

# **Privacy Officer Tracking System (POTS) Project**

## **Requirements Specification Document**

**Version 1.3**



**<Date Approved>**

## Revision History

Date	Revision	Description	Author
4/5/2013	v1.0	Initial Document	Milan Shah
4/11/2013	v1.1	Updated Manage Users, Search	Milan Shah
4/17/2013	V1.2	Updated based on L. Russell's comments -Added in Search that ALL VA Staff (both POTS Users and non-POTS Users) to search for their local Privacy Officer.	Milan Shah
4/26/2013	V1.3	Add Reporting Requirements and Backlog for future release	Milan Shah
4/28/2013	V1.4	Added Notification Management	Milan Shah
6/6/2013	V1.5	Update Search By in Search Functionality	Milan Shah

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# **1. Introduction**

This Requirements Specifications Document (RSD) was developed for the Privacy Officer Tracking System (POTS) project utilizing the Department of Veterans Affairs' (VA) manual PO Tracking System (POTS) to help search and find the contact information for their PO. Privacy Officers (PO) play an important role in handling privacy matters and creating privacy awareness at local facilities and offices.

Upgrading POTS to a web based automated tool, will help ensure that it is easy to navigate and up to date to ensure that employees have easy access to this critical information. This system will be organized by administrations and their subdivisions, down to the level of physical location. The Privacy Officer Tracking System (POTS) will provide role-based access that enables users to add, modify, and delete records as required. In addition, publish data to the internet as well as generate reports responsive to OPRM data requests.

## **1.1. Purpose**

This document will provide the specifications for the functional requirements. This document's intended audience includes software engineers, developers and architects that will be developing the software.

## **1.2. Scope**

The scope of this request is to establish an RSD that further defines a tracking system about privacy officers and their physical locations, and provide a functional user interface for viewing these results.

Creating the POTS will be helpful for employees to have easy access to Privacy Officer (PO) critical information. POs handle privacy matters and creating privacy awareness at local facilities and offices.

The POTS RSD identifies specifications to:

- Implement role-based access that enables VA users to access and perform actions through the POTS application.
- Provide the necessary modules to perform administrative duties in real time: adding, updating, deleting contacts and locations, and storing these data elements to the POTS database
- Provide ability for users to request to be added to POTS
- Provide ability for users to update their information
- Provide the ability to review and perform pending user requests
- Provide an audit trail to view administrative actions
- Provide POTS reporting capabilities based on parameters set by OPRM.

- Provide the ability for employees to search for users using multiple conditions through a user friendly web browser and extract these data elements from the POTS database

## 1.3. Acronyms and Definitions

This section provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the RSD.

### 1.3.1. Acronyms

**Exhibit 1. Acronyms**

Term	Definition
API	Application Program Interfaces
BBR	Business Rule
BRD	Business Requirements Document
ENTR	Enterprise Requirement
NCA	National Cemetery Administration
OPRM	Office of Privacy and Records Management
PO	Privacy Officer
POTS	Privacy Officer Tracking System
SDD	System Design Document
SDLC	Software Development Life-Cycle
VACO	Veterans Affairs Central Office
VBA	Veterans Benefits Administration
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network

### 1.3.2. Definitions

#### Exhibit 2. Definitions

Term	Definition
SDLC Phase	Refers to the stage in the Development Lifecycle
Administration	Department of Veterans Affairs Main Subdivisions, known as Administrations (i.e. VBA, VHA, NCA, VACO)
Group	Subdivision for each Administration (i.e. VISN 1, VISN 2)
Location	Contain information on VACO Staff Offices, VHA facilities, Cemeteries and VBA Regional Offices
Super User	Responsible for Overseeing the Privacy Officer Tracking System
Administrator	Responsible for Overseeing assigned Administration (i.e. VBA, VHA, NCA, VACO)
Coordinator	Responsible for Overseeing assigned Administration Subdivision (i.e. VISN 1, VISN 2)
Privacy Officer	Responsible for handling privacy matters and creating privacy awareness at local facilities and offices. Responsible for managing their user information.
New VA User	New VA Users attempting to register for POTS as a PO
VA Staff	VA Employees and Contractors accessing the Output of POTS

### 1.4. References

- Current POTS System & Data  
<https://vaww.infoprotection.va.gov/index.aspx>
- VA Locations Webpage  
<http://vaww3.va.gov/directory/guide/home.asp>
- VA Handbook 6500, Information Security Program  
[http://www1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=56&FType=2](http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=56&FType=2)
- VA Directive 6502, VA Enterprise Privacy Program  
[http://www1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=404&FType=2](http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=404&FType=2)
- VA Directive 6509, Duties of Privacy Officers  
[http://www1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=452&FType=2](http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=452&FType=2)

## 2. Overall Specifications

The addition of a Privacy Officer Tracking System to VA OPRM will improve the VA's ability to provide easy access for employees to locate critical information.

