

# **Committee Management Use Case Specification: Menu**

**Version 1.2**

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## REVISION HISTORY

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<b>Date</b>	<b>Version</b>	<b>Description of Change</b>	<b>Author</b>
5/2/02	1.0	Shell for Krishna	C Blizzard
5/29/02	1.1	Added activity diagram, data spec,	K Collie
6/25/02	1.2	Updated based on comments from the cdr	K Collie

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## 1. Brief Description

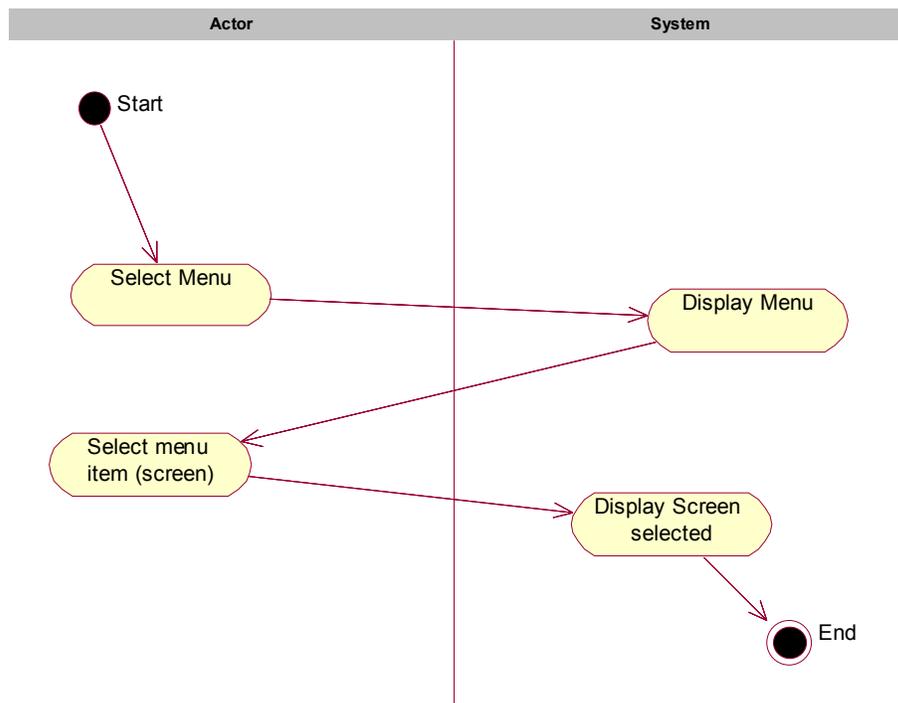
This use case describes how users will be able to navigate from screen to screen within the application via drop-down menus. The menu is comprised of screens/modules for transactional operations or the generation of parameter forms for pre-programmed reports. The pre-programmed reports are sorted by type according to the CM business functionality desired.

## 2. Pre-Conditions

2.1 Use Case Specification: Login to the Committee Management (CM) System.

## 3. Flow of Events

### 3.1 Activity Diagram



### 3.2 Textual Flow

1. User selects a particular menu, system displays menu.
2. User selects a particular menu item, systems navigates to item selected.

## 4. Data Specifications

- Menu Item – Comprised of selections that will navigate the user to their desired location within the application.
- Restricted/Security – These screens are restricted to users who possess a particular role, if the user does not have the secure roles then they will not be able to navigate to that menu selection. Note: all menu items will be visible in the menus, but will be “grayed out” and will not navigate user who does not have role to secure screens.
- Fast Track – identifies which menu items are for the CM Fast Track.

Menu Item	Restricted/Security	Fast Track
<b>Committee Menu</b>		
Query Committee	N	Y
Cmte Record	N	N
Member Status	N	Y
Federal Staff	N	Y
Federal Staff Costs	N	N
Chairgrant	N	Y
Affiliations	N	N
Annual Reports	N	N
Cmte Versions	N	N
<b>Meeting Menu</b>		
Query Meeting	N	Y
Meeting Data	N	Y
Roster Maintenance	N	Y
<b>Fed Reg Menu</b>		
Federal Register Notice	N	Y
<b>Slate Menu</b>		
Add Nominations	N	N
Query Nomination/Appt	N	N
Query Cmte for Slate	N	N
SRA Nomination Slate Process	N	N
<b>Financial Menu</b>		
Voucher	N	Y
Check Register	N	N
OFM Upload	N	N
<b>Prsn Search Menu</b>		
Person Search	N	Y

Advanced Person Search	N	N
<b>Report Menu</b>		
<b>Slate Reports</b>		
PAB Report	N	N
Worksheet Report	N	N
Individual Nominee Datasheet	N	N
NIH Research Support	N	N
NIH Cmte Member Service Report	N	N
HHS-532 Form	N	N
Nominations for Approval Roster	N	N
Memorandum to the Secretary	N	N
Transmittal Memo for Secretary – Appointed Cmtes	N	N
Waiver	N	N
Resume	N	N
Slate History Report	N	N
Slate Roster	N	N
Committee Roster Report	N	Y
<b>Personnel Forms</b>		
Exec Branch Confidential Fin. Disclosure (OGE-450)	N	N
Employment Verification (I-9)	N	N
Appointment Affidavit (SF-61)	N	N
Decl. Of Fed. Employment (OF 306)	N	N
Self – Identification of Handicap (SF 256)	N	N
Direct Deposit Form (FMS Form 2231)	N	N
Selective Service Registration Status	N	N
NIH Cmtes Funded by SREA Admin. Fact Sheet	N	N
SGE Serving NIH Advisory Cmtes Admin Fact Sheet	N	N
Acceptance Form for Members	N	N
Acceptance Form for Chairs	N	N
NIH Consultant Form	N	N
<b>President Annual Report</b>		
Cmte Annual Reports Mailing List (incl XML)	Y	N
Cmte Annual Report DFO List (incl XML)	Y	N
Cmte Annual Report Rosters (incl XML)	Y	N
Cmte Annual Report FOP Cost (XML Only)	Y	N
Non-Published Mtgs with Validated Vouchers	Y	N
Requested Dollars Report	Y	N
		N

<b>Financial Operating Plan (FOP)</b>		
Financial Operating Plan (FOP)	Y	N
Federal Staff Worksheet	Y	N
Expense Ledger	Y	N
Expense Ledger Report (Meeting Expenses)	Y	N
<b>SREA/Voucher Reports</b>		
NIH 1715	N	Y
Invitation to Travel	N	Y
OFM Error Report	N	N
Check Register Summary Report	N	N
<b>Snapshot Reports</b>		
Committee Snapshot Report	N	N
Appointment Snapshot Report	N	N
Person Snapshot Report	N	N
<b>Female/Minority Reports</b>		
Female/Minority, OFACP/NIH	N	N
Female/Minority, OFACP/NIH – SEP	N	N
Female/Minority, OFACP/NIH – Temp Members	N	N
Female/Minority, IC	N	N
Female/Minority, IC –SEP	N	N
Female/Minority, IC – Temp Member	N	N
Female/Minority by a Meeting	N	N
<b>Member Reports</b>		
NIH Cmte Member Service Report	N	N
Member Log Report	N	N
<b>Meeting Reports</b>		
Meeting Roster	N	Y
Meeting Schedule	N	N
Federal Register Notice	N	N
<b>Generation of Mailing Label Report</b>	N	Y
<b>Scheduled Vacancies Report</b>		N
	N	
<b>OFACP Menu</b>		
Edit Tip of the Day	Y	Y
Edit Policy Issues	Y	Y
Edit What's New	Y	Y
<b>Help Menu</b>		
Documentation	N	Y
Release Notes	N	Y
IMPAC II Msgs	N	Y
About CM	N	Y

Developments	N	Y
Related Events	N	Y

## 5. Post-Conditions

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The user has successfully navigated to their selection and e screen or report parameter form is displayed.

## 6. Special Requirements

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### 6.1 Data Validation

None.

