
DATA COM



OFFICE OF FILM & LITERATURE
CLASSIFICATION
25000 Hialeah Avenue, Hialeah, Florida

**System Requirements Specification
for the OFLC
Classification System**

Version 4.0

Office of Film & Literature Classification

Version:	V2.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

Document Contact

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

9(2)(b)(ii)

Related Documentation

Document Title	Version	Status
OFLC System Features PDF		
OFLC RFP document	1.0	Final
OFLC Business Process Flows	1.0	Final
OFLC Use Case Survey		
OFLC Scoping Document		
9(2)(b)(ii)		

Revision History

9(2)(b)(ii)

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Date:	29/11/2019
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Document Sign Off

Approved by	Signature	Role	Date

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1 Overview

1.1 Introduction

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.

9(2)(k)

1.2 Purpose

The purpose of this document is to detail the confirmed 'in scope' system requirements (both functional and non functional) for the new Classification Database application that will replace the existing CLOSET application.

1.3 Intended Audience

The intended audience of this document is the Datacom OFLC Project Team, the Office for Film and Literature Censor Project team and Equinox who are acting as the Office's external Quality Assurance broker.

1.4 Scope

The scope of this project is defined in the OFLC Scoping document and all requirements listed in this document other than those defined as Parking Space requirements.

1.5 Requirement Data

The following table outlines the data that will be captured and documented for each requirement:

Data	Description
ID	<p>A unique identifier for the Requirement. Each Requirement is allocated a unique identifier to make it traceable throughout the project lifecycle. Each requirement will be prefixed with characters that will identify the group that the requirement belongs to. Prefixes are defined as follows:</p> <ul style="list-style-type: none"> • GEN – Generic Requirements – these apply to all business entities • PFR –Requirements relating to Publication records • AFR –Requirements relating to Addressee records • CFR –Requirements relating to Counsel records • SFR – Requirements relating to the Scheduling of publications

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Data	Description
	<ul style="list-style-type: none"> • EFR – Requirements relating to the Examination and Classification process • RFR – Requirements relating to Requests (Leave, Urgency etc.) • BFR – Requirements relating to the billing process for the Labelling Body and others • IFR – Requirements relating to reporting information • DFR – Requirements relating to documents • SAFR - Requirements relating to System Administration processing • WFR – Requirements relating to work flow processes • NFR –Non Functional Requirements • PSR – Requirements that are excluded from the scope of this project. These may be considered at a future date
Requirement Type	<p>The type of requirement, whether:</p> <ul style="list-style-type: none"> • Functional • Non-Functional
Description	A description of the requirement.
Rationale	A description of the justification for the requirement.
Acceptance Criterion	A measurement of the requirement that will allow testing to ensure the solution will match the original requirement.
Priority	<p>A rating of the priority of the requirement</p> <p>The rating used is on a scale:</p> <ul style="list-style-type: none"> • Mandatory – requirement must be met as part of the project deliverables • Highly Desirable – requirement should be met as part of the project deliverable • Nice to Have – requirement is not necessary as project deliverable but should be included if time and budget prevail.
Source	The name of the person who raised the requirement.
Use Case	A list of the Use Cases that need this requirement. This will map to the Use Cases defined in the Use Case Survey.
Related Business Process Flow	A list of the Business Process flows that need this requirement. There might be several Business Process Flows for one requirement because the same requirement might relate to a number of Business Processes.
Dependencies	A list of other requirements that this requirement has dependencies upon.
Conflicts	A list of other requirements numbers that cannot be implemented if this requirement is.

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2 Purpose of the Product

2.1 Background

The purpose of the Office of Film and Literature Classification is to provide and communicate impartial classification decisions and information services.

The purpose of the Classification Database Project is to manage the classification of publications, to publish the classification decisions, and to report on classification decisions. The new system will replace the existing CLOSET application and incorporate some functionality currently provided by the 9(2)(k) application.

The Terms of Reference define the scope of the Classification Database Project as follows:

- A new classification system which manages more of the business process and improves management reporting capability
- Consolidation of existing systems and data stores
- Maintenance of Internet Access to all classification decisions made prior to the current month

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3 Intended Users

3.1 User Roles

The following list details the user roles who will have hands on contact with the system:

Role	Abbreviated Title	Description
Registry Staff	RO	OFLC staff who: <ul style="list-style-type: none"> Record receipt of Publication submissions, Requests for leave, urgency and batching Register and Publish classification decisions Complete classification files
Classification Officers	CO	OFLC staff who: <ul style="list-style-type: none"> Examine publications Draft classification decisions Request and record consultations Recommend excisions
Senior Classification Officers	SCO	OFLC staff who: <ul style="list-style-type: none"> Affirm classification decisions Affirm excision recommendations
Technical Unit	TU	OFLC staff who: <ul style="list-style-type: none"> Copy publications Create the publication 'Title File' Manage the Bond Store Dispatch documents and publications to applicants/Interested Parties
Information Unit Manager	IU	OFLC staff who: <ul style="list-style-type: none"> Manage the s21 consultation process
Deputy Chief Censor	DCC	9(2)(k)
Chief Censor	CC	OFLC staff member who: <ul style="list-style-type: none"> Records decisions on requests for Leave, Urgency, Fee Waivers, Fee Batching, Broadcasting Consents, Affixing Alternative Labels
Accountant	AO	OFLC staff member who: <ul style="list-style-type: none"> Refunds money when due Creates invoices
Systems Administrator	SA	OFLC staff member who: <ul style="list-style-type: none"> Maintains reference data for look up tables Deletes records from the system

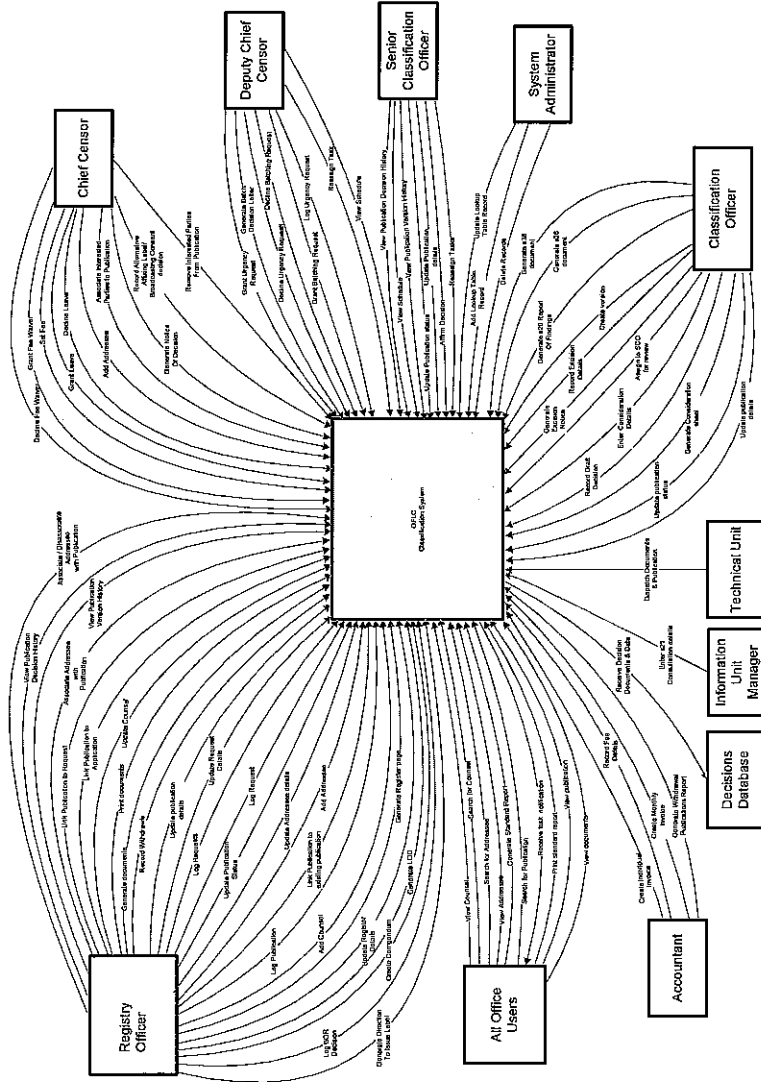
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4 System Activities

4.1 System Activity Diagram

The following diagram details all of the potential interactions between roles and the new OFLC Classification System.



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4.2 Business Event List

The following table outlines at a high level the business events that the Office support:

Event	Input	Business Objects	BP Flow
Applicant lodges a submission request to have a publication classified	Application form Publication	Publication	A0 – Log Publication A1 – Receive Section 13 Submission A3 – Receive 13(1)(c) Submission A32 – Receive Reg 27 Application A6 – Receive Section 29 Submission A29 – Receive Application for Exemption (s44)
Applicant lodges a request for a previously classified publication to be reconsidered	Reconsideration Application Publication	Reconsideration	A4 – Receive Reconsideration Application A3 – Receive Section 42 (2) Reconsideration
Applicant lodges a request for leave to be granted so a submission request to have a publication classified can be lodged	Request for Leave	Leave Request	A3 – Receive 13 (1)(c) Submission
Applicant lodges a request for publications to be classified under urgency	Urgency Request	Urgency Request	A8 – Receive Urgency Request
Applicant lodges a request for the fee associated with the classification of a publication to be waived	Request for Fee Waiver	Fee Waiver Request	A2 – Receive Fee Waiver Request
Applicant or OFLC user requests that publications be batched for publications to be classified together and for one fee to be applied	Batching for Fee Request	Batching for Fee Request	A9 – Receive Batching Request
Applicant requests to withdraw publication and or request	Withdrawal Request	Request Publication	A27 – Withdraw Urgency Request, Leave Application, Publication

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Event	Input	Business Objects	BP Flow
OFLC schedule publications for classification	Publications, Schedule	Publication Schedule	A10 – Schedule Publication A20 – Reassign Activities
Publication is examined	Publication	Publication Classification Decision	A11 Examine Publication
Classification Decision is registered	Publication Classification Decision	Publication Classification Decision Register Page	A12 – Register Decision
Produce List of Decisions	Selected month	Publication Classification Decision Corrigenda BOR Decision	A13 – Print LOD and Corrigendum
Correct errors on published Register Page	Publication Register Page Corrigendum	Publication Classification Decision Corrigenda	A14 – Correct Publication after Completion
Grant / Decline Broadcasting consents	Request for Broadcasting Consent	Publication	A15 – Affix Alternative Labels and Broadcasting Consents
Grant / Decline Request to Affix Alternative Label	Request to Affix Alternative Label	Publication	A16 – Request for Submission
Receive Request for submission for Interim Restriction Order (BOR)	Submission notification	Publication Classification Decision	A17 – Register BOR Decision
Receive Board of Review Decision	BOR decision document	Publication Classification Decision	A19 – Calling in Publication by CC
Call publication in for classification	Call in request	Publication	A21 – Generate Reports A22 – Bill Labelling Body
Create standard reports (weekly, quarterly etc)	Selected report and period	Publication Timeliness Standards Requests	

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Event	Input	Business Objects	BP Flow
Delete record created in error	Deletion request	Publication Addressee Counsel Request	A31 – Delete Records
OFLC Requests submission from Interested Party	Submission application Interested Party	Publication Addressee	A40 – Request for Submission from Interested Party

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5 Functional Requirements

5.1 Introduction

This section details the functional requirements for the new Classification system. For each requirement, data elements required to support the requirement (data to be captured) is also listed.

5.2 Generic Requirements

These requirements apply across different business entities.

ID	GEN#01
Description	The system shall support partial matching of text fields for all search functions
Rationale	Users need to be able to identify existing publication and or addressee records where they are unsure of the correct spelling or unsure of the exact title or name.
Acceptance Criterion	9(2)(k)
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Senior Classification Officer Nic McCully – Deputy Chief Censor
Use Case	UC03 – View Publications UC02 – Manage Addressees
Business Process Flow(s)	A1, A2, A3, A4, A5, A6, A8
Dependencies	None
Conflicts	None

ID	GEN#02
Description	The system shall support search functionality that is case insensitive
Rationale	OFLC do not want to restrict the way in which users enter data and hence require search functionality that will return search results regardless of the case.
Acceptance Criterion	<p>The same record is returned as search results in separate searches where the search parameters are entered as:</p> <ul style="list-style-type: none"> Upper case

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ID	GEN#02
	<ul style="list-style-type: none"> Mixed case Lower case
Priority	Mandatory
Source	Julia Ewing-Jarvie – Corporate Services Manager
Use Case	None
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

ID	GEN#03
Description	The system shall allow for a user to define the number of records within a defined range, that will be displayed on search result pages for each individual search performed
Rationale	OFLC would like users to be able to customise some of the display features of the system
Acceptance Criterion	The number of records returned on a multi page search results screen matches the number defined in the Search Criteria for that search
Priority	Nice to have
Source	<ul style="list-style-type: none"> Julia Ewing-Jarvie – Corporate Services Manager 9(2)(k) System Administrator
Use Case	None
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

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ID	GEN#04
Description	The system shall allow users to change the display order of search results.
Rationale	Flexibility is required to allow users to reverse the order in which results are displayed
Acceptance Criterion	Users can reverse the order in which search result records are displayed for each column of results. EG from ascending to descending and vice versa
Priority	Nice to have
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie – Corporate Services Manager • 9(2)(k) System Administrator
Use Case	None
Business Process Flow(s)	N/A
Dependencies	1. More than one record has been returned as search results
Conflicts	None

ID	GEN#05
Description	The system shall allow users to export Search Results in a format that will allow the user to view the results in Microsoft Excel
Rationale	Users need to be able to perform complex filtering on search result sets and want to be able to use the existing filtering functionality of Microsoft Excel
Acceptance Criterion	The results of a search can be saved or opened using Microsoft Excel
Priority	Mandatory
Source	Julia Ewing-Jarvie – Corporate Services Manager
Use Case	None
Business Process Flow(s)	N/A
Dependencies	1. Search must have resulted in more than one set of records being returned
Conflicts	None

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ID	GEN#06
Description	The system shall allow a user to view full details of a selected publication, addressee or counsel record from the relevant search results or work item
Rationale	OFLC require a simplistic means of being able to view full details of a record returned as search results or from a work list/item
Acceptance Criterion	Once selected from Search Results or from a work item, expanded details of the record are displayed to the user
Priority	Mandatory
Source	Julia Ewing-Jarvie – Corporate Services Manager
Use Case	None
Business Process Flow(s)	N/A
Dependencies	1. A search has been performed that has returned one or more records as search results, or the user has a work item allocated
Conflicts	None

ID	GEN#07
Description	The system shall alert a user where a duplicate publication, addressee or Counsel record will be created.
Rationale	Users need to be warned that the record they are adding may exist to reduce the instance of duplication records. The existence of duplicate records impacts accurate reporting and adds confusion for users when they are selecting a record
Acceptance Criterion	A warning is displayed where the user clicks save on a create action for a publication, Addressee or Counsel record and a matching record already exists.
Priority	Desirable
Source	Julia Ewing-Jarvie – Corporate Services Manager
Use Case	None
Business Process Flow(s)	N/A
Dependencies	1. A duplicate record exists in the system.
Conflicts	None

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ID	GEN#08
Description	The system shall allow a user to create a duplicate Publication, Addressee or Counsel record
Rationale	It is possible for a publication to hold the same name of a publication but actually be a different publication record. The same can apply to Addressee and Counsel records. OFLC want users to have the ability to create a record that matches a record already held.
Acceptance Criterion	More than one publication, Addressee or Counsel record with the same defined data is held.
Priority	Desirable
Source	Julia Ewing-Jarvie – Corporate Services Manager
Use Case	None
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

ID	GEN#09
Description	The system shall force the user to confirm any delete action prior to deleting a record
Rationale	OFLC need to ensure that users do not accidentally delete records.
Acceptance Criterion	All delete actions taken require confirmation by the user before the record is removed.
Priority	Desirable
Source	<ul style="list-style-type: none"> • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Senior Classification Officer
Use Case	None
Business Process Flow(s)	N/A
Dependencies	1. Relevant record exists in the system and user holds the relevant delete permission
Conflicts	None