The overall specification for this project utilizes the SDLC to facilitate development of the POTS. There is a standard database schema that exists for the core functionality of the POTS application and displays it to the users through a Web Browser front end. In addition, the POTS application will be able to report based on parameters set by OPRM that is available in POTS database, as well as compiling and sorting data.



Corresponding requirement screenshots and workflows can be found in the Business Rules Specification in the Overall Specifications. Simply searching on the corresponding requirement number in the document will show associated screen mock-ups, workflows, and functional requirements.

## 2.1. Accessibility Specifications

Compliance with all Section 508 requirements is required. VACO recognizes that these are enterprise cross-cutting legal requirements for all developed Electronic & Information Technology initiatives. To ensure that these requirements are met, they are addressed through the Enterprise-Level Requirements maintained by VA. See ENTR1 in Exhibit 3.

**Exhibit 3. Accessibility Specification**

Requirement ID	Enterprise Level Requirement	Accessibility Specification
ENTR1	All Section 508 requirements will be adhered to VA recognizes that these are Enterprise cross-cutting legal requirements for all developed Electronic & Information Technology. To ensure that these requirements are met, they are addressed through the Enterprise-level requirements maintained by VA	All code and screens in the POTS application shall comply with the regulations established by the Access Board, found at 36 CFR Part 1194. Required checklists in support of development efforts can be found at: <a href="http://vawww.section508.va.gov/Section_508_Checklist_and_CVS.asp">http://vawww.section508.va.gov/Section_508_Checklist_and_CVS.asp</a>

## 2.2. System Specifications

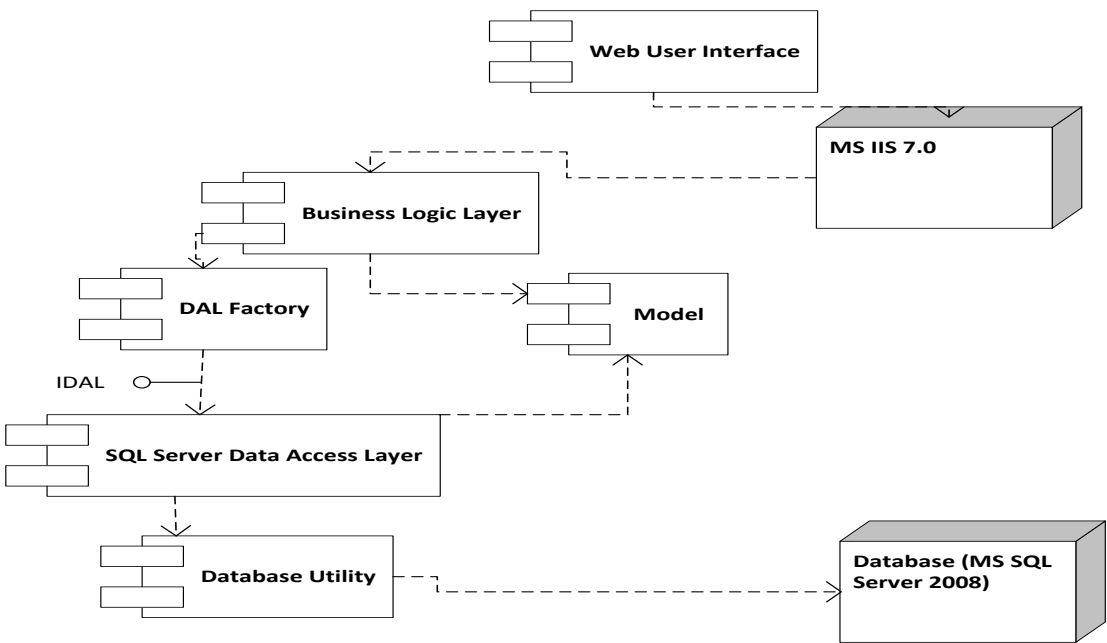
The application is being designed and implemented in a modular fashion. The system is a web-based application that consists of three major parts: backend database, web server, and the client web browser.