### 6.2 Algorithms

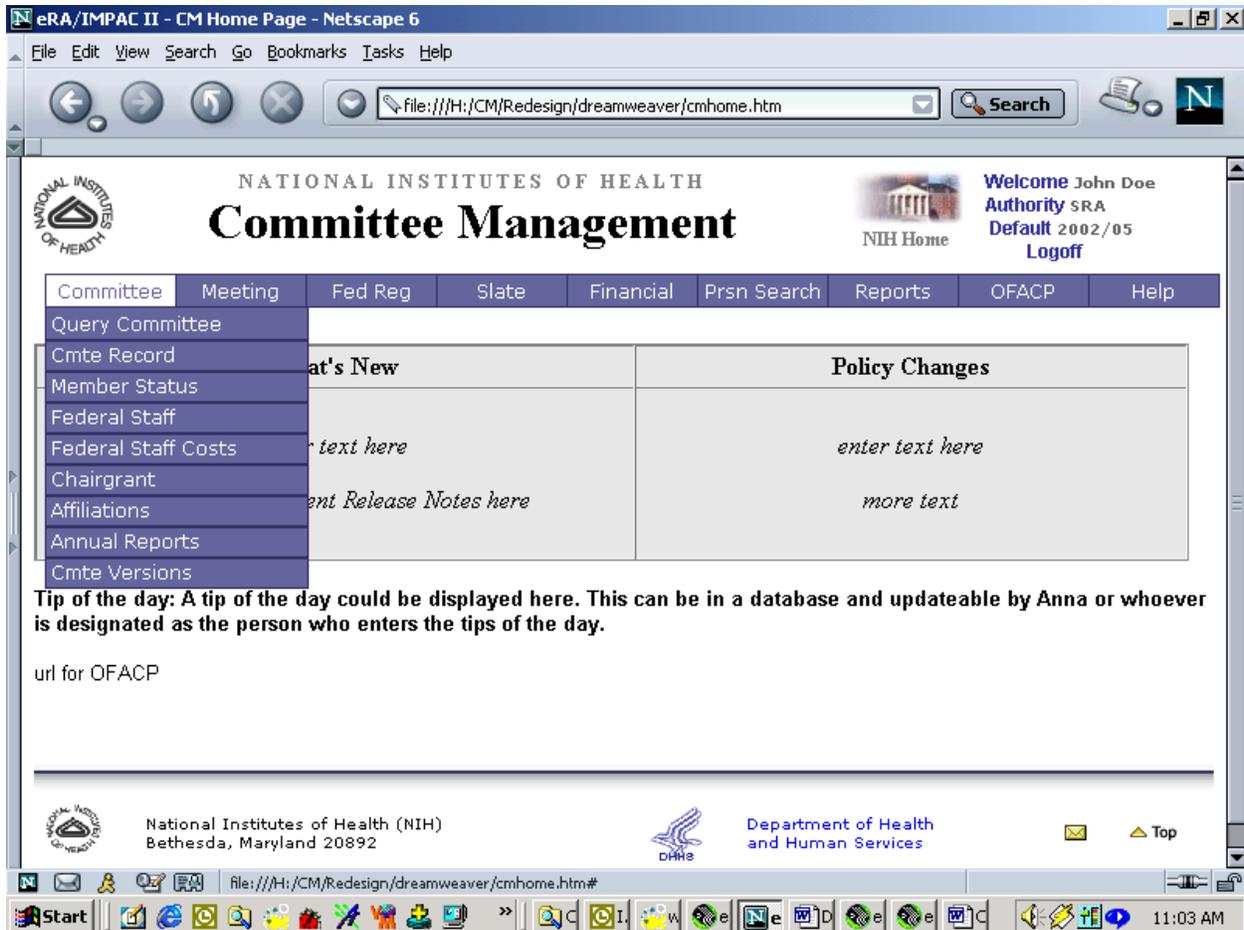
None.

### 6.3 Other Requirements

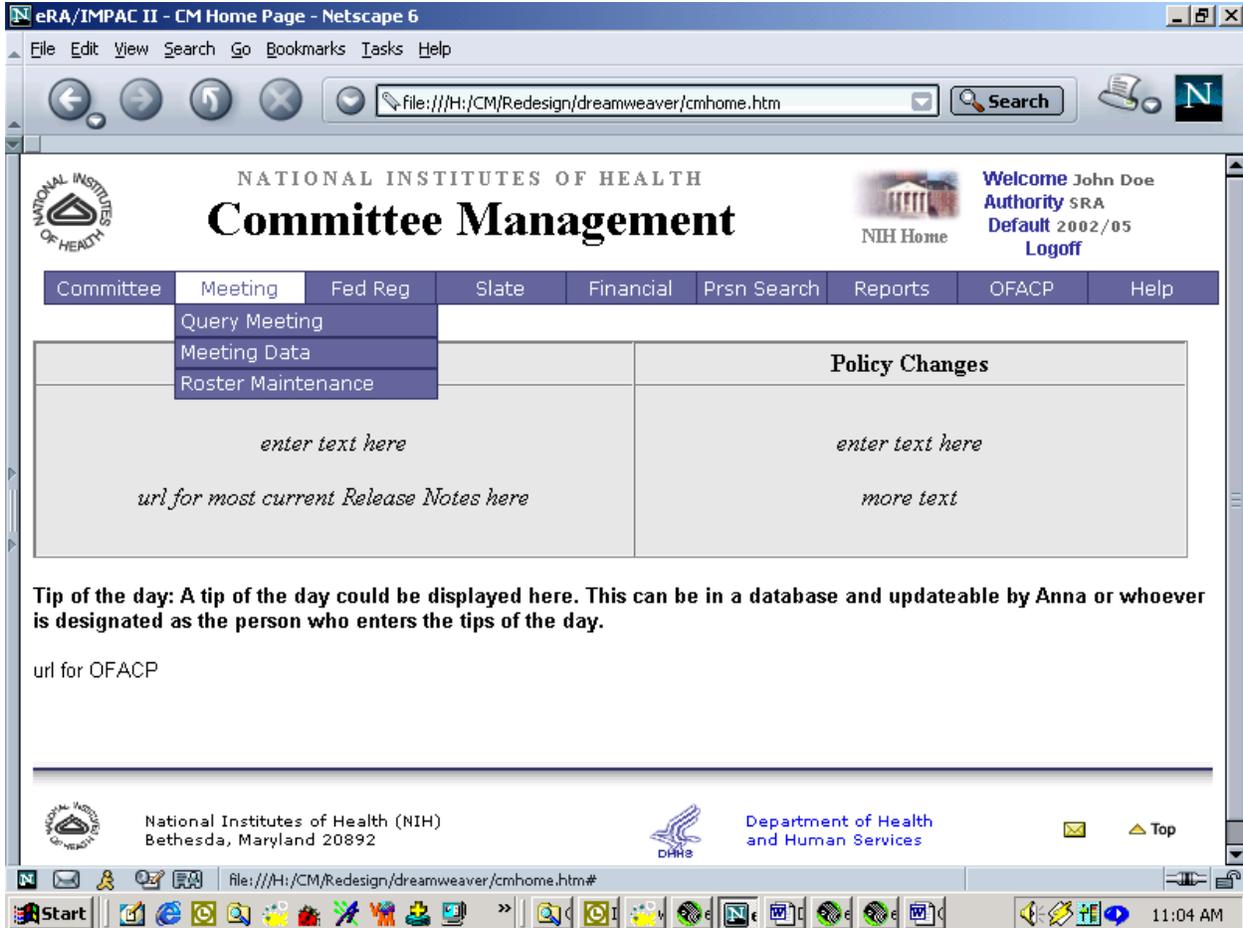
None.