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ID	GEN#10
Description	The system shall force reason text to be entered where a decision that relates to a Request, is recorded as 'Declined'
Rationale	OFLC users need to be able to view the Chief Censors reasons for declining a request.
Acceptance Criterion	The decline decision for the Request can only be saved where a minimum of one non whitespace character is held as Reason text.
Priority	Mandatory
Source	Bill Hastings – Chief Censor
Use Case	UC05 – Manage Pre Classification Decisions UC14 – Manage Post Classification Decisions
Business Process Flow(s)	A3, A4, A5, A15
Dependencies	1. The Request exists in the system
Conflicts	None

ID	GEN#11
Description	The system shall allow users to either select a date or enter a date into any date field using specified formats
Rationale	OFLC want to restrict the rate of potential date entry errors on date fields
Acceptance Criterion	Only dates entered in the specified formats will be saved
Priority	Desirable
Source	Julia Ewing-Jarvie – Corporate Services
Use Case	None
Business Process Flow(s)	None
Dependencies	None
Conflicts	None

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ID	GEN#12
Description	The system shall allow users to paste text including symbol characters, copied from Microsoft WORD into any text field
Rationale	At times, OFLC users may create word documents or receive documents from external agencies that contain symbol characters that may need to be replicated into the new system.
Acceptance Criterion	Microsoft WORD symbols can be viewed in text fields
Priority	Desirable
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie – Corporate Services • Nic McCully – Deputy Chief Censor
Use Case	None
Business Process Flow(s)	None
Dependencies	None
Conflicts	None

ID	GEN#13
Description	The system shall replicate specified search criteria data onto the add screen
Rationale	Where a user has searched for a record, on not finding the record and selecting to add, they do not want to have to retype data entered as search parameters.
Acceptance Criterion	On selecting to add a new record from Search Results, the data specified data entered as search criteria is displayed on entry to the Add screen
Priority	Desirable
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie – Corporate Services • Nic McCully – Deputy Chief Censor
Use Case	None
Business Process Flow(s)	None
Dependencies	1. Search has been completed
Conflicts	None

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ID	GEN#14
Description	The system shall allow authorised users to delete the following relationships: <ul style="list-style-type: none"> • Addressee held on a publication • Publication associated with another publication • Counsel associated with an Addressee
Rationale	Relationships between publications and addressees/other publications and addresses and counsel may change or these could have been created in error. OFLC require the ability for specific users to delete a relationship record.
Acceptance Criterion	On successful save action, the relationship is no longer displayed.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie – Corporate Services • Nic McCully – Deputy Chief Censor • 9(2)(k)
Use Case	None
Business Process Flow(s)	None
Dependencies	1. The Relationship record exists in the system
Conflicts	None

ID	GEN#15
Description	The system shall stop specified users from creating or updating data in the system
Rationale	OFLC at times, allow students access to publication information and need to ensure that these users do not create any records or update any data held on the system
Acceptance Criterion	A specified user is unable to add, change or delete any data on the system.
Priority	Desirable
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

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ID	GEN#16
Description	The system shall allow authorised users to add a new Film Festival name to a record that will once saved, become available for selection on any other relevant record
Rationale	Publication records and Request records can be submitted as part of a Film Festival. OFLC require that the Film Festival name be recorded against the relevant publication/Request record and that this data be available for users to select, rather than add each time.
Acceptance Criterion	That authorised users can add a new Film Festival name to a publication or Request record that will become available for selection in the Film Festival dropdown list on other publications
Priority	Desirable
Source	• 9(2)(k)
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

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5.3 Publication Requirements

ID	PFR#01
Description	The system shall allow users to search for existing publications using specified search parameters.
Rationale	Users need to be able to view publications that match identified criteria to respond to queries and to look for existing data that may also apply to a new publication.
Acceptance Criterion	All publications that match the criteria entered will be displayed
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • Nic McCully – Deputy Chief Censor
Use Case	UC03 – View Publications
Business Process Flow(s)	A0
Dependencies	None
Conflicts	None

ID	PFR#02
Description	The system shall display defined information for each publication returned as search results
Rationale	Specific data is required to be displayed for all matched records from a publication search so users are able to identify the record they are looking for
Acceptance Criterion	The specified data is displayed for each publication record returned
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • Nic McCully – Deputy Chief Censor
Use Case	UC03 – View Publications
Business Process Flow(s)	A0, A4, A9, A11, A11.3, A15, A16, A18, A29
Dependencies	1. That a search has been performed that returns at least one record as search results
Conflicts	None

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ID	PFR#03
Description	The system shall allow users to view all information held for a publication
Rationale	All information captured for a publication must be retrievable from the system. OFLC require access to this data to draft decision recommendations and to respond to queries.
Acceptance Criterion	All data relating to a publication is displayed
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Senior Classification Officer Nic McCully – Deputy Chief Censor
Use Case	UC03 – View Publications
Business Process Flow(s)	A0, A24
Dependencies	1. A publication has been selected
Conflicts	None

ID	PFR#04
Description	The system shall allow a user to log a publication into the system.
Rationale	The Office is responsible for classifying/approving publications. All publications submitted for classification need to be recorded so the work can be managed and reported on
Acceptance Criterion	Details for a Publication can be viewed within the system
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar 9(2)(k) Registry Officer
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	None
Conflicts	None

ID	PFR#05
Description	The system shall ensure that a minimum set of publication data is recorded
Rationale	The Office can receive submissions for publications to be classified/approved without the publication. In these cases, the publication needs to be recorded in the system but full details of the publication may

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ID	PFR#05
	not be known.
Acceptance Criterion	A publication can not be saved where the minimum defined data is not entered.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	None
Conflicts	None

ID	PFR#06
Description	The system shall automatically allocate a unique sequential publication number to each individual publication logged 9(2)(k) 9(2)(k)
Rationale	OFLC manage multiple publications which are uniquely identified by a number. This number is assigned to each publication and written on the associated Title File, which is filed numerically.
Acceptance Criterion	Every publication recorded in the system has a unique 11 character Publication number
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Change Request CR003
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	None
Conflicts	None

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ID	PFR#07
Description	The system shall automatically allocate a unique Publication number for any cloned publication. 9(2)(k) 9(2)(k)
Rationale	OFLC file publication Title Files in numeric order and need to be able to keep all publications that are associated with one submission request in a sequential order. Publications that are related in this manner are also often processed together.
Acceptance Criterion	All cloned publication records created hold the same value for 9(2)(k) of the publication number that is held as its master and 9(2)(k) hold a unique number.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Change Request CR003
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	1. That a 'cloned' publication record exists in the system
Conflicts	None

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ID	PFR#08
Description	The system shall allow users to record that a publication is Advertising Material
Rationale	OFLC need to be able to record publications like Slicks and Posters as Advertising material. Advertising material may be submitted in isolation under Reg 27 or as material that is to be associated with another publication.
Acceptance Criterion	Users are able to identify a publication as Advertising Material
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	None
Conflicts	None

ID	PFR#09
Description	The system shall allow for users to create associated publications without the need to re enter duplicate data
Rationale	Under certain submission channels, multiple publications can be received which hold identical data. To reduce the amount of data that needs to be manually entered, users need to be able to 'clone' data across multiple publications.
Acceptance Criterion	Clone data held on one publication is automatically displayed to the user when adding a new publication. The subsequent cloned publication holds the same publication number but with a unique suffix
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar 9(2)(k) Registry Officer
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	1. The publication that is to be duplicated must exist in the system
Conflicts	None

ID	PFR#10
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Office of Film & Literature Classification

Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#10
Description	The system shall allow users to associate a new publication to an existing publication
Rationale	Publications can be received that are related to previously classified, or received publications or that are the advertising material for another publication. The Office needs to be able to create links between like publications for classification purposes.
Acceptance Criterion	Associated publications are displayed on each publication record
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	None
Conflicts	None

ID	PFR#11
Description	The system shall stop users from being able to associate a publication that is held as Advertising Material, to another publication that is held as Advertising Material
Rationale	Publications like Slicks and Posters that are Advertising material for a specific DVD, video etc should not be associated to any publication that is also held as advertising material.
Acceptance Criterion	Where a publication is recorded as being Advertising Material, users are unable to associate it to any other Advertising Material publication.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	None
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#12
Description	The system shall allow users to record whether the physical publication has been received
Rationale	OFLC are required to classify publications within defined time frames. The time taken to classify a publication is a key performance indicator. The key milestone for classification starts once the physical publication and necessary paperwork is received in the office as applicants can request that a publication be considered for classification before the publication/paperwork is received
Acceptance Criterion	Users are able to view that a publication has been/ has not been received
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar 9(2)(k) Registry Officer
Use Case	UC01 – Log Publications
Business Process Flow(s)	A0
Dependencies	1. Publication exists in the system
Conflicts	None

ID	PFR#13
Description	The system shall automatically link the Addressee record of "Comptroller of Customs", as Applicant, to any new publication logged under submission channel 13(1)(a).
Rationale	The NZ Customs Department submit all publications received under section 13(1)(a).
Acceptance Criterion	Addressee link is viewable on publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> Bill Hastings – Chief Censor 9(2)(k) Registrar
Use Case	UC01 Log Publications
Business Process Flow(s)	A1
Dependencies	None
Conflicts	None

Office of Film & Literature Classification

Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#14
Description	The system shall automatically link the Addressee record of "Secretary of Internal Affairs", as Applicant, to any publication logged under submission channel 13(1)(b).
Rationale	The Department of Internal Affairs submit all publications received under section 13(1)(b)
Acceptance Criterion	Addressee link is viewable on publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Bill Hastings – Chief Censor • 9(2)(k) Registrar
Use Case	UC01 Log Publications
Business Process Flow(s)	A1
Dependencies	None
Conflicts	None

ID	PFR#15
Description	The system shall automatically link the Addressee record of "Chief Censor", as Applicant, to any new publication logged under submission channel 13(3).
Rationale	Any publications called in under 13(3) will be submitted by one of these two parties. To save data entry, this relationship should both be created to minimize the data a user is required to enter.
Acceptance Criterion	Addressee links are viewable on publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Bill Hastings – Chief Censor • 9(2)(k) Registrar • Change Request CR062
Use Case	UC01 Log Publications
Business Process Flow(s)	A19
Dependencies	None
Conflicts	None

Office of Film & Literature Classification

Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#17
Description	The system shall allow users to replicate data onto a new publication where a submission under section 42 of the Act (reconsideration) has been received
Rationale	The Act allows for applicants to request that a classification decision made by the Office be reconsidered. OFLC business process will be for the user to create a new publication for this submission request but to reduce the amount of data entry, have the system copy data onto the new publication record
Acceptance Criterion	Users can select to create a s42 Reconsideration publication and once selected, a new publication record is created holding specified duplicate data to the original record
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registry Officer 9(2)(k) Registrar
Use Case	UC14 – Manage Post Classification Decision
Business Process Flow(s)	A4
Dependencies	1. (Original) Publication exists in the system
Conflicts	None

ID	PFR#18
Description	The system shall automatically create a relationship between a selected publication and the new publication created under s42 Reconsideration
Rationale	The Act allows for applicants to request that a classification decision made by the Office be reconsidered. OFLC business process will be for the user to create a new publication for this submission request but to reduce the amount of data entry, have the system copy data onto the new publication record
Acceptance Criterion	Once a new publication record has been created as a s42 reconsideration, the original publication is displayed as a related publication type of "Original". On the Original publication, the newly created publication is displayed as a related publication of type "Reconsideration"
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registry Officer 9(2)(k) Registrar
Use Case	UC14 – Manage Post Classification Decision

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Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#18
Business Process Flow(s)	A4
Dependencies	1. A Reconsideration publication record has been created (refer Requirement PFR#16)
Conflicts	None

ID	PFR#19
Description	The system shall allow for a user to associate an existing publication to another publication
Rationale	<p>OFLC require the ability to associate separate publication records to other publication records to cater for situations where:</p> <ul style="list-style-type: none"> • A number of publications are received together from the same applicant and under the same submission channel • A new publication is similar to an existing publication • A publication is received that has different formats of advertising material
Acceptance Criterion	Users are able to view a list of all associated publications held on a publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar
Use Case	UC04 – Manage Publications
Business Process Flow(s)	N/A
Dependencies	1. One of the publications must exist in the system
Conflicts	None

ID	PFR#20
Description	The system shall only allow users to update the status of a publication to "EXAMINED" when component details for specified publication types are held.
Rationale	OFLC use publication status to track the progress of work against a publication. To ensure the correct status is held for a publication, OFLC require certain data to be captured prior to the status being updated
Acceptance Criterion	A user can only change the status of a 'moving image' publication to

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ID	PFR#20
	'EXAMINED' where at least one component has been saved
Priority	Nice to Have
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Bill Hastings – Chief Censor
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A11
Dependencies	1. Publication exists in the system.
Conflicts	None

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Version:	V3.0 FINAL
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Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#21
Description	The system shall only allow authorised users to make changes to a publication and/or its associated documents, where the publication status is 'DECISION REGISTERED'.
Rationale	Once a publication decision has been registered, the decision made is considered final and correct and any changes to this information needs to be restricted.
Acceptance Criterion	Access to the publication and all associated documents is as read only for all users except those authorised to make changes.
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar Nic McCully – Deputy Chief Censor
Use Case	UC04 –Manage Publications
Business Process Flow(s)	A12
Dependencies	1. Publication exists in the system.
Conflicts	None

ID	PFR#22
Description	The system shall allow users to update publication details.
Rationale	Before, during and after examination, users are constantly updating publications to capture required information.
Acceptance Criterion	Details can be entered and saved and are still present when reopened.
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registry Officer 9(2)(k) Registrar 9(2)(k) Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A0, A11, A11.2, A11.4, A12, A14, A17.1, A27
Dependencies	1. Publication exists in the system.
Conflicts	None

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Version:	V3.0 FINAL
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ID	PFR#23
Description	The system shall reduce the instance where a user can unintentionally add a redundant key-stroke to an input field when they enter a screen.
Rationale	Experience has proven that users often unintentionally tap a keyboard key when entering a screen. The result is that the record is incorrectly updated on save.
Acceptance Criterion	On first entry to a screen, the default t position of the cursor will be on a non user enterable field
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar
Use Case	UC04 – Manage Publications
Business Process Flow(s)	N/A
Dependencies	1. Publication exists in the system.
Conflicts	None

ID	PFR#24
Description	The system shall allow users to enter publication component details.
Rationale	Each publication is broken into multiple components, such as main feature, episode, trailers, notice and non-timed components. This information is required by law to be recorded on the Register Page
Acceptance Criterion	Component details are viewable on the publication.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A11, A11.2, A11.4, A12, A14, A17.1, A27
Dependencies	1. Publication exists in the system.
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
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ID	PFR#25
Description	The system shall automatically calculate the total running time for all timed components once the component(s) have been saved.
Rationale	This information goes onto the various decision documents and is used as a means of identifying a publication record
Acceptance Criterion	Total running time is equal to sum of individual component running times.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A11
Dependencies	<ul style="list-style-type: none"> • Publication exists in the system and timed components have been entered
Conflicts	None

ID	PFR#26
Description	The system shall allow users to create a new version of a publication
Rationale	A publication may go through various versions throughout its life cycle, such as a pre excision version and excised versions. Details of each of the various versions need to be captured.
Acceptance Criterion	A new version of the publication is created
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A11.3
Dependencies	1. Publication exists in the system with an initial version.
Conflicts	None

ID	PFR#27
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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#27
Description	The system shall allow users to replicate data from a selected existing version of a publication to a new version for specified publication types
Rationale	Caters for the fact that some moving image publications may only vary in run time and that from version to version, a majority of the data will be the same. This reduces the number of keystrokes required to create a new version of a publication.
Acceptance Criterion	A new publication version is created that holds replicated data from an existing publication version
Priority	Desirable
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A11.3
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. Component data is held for the previous version 3. The publication format is a moving image type
Conflicts	None