- User Interfaces. The web pages will be created with Microsoft ASP .Net 3.5 technologies, AJAX Control Toolkit, and jQuery. The POTS application will support Microsoft Internet Explorer version 7.0 and above.
- The middle tier. The Microsoft IIS 7.0 and ASP .Net will be the hosting environment. We create numerous .Net components to bridge the user presentation layer and the backend database. These modules include Business Logic Layer, Model, Data Access Layer, and SQL Server Utilities. The target platform is Microsoft .Net Framework 3.5.
- Backend database. Microsoft SQL Server 2008 is the database engine for the storage and manipulation of the application data. All data retrieval, insert, and update will be done via SQL Server Stored Procedures to improve performance and security capacities.

Exhibit 5 identifies the POTS architecture diagram.

Exhibit 4. Privacy Officer Tracking System (POTS) Diagram

POTS Software Component Architecture



## 2.4. Roles and Responsibilities

The User shall interact with a POTS web application. The following are the POTS user roles to manage and search the POTS web application.

- The POTS Users consist of users registered and added to the POTS Database as Approved – Super User, Administrator, Coordinator, and Privacy Officer.
- The New VA User consists of users not registered in the POTS database or in the process of registering (status is in Pending status).
- The VA Staff (employees and contractors) consists of users accessing a separate link to view the Output of POTS

**Exhibit 5. Roles and Responsibilities**

User Group	User Role	Description
n/a	New VA User	<b>Initial PO Registration Request</b>
n/a	VA Staff	Employees or Contractors may access Output to Search and Locate Privacy Officers and Facilities
POTS Users	Privacy Officer	<b>Responsible for overseeing assigned Location(s)</b> <ul style="list-style-type: none"> <li>• Manage My Profile (i.e. Email, Phone)</li> <li>• Output: Search and Locate Privacy Officers and Facilities</li> <li>• Generate Reports</li> </ul>
	Coordinator	<b>Responsible for overseeing assigned “Group”</b> <ul style="list-style-type: none"> <li>• Manage My Profile (i.e. Email, Phone)</li> <li>• Manage POTS User</li> <li>• Approve Pending User Request Associated to “Group(s)”</li> <li>• Audit Trail</li> <li>• Generate Reports</li> <li>• Output: Search and Locate Privacy Officers and Facilities</li> </ul>
	Administrator	<b>Responsible for overseeing assigned Administration</b> <ul style="list-style-type: none"> <li>• Manage My Profile (i.e. Email, Phone)</li> <li>• Manage POTS User (Coordinator, PO)</li> <li>• Approve Pending User Request Associated to Administration</li> <li>• Audit Trail</li> <li>• Generate Reports</li> <li>• Output: Search and Locate Privacy Officers and Facilities</li> </ul>
	Super User	<b>Responsible for overseeing the Privacy Officer Tracking System</b> <ul style="list-style-type: none"> <li>• Manage My Profile (i.e. Email, Phone)</li> <li>• Manage POTS User (Super User, Administrator, Coordinator, PO)</li> <li>• Manage Locations (Administrations, Group, Facilities)</li> <li>• Approve Pending User Request Associated to ALL Administrations</li> <li>• Audit Trail</li> <li>• Generate Reports</li> <li>• Output: Search and Locate Privacy Officers and Facilities</li> </ul>

## 2.5. Business Rules Specifications

Exhibit 5 below identifies the Business Rule ID and the Business Rule. The Functional Requirements in Section 2.7 will cover the implementation of all business rules.