## 6.4 Sample Screen

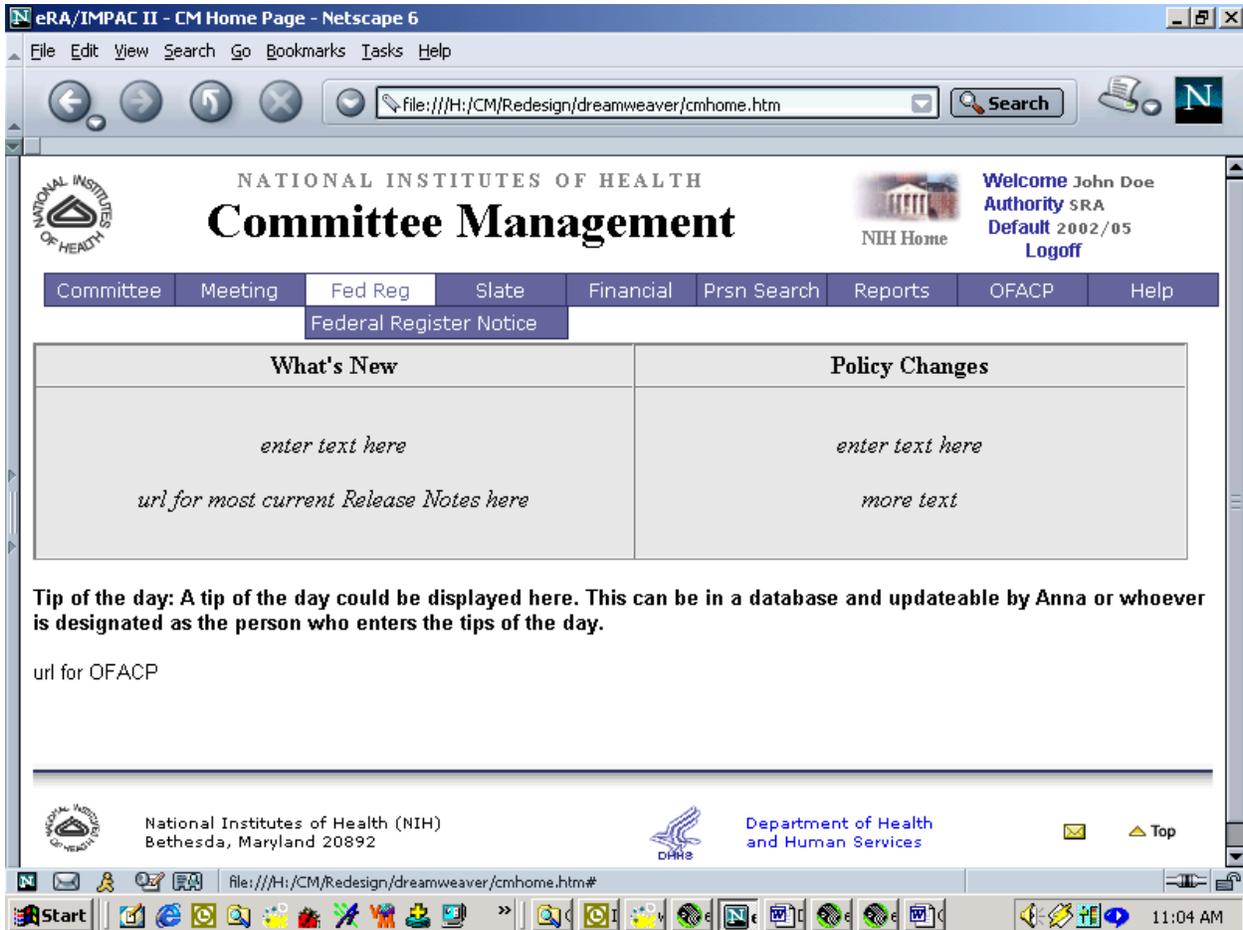
### 6.4.1 Committee Menu



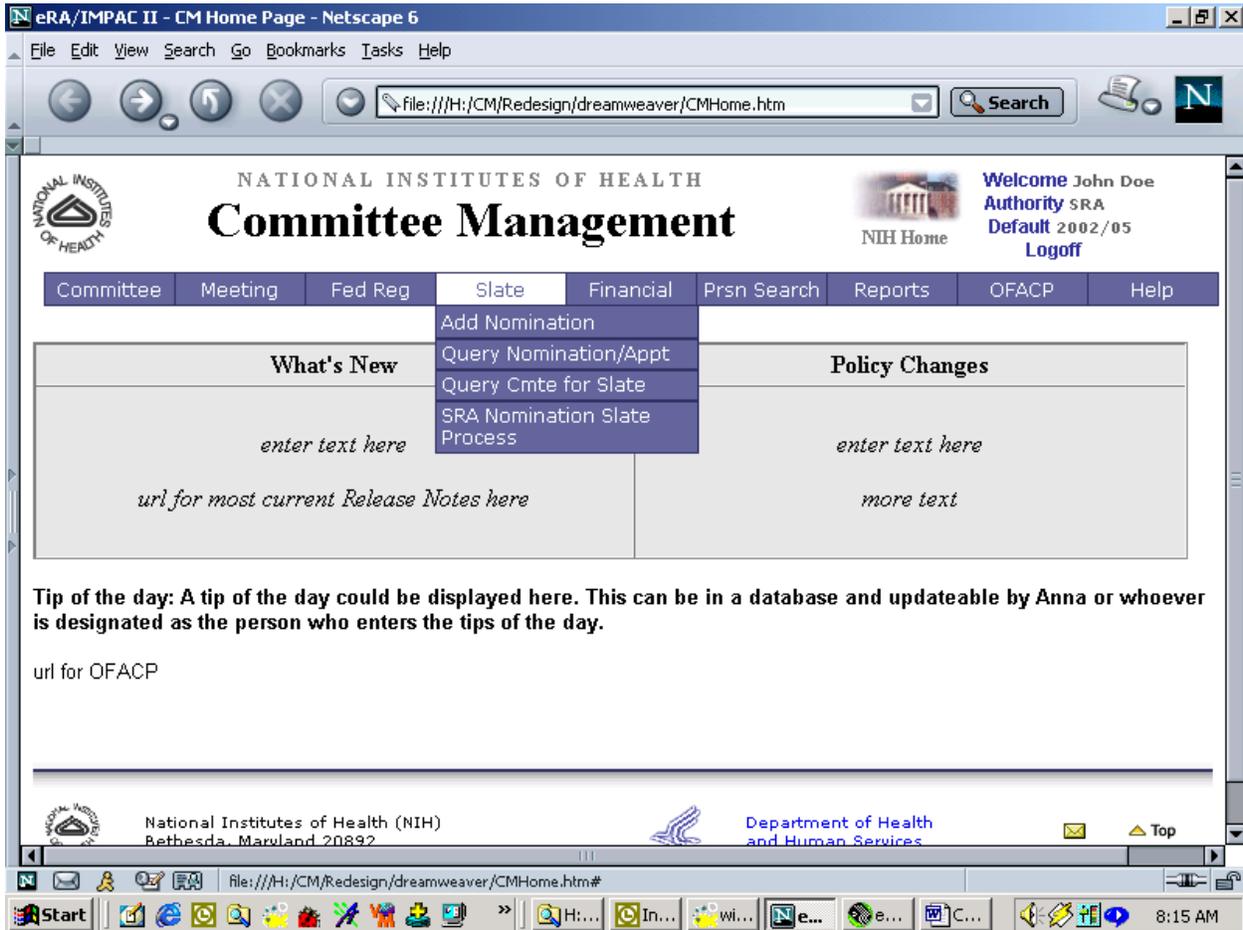
### 6.4.2 Meeting



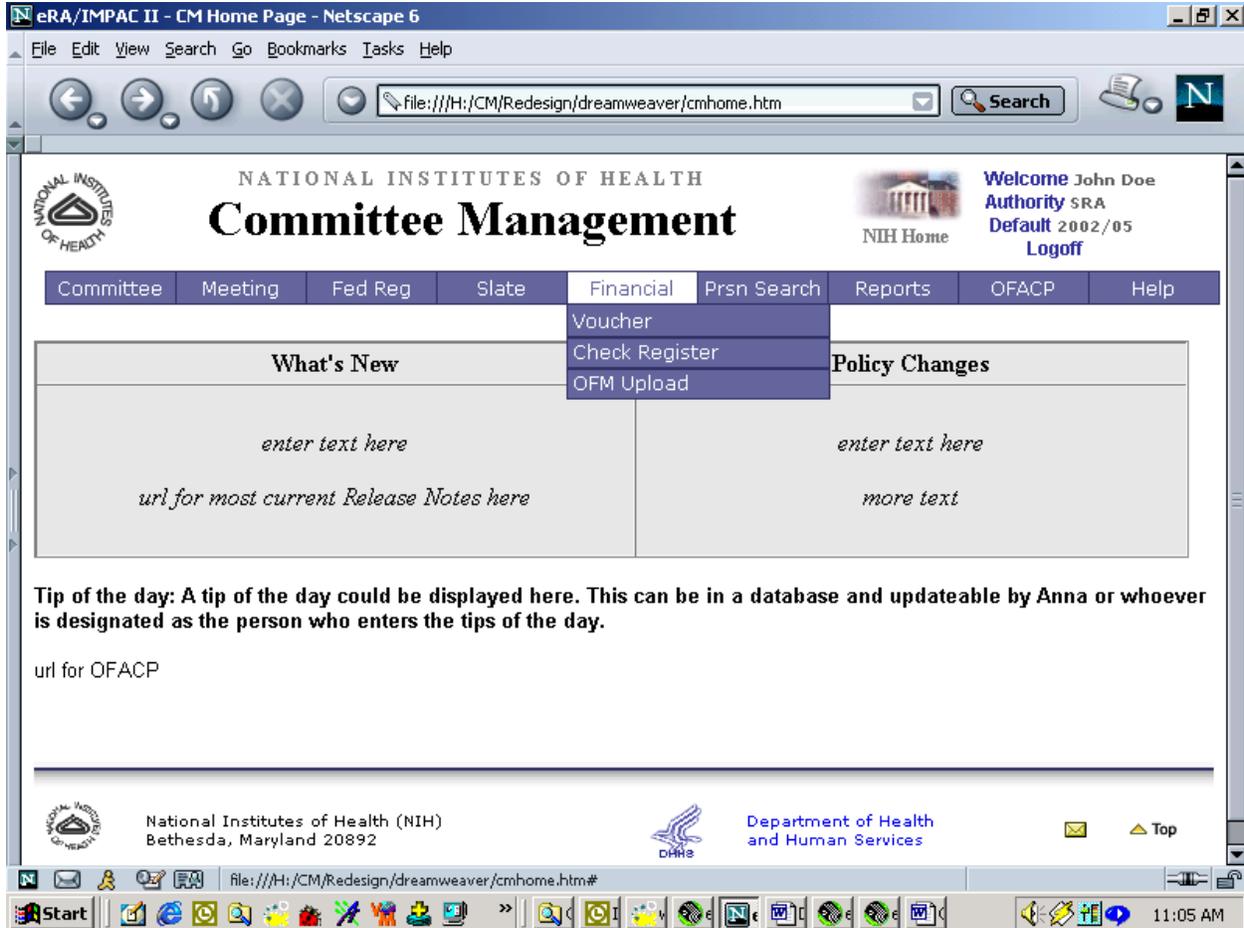