ID	PFR#28
Description	The system shall allow a user to record that excision have been made on poster or slick submitted under Regulation 27 (4) of the Act
Rationale	At times, a poster or slick may be submitted for approval and this approval is subject to excisions being made. OFLC require the ability to add that the distributor has agreed to the recommended excisions
Acceptance Criterion	Users can view that the excisions on a poster/slick have been agreed to.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Manager • 9(2)(k) Systems Administrator
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A11.3
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system

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ID	PFR#28
Conflicts	None

ID	PFR#29
Description	The system shall allow an authorised user to record one or more 'claw backs' on a publication without the need for a Corrigendum
Rationale	At times, a publication is submitted for classification and then subsequent to the decision being made, is then commercially released. Where a fee waiver had been granted for the initial classification, the Office are able to recover the waived fee amount
Acceptance Criterion	The claw back is viewable on the publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar • Change Request 063
Use Case	UC04 – Manage Publications
Business Process Flow(s)	
Dependencies	1. Publication exists in the system with a conditionally granted Fee Waiver request.
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#30
Description	The system shall allow users to record one or more file notes against a publication regardless of the publication status
Rationale	OFLC require the ability to record miscellaneous information or notes regarding a publication
Acceptance Criterion	File notes can be viewed for a publication at any point of the classification process
Priority	Desirable
Source	<ul style="list-style-type: none"> • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	None
Dependencies	None
Conflicts	None

ID	PFR#31
Description	The system shall allow a user to edit or delete their own publication file notes or an authorised user to delete another users file notes
Rationale	To retain integrity of file notes, only the author of the note is allowed to edit or delete the record
Acceptance Criterion	Only file notes that the user created can be edited or deleted
Priority	Desirable
Source	<ul style="list-style-type: none"> • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	N/A
Dependencies	1. File note exists in the system
Conflicts	None

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ID	PFR#32
Description	The system shall allow users to print a single file note or a selection of file notes, that includes the publication number and publication title
Rationale	OFLC currently use paper file notes that are stored on the Publication Title File. OFLC would like to combine selected file notes and print these for inclusion onto the Title file
Acceptance Criterion	The selected file notes are printed under defined publication data (EG Publication Title, number)
Priority	Desirable
Source	<ul style="list-style-type: none"> • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	None
Dependencies	1. File Note record(s) exist in the system for the publication
Conflicts	None

ID	PFR#33
Description	The system shall allow authorised users to change the status of a publication
Rationale	Publications that are being processed for classification are included in the Timeliness reports for publications being processed. The Office requires accurate statistics to be captured to identify at which point in the process, a publication is at.
Acceptance Criterion	Authorised users are able to change a publication status. The available publication statuses are filtered to only allow selection based on the current status of the publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) [Redacted] Senior Classification Officer • 9(2)(k) [Redacted] Classification Officer • 9(2)(k) [Redacted] Classification Officer • Nic McCully- Deputy Chief Censor
Use Case	UC04 – Manage Publications UC11 – Manage Classification Decision
Business Process	A11

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ID	PFR#33
Flow(s)	
Dependencies	1. Publication exists in the system
Conflicts	None

ID	PFR#34
Description	The system shall allow users to assign a publication to a configurable set of users, based on publication status, for completion of classification activities.
Rationale	OFLC work on a schedule where publications are assigned to different users for completion of tasks throughout the lifecycle of the publication. Assignment of publications needs to be user driven for parts of the business process.
Acceptance Criterion	The list of users that a publication can be assigned only displays users who hold a role that is applicable to the status of the publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC04 – Manage Publication
Business Process Flow(s)	A10, A11, A20
Dependencies	<ol style="list-style-type: none"> 1. The Publication exists in the system 2. The Publication is currently assigned
Conflicts	None

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Version:	V3.0 FINAL
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Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#36
Description	The system shall allow a user to record that a publication submitted for classification has WITHDRAWN
Rationale	At times, the Office does not receive or cannot obtain a physical copy of a publication. The Act allows for publications not received or where the required paperwork is not received, to lapse where all reasonable steps have been taken to secure the publication or where the applicant chooses not to submit the paperwork
Acceptance Criterion	The status of the publication is displayed as WITHDRAWN
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor • Change Request 071
Use Case	UC05 – Manage Pre-Classification Decision
Business Process Flow(s)	N/A
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. The publication does not hold a status (status is NULL)
Conflicts	None

ID	PFR#37
Description	The system shall automatically update the status of all Advertising Material associated with a publication to "WITHDRAWN" when the parent publication status has been manually changed to WITHDRAWN
Rationale	Where the Office has not received or cannot obtain a physical copy of a publication and the publication is noted as WITHDRAWN, all associated Advertising Material is also considered to have WITHDRAWN. The Office requires this process to be automated to ensure that advertising material publication records are not left open.
Acceptance Criterion	The status of all of the publications linked as Advertising material to a WITHDRAWN publication is displayed as WITHDRAWN
Priority	Desirable
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Change Request 071
Use Case	UC04 – Manage Publications

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ID	PFR#37
Business Process Flow(s)	A27
Dependencies	1. Publication exists with associated Advertising Material
Conflicts	None

ID	PFR#38
Description	The system shall allow a decision of Granted or Declined to be recorded for a publication logged under the submission channel of: <ul style="list-style-type: none"> Broadcasting Consent Affixing Alternative Labels S44 Exemption
Rationale	Publications submitted for consideration of Broadcasting Consent, to Affix an Alternative Label or for a section 44 exemption will be either granted or declined by the Chief Censor. The decisions for Publications received under these submission channels is reported on.
Acceptance Criterion	A decision of Granted or Declined is viewable
Priority	Mandatory
Source	Bill Hastings – Chief Censor
Use Case	UC14 - Manage Post Classification Decision
Business Process Flow(s)	A15
Dependencies	1. Publication exists in the system
Conflicts	None

ID	PFR#39
Description	The system shall allow an authorised user to set a publication status to "QUEUED"
Rationale	All key performance indicators are taken from queue time and processing time. Queue time is to include all publications that have been physically received together with all required documentation, and those that have been resubmitted for reconsideration.
Acceptance Criterion	The publication status can be updated to QUEUED
Priority	Mandatory

Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor
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	<ul style="list-style-type: none"> • 9(2)(k) Registrar
Use Case	N/A
Business Process Flow(s)	A1, A3, A4, A5, A6, A7
Dependencies	<ol style="list-style-type: none"> 1. Publication exists within system 2. Publication must be recorded as physically received 3. Publication status is not currently held
Conflicts	None

ID	PFR#40
Description	The system shall allow users to apply the updated status of one publication to selected associated publications.
Rationale	Where publications have been associated as related publications, often they are examined and processed together. OFLC require the ability for users to apply a status change to more than one publication record
Acceptance Criterion	The status of all selected publications is updated
Priority	Nice to Have
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • Nic McCully – Deputy Chief Censor
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A0, A11
Dependencies	<ol style="list-style-type: none"> 1. Publication exists within system 2. Publication has associated publications of (relationship) type as follows: <ul style="list-style-type: none"> • Advertising material • Linked
Conflicts	None

ID	PFR#41
Description	The system shall automatically change the count from 'Queue Time' to 'Processing' time on a publication once the status has been changed to "EXAMINING"
Rationale	All key timeliness performance indicators are taken from queue time and processing time. Once a publication has been recorded as being examined, the queue time clock stops and the publication moves into

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ID	PFR#41
	processing time
Acceptance Criterion	The Publication is NOT included in the Queue time count and is included in the Processing time count
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor 9(2)(k) Registrar
Use Case	N/A
Business Process Flow(s)	A10
Dependencies	1. Publication exists in the system
Conflicts	None

ID	PFR#42
Description	The system shall exclude publications and all associated Advertising Material from all timeliness counts if any of the following occur: <ul style="list-style-type: none"> • S21 Consultation is recorded as being required for a publication • A publication is submitted under Section 29 • A Publication withdrawal request is granted
Rationale	A number of scenarios can occur on a publication that will result in the publication being removed from all timeliness measurements
Acceptance Criterion	The Publications are not counted in any of the timeliness measures
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	N/A
Business Process Flow(s)	A6, A11.5
Dependencies	1. Publication exists in the system
Conflicts	None

ID	PFR#43
Description	The system shall stop the relevant Queue or processing timeliness clock for the publication and all associated Advertising Material if any of the

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Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#43
	<p>following occur:</p> <ul style="list-style-type: none"> • A publication is recorded as being damaged • A publication has cuts considered
Rationale	A number of scenarios can be triggered on a publication that can result in delayed timeliness.
Acceptance Criterion	The Publications are not counted in the timeliness measures
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	N/A
Business Process Flow(s)	A6, A11.5
Dependencies	2. Publication exists in the system
Conflicts	None

ID	PFR#44
Description	<p>The system shall restart the relevant Queue or processing timeliness clock for a publication and all associated Advertising Material where a publication status is changed to:</p> <ul style="list-style-type: none"> • CUTS RECEIVED
Rationale	The timeliness clock for publications in either queue or processing time can stop where a publication is recorded as damaged or where cuts to the publication are to be considered. Where the damaged publication is fixed or where cuts are received for the publication, the timeliness clock is to restart.
Acceptance Criterion	The Publications are counted in the timeliness measures
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	N/A
Business Process Flow(s)	A6, A11.5
Dependencies	1. Publication exists in the system
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#45
Description	The system shall allow an authorised user to confirm the Addressee records that hold a role of "Interested Party" associated with a publications
Rationale	9(2)(k)
Acceptance Criterion	A Notification letter to an interested party can be generated
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	UC05 – Manage Pre Classification Decisions
Business Process Flow(s)	A1, A3
Dependencies	1. Addressee records have been associated with a publication with a role type of "Interested Party"
Conflicts	None

ID	PFR#46
Description	The system shall only allow a user to generate a Notification to Interested Party letter where the Addressee(s) associated with the publication have been approved
Rationale	With publications submitted under section 13 of the Act, the Chief Censor holds discretionary power to invite any Interested Party to make a submission. The Chief Censor will approve associated Interested Parties before the letter is issued
Acceptance Criterion	Notification to Interested Party letter can only be generated where the Addressees associated with the publication have been approved
Priority	Mandatory
Source	9(2)(b)(ii)
Use Case	UC05 – Manage Pre Classification Decisions
Business Process Flow(s)	A1, A3
Dependencies	1. The publication holds a submission channel of s13 or s29 2. The publication holds addressee records with the role of Interested Party
Conflicts	None

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Office of Film & Literature Classification –System Requirements Specification	

ID	PFR#47
Description	The system shall allow users to record the receipt of a submission from an Interested Party
Rationale	Publications submitted under section 13 and 29 of the Act allows for interested parties to make a submission on the publication. Users need to be able to record receipt of an Interested Party submission to stop any reminder letter being issued
Acceptance Criterion	Receipt of the submission can be viewed
Priority	Mandatory
Source	9(2)(k) Registry Officer
Use Case	UC05 – Manage Pre Classification Decisions
Business Process Flow(s)	A40
Dependencies	<ol style="list-style-type: none"> 1. The publication holds a submission channel of s13 or s29 2. The addressee holds a role of Interested Party on the publication
Conflicts	None

ID	PFR#49
Description	The system shall allow users to record details of a historical publication that will not impact the workflow for new publications and will not be included in any Timeliness reporting
Rationale	There exist a number of historical publications that are not currently recorded in the OFLC CLOSET or 9(2)(k) OFLC need to ensure that all publications exist in the new system to retain integrity of reporting
Acceptance Criterion	A historical publication record can be added to the system
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie – Corporate Services Manager • Change Request (CR005)
Use Case	N/A
Business Process Flow(s)	A0
Dependencies	None
Conflicts	None

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Version:	V3.0 FINAL
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ID	PFR#50
Description	The system shall allow a user to view a history of all statuses that a publication has held.
Rationale	OFLC need to be able to track and monitor the progress of a publication through the classification process.
Acceptance Criterion	All status details for the publication can be viewed
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie – Corporate Services Manager • Change Request CR015
Dependencies	1. The Publication exists in the system
Conflicts	None

ID	PFR#51
Description	The system shall allow users to record when a publication is physically received in the office and when it is dispatched back to the relevant party
Rationale	OFLC are responsible for any publication whilst it is physically held in the office. OFLC need to be able to identify when a publication has been received and when it has left the office. Publications can be received, dispatched and received multiple times.
Acceptance Criterion	The date a publication was received and where relevant dispatched can be viewed
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie Corporate Services Manager
Use Case	UC01 – Log Publications UC04 – Manage Publications
Business Process Flow(s)	A0, A11, A2, A3, A4, A5, A6, A8
Dependencies	None
Conflicts	None

ID	PFR#52
Description	The system shall automatically link the Addressee record of "Film, Video and Labelling Body", as Applicant, to any new publication logged under submission channel s12
Rationale	The Film, Video and Labelling Body submit all publications received under section 12 which is the majority of publications submitted to OFLC for

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ID	PFR#52
	classification
Acceptance Criterion	Addressee link is viewable on the publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer
Use Case	N/A
Business Process Flow(s)	A1
Dependencies	None
Conflicts	None

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ID	PFR#53
Description	The system shall allow users to search on text contained in any system generated word documents held for publications and requests.
Rationale	Information maybe held within a word document that is not held in the database. Allowing to search on text contained within the word document means that more comprehensive search results containing all relevant information.
Acceptance Criterion	Search results display publications which match criteria.
Priority	Nice to have
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Julia Ewing-Jarvie – Corporate Services Manager • Nic McCully – Deputy Chief Censor • 9(2)(k) System Administrator
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	1. Publication must exist in the system, and the document has been generated
Conflicts	None

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Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

5.4 Addressee Requirements

ID	AFR#01
Description	The system shall allow users to search for Addressee records
Rationale	Addressees can be associated with publications and the ability to identify whether an addressee is already held in the system is required to reduce the instance of duplicates being created
Acceptance Criterion	All addressee records that match the criteria entered are displayed
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	None
Conflicts	None

ID	AFR#02
Description	The system shall display defined data for Addressee records returned as search results
Rationale	Specific data is required to be displayed for all matched records from an addressee search so users are able to identify the record they are looking for.
Acceptance Criterion	The specified data is displayed for each Addressee record returned
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • Nic McCully – Deputy Chief Censor
Use Case	UC03 – View Publications
Business Process Flow(s)	A1, A3, A6
Dependencies	1. Addressee search has returned at least one record
Conflicts	None

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Version:	V3.0 FINAL
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Office of Film & Literature Classification –System Requirements Specification	

ID	AFR#03
Description	The system shall allow users to view all details relating to an Addressee record
Rationale	All information captured for an addressee record must be viewable in the system. OFLC require access to this data to ensure that the correct information is included in documents for a publication.
Acceptance Criterion	All data relating to an addressee record is displayed
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	1. Addressee record exists in the system
Conflicts	None

ID	AFR#04
Description	The system shall allow users to view all current publications that the Addressee is associated with.
Rationale	Addressees can be associated with publications and the ability for users to view all current publications associated with an Addressee record will allow an easy way for users to see all of the publications that an addressee has an interest in
Acceptance Criterion	For a given addressee record, only open publications are listed. Where one of those publications has its status changed to Decision Registered, upon viewing the addressee record, the publication is no longer displayed.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	None
Conflicts	None

ID	AFR#05
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Office of Film & Literature Classification

Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	AFR#05
Description	The system shall allow users to create records for Addressees
Rationale	Details of the people/organisations who have an interest in a Publication need to be captured to ensure addressee details included in documents relating to a publication are correct
Acceptance Criterion	An Addressee record added can be viewed
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Senior Classification Officer
Use Case	UC02 - Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	None
Conflicts	None