**Exhibit 6. Business Rules**

Business Rule ID	Business Rules	Primary User(s)
BR1	Display POTS Home Page	Super User, Administrator, Coordinator, Privacy Officer, VA New User, VA Staff
BR2	Display POTS Banner <ul style="list-style-type: none"> <li>Jump to Modules (if applicable)</li> <li>Help link</li> </ul>	Super User, Administrator, Coordinator, Privacy Officer, VA New User
BR3	Display Welcome Screen	Super User, Administrator, Coordinator, Privacy Officer, VA New User, VA Staff (Employees or Contractors)
BR4	Perform PO Registration Request <ul style="list-style-type: none"> <li>Enter/Update User Information</li> <li>Add Pending PO Assignment(s) to Request</li> <li>Remove Pending PO Assignment from Request</li> <li>Editing Pending/Declined PO Assignment</li> <li>Send Pending Request for approval</li> </ul>	VA New User
BR5	Ability to Manage My Profile <ul style="list-style-type: none"> <li>Enter/Update User Information</li> <li>Add Pending PO Assignment(s) to Request</li> <li>Remove Pending PO Assignment from Request</li> <li>Editing Pending/Declined PO Assignment</li> <li>Send Pending Request for approval</li> <li>Request to Remove Approved Assignment</li> </ul>	POTS Users (Super User, Administrator, Coordinator, Privacy Officer)
BR6	Ability to Add POTS User <ul style="list-style-type: none"> <li>Add User Information</li> <li>Add New Assignment</li> </ul>	Coordinator, Administrator, Super User
BR7	Ability to Edit POTS User <ul style="list-style-type: none"> <li>Add/Edit User Information</li> <li>Add New Assignment</li> <li>Remove Assignment</li> </ul>	Coordinator, Administrator, Super User
BR8	Ability to Remove POTS User	Coordinator, Administrator, Super User
BR9	Ability to Approve/Deny Pending Request <ul style="list-style-type: none"> <li>New PO Assignments(s) Request</li> <li>Remove Assignment Request</li> </ul>	Coordinator, Administrator, Super User
BR10	Ability Add/Remove/Edit Locations <ul style="list-style-type: none"> <li>Add New facility, group, administration</li> <li>Edit facility, group, administration</li> <li>Remove facility, group, administration</li> </ul>	Super User
BR11	Audit trail to view administrative actions	Super User, Administrator, Coordinator
BR12	Output: Search and Locate Privacy Officers and Facilities	Super User, Administrator, Coordinator, Privacy Officer, VA Staff (Employees or Contractors)
BR13	Ability to create and view POTS reports utilizing parameters set forth by OPRM	Super User, Administrator, Coordinator, Privacy Officer

**Exhibit 7. Add User Business Rule**

Requirement ID	Functional Requirement	Input	Output
BRAddRole.1	A User may only be assigned to 1 Administration	n/a	n/a
BRAddRole.2	A User may only be assigned to 1 Group	n/a	n/a
BRAddRole.3	A User may be assigned to one or many facilities for the Administration and/or Group (if applicable)	n/a	n/a

**Exhibit 8. PO Management**

Location Group	Level	Location Name	PO's?	Approval of PO- Who can Approve/Deny PO Requests?
n/a	<b>Top Level</b>	<b>OPRM</b>	No	n/a
	<b>1. Administration</b>	<b>VHA</b>	Yes	OPRM Super User
<b>Location 1</b>	"Group(s)"	VISN	Yes	VHA Administrator
	"Facilities"	Facility	Yes	VISN Coordinator or VHA Administrator
<b>Location 2</b>	"Group"	Program	Yes	VHA Administrator
	"Facilities"	Program Offices	Yes	Program Coordinator or VHA Administrator
<b>Location 3</b>	"Group"	Vet Center	Yes	VHA Administrator
	"Facilities"	Region	Yes	Vet Center Coordinator or VHA Administrator
<b>Location 4</b>	"Group"	Chief Business Office	Yes	VHA Administrator
	"Facilities"	consolidated patient account center	Yes	CBO Coordinator or VHA Administrator
	"Facilities"	consolidated mail outpatient pharmacy	Yes	CBO Coordinator or VHA Administrator
	<b>2. Administration</b>	<b>VBA</b>	Yes	OPRM Super User
<b>Location 1</b>	"Facilities"	Regional Offices	Yes	VBA Administrator
<b>Location 2</b>	"Facilities"	Program Offices	Yes	VBA Administrator
	<b>3. Administration</b>	<b>VACO</b>	No	n/a
<b>Location 1</b>	"Facilities"	Staff Offices	Yes	VACO Administrator
	<b>4. Administration</b>	<b>NCA</b>	Yes	OPRM Super User
<b>Location 1</b>	"Facilities"	MSN	Yes	NCA Administrator

## 2.6. Functional Specifications

The Functional Requirements defines a function of the software system and/or its component. A function is described as the behavior, a set of inputs, and outputs.

### 2.6.1. Specification: POTS Home Page

Functional Specifications for requirements that involve the POTS Home Page.

**Exhibit 9. POTS Super User Home Page Mock-UP**

**Privacy Officers Tracking System** FName L Name Help

Welcome to the Privacy Officers Tracking System (POTS)

Please make a selection from the choices below to access different elements of POTS.

**Looking for a Privacy Contact?**  
Search  
 [Find a Privacy Officer, Administration or Location](#)  
You will be redirected to another site.

