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**DATACOM**



OFFICE OF FILM & LITERATURE  
CLASSIFICATION  
To Man: Hihiranga Patanga, Patanga

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**OFLC**  
**Classification Database Application Extension**

**Generic Component**  
**Functional Specification**

<b>Office of Film &amp; Literature Classification</b>	Date: 29/11/2019
	Office of Film & Literature Classification CDA Extension Generic Component Functional Specification Document

## Related Documentation

Document Title	Version	Status
OFLC Business Process Flow	1.0	Final
OFLC System Requirements Specification	1.0	Final
OFLC Glossary of Terms		Final
9(2)(b)(ii)		

## Revision History

9(2)(b)(ii)

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# 1 Introduction

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## 1.1 Purpose

This document describes the generic system functions that will be created for the Classification Database Application Extension, as a part of the new Classification Database application.

This document will detail the generic functions that will be included and that are unique to the CDA Extension.

This document will describe the behaviour of the following:

- Behaviours for generic screen functionality that will apply across all screens
- Process and navigational behaviour generic across all screens
- User Interface standards that will apply across all screens

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

## 1.2 Overview

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

## 2 Formats and Standards

### 2.1 Introduction

This section details the formats and standards to which are specific to the OFLC CDA Extension (NZ Censorship Database). All other Generic Behaviour is covered in the OFLC Generic Component Functional Specification Document.

### 2.2 Accessing the Application

Any user with an internet connection will be able to access the system via a hyperlink on the OFLC website. Authorised users will have a separate URL which will take them to the secure login screen.

#### 2.2.1 Navigation Controls

##### 2.2.1.1 Menu navigation

Menu items will be displayed along the top of the screen as a part of the screen banner. This will allow users to navigate directly to specific screens within the application. (Refer to section 3.2.3 of this document for details of this menu).

All menu items will be displayed in 'UPPER CASE', (that is, all letters will be capitalised).

#### 2.2.2 Time Out functionality

Session Time out will be defined as 15 minutes. Where no activity has been recorded for 15 minutes, upon re-entry, the user will be returned to the Error Screen of the CDA Extension, and any data entered prior to the session time out will be lost. The following system message will be displayed to the user on this screen.

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

#### 2.2.3 Screen standards

Every screen within the application will hold the following:

- Screen banner (refer Section 3.2 of this document)
- Screen Footer (Refer Section 4 of this document)
- All hyperlinks will have tool tips when the mouse is hovered over them (tool tip text to be provided by OFLC).

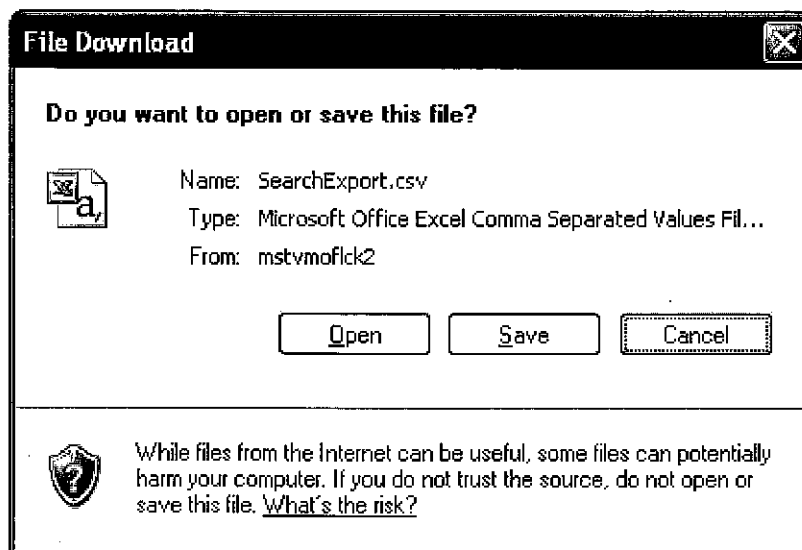
## 2.2.4 Export file functionality

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

- Search Results
- Individual Publication Records

For each of the above, an Export function will be enabled. For details on these functions, refer to the Publication Component Functional Specification for the CDA Extension Document.

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



Where the user clicks the:

- [Open] button, the file will be opened based on the default settings on the users computer.
- [Save] button, the file will be saved into the format specified (User will be required to select the place for the file to be saved).

## 2.2.5 Exporting records

Users will be able to export the results of any search into a CSV file. When the [Export All Records] button is clicked, users will be able to save the file to a selected directory. (Refer to section 2.2.4 for further details)

When exporting search results or individual publication details, where imported into Microsoft Excel, the records will be displayed in the order they were originally displayed in the search results (ascending alphabetical order by Publication title).

To return to the CDA Extension screen, the user can close the Excel window where the Search Results screen will be displayed.