ID	AFR#06
Description	The system shall allow users to record multiple address records for an Addressee
Rationale	Addressee records are associated with publications and some addressee records hold different regional address details for different publications. OLFC need to be able to direct correspondence to an addressee at the address supplied for the publication.
Acceptance Criterion	Users are able to create additional address records for the one Addressee.
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Senior Classification Officer
Use Case	UC02 - Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	None
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
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ID	AFR#07
Description	The system shall allow users to update details for an Addressee record
Rationale	9(2)(k)
Acceptance Criterion	Updated details can be viewed
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor
Use Case	UC02 - Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	1. Addressee record exists in the system
Conflicts	None

ID	AFR#08
Description	The system shall allow users to associate/disassociate Addressee records with a publication
Rationale	9(2)(k)
Acceptance Criterion	
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor
Use Case	UC02 - Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	1. The publication or Addressee record must exist
Conflicts	None

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ID	AFR#09
Description	The system shall allow users to associate the same Addressee with the one publication using different roles
Rationale	The one Addressee record may be associated with publications in a number of roles. EG the one person may be the Producer and Director of a publication.
Acceptance Criterion	User is able to associate the same Addressee record to a publication only where a different role is held
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	UC02 - Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	1. Publication and Addressee must exist in the system
Conflicts	None

ID	AFR#10
Description	The system shall allow users to associate many different Addressees to a publication using the same role
Rationale	A publication can exist that has two Directors or Producers so the ability to assign the same role in a publication to one or more different Addressee records is required
Acceptance Criterion	User is able to associate two separate Addressee records to a publication with the same role (EG Producer)
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	UC02 - Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	1. Publication and Addressee must exist in the system
Conflicts	None

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ID	AFR#11
Description	The system shall allow users to change the Addressee’s address record associated with a publication
Rationale	Addressee’s and one of their address records are associated with publications. The address for this party may change from one existing address to another. Users are to be able to switch the addresses for an Addressee on a publication record
Acceptance Criterion	9(2)(k)
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	UC02 - Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	<ol style="list-style-type: none"> 1. Addressee record must exist in the system 2. Addressee must be linked to the publication
Conflicts	None

Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

5.5 Counsel Requirements

ID	CFR#01
Description	The system shall allow users to search for Counsel records
Rationale	Addressee records on a publication may elect to be represented by Counsel. The ability to identify whether a Counsel is already held in the system is required to reduce the instance of duplicates being created
Acceptance Criterion	Counsel records that match the search criteria are displayed
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	None
Conflicts	None

ID	CFR#02
Description	The system shall display defined data for counsel records returned as search results
Rationale	Specific data is required to be displayed for all matched records from a Counsel search so users are able to identify the record they are looking for.
Acceptance Criterion	The specified data is displayed for each Addressee record returned
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Senior Classification Officer Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	1. Counsel search has returned at least one record
Conflicts	None

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Version:	V3.0 FINAL
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ID	CFR#03
Description	The system shall allow users to create Counsel records
Rationale	Addressees can be associated with publications and may be represented by a Counsel. Where Counsel is held for an Addressee, all correspondence generated for the Addressee, relating to the publication, is to be sent to the Counsel
Acceptance Criterion	The counsel record is viewable and can be returned as Counsel search results
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	None
Conflicts	None

ID	CFR#04
Description	The system shall allow users to link a Counsel record to an Addressee record
Rationale	All correspondence that is generated for the Addressee record that is linked to a Counsel is to be addressed to the Counsel
Acceptance Criterion	9(2)(k)
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	1. The Addressee or Counsel record must exist in the system
Conflicts	None

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ID	CFR#05
Description	The system shall only allow one Counsel record to be linked to an Addressee record
Rationale	An Addressee may have an interest in one or more publications. OFLC have never had the scenario where the one Addressee holds a different counsel for different publications.
Acceptance Criterion	Only one current Counsel can be associated with an Addressee record. Users will be unable to associate a second Counsel record to any Addressee record that holds a current Counsel
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	A1, A3, A6
Dependencies	None
Conflicts	None

ID	CFR#06
Description	The system shall allow authorised users to remove counsel from an Addressee record
Rationale	Counsel in some circumstances can be associated with an Addressee record in error. The system must allow for user created Addressee-Counsel records created in error to be deleted
Acceptance Criterion	The Counsel is no longer associated with the Addressee record. No history that the Counsel was linked to the Addressee exists
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressee
Business Process Flow(s)	A1, A3, A6
Dependencies	1. Counsel record must be held for the Addressee
Conflicts	None

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ID	CFR#07
Description	The system shall allow users to record receipt of a submission from an Interested Party for a specific publication
Rationale	9(2)(k)
Acceptance Criterion	User is able to view which of the interested parties have responded to the invitation.
Priority	Mandatory
SourceFRI	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressee
Business Process Flow(s)	A40
Dependencies	1. Notification letter to the Addressee record has been generated
Conflicts	None

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Office of Film & Literature Classification –System Requirements Specification	

5.6 Scheduling Requirements

ID	SFR#01
Description	The system shall allow users to view details of publications awaiting assignment and details of the publications currently assigned to users
Rationale	OFLC will assign work to users based on the number of publications held and the existing workload of the user. OFLC need to ensure that a user is not overloaded with publications when assigning work,
Acceptance Criterion	Users are able to view a list of publications not yet assigned together with a list of users with all publications currently assigned to them
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Manager • 9(2)(k) Systems Administrator
Use Case	UC10 – Manage Schedule
Business Process Flow(s)	A10
Dependencies	<ol style="list-style-type: none"> 1. Publications exist in the system 2. Users with the role of Classification Officer and/or Senior Classification Officer exist in the system
Conflicts	None

ID	SFR#02
Description	The system shall allow an authorised user to assign/unassign one or more publications to specified users for examination.
Rationale	Publications once in the work queue will be given to different users for the examination process to be completed. OFLC need to be able to assign/unassign publications to users for the work flow and timeliness measures to continue
Acceptance Criterion	Publications successfully assigned no longer display in the list of publications awaiting assignment and the publication(s) assigned appear in the users work list
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Manager • 9(2)(k) Systems Administrator
Use Case	UC10 – Manage Schedule

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ID	SFR#02
Business Process Flow(s)	A10, A11, A20
Dependencies	<ol style="list-style-type: none"> 1. Publications exist in the system 2. Users with the role of Classification Officer and/or Senior Classification Officer exist in the system
Conflicts	None

ID	SFR#03
Description	The system shall allow users to view and print a list of publications held with a status of "Queued" (Queue List)
Rationale	OFLC meet 9(2)(k) to discuss and assign publications to users. A printed copy of the list of queued publications is required for this meeting
Acceptance Criterion	All publications that hold a status of QUEUED are included in the list
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Manager • 9(2)(k) Systems Administrator
Use Case	UC10 – Manage Schedule
Business Process Flow(s)	A8, A10
Dependencies	<ol style="list-style-type: none"> 1. Publications exist in the system with a status of "QUEUED"
Conflicts	None

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ID	SFR#04
Description	The system shall indicate which publications on the queue list are Urgent
Rationale	Publications that have had an Urgency Request granted need to be classified within a tight timeframe for the office to meet their timeliness standards. Users need to be able to identify these so they can be assigned first
Acceptance Criterion	Publications that have had an Urgency Request granted can be identified
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC10 – Manage Schedule
Business Process Flow(s)	A8, A10
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system and is currently at "QUEUED" status 2. An Urgency Request has been granted for the publication
Conflicts	None

Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

5.7 Examination & Classification Requirements

ID	EFR#01
Description	The system shall allow authorised users to record that a s21 consultation is required
Rationale	For some publications, consultations on the publication maybe required. Where a s21 consultation is required, the publication is removed from the processing timeliness count. The number of publications where a S21 consultation is required is included in statistical reports
Acceptance Criterion	That consultation is required on the publication is viewable and the publication is no longer included in the timeliness counts for processing
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • 9(2)(k) Classification Officer • 9(2)(k) Classification Officer • Nic McCully- Deputy Chief Censor
Use Case	UC11 – Manage Classification Decision
Business Process Flow(s)	A11.4
Dependencies	1. Publication status must be "EXAMINING"
Conflicts	None

ID	EFR#02
Description	The system shall allow for users to record the outcome(s) of any s21 consultations
Rationale	For some publications, consultations on the publication maybe required. The system must allow users to capture the outcome for any consultation.
Acceptance Criterion	Consultation details are shown when publication is viewed.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • 9(2)(k) Classification Officer • 9(2)(k) Classification Officer • Nic McCully- Deputy Chief Censor
Use Case	UC11 – Manage Classification Decision
Business Process Flow(s)	A11.4

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ID	EFR#02
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. The publication must have a s21 consultation recorded as required
Conflicts	None

ID	EFR#03
Description	The system shall allow users to record Consideration details
Rationale	OFLC Classification Officers use the Consideration Sheet as a working document when drafting a decision for a publication. They use this sheet as a guide to ensure that for any given classification, all relevant parts of the act have been considered.
Acceptance Criterion	Users are able to open the Consideration Sheet document from within the publication record
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Senior Classification Officer • 9(2)(k) Classification Officer • 9(2)(k) Classification Officer • Nic McCully- Deputy Chief Censor
Use Case	<ul style="list-style-type: none"> • UC11 – Manage Classification Decision • UC06 – Manage Documents
Business Process Flow(s)	A11
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. The status of the publication is "EXAMINED"
Conflicts	None

ID	EFR#04
Description	The system shall allow users to enter details of a recommended excision
Rationale	Excision recommendations need to be affirmed
Acceptance Criterion	Recommended excision details are viewable within the system.
Priority	Mandatory
Source	9(2)(k) Senior Classification Officer
Use Case	UC11 Manage Classification Decision
Business Process	A11.2, A11.3

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ID	EFR#04
Flow(s)	
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. The status of the publication is "EXAMINED"
Conflicts	None

ID	EFR#05
Description	The system shall allow an authorised user to affirm a recommended excision
Rationale	Recommended excisions must be affirmed before excision notices can be dispatched.
Acceptance Criterion	Recommended excision details are shown as affirmed within the system.
Priority	Mandatory
Source	9(2)(k) Senior Classification Officer
Use Case	UC11 Manage Classification Decision
Business Process Flow(s)	A11.2, A11.3
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. Excision details are held on the publication
Conflicts	None

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Version:	V3.0 FINAL
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ID	EFR#06
Description	The system shall only allow a user to create an Excision Notice document once the Excision has been affirmed
Rationale	Once an Excision has been affirmed, the applicant is advised of the recommended cuts by way of an Excision Notice. This document should only be created once the recommended excisions have been affirmed by an authorised user
Acceptance Criterion	An Excision Notice can only be created and saved on a publication where the recommended excisions have been affirmed
Priority	Mandatory
Source	9(2)(k) Senior Classification Officer
Use Case	UC11 Manage Classification Decision
Business Process Flow(s)	A11.3
Dependencies	1. Publication exists in the system 2. The status of the publication is at least "EXAMINED"
Conflicts	None

ID	EFR#07
Description	The system shall allow users to enter details of a recommended decision (excluding any non OFLC decision) only where a Consideration Sheet document has been saved
Rationale	Users need to record all details considered in the Consideration Sheet prior to recording the recommended decision.
Acceptance Criterion	A Recommended decision can only be recorded once a Consideration Sheet has been saved for the publication
Priority	Mandatory
Source	9(2)(k) Senior Classification Officer
Use Case	UC11 Manage Classification Decision
Business Process Flow(s)	A11.2, A11.3
Dependencies	1. Consideration sheet template is held for the publication. Publication Status must be "EXAMINED" or "CUTS RECEIVED"
Conflicts	None

ID	EFR#08
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Office of Film & Literature Classification –System Requirements Specification	

ID	EFR#08
Description	The system shall allow an authorised user to affirm a draft decision recommendation
Rationale	All classification decision recommendations need to be affirmed and this action needs to be tracked as a milestone
Acceptance Criterion	The name of the authorised user who affirmed the recommended decision can be viewed against the publication decision.
Priority	Mandatory
Source	9(2)(k) Senior Classification Officer
Use Case	UC11 - Manage Classification Decision
Business Process Flow(s)	A11.1
Dependencies	1. Publication exists in the system and status is at DRAFTING DECISION
Conflicts	None

ID	EFR#09
Description	The system shall automatically update the status of the publication to "AFFIRMED" where a draft recommendation is affirmed by an authorised user.
Rationale	All classification decision recommendations need to be affirmed by 2 separate users
Acceptance Criterion	The publication status is set to AFFIRMED
Priority	Mandatory
Source	9(2)(k) Senior Classification Officer
Use Case	UC11 - Manage Classification Decision
Business Process Flow(s)	A11.1
Dependencies	1. Publication exists in the system and status is at DRAFTING DECISION
Conflicts	None

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ID	EFR#10
Description	The system shall allow a second authorised user to reaffirm a draft decision recommendation
Rationale	All classification decision recommendations need to be affirmed and then reaffirmed by a different authorised user prior to the decision becoming final
Acceptance Criterion	The name of the authorised user who reaffirmed the recommended decision can be viewed against the publication decision.
Priority	Mandatory
Source	9(2)(k) Senior Classification Officer
Use Case	UC11 - Manage Classification Decision
Business Process Flow(s)	A11.1
Dependencies	1. Publication exists in the system and status is at AFFIRMED
Conflicts	None

ID	EFR#11
Description	The system shall update the status of a publication to SIGNED AND CLASSIFIED once a second authorised user has re-affirmed the draft decision
Rationale	Decisions, after being affirmed must go through a second check to be signed and classified. It is only after it has gone through this step that a publication maybe Closed before Registration.
Acceptance Criterion	Once the second affirmation is recorded on a publication that holds a status of AFFIRMED, the Publication Status is displayed as SIGNED AND CLASSIFIED
Priority	Mandatory
Source	9(2)(k) Senior Classification Officer
Use Case	UC11 Manage Classification Decision
Business Process Flow(s)	A11.1
Dependencies	1. Publication exists in the system 2. The status of the publication is AFFIRMED
Conflicts	None

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Office of Film & Literature Classification –System Requirements Specification	

ID	EFR#12
Description	The system shall allow users to record one or more non-OFLC decisions
Rationale	The Act allows for members of the public to appeal decisions. Board of Review Decisions, High Court, Appeal Court and the Supreme Court decisions supersede any decision made by OFLC.
Acceptance Criterion	The relevant Non OFLC decision(s) are viewable on the publication the latest decision is printed as part of the monthly List of Decisions.
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Registrar
Use Case	UC11 – Manage Classification Decision UC06 – Manage Documents
Business Process Flow(s)	A17
Dependencies	1. Publication exists in the system
Conflicts	None

ID	EFR#13
Description	The system shall only allow users to record a Non OFLC Board of Review decision where a classification decision already exists on a publication
Rationale	The Act allows for members of the public to appeal decisions. A Board of Review Decision will only occur where an OFLC decision is being reviewed and hence will not exist in isolation
Acceptance Criterion	Users are only able to record a Board of Review decision where an OFLC decision is held
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Registrar
Use Case	UC11 – Manage Classification Decision UC06 – Manage Documents
Business Process Flow(s)	A17
Dependencies	<ol style="list-style-type: none"> Publication exists in the system The status of the publication is "DECISION REGISTERED" or "COMPLETE"

Office of Film & Literature Classification

Version:	V3.0 FINAL
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Office of Film & Literature Classification –System Requirements Specification	

ID	EFR#13
Conflicts	None

ID	EFR#14
Description	The system shall allow users to replicate a classification decision (excluding any decision document) to other associated publications
Rationale	One Classification and associated decision data can relate to one or more Publications. To reduce the amount of data entry, OFLC require the ability to copy or replicate a classification decision to other associated publication records
Acceptance Criterion	Users can link publications to the decision/classification held for another publication. All publications associated with a decision can be viewed.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC11 – Manage Classification Decision
Business Process Flow(s)	A9
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. The Publication has other associated publications
Conflicts	None