### 6.4.3 Federal Register Notice



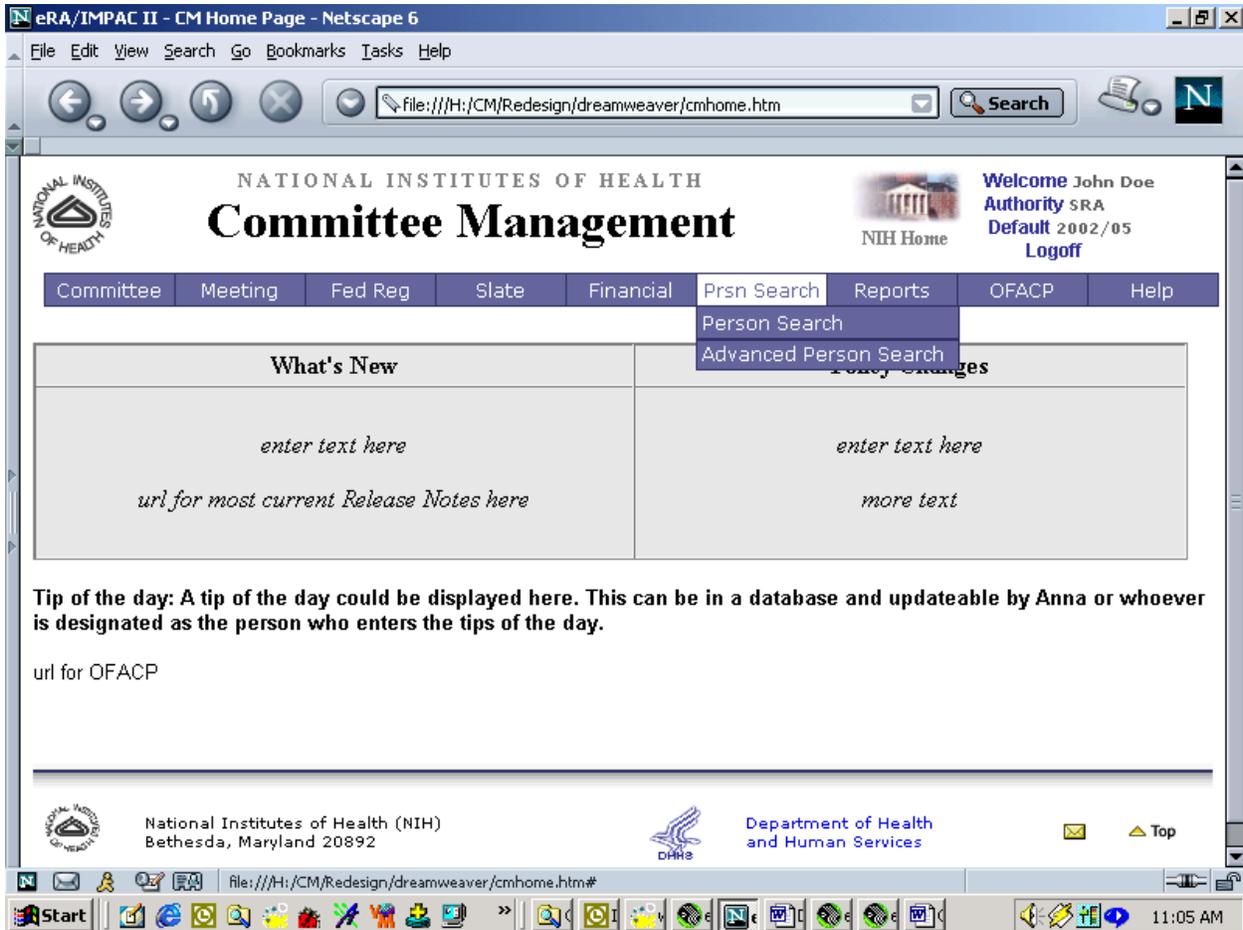
### 6.4.4 Slate



### 6.4.5 Financial

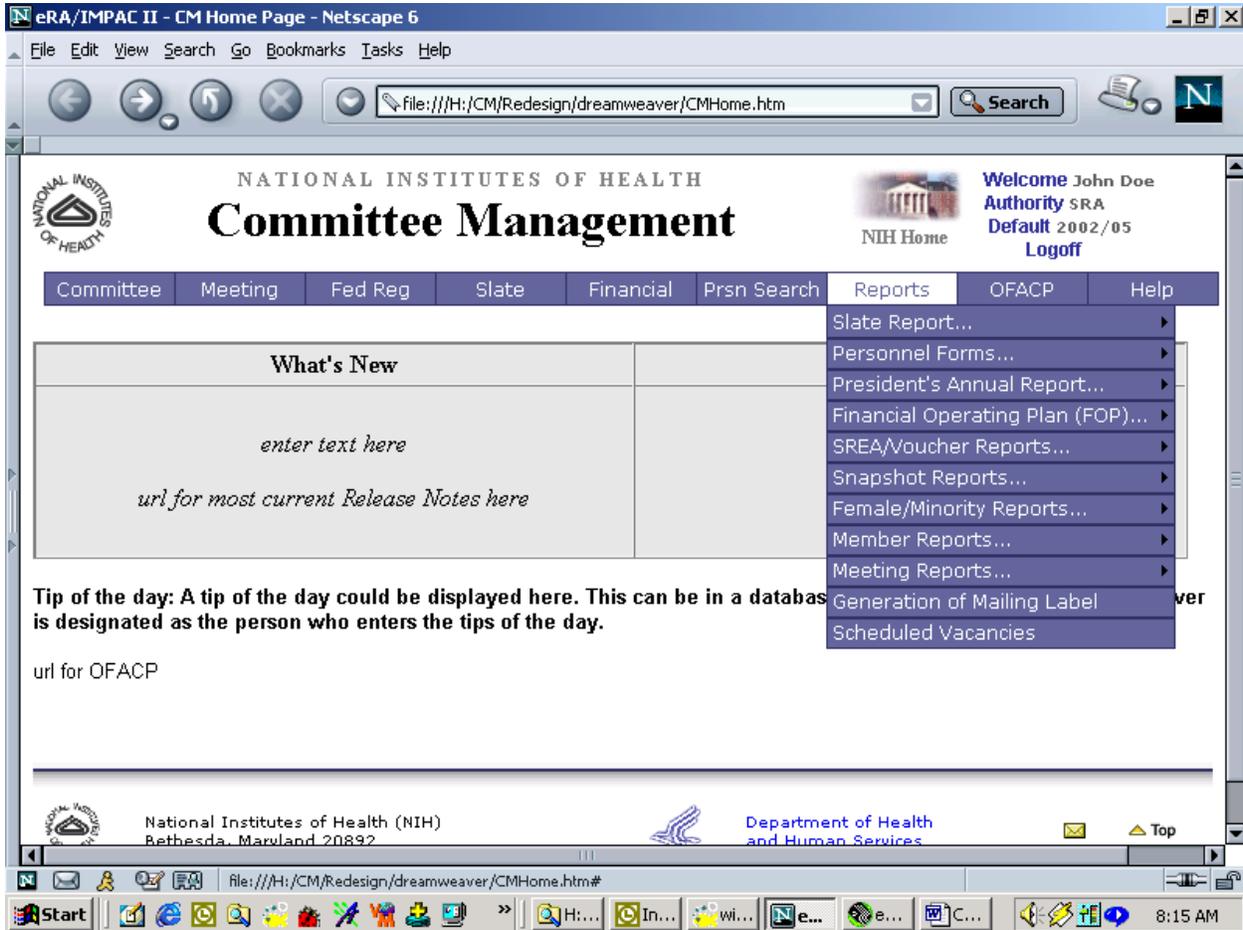