**My Profile**  
**User Information & Assignments**  
 [Manage Profile](#)  
Update personal information or request/view requests

**Administrative Functions**  
**Manage Users**  
 [Add, Edit, or Remove POTS User](#)  
**Manage Locations**  
 [Add, Edit, or Remove Location](#)

**Request History**  
**Pending Requests & Audit Trail**  
 [Pending Requests](#)  
 [Audit Trail](#)

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## Exhibit 10. POTS Administrator and Coordinator Home Page Mock-UP

## Exhibit 11. POTS Privacy Officer Home Page Mock-UP

## Exhibit 12. Functional Specifications: Home Page



Requirement ID	Functional Requirement	Input	User Role	Output
REQ1.1	The System shall display a Home Page in the Body of the web page	User shall access the POTS Web Application by	New VA User	<ul style="list-style-type: none"> <li>1<sup>st</sup> time access: Display Registration Pages (User Information tab &amp; Location Request tab).</li> </ul>

Requirement ID	Functional Requirement	Input	User Role	Output
	for the POTS User based on the user's role.	Selecting/Inputting POTS URL		<ul style="list-style-type: none"> <li>Once a Pending Request is submitted display Manage My Profile Pages (User Information tab, Location Request tab, and Approved Locations tab)</li> </ul>
			Privacy Officer (PO)	Display PO Home Page, with the following functions/links: <ul style="list-style-type: none"> <li>Manage My Profile</li> <li>Search and Locate Privacy Officers and Facilities</li> <li>Generate Reports</li> </ul>
			Coordinator	Display Coordinator Home Page, with the following functions/links: <ul style="list-style-type: none"> <li><i>See PO Input, in addition include:</i> <ul style="list-style-type: none"> <li>Manage Users</li> <li>Pending Actions</li> <li>Audit Trail</li> <li>Generate Reports</li> </ul> </li> </ul>
			Administrator	Display Administrator Home Page, with the following functions/links: <ul style="list-style-type: none"> <li><i>See Coordinator Input</i></li> </ul>
			Super User	Display Super User Home Page, with the following functions/links: <ul style="list-style-type: none"> <li><i>See Administrator Input, in addition include:</i> <ul style="list-style-type: none"> <li>Manage Locations</li> </ul> </li> </ul>
REQ1.2	The System shall display the Search Page in the Body of the web page for the VA Staff when accessing the Output of POTS.	User shall access the POTS Output Web Application by Selecting/Inputting POTS Output URL	VA Staff	Display POTS Search Page
REQ1.3	The System shall display the counter of the User's Active Pending Requests	Display # of User's Active Pending Requests	Coordinator, Administrator, Super User	Display Counter of User's Pending Request

## 2.6.2. Specification: POTS Banner

Functional Specifications for requirements that involve the POTS Banner.

### Exhibit 13. POTS Banner Mock-UP

Privacy Officers Tracking System		I want to...   <a href="#">Help</a>
		I want to... <a href="#">Find a privacy officer, administration or facility</a> <a href="#">View My Information</a>



**Exhibit 14. Functional Specifications: POTS Banner**

Requirement ID	Functional Requirement	Input	User Role	Output
REQ2.1	The Banner shall be displayed on ALL POTS web pages	Proceed to POTS Web Application or POTS User Pages	All Users	Display Banner POTS System Wide
REQ2.11	The System shall display Help link in the POTS Banner for All POTS pages	n/a	All Users	On Click open POTS User Manual
REQ2.12	The System shall display a shortcut dropdown menu in the POTS Banner for the applicable POTS User Pages based on the user's role.	Select Dropdown to view menu	New VA User	n/a
			Privacy Officer (PO)	Display the following dropdown menu: <ul style="list-style-type: none"> <li>• Manage My Profile</li> <li>• Search and Locate Privacy Officers and Facilities</li> <li>• Generate Reports</li> </ul>
			Coordinator	Display the following dropdown menu: <ul style="list-style-type: none"> <li>• See PO Output, in addition include: <ul style="list-style-type: none"> <li>• Manage Users</li> <li>• Pending Actions</li> <li>• Audit Trail</li> <li>• Generate Reports</li> </ul> </li> </ul>
			Administrator	Display the following dropdown menu: <ul style="list-style-type: none"> <li>• See Coordinator Output</li> </ul>
			Super User	Display the following dropdown menu: <ul style="list-style-type: none"> <li>• See Administrator Output, in addition include: <ul style="list-style-type: none"> <li>• Manage Locations</li> </ul> </li> </ul>
REQ2.121	On Click of shortcut the System shall proceed to User Page selected	Select User Page from Dropdown	POTS Users	Display the selected Page

**2.6.3. Specification: POTS Header Section**

Functional Specifications for requirements that involve the Header Section contains the Welcome Title, Page Title, and Information Notification related to the page.

**Exhibit 15. POTS Title Screen Mock-up**

<p>Welcome to the Privacy Officers Tracking System (POTS), [First Name, Last Name]</p>
--

#### Exhibit 16. Page Title Screen Mock-up

<b>Manage Profile</b>
This is where your requested information and assignment history is stored. Verify that this information is correct. If you want to make changes to your information, click on "Edit" in the top right-hand corner of the area you would like to edit.