ID	EFR#15
Description	The system shall only allow an authorised user to generate the Register Page for a publication"
Rationale	The classification decision made by the office is considered to be final once the Register Page (which holds the classification decision) is created. Users are only able to create the Register Page where the publication has been closed by the Classification Officer
Acceptance Criterion	The Register page is viewable
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor
Use Case	UC12 – Register Decision
Business Process	A12

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ID	EFR#15
Flow(s)	
Dependencies	1. Publication must exist in the system with a status of Closed or Complete
Conflicts	None

ID	EFR#16
Description	The system shall only allow an authorised user to update publication details once the Register Page has been generated
Rationale	Once the Register Page has been generated for a publication, only users who hold the role of Registry Officer/Registrar are able to update details on that publication.
Acceptance Criterion	All details of the publication are read only to users who do not hold the role of: <ul style="list-style-type: none"> • Registry Officer • Registrar
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor
Use Case	UC12 – Register Decision
Business Process Flow(s)	A12
Dependencies	1. Publication must exist in the system with a status of "Decision Registered"
Conflicts	None

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Version:	V3.0 FINAL
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ID	EFR#17
Description	The system shall only allow an authorised user to update written decision documents associated with a publication once the Register Page has been generated
Rationale	Once the Register Page has been generated for a publication, only users who hold the role of Classification Officer/Senior Classification Officer are able to update written decision documents.
Acceptance Criterion	All details displayed in the written decision documents are read only to users who do not hold the role of: <ul style="list-style-type: none"> • Classification Officer • Senior Classification Officer
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor
Use Case	UC12 – Register Decision
Business Process Flow(s)	A12
Dependencies	1. Publication must exist in the system with a status of "Decision Registered"
Conflicts	None

ID	EFR#18
Description	The system shall allow an authorised user to select the decision that a decision document is to be generated for.
Rationale	Decision documents are normally generated for the latest decision held for a publication but on occasion, users are required to view/generate decision documents for a previous decision.
Acceptance Criterion	The Register page is viewable for the selected decision or for the latest decision where none has been selected
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor
Use Case	UC12 – Register Decision
Business Process Flow(s)	A12
Dependencies	1. Publication must exist in the system with a status of Closed or

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ID	EFR#18
	<p>Complete</p> <p>2. The user is selecting to generate/view one of the following documents:</p> <ul style="list-style-type: none"> • Certificate of Proof • Certificate of existing decision • Registry Page • BOR Registry Page
Conflicts	None

ID	EFR#19
Description	The system shall automatically set the status of a publication decision to 'DECISION REGISTERED' once the Register Page for an OFLC decision is created
Rationale	At the point the Register Page for any OFLC decision is created, that decision is now recognized as a Registered Decision.
Acceptance Criterion	<p>Where the Register Page is generated for an OFLC decision type, the Publication status is displayed as 'DECISION REGISTERED'</p> <p>Where a Non OFLC decision has been recorded and a Register page for that decision is being created, the status of the publication remains unchanged</p>
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor
Use Case	UC12 – Register Decision
Business Process Flow(s)	A12
Dependencies	<ol style="list-style-type: none"> 1. Publication must exist in the system 2. The Register page being created is for an OFLC decision
Conflicts	None

Office of Film & Literature Classification

Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	EFR#20
Description	The system shall automatically upload all relevant publication data and associated decision documents to the 9(2)(k) when a decision is registered against the publication.
Rationale	Once a publication has been formally classified, details of the classification and associated written decision documents are loaded onto the 9(2)(k) 9(2)(k) for users to view. OFLC would like this process to be triggered when the decision is registered on a publication.
Acceptance Criterion	The Register Page and all other relevant decision documents are extracted onto the 9(2)(k) once the status of the publication is changed to Decision Registered
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Manager
Use Case	UC12 – Register Decision
Business Process Flow(s)	A12
Dependencies	1. Publication must exist in the system and status is at "Decision Registered"
Conflicts	None

ID	EFR#21
Description	The system shall automatically upload all relevant publication data and associated decision documents to the 9(2)(k) whenever information is changed on a publication record
Rationale	Once a classification decision has been registered for a publication, details of that decision and publication are loaded onto the 9(2)(k) Where any subsequent changes are made to the classification, publication record or associated decision documents, these changes need to be reflected in the 9(2)(k)
Acceptance Criterion	Changes made to specific publication data or associated decision documents can be viewed on the 9(2)(k) for that publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Manager
Use Case	UC12 – Register Decision

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ID	EFR#21
Business Process Flow(s)	A12
Dependencies	1. Publication must exist in the system and hold a status of "Decision Registered", "Complete" or "Decision Dispatched"
Conflicts	None

ID	EFR#22
Description	The system shall allow authorised users to create a corrigendum on publications that hold a status of "COMPLETE" where the latest decision held is an OFLC made decision
Rationale	Where a decision has been published and errors on the Register Page are found, a corrigendum needs to be created to record that the errors have been corrected. A Corrigendum relates only to decisions that have been made by the Office and not to Board of Review, High Court, Appeal Court or Supreme Court decisions.
Acceptance Criterion	The Corrigendum for the publication is generated with the List of Decisions at the end of the month.
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar Nic McCully – Deputy Chief Censor
Use Case	UC13 Create Corrigendum
Business Process Flow(s)	A14
Dependencies	1. Register page for the decision has been published in an LOD
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
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ID	EFR#23
Description	The system shall only allow authorised users to update details on a publication with a status of "Complete" or "Decision Dispatched" once a new Corrigendum has been created
Rationale	A corrigendum is issued to inform applicants that changes have been made to the register page of a certain decision. This data is updated by updating the key information in the system.
Acceptance Criterion	Changes to a publications details can be made and saved
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor
Use Case	UC13 – Create Corrigendum
Business Process Flow(s)	A14
Dependencies	1. Corrigendum exists in the system for the publication
Conflicts	None

ID	EFR#24
Description	The system shall allow authorised users to record that they have completed the edits required to the publication for a specific corrigendum
Rationale	This is to indicate that all details have been updated and the corrigendum is ready to be published with the next List of Decisions.
Acceptance Criterion	All updated details are viewable and the Publication reverts to Read Only
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor
Use Case	UC13 - Create Corrigendum
Business Process Flow(s)	A14
Dependencies	1. Corrigenda exists in the system
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	EFR#25
Description	The system shall warn the user to regenerate any document once a corrigendum has been recorded as complete
Rationale	Corrigenda are created to correct details of a publication's Register Page. Where the relevant details have been corrected, the user may need to regenerate decision documents to ensure that the documents hold the corrected data.
Acceptance Criterion	The relevant documents are regenerated by the user
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor
Use Case	UC13 - Create Corrigendum
Business Process Flow(s)	A14
Dependencies	1. Corrigenda exists in the system
Conflicts	None

ID	EFR#26
Description	The system shall allow an authorised user to update any free text field held on a written decision document for a publication that holds a status of "Complete" or "Decision Dispatched"
Rationale	Once a publication decision has been registered, any change required to the associated written decision documents needs to be restricted to authorised users so changes can be managed
Acceptance Criterion	
Priority	Nice to Have
Source	<ul style="list-style-type: none"> Julia Ewing-Jarvie – Corporate Services Manager Nic McCully – Deputy Chief Censor
Use Case	UC12 – Register Decision
Business Process Flow(s)	A14
Dependencies	1. Publication exists in the system with a status of "Complete" or "Decision Dispatched"
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	EFR#27
Description	The system shall regenerate and extract to the 9(2)(k) all relevant decision documents and publication data held for a completed publication once a corrigendum is recorded as completed
Rationale	Once a corrigendum has been recorded as completed, all written decision documents need to be also updated with the edited publication data. Written decision documents are published on the 9(2)(k) and need to reflect the corrected publication data.
Acceptance Criterion	The updated decision data and related decision documents are viewable in the 9(2)(k)
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • Nic McCully – Deputy Chief Censor
Use Case	UC13 - Create Corrigendum
Business Process Flow(s)	A14
Dependencies	1. Publication exists in the system and is currently at "Complete" or "Decision Dispatched" Status
Conflicts	None

5.8 Request Requirements

ID	RFR#01
Description	The system shall allow users to log a Request
Rationale	<p>The Office may receive any of the following request types which may impact the way in which publications are processed. Requests are also reported on:</p> <ul style="list-style-type: none"> • Leave Request • Batching for Fee Request • Fee Waiver Request • Urgency Request • Request for Submission (BOR) • Request for Interim Submission (BOR) • S44 Exemption • Broadcasting Consent • Alternative Method for Affixing a Label
Acceptance Criterion	The Request can be viewed in the system
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Bill Hastings – Chief Censor • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	UC05 – Manage Pre Classification Decisions UC07 – Manage Urgency Requests UC08 – Manage Fee Batching UC09 – Manage Fee Waiver Request UC14 – Manage Post Classification Decisions
Business Process Flow(s)	A2, A3, A4, A8, A9, A16
Dependencies	1. Publication must exist in the system
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	RFR#02
Description	The system shall allow users to log requests to withdraw a publication.
Rationale	Submitters may request to withdraw submitted publications. OFLC reports on the number of withdrawn publications.
Acceptance Criterion	Request viewable within system.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A27
Dependencies	1. Publication exists in the system
Conflicts	None

ID	RFR#03
Description	The system shall allow authorised users to grant the request for withdrawal of a publication.
Rationale	OFLC will grant a withdrawal of a publication at a submitter's request if it has not yet been examined.
Acceptance Criterion	Request/Publication appears on Withdrawn Report and is no longer present on the queue list. The status of that publication is displayed as "WITHDRAWN" The publication is no longer included in the Timeliness counts/reporting.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A27
Dependencies	1. The Withdrawal request for the publication exists in the system
Conflicts	None

ID	RFR#04
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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	RFR#04
Description	The system shall automatically set the status of all requests associated with a withdrawn publication to "WITHDRAWN"
Rationale	Where a publication withdrawal request is granted, all associated requests held for that publication are also considered withdrawn
Acceptance Criterion	All Requests that are held for the withdrawn publication, that are not associated with another current Publication, will display as WITHDRAWN.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A27
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in system 2. The associated Request is not associated with any other publication that has a status of something other than WITHDRAWN
Conflicts	None

ID	RFR#05
Description	The system shall allow authorised users to decline requests to withdraw a publication.
Rationale	OFLC will decline a withdrawal of a publication if the examination process has already begun.
Acceptance Criterion	The status on the withdrawal request is displayed as 'DECLINED'
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • 9(2)(k) Registrar • 9(2)(k) Senior Classification Officer
Use Case	UC04 – Manage Publications
Business Process Flow(s)	A27
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. A Request to Withdraw the publication exists in the system
Conflicts	None

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Version:	V3.0 FINAL
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ID	RFR#06
Description	The system shall allow users to associate one or more publications to the following Request types: <ul style="list-style-type: none"> • Leave Request • Batching for Fee Request • Fee Waiver Request • Urgency Request • Request for Submission on Interim Restriction Order (BOR) • S44 Exemption • Broadcasting Consent • Alternative Method for Affixing a Label
Rationale	A number of different request types can be received that can relate to one or more publications.
Acceptance Criterion	The Request can be viewed from each individual publication and the associated publications can be viewed from the Request
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Bill Hastings – Chief Censor • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	UC05 – Manage Pre Classification Decisions UC07 – Manage Urgency Requests UC08 – Manage Fee Batching UC09 – Manage Fee Waiver Request UC14 – Mange Post Classification Decisions
Business Process Flow(s)	A2, A3, A4, A8, A9, A16
Dependencies	<ol style="list-style-type: none"> 1. The Request or Publication exists in the system 2. A Request of the same type does not already exist on the publication unless the decision held is "Declined"
Conflicts	None

ID	RFR#07
Description	The system shall stop users from associating any Advertising Material publication to an Urgency Request
Rationale	Urgency requests affect both fees and scheduling and apply by default to all advertising material associated with a publication

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ID	RFR#07
Acceptance Criterion	Only non Advertising Material publications have Urgency Requests held
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar 9(2)(k) Registry Officer
Use Case	UC07 – Manage Urgency Requests
Business Process Flow(s)	A8
Dependencies	None
Conflicts	None

ID	RFR#08
Description	The system shall not allow users to associate publications to a leave request where a decision on the request has already been made
Rationale	Once a Leave Request has been decided, any subsequent publication not included in the Leave Request will need a new Leave Request to be submitted.
Acceptance Criterion	Only those publications associated to the Leave Request at the time of the decision are displayed
Priority	Mandatory
Source	9(2)(b)(ii)
Use Case	UC05 – Manage Pre Classification Decisions
Business Process Flow(s)	A3, A4
Dependencies	None
Conflicts	None

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ID	RFR#09
Description	The system shall allow an authorised user to grant an Urgency or Fee Batching Request
Rationale	The Chief Censor has the discretion to grant any Request for Urgency or Batching request. Information on the number of Requests granted and declined is reported on.
Acceptance Criterion	The Request as granted is viewable
Priority	Mandatory
Source	Bill Hastings – Chief Censor
Use Case	UC07 – Manage Urgency Requests UC08 – Manage Fee Batching
Business Process Flow(s)	A8, A9
Dependencies	<ol style="list-style-type: none"> 1. The Request exists in the system 2. Where a Withdrawal request for the Urgency/Batching Request exists, it must hold a status of 'Declined'
Conflicts	None

ID	RFR#10
Description	The system shall allow an authorised user to grant, conditionally grant or decline a Fee Waiver Request
Rationale	The Chief Censor can grant, conditionally grant or decline Fee Waiver Requests. Information on the number of Fee Waiver Requests granted or declined is reported on.
Acceptance Criterion	The status of the Request as granted, conditionally granted or declined is viewable
Priority	Mandatory
Source	Bill Hastings – Chief Censor
Use Case	UC09 – Manage Fee Waiver Request
Business Process Flow(s)	A9
Dependencies	<ol style="list-style-type: none"> 1. The Request exists in the system 2. The Publication has not been withdrawn 3. When granting or conditionally granting and a Withdrawal request for the Fee Waiver Request exists, it must hold a status of 'Declined'
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
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ID	RFR#11
Description	The system shall force an authorised user to record the fee waiver percentage for every fee waiver request granted
Rationale	Details on the expected fee amount is printed and attached to the invoice sent to the submitter. Where a fee waiver has been granted, the expected fee must show the reduced amount.
Acceptance Criterion	Recalculated amount for the expected fee is viewable and equals the entered percentage of the full fee amount
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • Bill Hastings – Chief Censor
Use Case	UC09 – Manage Fee Waiver Requests
Business Process Flow(s)	A2
Dependencies	1. Fee Waiver Request must be granted or conditionally granted
Conflicts	None

ID	RFR#12
Description	The system shall allow an authorised user to grant or decline a Request for Leave
Rationale	Any publication submitted under s13 (1) (c) or s42 must have leave granted by the Chief Censor prior to the publication being progressed for classification.
Acceptance Criterion	The status of the Request as granted or declined is viewable
Priority	Mandatory
Source	Bill Hastings – Chief Censor
Use Case	UC05 – Manage Pre Classification Decisions
Business Process Flow(s)	A3, A4
Dependencies	<ol style="list-style-type: none"> 1. The Request exists in the system 2. The Publication has not been withdrawn
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	RFR#13
Description	The system shall automatically update the status of all publications associated with a Leave Request to "LEAVE DECLINED" where the Request for Leave has been declined
Rationale	Any publication submitted under s13 (1) (c) or s42 must have leave granted by the Chief Censor prior to the publication being progressed for classification. Where the leave request is declined, the publications will be removed from the work flow
Acceptance Criterion	The status of all publications associated with the declined Leave Request is displayed as "LEAVE DECLINED"
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor Julia Ewing-Jarvie – Corporate Services Manager 9(2)(k) Systems Administrator
Use Case	UC05 – Manage Pre Classification Decisions
Business Process Flow(s)	A3, A4
Dependencies	1. The Leave Request has been declined
Conflicts	None