### 6.4.6 Person Search



## 6.4.7 Report Menu

### 6.4.7.1 Main Report Menu



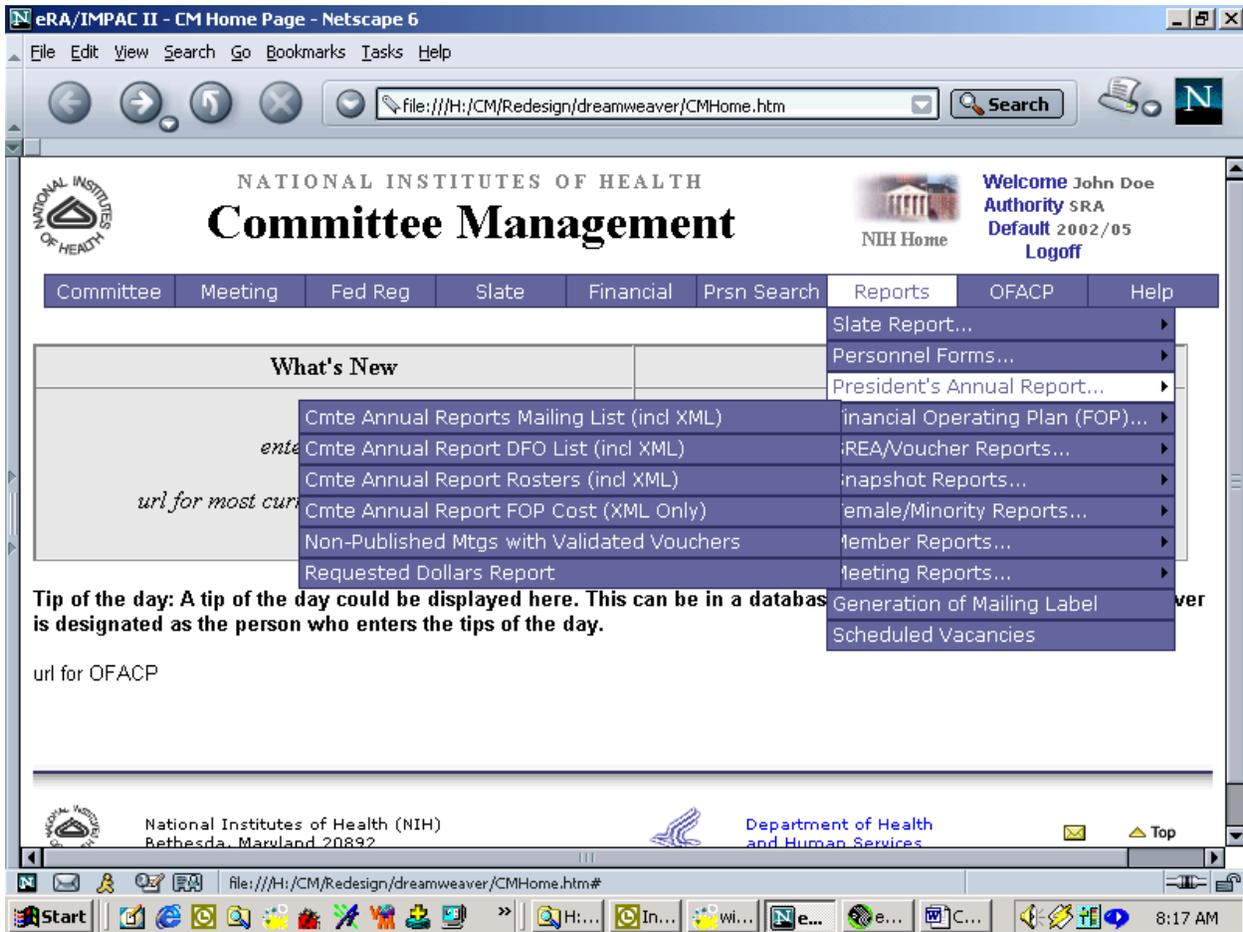
### 6.4.7.2 Slate Reports Submenu



### 6.4.7.3 Personnel Documents