#### Exhibit 17. Functional Specifications: POTS Header

Requirement ID	Functional Requirement	Input	User Role	Output
REQ3.1	The Header Section shall be displayed on ALL POTS web pages	Proceed to POTS Web Application or POTS User Pages	All Users	Display Header Section System Wide
REQ3.11	The System shall display a Welcome Title in the Header Section	n/a	All Users	Display Name of POTS User
REQ3.12	The System shall display name and information details of page	n/a	All Users	Display Page Name and Information

### 2.6.4. Specification: Privacy Officer Registration Page

Functional Specifications for requirements that involve the PO Registration Page for a New VA User.

#### Exhibit 18. Information Notification (No Pending Request) Mockup

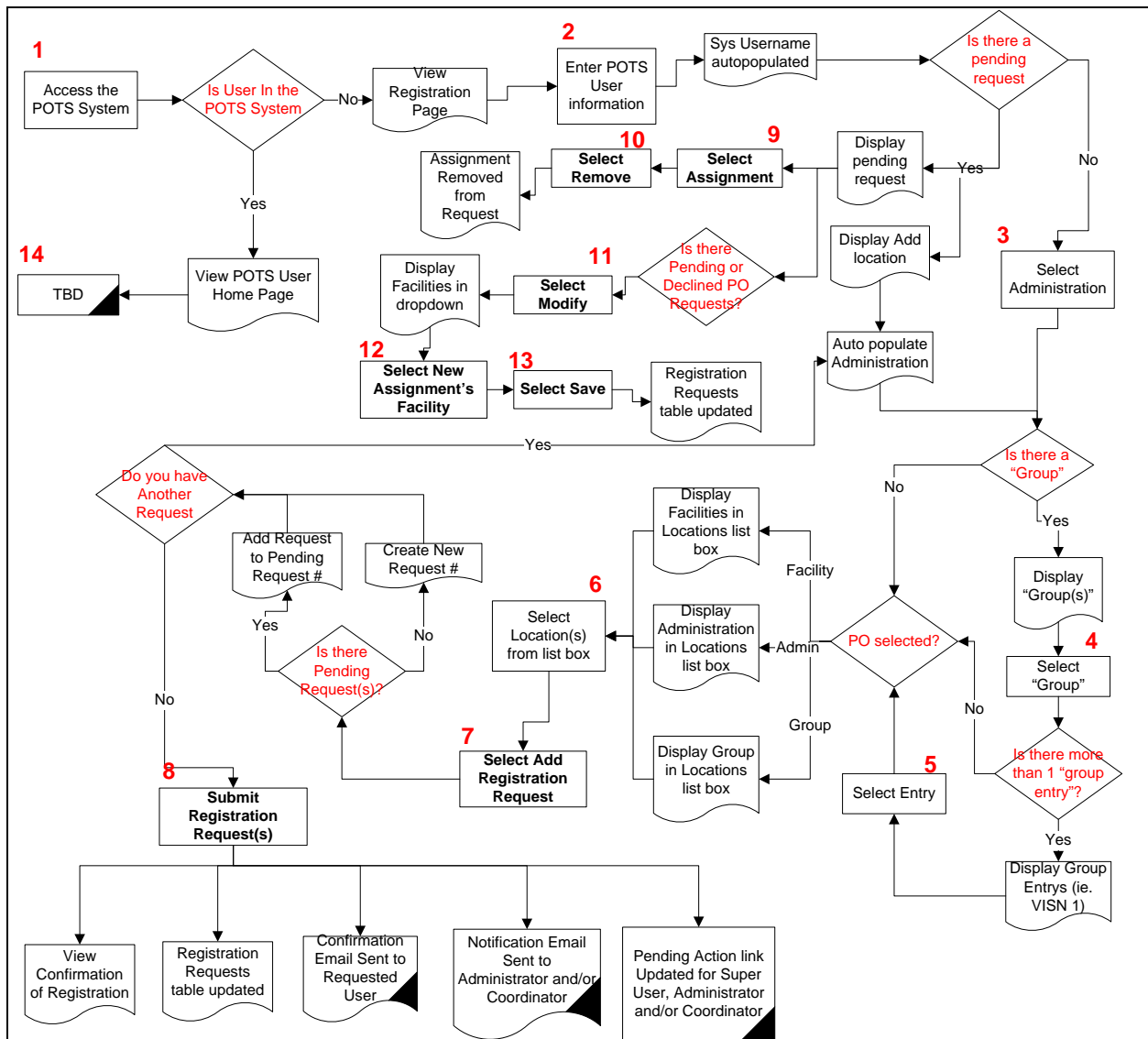
Our records indicate that you are not in POTS. You may use the registration process below to add yourself as a **Privacy Officer** to the system.  
If you need to be added to the system as other than a Privacy Officer please contact your administrator.  
Not what you were looking for? If you need to find a Privacy Officer you may Search [here](#).