ID	RFR#14
Description	The system shall stop users from changing the status of a publication where the publication status is held as: <ul style="list-style-type: none"> WITHDRAWN LEAVE DECLINED
Rationale	A publication that has been withdrawn or that has had leave declined must be resubmitted under a new submission channel before any further work can be performed on it.
Acceptance Criterion	Users are unable to update the status of any publication that has been withdrawn or has had leave declined.
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor Julia Ewing-Jarvie – Corporate Services Manager 9(2)(k) Systems Administrator
Use Case	UC05 – Manage Pre Classification Decisions
Business Process Flow(s)	A3, A4

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ID	RFR#14
Dependencies	<ol style="list-style-type: none"> 1. The publication exists in the system 2. Leave has been declined or the publication has been withdrawn
Conflicts	None

ID	RFR#15
Description	The system shall allow an authorised user to decline a Fee Batching Request
Rationale	The Chief Censor can grant, or decline Fee Batching
Acceptance Criterion	The status of the Fee Batching Request of declined is viewable
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Bill Hastings – Chief Censor • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	UC08 – Manage Fee Batching
Business Process Flow(s)	A8, A9
Dependencies	<ol style="list-style-type: none"> 1. The Request exists in the system 2. The Publication has not been withdrawn 3. The Request has not been withdrawn
Conflicts	None

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Version:	V3.0 FINAL
Date:	29/11/2019
Office of Film & Literature Classification –System Requirements Specification	

ID	RFR#16
Description	The system shall allow an authorised user to decline an Urgency Request
Rationale	The Chief Censor can grant, or decline Urgency Requests.
Acceptance Criterion	The status of the Urgency Request of declined is viewable and the publication no longer appears on the Queue list as URGENT
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Bill Hastings – Chief Censor • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar
Use Case	UC07 – Manage Urgency Requests
Business Process Flow(s)	A8, A9
Dependencies	<ol style="list-style-type: none"> 1. The Request exists in the system 2. The Publication has not been withdrawn 3. The Request has not been withdrawn
Conflicts	None

ID	RFR#17
Description	The system shall allow users to log withdrawals of Urgency Requests
Rationale	Submitters may request to withdraw requests. OFLC require a means to record that a withdrawal request has been received
Acceptance Criterion	The Withdrawal Request is viewable on the relevant Request record.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • Bill Hastings – Chief Censor
Use Case	UC7 – Manage Urgency Requests UC08 – Manage Fee Batching UC09 - Manage Fee Waiver Requests
Business Process Flow(s)	A27
Dependencies	<ol style="list-style-type: none"> 1. The Request exists in the system 2. The Request does not hold a status of "Declined" 3. If the Request is for Urgency, the examination process must not have started

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ID	RFR#17
Conflicts	None

ID	RFR#18
Description	The system shall allow an authorised user to grant the withdrawal of Urgency Requests
Rationale	Submitters may request to withdraw an Urgency request. The Chief Censor has the discretion to grant or decline withdrawal requests.
Acceptance Criterion	The Request shows as 'Withdrawn'
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor Bill Hastings – Chief Censor
Use Case	UC7 – Manage Urgency Requests
Business Process Flow(s)	A27
Dependencies	<ol style="list-style-type: none"> The Request exists in the system The Request does not hold a status of 'Declined' The examination process must not have started for the publication
Conflicts	None

ID	RFR#19
Description	The system shall allow an authorised user to decline the withdrawal of an Urgency Request
Rationale	Submitters may request to withdraw an Urgency request. The Chief Censor has the discretion to grant or decline withdrawal requests.
Acceptance Criterion	The Withdrawal Request status is displayed as 'Declined'
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor Bill Hastings – Chief Censor
Use Case	UC7 – Manage Urgency Requests
Business Process Flow(s)	A27
Dependencies	<ol style="list-style-type: none"> The Request exists in the system The Request does not hold a status of 'Declined'

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ID	RFR#19
Conflicts	None

ID	RFR#20
Description	The system shall allow authorised users to record reasons for the decision made for the following requests: <ul style="list-style-type: none"> • Leave Requests • Urgency Requests • Batching for Fee Requests • Fee Waiver Requests • Withdrawal Requests for the above Request types
Rationale	The Act gives the Chief Censor discretion to Grant or Decline requests. The reasons for that decision also need to be captured for users to understand why the decision was made
Acceptance Criterion	Recorded decisions are viewable within the system on the related Request.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer
Use Case	UC05 – Manage Pre Classification Decisions UC07 – Manage Urgency Requests UC08 – Manage Fee Batching UC09 – Manage Fee Waiver Request
Business Process Flow(s)	A2, A3, A4, A8, A9
Dependencies	The Request has been granted or declined
Conflicts	None

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5.9 Billing Requirements (Reports)

ID	BFR#01
Description	The system shall allow users to generate and print billing information for a selected time period for all the following publications that have the Labelling Body as Applicant: <ul style="list-style-type: none"> Submitted under Section 12 and all their associated advertising material Submitted under Reg 27 (4)
Rationale	When the Labelling Body is invoiced, details of all of the publications, including associated advertising material is printed and attached to the invoice that is generated from the 9(2)(k)
Acceptance Criterion	The correct invoice can be sent to the Labelling Body
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar Julia Ewing-Jarvie – Corporate Services Manager
Use Case	UC15 Bill Labelling Body UC16 Generate Standard Reports
Business Process Flow(s)	A22
Dependencies	<ol style="list-style-type: none"> The publications and where relevant, associated advertising material were physically received during the selected time period Publications which have had individual billing information generated will be excluded
Conflicts	None

ID	BFR#02
Description	The system shall allow users to generate and print billing information for a single publication and it's associated Advertising Material
Rationale	At times an invoice relating to a single publication needs to be issued. Users need to be able to select a publication and generate billing information
Acceptance Criterion	A single invoice can be sent
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar Julia Ewing-Jarvie – Corporate Services Manager
Use Case	UC15 Bill Labelling Body

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ID	BFR#02
	UC16 Generate Standard Reports
Business Process Flow(s)	A22
Dependencies	1. The publication and where relevant, associated advertising material has been physically received
Conflicts	None

ID	BFR#03
Description	The system shall allow users to generate and print a billing extract for all the following publications that have the Labelling Body as Applicant and that have achieved Urgency: <ul style="list-style-type: none"> Submitted under Section 12 and all their associated advertising material Submitted under Reg 27 (4)
Rationale	Urgency requests attract an additional fee 9(2)(k) 9(2)(k) The invoice for the publication and its associated advertising material may have been sent out 9(2)(k) and the Labelling Body will need to be invoiced for the Urgency fees
Acceptance Criterion	Publications which have achieved urgency in a different month to the date the publication was physically received, are include on the extract and the expected fee printed is for the Urgency fee only
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar Julia Ewing-Jarvie – Corporate Services Manager
Use Case	UC15 Bill Labelling Body UC16 Generate Standard Reports
Business Process Flow(s)	A22
Dependencies	1. The publications have achieved Urgency in the selected time period
Conflicts	None

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5.10 Report Information Requirements

ID	IFR#01
Description	The system shall allow users to generate standard reports based on specific date ranges
Rationale	Standard reports are used in monthly, quarterly and annual reporting and day to day operations
Acceptance Criterion	Generated report includes only records within the date ranges specified
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Registrar 9(2)(k) Classification Officer
Use Case	UC16 – Generate Reports
Business Process Flow(s)	A10, A13, A21, A22, A27
Dependencies	None
Conflicts	None

ID	IFR#02
Description	9(2)(k)
Rationale	OFLC will at times receive queries from external parties for data which do not fall into any of the standard reports.
Acceptance Criterion	Report is generated
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Registrar 9(2)(k) Classification Officer
Use Case	UC16 – Generate Reports
Business Process Flow(s)	N/A
Dependencies	9(2)(k)
Conflicts	None

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ID	IFR#03
Description	The system shall generate reports in PDF format
Rationale	All reports are effectively presenting data retrieved from the system and hence should be in a format that users cannot amend.
Acceptance Criterion	Report is displayed in PDF format
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Registrar 9(2)(k) Classification Officer
Use Case	UC16 – Generate Reports
Business Process Flow(s)	A21
Dependencies	None
Conflicts	None

ID	IFR#04
Description	The system shall allow users to export specified generated reports into Excel
Rationale	For certain reports, users need to be able to convert the resulting data into graphs or to be able to apply complex filtering to the results. OFLC would like to continue to use Microsoft Excel to achieve this.
Acceptance Criterion	Users can view the output of the report in Microsoft Excel
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Registrar 9(2)(k) Classification Officer
Use Case	UC16 – Generate Reports
Business Process Flow(s)	A21
Dependencies	User has access to Microsoft Excel version 2000 or 2003
Conflicts	None

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ID	IFR#05
Description	The system shall automatically update the status of all publications, and their associated advertising material, to 'COMPLETE' once the LOD (report) for the publications has been generated
Rationale	Publication decisions are considered complete once the List of Decisions (LOD) has been created. Once a publication is complete, any change to the Register Page is required via a Corrigendum.
Acceptance Criterion	The status of the publication is displayed as "COMPLETE' once the LOD has been generated
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar • 9(2)(k) Classification Officer
Use Case	UC16 – Generate Reports
Business Process Flow(s)	A13
Dependencies	1. Publication status is CLOSED
Conflicts	None

ID	IFR#06
Description	The system shall allow an authorised user to re-print a generated LOD (report)
Rationale	Publication decisions are considered complete once the List of Decisions (LOD) has been created. At times, the LOD is generated and the print job fails. OFLC need to be able to reprint the LOD for a nominated month.
Acceptance Criterion	An authorised user is able to select a specific LOD for printing.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • 9(2)(k) Registrar • 9(2)(k) Classification Officer
Use Case	UC16 – Generate Reports
Business Process Flow(s)	A13
Dependencies	None
Conflicts	None

ID	IFR#07
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ID	IFR#07
Description	The system shall allow an authorised user to record the yearly estimates by Submission Channel.
Rationale	<p>OFLC report on the number of publications received, examined and classified/registered against the recorded minimum and maximum estimates held for each Submission Channel.</p> <p>The minimum and maximum values need to be automatically broken down into monthly figures to provide for the following comparisons to be made against these estimates:</p> <ul style="list-style-type: none"> • actual received, • actual examined, • actual classified/registered
Acceptance Criterion	The Summary of Publications Received Third Party vs Crown report can be generated for any selected period where the correct estimates are displayed
Priority	Mandatory
Source	<ul style="list-style-type: none"> • Nic McCully – Deputy Chief Censor • 9(2)(k) Classification Officer
Use Case	UC16 – Generate Reports
Business Process Flow(s)	A13
Dependencies	None
Conflicts	None

ID	IFR#08
Description	The system will allow authorised users to view and print defined details held for a specific publication record
Rationale	OFLC require a way of printing out all relevant information held for a publication record to allow manual QA checks and audits to be completed. This is required to ensure that OFLC users are consistently recording valid information for a publication record.
Acceptance Criterion	When generated, all information included in the output matches that held for the publication record
Priority	Desirable
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie – Corporate Services Manager • Change Request CR010
Use Case	N/A
Business Process	N/A

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ID	IFR#08
Flow(s)	
Dependencies	1. Publication exists in the system
Conflicts	None

ID	IFR#09
Description	The system will allow authorised users to view and print details in graphic form, of all publications that have been queued and or Classified within a defined quarter.
Rationale	<p>OFLC are required to report on the number of publication records that were set to Queued during a defined Quarter and the number of publications that were classified during a defined Quarter. OFLC need to be able to show which publications within this quarter were:</p> <ul style="list-style-type: none"> • Queued and classified • Classified but queued in a previous quarter • Queued in this quarter but will potentially be Classified in the next quarter
Acceptance Criterion	All publications that have their status set to "Queued"
Priority	Desirable
Source	<ul style="list-style-type: none"> • Julia Ewing-Jarvie – Corporate Services Manager • Change Request CR016
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	<p>2. Publication exists in the system</p> <p>3. Publication status has been set to Queued or Signed & Classified within this Quarter</p>
Conflicts	None

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5.11 Document Requirements

ID	DFR#01
Description	The system shall support usage of document templates
Rationale	All documents that can be created for a publication are based on defined formats and text. OFLC utilise a number of pre defined templates and the new system should support the use of these
Acceptance Criterion	Each document, once generated, matches the format and text defined in the associated template document
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Officer
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A0, A1, A2, A3, A4, A6, A9, A11, A11.1, A11.2, A11.6, A13, A14, A15, A16, A17, A19, A20, A29, A40
Dependencies	1. Document Template is held in the system
Conflicts	None

ID	DFR#02
Description	The system shall allow an authorised user to remove a document template from use
Rationale	At times, document templates will be made redundant and OFLC require the ability to stop users from creating new documents using these templates. Any document previously created with any redundant template needs to be retained
Acceptance Criterion	Users are unable to select the document template to generate a new document but are able to view an existing document that is based on that template.
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Systems Administrator
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A0, A1, A2, A3, A4, A6, A9, A11, A11.1, A11.2, A11.6, A13, A14, A15, A16, A17, A19, A20, A29, A40
Dependencies	1. Document Template is held in the system
Conflicts	None

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ID	DFR#03
Description	The system shall generate all documents in a standard font style and size
Rationale	OFLC utilise a number of pre defined templates all using the same font type and style. The new system should support the use of these
Acceptance Criterion	Each document, once generated, is displayed using the font style and size defined in the relevant template document
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor Julia Ewing-Jarvie – Corporate Services Officer
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A0, A1, A2, A3, A4, A6, A9, A11, A11.1, A11.2, A11.6, A13, A14, A15, A16, A17, A19, A20, A29, A40
Dependencies	1. Document Template is held in the system with the defined fonts
Conflicts	None

ID	DFR#04
Description	The system shall allow users to generate and save documents in Microsoft WORD format.
Rationale	During the course of a classification, various documents need to be created
Acceptance Criterion	Users are able to view the system document using Microsoft word
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar 9(2)(k) Registry Officer Nic McCully – Deputy Chief Censor Julia Ewing-Jarvie – Corporate Services Officer
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A0, A1, A2, A3, A4, A6, A9, A11, A11.1, A11.2, A11.6, A13, A14, A15, A16, A17, A19, A20, A29, A40
Dependencies	1. The publication exists in the system
Conflicts	None

ID	DFR#05
Description	The system shall filter the list of documents that can be generated to display only those documents relevant to the publication's submission channel, current status and medium type

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ID	DFR#05
Rationale	OFLC work with a vast number of documents that can be created depending upon the submission channel the publication is submitted under. Users will not always know what documents are applicable to the publication and hence will need a filtered list to select these from.
Acceptance Criterion	The available documents displayed are only those documents that are relevant to the publication
Priority	Desirable
Source	9(2)(k) Registry Officer
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A1, A2, A3, A6, A7, A11.1, A11.2, A11.5, A15, A27, A29, A40
Dependencies	1. Publication exists in the system
Conflicts	None

ID	DFR#06
Description	Where a document is viewed or exported, the system shall automatically update all defined application data fields held in the document to match that held on the system
Rationale	A fair amount of data relating to a publication is replicated into various documents. OFLC need this data to be maintained in one place to ensure that all documents hold the same data
Acceptance Criterion	Documents when viewed or when exported to the 9(2)(k) show all application data fields as currently held for the publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Officer • 9(2)(k) System Administrator
Use Case	UC06 – Manage Documents
Business Process Flow(s)	N/A
Dependencies	1. Publication exists in the system
Conflicts	None