Submenu



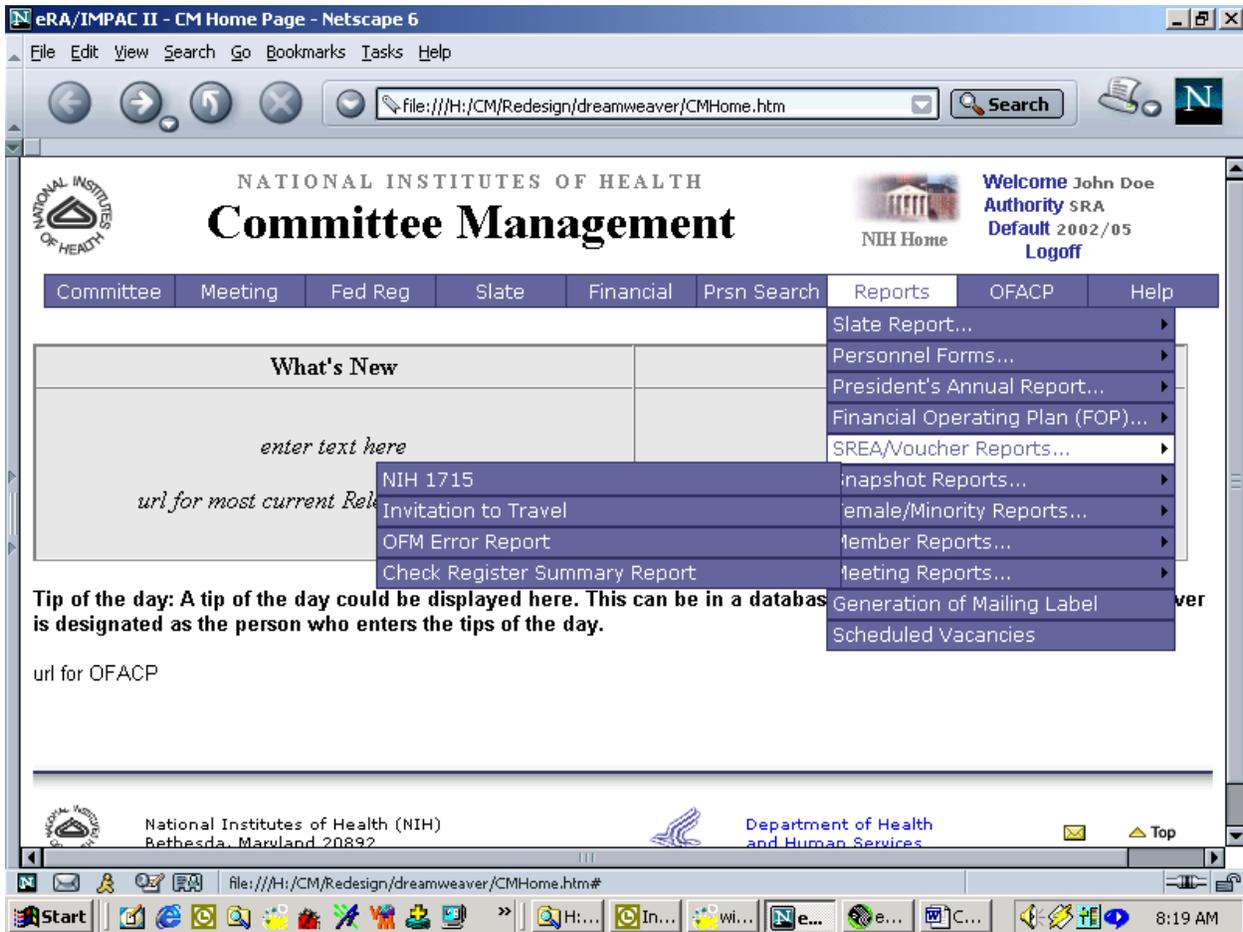
### 6.4.7.4 Presidents Annual Report Submenu



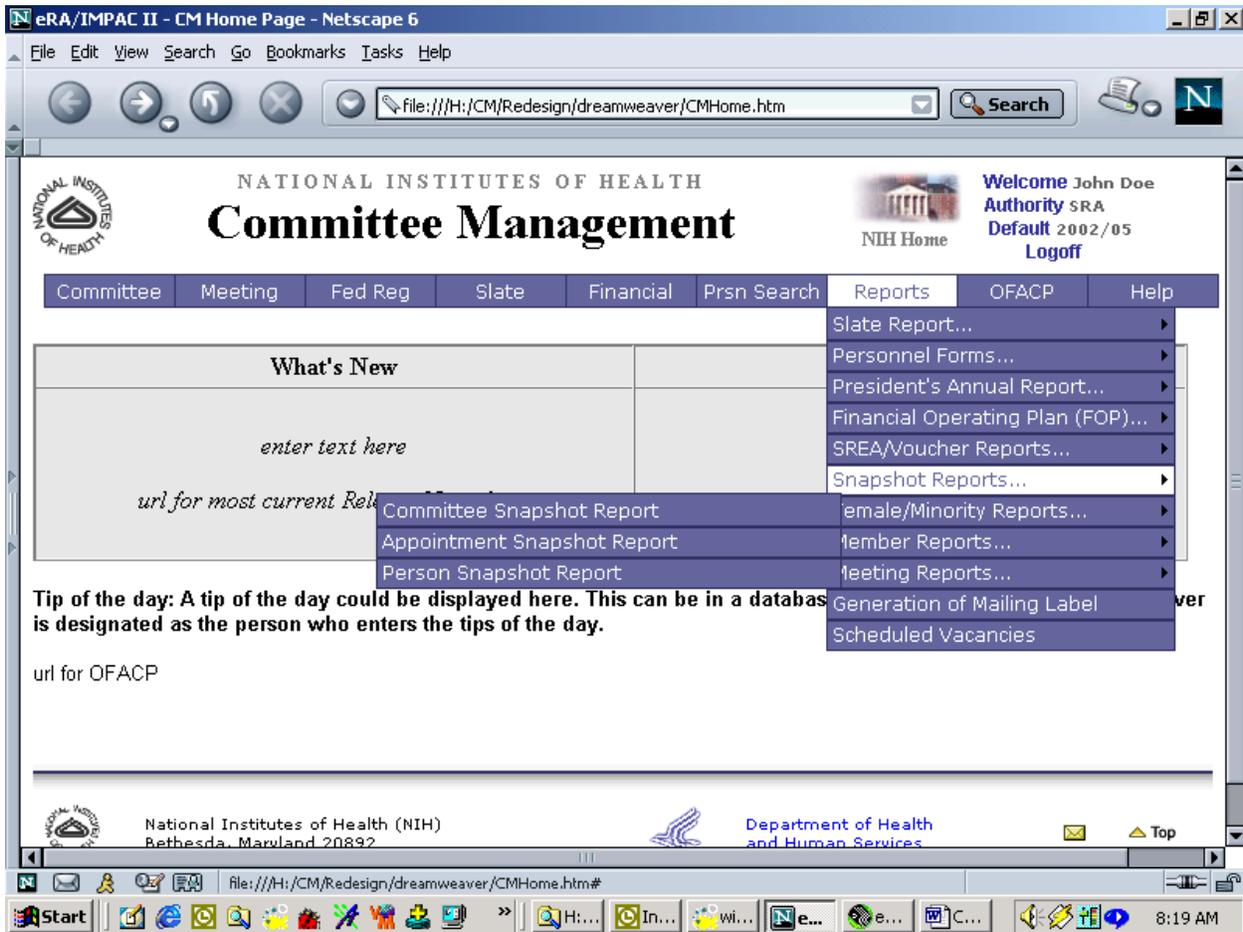
### 6.4.7.5 Financial Operating Plan Submenu



