record where the [Add] (movement) button has been clicked on the Publication History screen.

A Movement record of 'Excision Doc Dispatched' can not be recorded if the Publication does not hold a status of "Excision Doc Signed" in the Status History

A Movement record of 'Excision Response Rec'd' can not be added if a Movement record of type 'Excision Doc Dispatched' is not held.

A Movement record of 'Post Class Excision Rec'd' cannot be recorded if a Movement record of type 'Excision Response Received' is not held

The system will also ensure that these rules apply when the user clicks the [Save] button:

<i>Message Text</i>	<i>Triggering Condition</i>
Movement type is invalid – Excision Notice not held on this publication	[Save] clicked where movement type of 'Excision Doc Dispatched' is being created and the publication does not hold a status of 'Excision Doc Signed' in the Status History.
Movement type is invalid – Excision Doc Dispatched Movement record does not exist on this publication	[Save] clicked where movement type of 'Excision Response Rec'd' is being created and the publication does not hold a Movement record of 'Excision Doc Dispatched'.
Movement type is invalid – Excision Response Received does not exist on this publication	[Save] clicked where movement type of 'Post Class Excision Rec'd' is being created and the publication does not hold a Movement record of 'Excision Response Rec'd'.

Once a movement type of 'Excision Response Received', where the status of the publication is as follows the system will update the status of the publication to 'Process Cuts Response' and assign it to the user who set the status to 'Draft Complete':

- Excision Doc Signed
- Cuts Not Complete

6.1.6.2 Changing movement records

Users can change the Notes field for any saved Movement record. Users will only be able to change the Date field on the latest held Movement record.

To change the Movement type, the record will need to be deleted and a new Movement record of the correct type added.

6.1.6.3 Deleting a movement record

The [Delete] button will only be enabled for the latest held Movement record (latest by create date/time).

On clicking the [Delete] button, the standard confirmation message will be displayed asking the user to confirm the delete action.

Where the user clicks the [Cancel] button on this dialogue box, they will be returned to the screen.

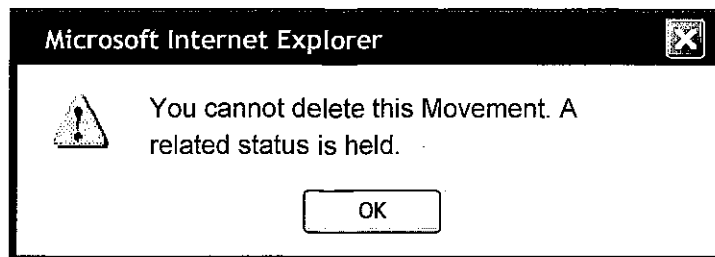
Where the user clicks the [OK] button on this dialogue box, the system will check to ensure that this record is the latest held for the publication.

Where it is, the Movement record will be deleted and the user will be automatically returned to the Publication History screen where the Movement record will no longer display.

Where a new Movement record has been added (before the user has removed this record) and it holds a later create date/time, the following error message will be displayed:



Where the Publication Status History holds "Process Cuts Response", the "Excision Response Rec'd" movement cannot be removed. Where the user attempts to remove this movement, then the following error message will be displayed:



Users will not be able to remove a Movement record type of 'Excisions Response Received' if the publication holds a status of 'Process Cuts Response' in the status history.

6.1.7 Timeliness Counts

Where a Movement record of the type 'Damaged' or 'Excision Doc Dispatched' is saved, the publication will be removed from the timeliness counts.

Where a subsequent Movement record of type "Received" or 'Excision Response Rec'd' is saved, the publication will be re-included in the timeliness counts from the date held for the Movement record. (E.g. the days from the date of the Damaged Movement record to the date of the Received movement will not be included in the Timeliness counts (Queue or Processing times).

For details on the way in which publication records are counted for Timeliness Measures, refer to the Report Component Functional Specification document.