#### Exhibit 19. Information Notification (Pending Request) Mockup

- Our records indicate that your request(s) are pending approval.
- You will be notified via email of your request status changes.
- You may add additional assignment requests or remove submitted request(s) in the Assignments section.

Not what you were looking for? If you need to find a Privacy Officer you may Search [here](#).

### Exhibit 20. PO User Registration Request Process Flow



## Exhibit 21. Functional Specifications: Notifications

Requirement ID	Functional Requirement	Input	Output
REQ4.1	The System shall determine if User is a New VA POTS User	Proceed to POTS Web Application	Display New VA User Home Page - POTS PO Registration Page
REQ4.11	The System shall display an Information Notification at the top of the page if there are no Pending Request	n/a	Display No POTS User Notification in PO Registration Page
REQ4.12	The System shall display an Information Notification at the top of the page if there are Declined Request		Display Notifications of Pending Request Declined in PO Registration Page

Requirement ID	Functional Requirement	Input	Output
REQ4.13	The System shall display an Information Notification at the top of the page if there are Pending Request		Display Pending Notifications in Progress in PO Registration Page

## Exhibit 22. User Information Mockup

User Information

Locations

On this screen is your user information for POTS. Fill in the appropriate information and click "Continue."

\* VA Username

James Kirk

\* First Name

James

\* Last Name

Kirk

\* Title

\* Email

\* Office Phone

\* Fax

\* Duty

☐ Fulltime
☐ Collateral

\* Privacy Officer Duty

☒ Primary
☐ Alternate

Other Officer Duty

☐ Records
☐ FOIA

\* Grade

\* Office Code

Certifications

Certified Information Privacy Professional/Government (CIPP/G)

Certified Information Privacy Professional/Information Technology (CIPP/I)

Certified Information Privacy Professional/United States (CIPP/US)

Certified Information Privacy Manager (CIPM)

Registered Health Information Administrator (RHIA)

Continue

## Exhibit 23. Functional Specifications: POTS User Information Page

Requirement ID	Functional Requirement	Input	Output
REQ5.1	The System shall display the PO User Information fields	See REQ3.1 - Proceed to POTS Web Application	Display input fields(required fields include asterisk): <ol style="list-style-type: none"> <li>*VA Username</li> <li>*First Name</li> <li>*Last Name</li> <li>*Title</li> <li>*Email</li> <li>*Office Phone &amp; ext               <ol style="list-style-type: none"> <li>Phone format</li> </ol> </li> <li>*Fax               <ol style="list-style-type: none"> <li>Phone format</li> </ol> </li> <li>*PO Duty: Primary or Alternate</li> <li>*Duty: Fulltime or Collateral</li> <li>*Grade : GS-1 through SES</li> <li>Office Code               <ol style="list-style-type: none"> <li>(5 char)</li> </ol> </li> <li>Other Duties - Records Officer and/or FOIA Officer )</li> <li>Certifications (0 or Many)</li> </ol>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>a. Certified Information Privacy Professional/Government (CIPP/G)</li> <li>b. Certified Information Privacy Professional/Information Technology (CIPP/IT)</li> <li>c. Certified Information Privacy Professional/United States (CIPP/US)</li> <li>d. Certified Information Privacy Manager (CIPM)</li> <li>e. Registered Health Information Administrator (RHIA)</li> <li>f. Registered Health Information Technician (RHIT)</li> <li>g. Certified in Healthcare Privacy and Security</li> </ul>
REQ5.2	If User has previously save the User fields the System shall display the saved user information	n/a	Display previous user saved information
REQ5.3	The System shall auto populate fields that have not previously been saved/stored based on VA credentials used to access VA Network	n/a	Auto populate User Fields: First Name, Last Name, Email Address, and VA Username
REQ5.31	The System shall not allow the user to edit the VA Username field	n/a	VA Username field is Uneditable
REQ5.32	If User has previously saved the User information fields, the System shall display the previous saved data and shall not auto populate based on VA Credentials for the auto populated fields (i.e. Firstname, VA Username)	n/a	Display previous saved information for auto populated fields
REQ5.4	The System shall allow the user to populate user entered data fields	Enter User Information in fields	User Information Fields are populated
REQ5.5	The System shall verify Required fields	Select Continue button	If a Required field(s) is not entered display error and remain on page
			If all Required field(s) are entered display PO Location Request Page

## Exhibit 24. PO Location Request Mockup

User Information

Locations

To request a new location, select the administration in the drop down box below, then choose the associated location and facility. After you have made your choice, click on "Continue."