### 3 Top of Screen

#### 3.1 9(2)(k) Screen banner display

On the very top line of the 9(2)(k) screen, whilst a user is within the CDA Extension, the title bar will display the text

**"NZ Censorship Database"**

#### 3.2 CDA Extension Screen Banner

##### 3.2.1 Purpose

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

The banner provides standard information and search/menu navigation for the application. The screen banner will hold:

- OFLC logo (hyperlink that will take the user back to the OFLC homepage)
- Main menu

##### 3.2.2 Layout

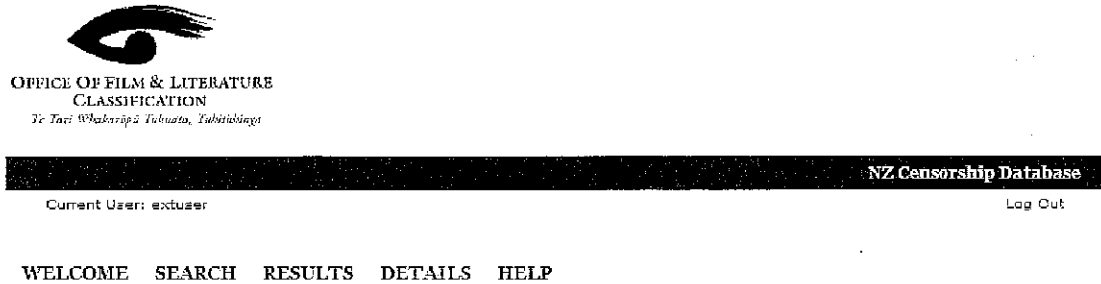
###### 3.2.2.1 Standard Banner

The following is an example layout of the Screen banner:



### 3.2.2.2 Authorised User Banner

The following is an example layout of the Screen banner for an authorised user.



### 3.2.3 Information Details

The following table outlines the fields displayed on the Screen banner:

Field Name and Values	Field Type	Validation
Name: OFLC Logo Type: Icon (with hyperlink) Values: N/A	Icon/Hyperlink	N/A
Name: Current User Type: Text Values: Name of the Current user logged in. (Only displayed for authorised users)	Text	N/A
Name: Welcome Type: Menu Item Values: WELCOME	Hyperlink	N/A
Name: Search Type: Menu Item Values: SEARCH	Hyperlink	N/A
Name: Results Type: Menu Item Values: RESULTS Only displayed when a search has been run.	Hyperlink	N/A
Name: Details Type: Menu Item Values: DETAILS Only displayed when a Publication record has been selected from the search results.	Hyperlink	N/A
Name: Help Type: Menu Item Values: HELP Always displayed to the right of all other tabs	Hyperlink	N/A
Name: Logout Type: Hyperlink Values: Logout (Only displayed for authorised users)	Hyperlink	N/A



### 3.2.4 Actions

The following table outlines the actions that can be taken from the Screen banner:

<i>Field</i>	<i>Function</i>	<i>Rules</i>	<i>Navigation/Action performed</i>
Clicked OFLC Logo	Navigation	N/A	Navigates user back to OFLC Website Homepage
Clicked Welcome hyperlink	Navigation	N/A	Navigates user to the CDA Extension Welcome screen
Clicked Search hyperlink	Navigation	N/A	Navigates user to the CDA Extension Search Criteria screen.
Clicked Results hyperlink	Navigation	Only displayed when a user has run a search.	Navigates user to the CDA Extension Search Results screen.
Clicked Detail hyperlink	Navigation	Only displayed when a user has clicked on a Publication details link from the Search Results Screen	Navigates user to the CDA Extension Publication Details screen.
Clicked Help hyperlink	Navigation	N/A	Navigates user to the CDA Extension Help Screen
Clicked on the Logout Hyperlink	Logout	Only displayed if user is logged in.	Logs user out and navigates user to the CDA Extension Welcome screen

## 4 Bottom of Screen (Screen Footer)

### 4.1 Introduction

A standard footer will be included on every screen within the application.

The Copyright statement will be plain text displayed as:

- **“All rights reserved OFLC 2008.”**

The Copyright will hold a tool tip that will show the version of the current Classification Database Application.

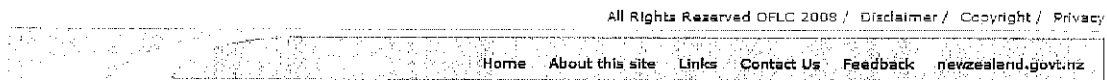
### 4.2 CDA Extension Screen Footer

#### 4.2.1 Purpose

The Footer provides navigation to pages within the OFLC website

#### 4.2.2 Layout

The following is an example layout of the Footer:



### 4.2.3 Information Details

The following table outlines the fields displayed on the Footer:

<i>Field Name and Values</i>	<i>Field Type and Length</i>	<i>Validation</i>
<i>Name:</i> Disclaimer <i>Type:</i> Hyperlink <i>Values:</i> Disclaimer	Hyperlink	N/A
<i>Name:</i> Copyright <i>Type:</i> Hyperlink <i>Values:</i> Copyright	Hyperlink	N/A
<i>Name:</i> Privacy <i>Type:</i> Hyperlink <i>Values:</i> Privacy	Hyperlink	N/A
<i>Name:</i> Home <i>Type:</i> Hyperlink <i>Values:</i> Home	Hyperlink	N/A
<i>Name:</i> About <i>Type:</i> Hyperlink <i>Values:</i> About This Site	Hyperlink	N/A
<i>Name:</i> Links <i>Type:</i> Hyperlink <i>Values:</i> Links	Hyperlink	N/A
<i>Name:</i> Contact Us <i>Type:</i> Hyperlink <i>Values:</i> Contact Us	Hyperlink	N/A
<i>Name:</i> Feedback <i>Type:</i> Hyperlink <i>Values:</i> Feedback	Hyperlink	N/A
<i>Name:</i> newzealand.govt.nz <i>Type:</i> Hyperlink <i>Values:</i> newzealand.govt.nz	Hyperlink	N/A

#### 4.2.4 Actions

The following table outlines the actions that can be taken from the Footer:

<i>Action</i>	<i>Function</i>	<i>Business Rules</i>	<i>Navigation/Action performed</i>
Clicked Disclaimer hyperlink	Navigation	N/A	Navigates user to the OFLC disclaimer page (Main Website).
Clicked Copyright hyperlink			Navigates user to the OFLC Copyright page (Main Website)
Clicked Privacy hyperlink			Navigates user to the OFLC Privacy page (Main Website)
Clicked Home hyperlink			Navigates user to the OFLC home page (Main Website).
Clicked About hyperlink			Navigates user to the OFLC About Page (Main Website).
Clicked Links hyperlink			Navigates user to the OFLC links page (Main Website).
Clicked Contact Us hyperlink			Navigates user to the OFLC Contact Us page (Main Website).
Clicked Feedback hyperlink			Opens users default mail application with <a href="mailto:information@censorship.govt.nz">information@censorship.govt.nz</a> prepopulated in the "To" field.
Clicked <a href="http://newzealand.govt.nz">newzealand.govt.nz</a>			Opens a new window and displays <a href="http://newzealand.govt.nz/">http://newzealand.govt.nz/</a> webpage

## 5 System Error Screen

### 5.1 Introduction

The CDA Extension features a generic system error screen for displaying system errors.

### 5.2 System Errors

System errors displayed on this screen will not include any data entry validation errors.

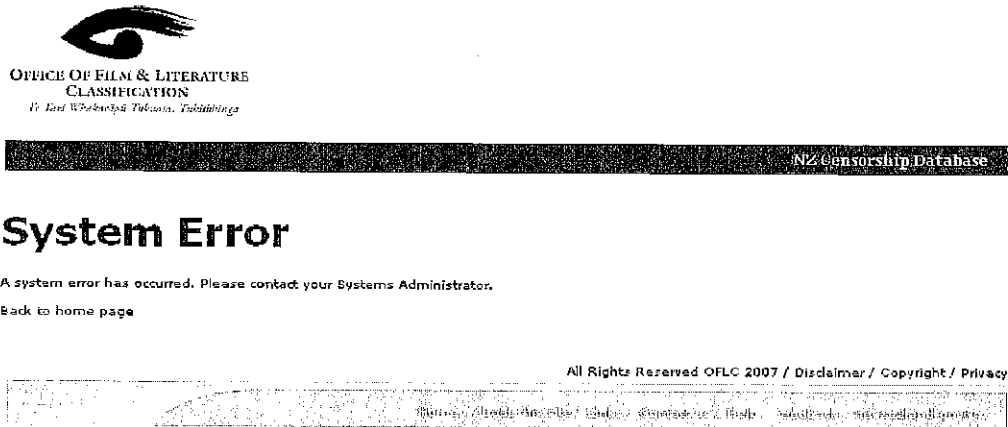
System errors will occur where an unexpected application error has occurred. In these cases an error messages will be displayed to the user depending on the triggering condition.

<i>Message Text</i>	<i>Triggering Condition</i>
<p><b>System Error</b></p> <p>A system error has occurred. Please contact the Information Unit on 0508 236767 or <a href="mailto:information@censorship.govt.nz">information@censorship.govt.nz</a>.</p>	<p>Action taken that has resulted in an unknown system error or Application Error</p>
<p><b>Page Expiry</b></p> <p>Your page has expired. You will need to reload this record.</p>	<p>Where the user's browser cached content is not valid and content needs to be reloaded from the server.</p>
<p><b>Session Expiry</b></p> <p>Your session has expired. Please log in again.</p>	<p>Where a user's authentication session has expired or no action has been performed in the CDAX with a certain time period.</p>

### 5.3 Screen layout

The Error screen will display the Header (with no menu items) and Footer and will contain text describing the Error. The following is an example of the Generic Error Screen.

The hyperlink directly below the error text will redirect the user to the CDA Extension Warning Screen.



### 5.4 Log File

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

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## 6 Heart Beat Page

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### 6.1 Purpose

The Heartbeat page is a non visual page that when it is loaded, makes a request through the system to the database.

This function is used to ensure the system is active.

The Heartbeat page is used by an external administrator to ensure that the application is still running.