### 6.4.7.6 SREA/Voucher Reports Submenu



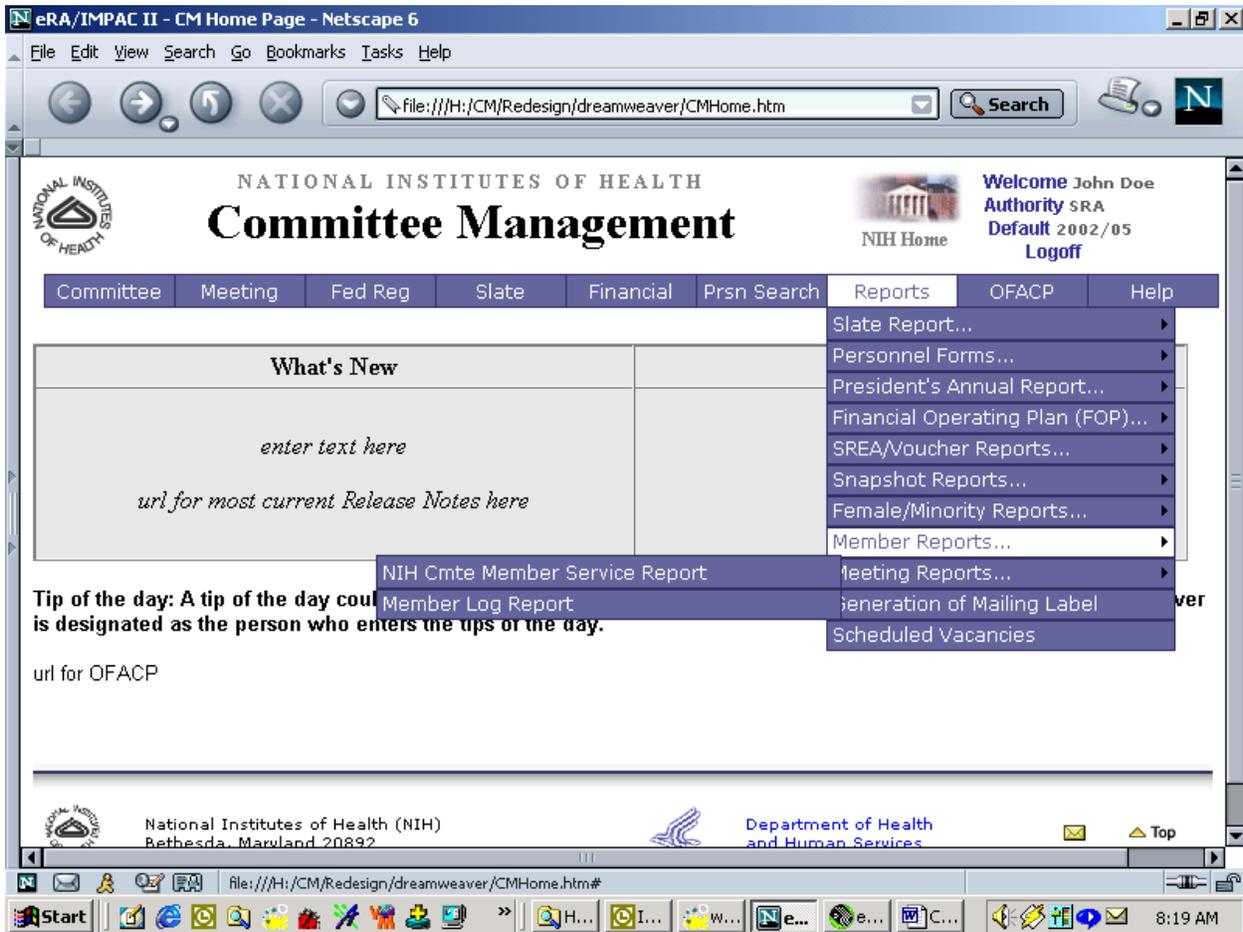
### 6.4.7.7 Snapshot Reports Submenu



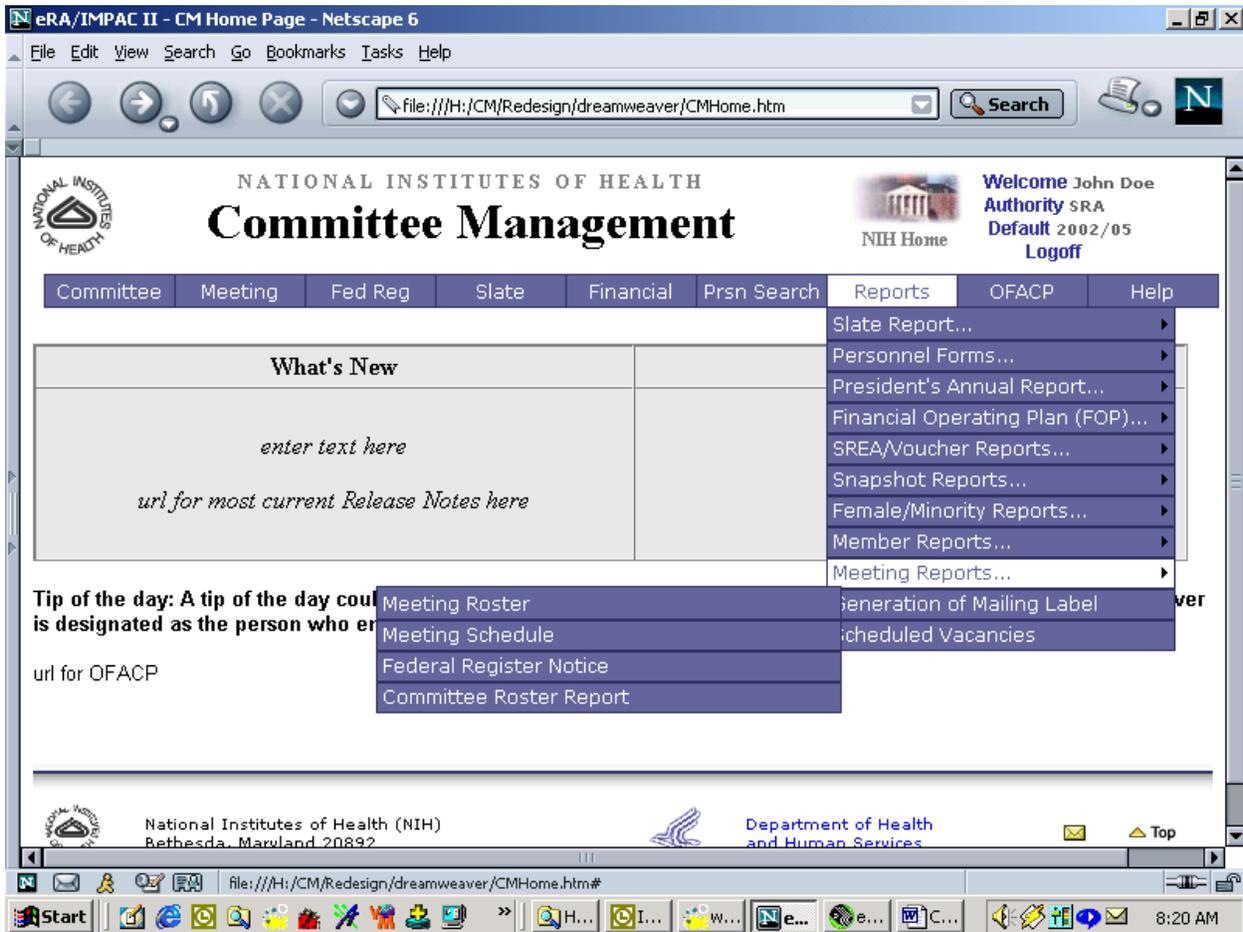
### 6.4.7.8 Female/Minority Reports Submenu