ID	DFR#07
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ID	DFR#07
Description	The system shall prevent users from editing defined protected fields within a generated template document
Rationale	A fair amount of data relating to a publication is replicated into various documents. OFLC require users to update this data within the application and for this data to be replicated into all relevant documents
Acceptance Criterion	Specified application data fields within generated Documents can not be accessed by users
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Officer • 9(2)(k) System Administrator
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A0, A1, A2, A3, A4, A6, A9, A11, A11.1, A11.2, A11.6, A13, A14, A15, A16, A17, A19, A20, A29, A40
Dependencies	<ol style="list-style-type: none"> 1. Publication exists in the system 2. Document has been generated
Conflicts	None

ID	DFR#08
Description	The system shall allow users to generate documents which allow free text to be entered
Rationale	Various documents generated by OFLC require additional information to be entered into the body of the document.
Acceptance Criterion	Users are able to enter text or edit existing text in specified fields within a document
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Officer • 9(2)(k) System Administrator
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A0, A1, A2, A3, A4, A6, A9, A11, A11.1, A11.2, A11.6, A13, A14, A15, A16, A17, A19, A20, A29, A40

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ID	DFR#08
Dependencies	Publication and document template exists in system
Conflicts	NONE

ID	DFR#09
Description	The system shall allow users to copy and subsequently paste any text held on a generated document into defined areas of another document
Rationale	Users will often copy and paste text held in an existing document into a new document to save keystrokes.
Acceptance Criterion	The same text is displayed in two documents.
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor Julia Ewing-Jarvie – Corporate Services Officer
Use Case	UC06 – Manage Documents
Business Process Flow(s)	N/A
Dependencies	1. A document has been generated
Conflicts	None

ID	DFR#10
Description	The system shall allow users to print generated documents
Rationale	All documents need to be printed, either to place on the publication Title file, for review purposes or to send out to external parties
Acceptance Criterion	Document is printed
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar 9(2)(k) Registry Officer Nic McCully – Deputy Chief Censor Julia Ewing-Jarvie – Corporate Services Officer 9(2)(k) System Administrator
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A0, A1, A2, A3, A4, A6, A9, A11, A11.1, A11.2, A11.6, A13, A14, A15, A16, A17, A19, A20, A29, A40
Dependencies	<ol style="list-style-type: none"> Publication and document exists in the system User has access to a printer

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ID	DFR#10
Conflicts	None

ID	DFR#11
Description	The system shall allow users to view a list of documents that have been generated for a specific publication
Rationale	Different documents are generated at various points in the classification process. OFLC users need to be able to see what documents have been generated for a publication.
Acceptance Criterion	A list of all documents generated for the publication is viewable
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Officer • 9(2)(k) System Administrator
Use Case	UC06 – Manage Documents
Business Process Flow(s)	N/A
Dependencies	1. Publication and generated documents exist in the system
Conflicts	None

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ID	DFR#12
Description	The system shall allow users to open (in WORD/ADOBE) any document that is displayed for a publication
Rationale	Different documents are generated at various points in the classification process. OFLC users need to be able to view the information held in the document using either Word or Adobe (word document or PDF document)
Acceptance Criterion	The selected document is displayed in Microsoft Word
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Officer • 9(2)(k) System Administrator
Use Case	UC06 – Manage Documents
Business Process Flow(s)	N/A
Dependencies	2. Publication and document exists in the system
Conflicts	None

ID	DFR#14
Description	The system shall allow the user to send a generated document via email
Rationale	Addressee records associated with a publication may not hold a postal address and the Office will forward any correspondence to the Addressee via email. Users need to be able to send out system generated documents by way of an email
Acceptance Criterion	The generated document is sent to an addressee as part of an email
Priority	Mandatory
Source	<ul style="list-style-type: none"> • 9(2)(k) Registry Officer
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A1, A2, A3, A6, A7, A11.1, A11.2, A11.5, A15, A27, A29, A40
Dependencies	<ol style="list-style-type: none"> 1. User has access to Microsoft Word and email software 2. The document has been generated and is being viewed within Word
Conflicts	None

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ID	DFR#15
Description	The system shall allow an authorised user to delete any document held for a publication
Rationale	At times documents may be generated in error for a publication or the submission channel that a publication is received under, changes. OFLC require a way of removing documents prior to when a Consideration Sheet is generated for a publication.
Acceptance Criterion	The document can no longer be viewed on the publication
Priority	Mandatory
Source	<ul style="list-style-type: none"> Julia Ewing-Jarvie
Use Case	UC06 – Manage Documents
Business Process Flow(s)	A1, A2, A3, A6, A7, A11.1, A11.2, A11.5, A15, A27, A29, A40
Dependencies	1. The status of the publication is one of the following: <ul style="list-style-type: none"> QUEUED DAMAGED PUBLICAITON FIXED EXAMINING EXAMINED UNDER CONSULTATION LAPSED
Conflicts	None

ID	DFR#16
Description	The system shall allow users to import documents that will be stored with one or more selected publication records.
Rationale	OFLC users will manually create documents for a publication where the situation occurs and existing document templates do not cater for the information required.
Acceptance Criterion	The user can view any document uploaded from the publication record.
Priority	Nice to have
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar Julia Ewing-Jarvie – Corporate Services Manager Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process Flow(s)	N/A

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ID	DFR#16
Dependencies	1. Publication exists in system
Conflicts	None

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5.12 System Administration Requirements

ID	SAFR#01
Description	The system shall allow the System Administrator to add new records to look up tables.
Rationale	OFLC need to be able to add records to manage standard publication data across the entire system. With technology constantly changing, OFLC need to be able to record new lookup table records without the need for software changes.
Acceptance Criterion	The relevant Drop down list or list box shows the new record
Priority	Mandatory
Source	9(2)(k) Systems Administrator
Use Case	N/A
Business Process Flow(s)	A35
Dependencies	1. Look up table has been selected
Conflicts	None

ID	SAFR#02
Description	The system shall allow the System Administrator to edit fields in look up tables.
Rationale	Users must be able to edit look up tables to ensure that all data is correct. This includes editing existing entries in look up tables and end dating entries that are no longer required.
Acceptance Criterion	Fields in drop down lists or list boxes are updated with edited fields, or fields that have been end dated no longer appear.
Priority	Mandatory
Source	9(2)(k) Systems Administrator
Use Case	N/A
Business Process Flow(s)	A35
Dependencies	1. Record has been selected
Conflicts	None

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ID	SAFR#03
Description	The system shall allow the System Administrator to assign and remove users from user roles.
Rationale	Users need to be assigned to roles in order for them to use the system. Users can also be removed from roles due to their job boundaries have changed.
Acceptance Criterion	Users have access to the system and are able to perform any action to which their role has permissions for.
Priority	Mandatory
Source	9(2)(k) Systems Administrator
Use Case	N/A
Business Process Flow(s)	A36
Dependencies	9(2)(k)
Conflicts	None

ID	SAFR#04
Description	The system shall allow the System Administrator to add new roles with assigned permissions.
Rationale	New roles maybe required, which have different sets of permissions to default roles.
Acceptance Criterion	Users can be assigned to the new role.
Priority	Mandatory
Source	9(2)(k) Systems Administrator
Use Case	N/A
Business Process Flow(s)	A37
Dependencies	None
Conflicts	None

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ID	SAFR#05
Description	The system shall allow the System Administrator to grant and remove permissions from user roles.
Rationale	The office requires flexibility to change the permissions that are held for a role.
Acceptance Criterion	Once permissions have been updated the actions that the user can perform will match the permissions now held for that role
Priority	Mandatory
Source	9(2)(k) Systems Administrator
Use Case	N/A
Business Process Flow(s)	A38
Dependencies	1. User role must exist in the system for permissions to be assigned.
Conflicts	None

ID	SAFR#06
Description	The system shall allow the default number of search results displayed on all search result pages, to be configurable by the System Administrator
Rationale	This allows a one point mechanism to change the system to support the usability.
Acceptance Criterion	Once the default number has been updated, the maximum number of displayed search results per page changes from the previous value to the updated value.
Priority	Nice to have
Source	<ul style="list-style-type: none"> • 9(2)(k) System Administrator • 9(2)(k) Senior Classification Officer
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

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ID	SAFR#07
Description	The system shall allow an authorised user to delete the following records: <ul style="list-style-type: none"> • Publications • Fee Waiver Requests • Leave Requests • Urgency Requests • Batching Request • Addressee record • Counsel record
Rationale	To minimize duplicate data and to provide a mechanism to remove data entry errors
Acceptance Criterion	The user is unable to delete any record where a relationship from that record exists to another – EG Where an Addressee record is associated with a publication, an error message will be displayed. The deleted record no longer appears in search Results and is no longer included in any report
Priority	Mandatory
Source	9(2)(k) Systems Administrator
Use Case	N/A
Business Process Flow(s)	A31
Dependencies	None
Conflicts	None

ID	SAFR#08
Description	The system shall stop a user from deleting any record that is linked to another record
Rationale	To ensure data integrity of associated records, OFLC want to stop any record that is linked to another record from being deleted
Acceptance Criterion	A User will not be able to delete any record where that record is linked to another record (EG Addressee is associated with a publication)
Priority	Mandatory
Source	9(2)(k) System Administrator
Use Case	N/A
Business Process Flow(s)	A31

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ID	SAFR#08
Dependencies	None
Conflicts	None

ID	SAFR#09
Description	Upon a successful delete action of record defined in Requirement SAFR#07, the system shall notify the user who last created or updated the record
Rationale	The user who incorrectly created the record needs to know once the record has been deleted
Acceptance Criterion	User who created the record or the user who last updated the record receives notification that the record has been deleted.
Priority	Nice to have
Source	9(2)(k) Systems Administrator
Use Case	N/A
Business Process Flow(s)	A31
Dependencies	None
Conflicts	None

ID	SAFR#10
Description	The system shall allow for timeliness measures to be configured.
Rationale	OFLC have an agreement with the Minister that publications will be queued or processed for no longer than a defined set of working days. The days allowed for the queue/processing times are subject to change
Acceptance Criterion	Once changed, the updated time frames are used to identify publications that meet/fail to meet the standard
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process Flow(s)	A35
Dependencies	None
Conflicts	None

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ID	SAFR#11
Description	The system shall allow an authorised user to record OFLC non working days
Rationale	OFLC are required to meet timeliness standards for publications queued for examination and for publications being processed. These standards are to exclude public holidays and OFLC non working days
Acceptance Criterion	Non working days can be viewed and are excluded from the timeliness calculations for both Queue and Processing time
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process Flow(s)	A35
Dependencies	None
Conflicts	None

ID	SAFR#12
Description	The system shall allow the System Administrator to add/edit/remove standard text in a template and change the template formats and font styles
Rationale	Allows OFLC the flexibility to change the text that is held in document templates
Acceptance Criterion	Documents that are generated reflect changes to standard text.
Priority	Nice to Have
Source	<ul style="list-style-type: none"> • 9(2)(k) Registrar • 9(2)(k) Registry Officer • Nic McCully – Deputy Chief Censor • Julia Ewing-Jarvie – Corporate Services Officer • 9(2)(k) System Administrator
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	1. Template must exist in the system
Conflicts	None

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5.13 Work Flow Requirements

ID	WFR#01
Description	The system shall allow for the enforcement of defined sequential steps at key milestones within a business process
Rationale	OFLC work within defined business processes where specific tasks are required to be completed at certain stages of the classification process.
Acceptance Criterion	Where a step in a defined business process is completed, a task and where relevant, a notification alert is generated for a user
Priority	Mandatory
Source	<ul style="list-style-type: none"> Nic McCully – Deputy Chief Censor 9(2)(k) Systems Administrator Julia Ewing-Jarvie – Corporate Services Manager
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

ID	WFR#02
Description	The system shall allow for electronic notifications for task assignment/escalations to be switched on or off for a work flow process
Rationale	OFLC require flexibility to switch electronic notification on or off to reduce the numbers of electronic alerts created. OFLC currently verbally advise staff of publications allocated and they need to be able to continue to use this method where required
Acceptance Criterion	Where electronic notification is switched on for a process, the assigned user, in addition to a task being created, will receive an email. Where the notification is switched off, only a task is created for the assigned user.
Priority	Nice to Have
Source	Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process Flow(s)	A1, A3, A4, A9, A10, A11, A11.1, A15, A16, A17, A20,A27
Dependencies	1. Work Flow process exists that holds notification activity
Conflicts	None

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ID	WFR#03
Description	The system shall alert all users who hold the role of "Registry Officer" after a configurable number of days from when a publication record was created, that the publication is due to lapse
Rationale	At times, the Office does not receive or cannot obtain a physical copy of a publication or the Office does not receive the required paperwork. The Act allows for submission requests on publications not received, to lapse where all reasonable steps have been taken to secure the publication. OFLC manage the lapsing of publications by a defined period of days from when the publication was logged
Acceptance Criterion	A user in the role of Registry Officer receives an alert that a publication exceeds the system configurable time for lapsing
Priority	Mandatory
Source	<ul style="list-style-type: none"> 9(2)(k) Registry Officer Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	<ol style="list-style-type: none"> Publication has not been recorded as being physically received, OR Publication is recorded as being physically received but the publication does not hold a status
Conflicts	None

ID	WFR#04
Description	The system shall send an s19 Direction alert to all users who hold the role of 'Registry Officer' where interested parties have been approved on a publication submitted under s13
Rationale	Under the Act, the Chief Censor can direct the office staff to notify interested parties. The Chief Censor informs Registry Officers of the addressee records that are to be sent formal notification.
Acceptance Criterion	The Registry Officer receives an alert containing the s19 Direction details for an s13 publication.
Priority	Mandatory
Source	<ul style="list-style-type: none"> Bill Hastings – Chief Censor 9(2)(k) Registry Officer 9(2)(k) Registrar
Use Case	N/A

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ID	WFR#04
Business Process Flow(s)	A1, A3
Dependencies	1. The Interested Parties for the publication have been confirmed by the Chief Censor
Conflicts	None

ID	WFR#05
Description	The system shall alert an authorised user to record whether urgency has been achieved for a publication
Rationale	Where an Urgency Request is granted, OFLC will determine whether the Urgency requirement has been met and record this on the publication accordingly. Where met, the publication will attract a further fee.
Acceptance Criterion	An email advising the user to record whether urgency has been met is received
Priority	Mandatory
Source	Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	The Publication has: <ul style="list-style-type: none"> • A Request for Urgency as granted • The publication holds a status of Dispatched • A record of whether Urgency has been achieved is not held
Conflicts	None

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ID	WFR#07
Description	The system shall send an alert to all users who hold the role of Registry Officer after a configurable number of days following the date a Notification letter has been sent
Rationale	Interested Parties are invited to make a submission on a publication submitted for classification. Where after a configurable time period, a submission has not been received/refused a reminder letter may need to be issued to the Interested Party.
Acceptance Criterion	An alert is received by the Registry Officer user where a submission from an Interested Party has not been received/refused.
Priority	Desirable
Source	<ul style="list-style-type: none"> 9(2)(k) Registry Officer Nic McCully – Deputy Chief Censor Change Request (CR021)
Use Case	N/A
Business Process Flow(s)	A40
Dependencies	<ol style="list-style-type: none"> Notification Letter to Interested Party exists on the publication Submission from the Interested Party has not been recorded as received
Conflicts	None

ID	WFR#09
Description	The system shall send one alert detailing all publications assigned to the user once the work schedule has been confirmed
Rationale	Each week, queued publications are assigned to the available Classification Officers. Work items are to be created for each publication assigned. The Office requires only one alert to be sent to reduce the number of alerts that any one user may receive.
Acceptance Criterion	One alert that holds details of all publications assigned, is received by the Classification Officer
Priority	Nice to Have
Source	<ul style="list-style-type: none"> 9(2)(k) Registry Officer Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process	N/A

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ID	WFR#09
Flow(s)	
Dependencies	1. Work schedule has been saved
Conflicts	None

5.14 9(2)(k) Replacement Requirements

ID	DDR#01
Description	The system shall only allow authorised external users to view documents held for a publication.
Rationale	Users of the public website can be any member of the general public and OFLC does not wish to expose these users to the explicit content held in the documents. This content is currently only available only to Customs or DIA.
Acceptance Criterion	External (unauthorised) users entering through the OFLC website will only be able to see publication details and no documents.
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	N/A
Conflicts	N/A

ID	DDR#02
Description	The system shall allow an authorised user to determine which document types will be displayed externally.
Rationale	OFLC has determined only specific documents are needed for Customs, Police and DIA to obtain all the information they need on any given publication decision. Other documents hold information which is irrelevant to their work.
Acceptance Criterion	The documents specified can be viewed by an authorised external user.
Priority	Highly Desirable
Source	9(2)(k)
Dependencies	N/A
Conflicts	N/A

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ID	DDR#03
Description	The system shall allow the public to access publication decision information.
Rationale	Information held about Publications and related Decisions will be made available to the public through the printed List of Decisions. The 9(2)(k) is the online alternative.
Acceptance Criterion	Members of the public are able to view publication decision information.
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	N/A
Conflicts	N/A

ID	DDR#04
Description	The system shall allow users to search for publication decision information using specified criteria.
Rationale	Users need to be able to view classification and decision information about publications that match identified criteria
Acceptance Criterion	All publications that match the criteria entered will be displayed.
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	N/A
Conflicts	N/A

ID	DDR#05
Description	The system shall display defined information for each publication returned as search results.
Rationale	Specific data is required to be displayed for all matched records from a publication search so users are able to identify the record they are looking for.
Acceptance Criterion	The specified data is displayed for each publication record returned.
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	DDR#04
Conflicts	N/A

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ID	DDR#06
Description	The migration process will make all specified documents available for viewing by authorised external users.
Rationale	Currently, documents relating to decisions are held in the current 9(2)(k) 9(2)(k) The Migration process will move all of these documents to the CDA database where they will be linked to a parent publication.
Acceptance Criterion	A random sample of documents will be taken from the existing 9(2)(k) 9(2)(k) these documents should all be available in the new 9(2)(k) 9(2)(k)
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	N/A
Conflicts	N/A

ID	DDR#07
Description	The system shall allow external users to view publication decision information once OFLC have registered a decision.
Rationale	Once a decision is registered, it is considered legally in force and therefore becomes available for any member of the public to view.
Acceptance Criterion	Documents and publication information are viewable online once a decision has been registered for a publication.
Priority	Mandatory
Source	Julia Ewing-Jarvie
Dependencies	N/A
Conflicts	N/A

ID	DDR#08
Description	The system shall provide different levels of search functionality based on a user's level of authorisation.
Rationale	Authorised users need to search based on other criteria which other external users will have no knowledge of.
Acceptance Criterion	Specified fields are hidden from view for users accessing the database as members of the public and are shown for users with relevant access rights.
Priority	Mandatory
Source	Julia Ewing-Jarvie
Dependencies	DDR#04
Conflicts	N/A

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ID	DDR#09
Description	The system shall allow an authorised user to maintain specified external user access.
Rationale	OFLC will need the ability to add, grant and maintain external user access to the information held within the database. This is done only by OFLC so that general members of the public do not have the ability to create their own user accounts.
Acceptance Criterion	A new user can be set up to access the system and after set up; the user has all access rights that have been granted to them.
Priority	Mandatory
Source	9(2)(k)
Dependencies	N/A
Conflicts	N/A

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6 Non Functional Requirements

6.1 Introduction

This section details the non functional requirements for the new system.

6.2 Security Requirements

ID	NFR#01
Description	9(2)(k)
Rationale	
Acceptance Criterion	
Priority	Mandatory
Source	OFLC Systems Features document
Dependencies	None
Conflicts	None

ID	NFR#02
Description	The system shall support a role based security model
Rationale	Internally and externally, there are defined roles that dictate what actions a user can take.
Acceptance Criterion	Users can be assigned to roles within the system that determine access to specified business functions
Priority	Mandatory
Source	OFLC Systems Features document
Dependencies	None
Conflicts	None

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ID	NFR#03
Description	The system shall support the authorisation of users to perform only those actions that have been assigned to their role
Rationale	The Office has specific documents that can be accessed and specific business functions that can only be performed by a specific role.
Acceptance Criterion	Users are unable to access system functions that have not been assigned to their role
Priority	Mandatory
Source	OFLC Systems Features document
Dependencies	None
Conflicts	None

6.3 Performance requirements

ID	NFR#04
Description	The System shall respond to the user quick enough to avoid adversely interrupting the users flow of thought
Rationale	The Office's performance is measured on the time publications are queued and the time it takes for publications to be processed. Response times need to be minimised to not adversely impact the timeliness standards.
Acceptance Criterion	Over a period of 10 days, transactions, excluding any identified long running tasks, are processed within the following timeframes, 90 percent of the time: 9(2)(k)
Priority	Mandatory
Source	OFLC Systems Features document & Datacom
Dependencies	None
Conflicts	None

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ID	NFR#05
Description	The system shall display a visual indicator to alert users to the fact that an identified long running transaction is being processed
Rationale	Users need to be able to identify whether a transaction is being processed
Acceptance Criterion	Users are able to see that a transaction is being processed
Priority	Nice to Have
Source	OFLC Systems Features document
Dependencies	None
Conflicts	None

6.4 Audit requirements

ID	NFR#06
Description	The system shall capture audit data for all additions and changes made to application data
Rationale	OFLC need the ability to view the changes made to publication information on the system and the user who made the changes
Acceptance Criterion	The Chief Censor/Deputy Chief Censor is able to view the numbers of publications that meet/do not meet the timeliness standards set for each key milestone activity
Priority	Mandatory
Source	OFLC System Features document
Dependencies	None
Conflicts	None

ID	NFR#07
Description	The system shall capture audit data for all key milestone workflow events
Rationale	Key milestone activities are measured against specified timeliness measurements. The Office are required to report on the number of publications queued and processed against the defined timeliness standards
Acceptance Criterion	The Chief Censor/Deputy Chief Censor is able to view the numbers of publications that meet/do not meet the timeliness standards set for each key milestone activity
Priority	Mandatory

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ID	NFR#07
Source	OFLC System Features document
Dependencies	None
Conflicts	None

6.5 Usability

ID	NFR#08
Description	The system shall limit the amount of data entry errors a user can make
Rationale	OFLC wants to limit the amount of invalid data being captured. To date, this has been where users are required to enter free text for standard reference data like Country or Language
Acceptance Criterion	Standard data elements like Submission Channel, Classification can only be selected and not manually keyed.
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	None
Conflicts	None

ID	NFR#09
Description	The system shall support keyboard navigation
Rationale	A number of OFLC and external users prefer to use keyboard strokes rather than a mouse to enter data, complete actions or navigate around the system.
Acceptance Criterion	Every screen level action within the new application has a defined keyboard shortcut key, or can be actioned using standard keyboard keys (E.g. Tab key)
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	None
Conflicts	None

ID	NFR#10
Description	The system shall not embed (i.e. hard code) any standard reference data, system configuration/parameter into source code.
Rationale	The Office has a finite budget for software support so need the ability to

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ID	NFR#10
	update code related reference data without cost
Acceptance Criterion	The Systems Administrator can update specified code related reference data using a screen within the application and once saved, is viewable on the relevant drop down list.
Priority	Mandatory
Source	9(2)(b)(ii)
Use Case	N/A
Dependencies	None
Conflicts	None

ID	NFR#11
Description	The system shall provide a framework where on-line help pages can be maintained
Rationale	OFLC would like to maintain their own help pages for the new application and need a mechanism that will allow defined help pages to be added/updated
Acceptance Criterion	On-line help can be accessed from within the system and displayed to the user
Priority	Desirable
Source	9(2)(b)(ii)
Dependencies	None
Conflicts	None

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6.6 Look & Feel requirements

ID	NFR#12
Description	The system shall display the OFLC Corporate logo on all pages. The OFLC logo is to provide a means of navigating to the application start up page
Rationale	The system is an OFLC internal product and hence should be aligned with the branding for the Office
Acceptance Criterion	The OFLC logo will be displayed at the top left hand corner on every screen page and where clicked, will navigate the user to the application start up page
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	None
Conflicts	None

ID	NFR#13
Description	The system shall not require any horizontal scrolling on a minimum screen resolution size of 600 x 800
Rationale	It has been identified that there is a number of internal and external users using 800 x 600 resolution. Eliminating horizontal scrolling makes the site more user friendly.
Acceptance Criterion	No page within the application requires horizontal scrolling when viewed on a 600x800 resolution monitor
Priority	Mandatory
Source	OFLC Systems Features document
Dependencies	None
Conflicts	None

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6.7 Reliability requirements

ID	NFR#14
Description	The system shall validate all user entered data as early as possible.
Rationale	The Office's business practice supports multiple relationships between a publication and other activities and any incorrect data entered needs to be identified before records are committed to the database.
Acceptance Criterion	Data entry errors are displayed on save action.
Priority	Mandatory
Source	9(2)(b)(ii)
Use Case	N/A
Dependencies	None
Conflicts	None

ID	NFR#15
Description	The system shall include logic which traps errors and leaves the system in a recoverable state. Any error will not cause a data integrity issue
Rationale	The results of a publication classification is published to the public arena and therefore must be correct
Acceptance Criterion	Where any create or update action fails, the entire transaction will fail. No partial updates are made to the database on a save action. Any given user update or create action will never result in orphan records being created
Priority	Mandatory
Source	9(2)(b)(ii)
Use Case	N/A
Dependencies	None
Conflicts	None

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6.8 Capacity requirements

ID	NFR#16
Description	The system shall be able to be expanded (scale out) to additional application or web servers without major re-architecture of the system
Rationale	OFLC need to ensure that the application will continue unabated if the need to scale out servers is required
Acceptance Criterion	Where additional servers are added with the appropriate configuration, the application continues to perform
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	None
Conflicts	None

ID	NFR#17
Description	The system shall be able to be utilise additional resources (scale up) made available to it such as multiple or improved CPU, RAM, and disk space.
Rationale	OFLC need to ensure that the application will continue unabated if the option to scale up is taken
Acceptance Criterion	The addition of system resources does not degrade performance response times
Priority	Mandatory
Source	9(2)(b)(ii)
Dependencies	None
Conflicts	None

ID	NFR#18
Description (CR#012)	9(2)(k)
Rationale	9(2)(k)
Acceptance Criterion	9(2)(k)

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ID	NFR#18
Priority	Mandatory
Source	9(2)(b)(ii)
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

6.9 External Facing Requirements

ID	NFR#19 [NEW]
Description	The System shall respond to an external user quick enough to avoid adversely interrupting the users flow of thought.
Rationale	Slow response times may discourage external users from returning to use the system again.
Acceptance Criterion	Over a period of 10 days, transactions, excluding any identified long running tasks, are processed within the following timeframes, 90 percent of the time: <ul style="list-style-type: none"> • Search transactions – within 5 seconds (as measured on the server i.e. not including network latency)
Priority	Mandatory
Source	OFLC Systems Features document 9(2)(b)(ii)
Dependencies	None
Conflicts	None

ID	NFR#20 [NEW]
Description	The system shall comply with the OFLC web design template.
Rationale	Using the OFLC web design templates allows the new 9(2)(k) to be identified as part of the OFLC website.
Acceptance Criterion	The website has a consistent look and feel across all screens
Priority	Mandatory
Source	OFLC Systems Features document
Dependencies	None

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ID	NFR#20 [NEW]
Conflicts	None

ID	NFR#21 [NEW]
Description	The system shall allow for automated monitoring of application health.
Rationale	9(2)(k)
Acceptance Criterion	Users are able to view that the application is available to external users via the Heartbeat page
Priority	Mandatory
Source	OFLC Systems Features document
Dependencies	None
Conflicts	None

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7 Parking Space Requirements

7.1 Introduction

This section details the requirements that have been identified but have been confirmed as out-of-scope for this phase of the project.

These requirements are noted and will be considered at a later date.

7.2 Functional Requirements

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ID	PSR#02
Description	The system shall allow users to record that an Addressee or Counsel has died
Rationale	9(2)(k)
Acceptance Criterion	Users can view that the addressee or counsel is deceased
Priority	Nice to have
Source	Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	N/A
Dependencies	1. Addressee/Counsel record must exist in the system
Conflicts	None

ID	PSR#03
Description	The system shall stop users from associating an Addressee who has died, to a publication, or a counsel who has died, to an Addressee
Rationale	9(2)(k)
Acceptance Criterion	Users are unable to select an addressee who has been recorded as deceased, to a publication Users are unable to select a counsel record who has been recorded as deceased, to an addressee
Priority	Nice to have
Source	Nic McCully – Deputy Chief Censor
Use Case	UC02 – Manage Addressees
Business Process Flow(s)	N/A
Dependencies	1. Addressee/Counsel record must exist in the system that has been recorded as deceased
Conflicts	None

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ID	PSR#04
Description	The system shall allow for the capture of electronic images that can be linked to a publication record (E.g. jpegs, moving images etc)
Rationale	9(2)(k)
Acceptance Criterion	Users are able to scan and or upload electronic images and save these with a publication record.
Priority	Nice to have
Source	<ul style="list-style-type: none"> 9(2)(k) Senior Classification Officer Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	Relevant hardware to support the conversion/upload
Conflicts	None

ID	PSR#05
Description	The system shall highlight all documents held for a publication that hold any application data that has been updated.
Rationale	Documents can be generated throughout the lifecycle of a publication. Where updates are made to publication information, users need to reprint the documents. Often OFLC users do not know which of potentially many documents will need to be reprinted
Acceptance Criterion	The user can identify which of a publication's documents require reprinting where updates publication data has been made.
Priority	Nice to have
Source	<ul style="list-style-type: none"> 9(2)(k) Registrar Julia Ewing-Jarvie – Corporate Services Manager Nic McCully – Deputy Chief Censor
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	1. Publication exists in the system that has associated documents
Conflicts	None

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ID	PSR#07
Description	The system shall allow users to record the Other names that a publication may be known by in characters other than Western characters
Rationale	Publications can be received that have titles known by in a language that uses non Westernised characters. OFLC would like the ability to record the title that a publication is also known under in it's native language
Acceptance Criterion	The user can enter Other known titles in a defined set of non Westernised characters
Priority	Nice to have
Source	<ul style="list-style-type: none"> 9(2)(k) System Administrator
Use Case	N/A
Business Process Flow(s)	N/A
Dependencies	None
Conflicts	None

ID	PSR#08
Description	The system shall allow users to view the weekly schedule for a selected week
Rationale	OFLC schedule publication work to Classification Officers/Senior Classification Officers on a weekly basis. OFLC would like to be able to view details of a past schedule.
Acceptance Criterion	The schedule for the selected week is displayed as read only
Priority	Nice to Have
Source	Nic McCully – Deputy Chief Censor
Use Case	UC10 – Manage Schedule
Business Process Flow(s)	A10
Dependencies	1. Schedule for the selected week exists
Conflicts	None

ID	PSR#09
Description	The system shall allow authorised users to record on the weekly schedule the days that a user is on leave

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ID	PSR#09
Rationale	OFLC schedule publication work to Classification Officers/Senior Classification Officers on a weekly basis. Where an officer is on leave, the scheduled is noted so work is not assigned for that period
Acceptance Criterion	The days within the schedule for a user on leave can be viewed
Priority	Nice to Have
Source	Nic McCully – Deputy Chief Censor
Use Case	UC10 – Manage Schedule
Business Process Flow(s)	A10
Dependencies	None
Conflicts	None

ID	PSR#10
Description	The system shall allow authorised users to record notes against a Classification Officer/Senior Classification Officer on the weekly schedule
Rationale	OFLC schedule publication work to Classification Officers/Senior Classification Officers on a weekly basis. The Office required the ability to record notes regarding work that is or is not allocated.
Acceptance Criterion	The days within the schedule for a user on leave can be viewed
Priority	Nice to Have
Source	Nic McCully – Deputy Chief Censor
Use Case	UC10 – Manage Schedule
Business Process Flow(s)	A10
Dependencies	None
Conflicts	None