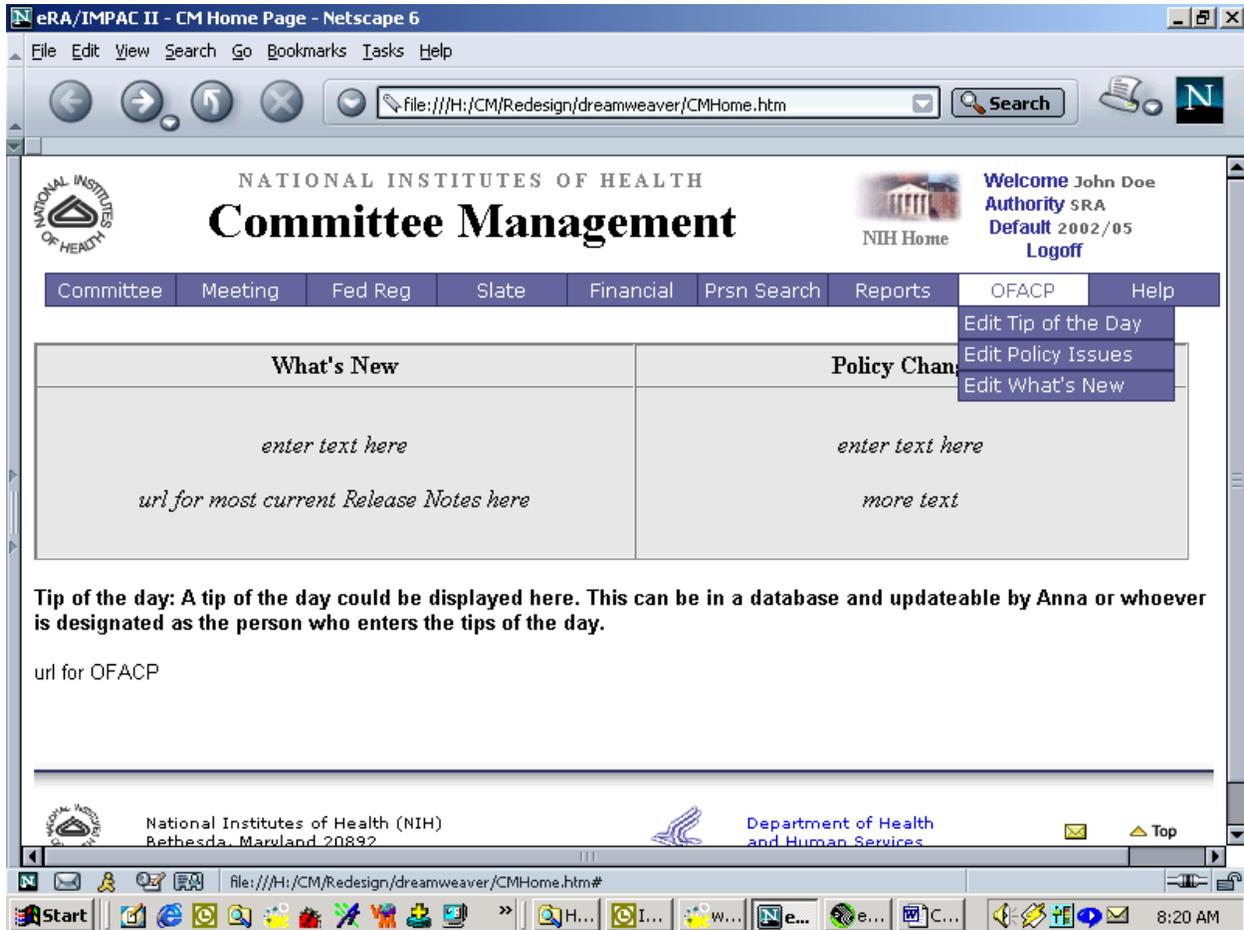
### 6.4.7.9 Member Reports Submenu



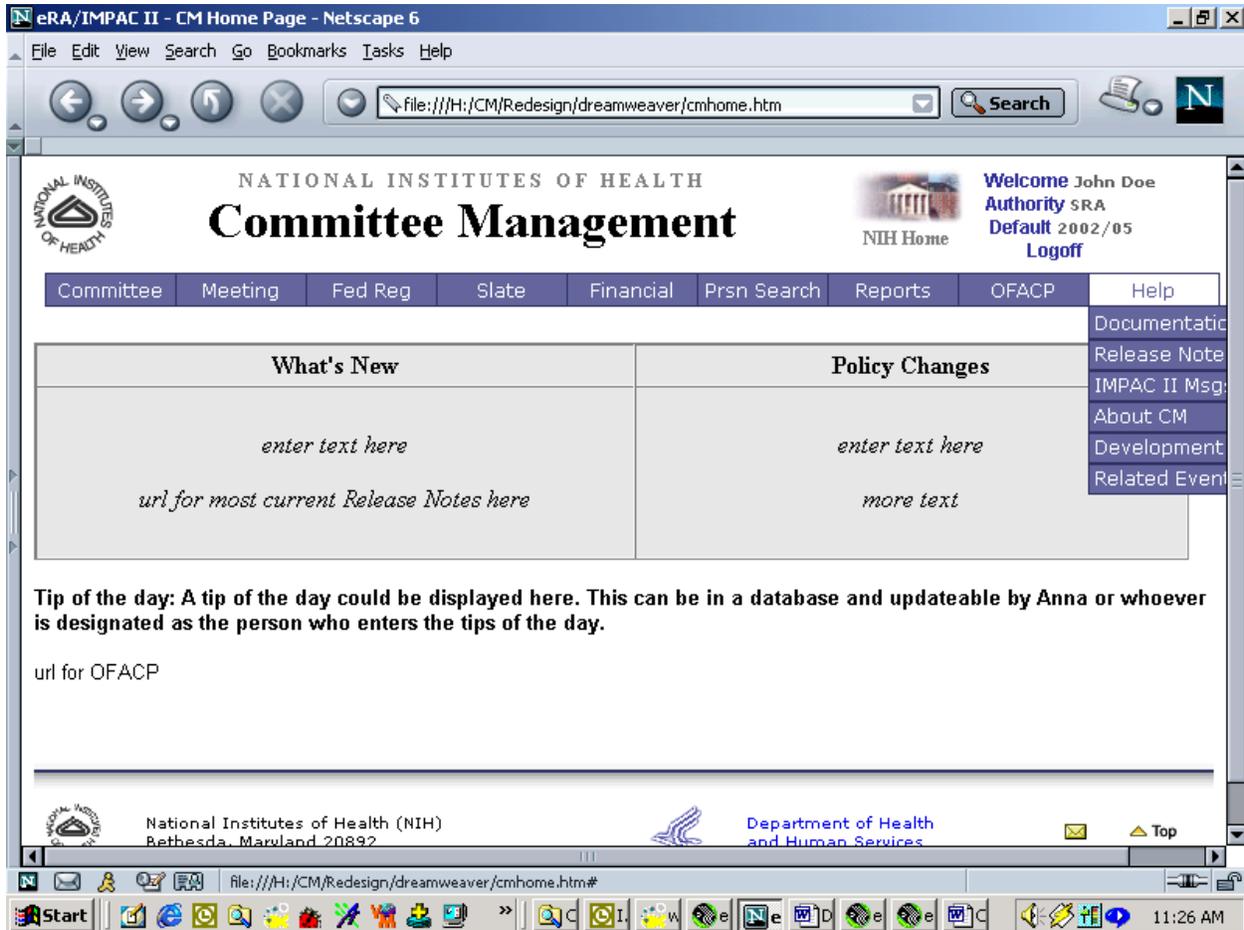
### 6.4.7.10 Meeting Reports Submenu



### 6.4.8 OFACP Menu



### 6.4.9 Help Menu



The following reports are Personnel Documents. Select/UnSelect reports as needed.

OGE-450 (Executive Branch Confidential Financial Disclosure Form Report)	<input checked="" type="checkbox"/>
SF-256 (Self-Identification of Handicap)	<input checked="" type="checkbox"/>
SF-61 (Appointment Affidavit Form)	<input checked="" type="checkbox"/>
Applicant's Statement of Selective Service Registration Status	<input checked="" type="checkbox"/>
FMS-2231 Direct Deposit Form	<input checked="" type="checkbox"/>
I-9 Employment Eligibility Verification Form	<input checked="" type="checkbox"/>
OF-306 Declaration of Federal Employment	<input checked="" type="checkbox"/>
Administrative Fact Sheet - NIH Committees Funded by SREA	<input checked="" type="checkbox"/>
Administrative Fact Sheet - SGE Serving NIH Advisory Committees	<input checked="" type="checkbox"/>
NIH Consultant Form Report	<input checked="" type="checkbox"/>
Acceptance Form for Members	<input checked="" type="checkbox"/>
Acceptance Form for Chairs	<input checked="" type="checkbox"/>

Run Report   Clear Parameters   Unselect All   Select All   Cancel

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