Request Number	Administration	Role	Status	Request Assigned To	Comments	Modify or Remove Request
001	Veterans Health Administration (VHA)	Privacy Officer	Declined	FName LName	View	Modify Request

+ Add New Location to Request

☐ Veterans Health Administration (VHA)
 

- ☐ VISN / Facilities
- ☐ Program
- ☐ Veterans Center
- ☐ Community Based Outpatient Clinic (CBO)

Add Cancel

Location

VISN 1 > Facility C

Modify Location Remove Location

VISN 1 > Facility D

Modify Location Remove Location

## Exhibit 25. Functional Specifications: POTS Location Request

Requirement ID	Functional Requirement	Input	Output
REQ6.1	The System shall display the Request Queue	See REQ5.5 – Select Continue Button	Display the PO Request Queue
ADD NEW LOCATION TO REQUEST			
REQ6.2	The System shall display button to Add Locations to a Request	n/a	If Request Queue is empty display "Add Request" button
		n/a	If Request Queue has 1 or more locations display "Add New Location Request" button
REQ6.21	The System shall display PO Location Request Section	Select "Add New Location to Request" or "Add Request" button	Display PO Location Section
REQ6.3	The System shall verify if New VA User has Locations in Request Queue associated to an Administration	n/a	If No Locations in Queue Display Administration Dropdown with All available Administrations
			If there is a Location in Queue Display the associated Administration

Requirement ID	Functional Requirement	Input	Output
REQ6.31	The System shall allow the User to select the available Administration from dropdown	Select Administration	Applicable Administration is selected in dropdown
REQ6.311	The System shall determine if the User may select to add PO Request at the Administration level	Administration PO checkbox is selected	If Administration not already assigned, the user may select to request PO at Administration level
		n/a	If Administration already assigned, the user may not select PO at Administration level
REQ6.32	If No Group exists for Administration the System shall display a list of facilities	Administration is selected in dropdown	Display Facilities for the associated Administration selected
REQ6.321	The System shall allow the User to select to add PO requests (1 or many) for the Facilities for the Administration selected	Select 1 or many Facilities	1 or many Facilities are selected
REQ6.3211	The System shall verify if a facility is already assigned to the user in the Request Queue	n/a	If a Facility is already assigned, the user may not select the facility
REQ6.33	If there are more than 1 groups, the System shall display the Location Type (i.e. VISNs)	Administration is selected in dropdown	Display Location Type (i.e. VISN)
REQ6.331	The System shall allow the user to view Groups for the Location Type	Location Type Tree arrow is selected	Display Groups for the Location Type (i.e. VISN 1, VISN 2)
REQ6.34	If Group exists for the Administration the System shall display Group field	Administration is selected in dropdown	Display Groups for the associated Administration selected (i.e. Vet Center)
REQ6.341	The System shall verify if New VA User has Locations in Queue to a Group	n/a	If No Locations in Queue User may select All available Groups (i.e. Vet Center, VISN 1)
			If there is a Locations In Queue User may only select associated Group
REQ6.342	The System shall determine if the User may select to add PO Request at the Group level	Group PO checkbox is selected	If allowable: <ul style="list-style-type: none"> <li>The user may select to request PO at Group level (i.e. Vets Center, VISN 1)</li> <li>Disable All other Group Checkboxes if one is checked.</li> </ul>
		n/a	If not allowable, the user may not select PO at Group level
REQ6.343	The System shall display a list of facilities	Group tree arrow is selected	Display Facilities for the associated Group

Requirement ID	Functional Requirement	Input	Output
REQ6.3431	The System shall allow the User to select to add PO requests (1 or many) for the Facilities for the Group selected	Select 1 or many Facilities	1 or many Facilities are selected
REQ6.4	The System shall Add selected PO Request to the PO Request Queue	Select Add	<p>If Empty Status:</p> <ul style="list-style-type: none"> <li>PO Location(s) are added to the Request Queue</li> <li>Status is blank</li> <li>Submit Request button is enabled</li> <li>Modify Request button is disabled</li> <li>Remove Request button is disabled</li> </ul> <p>If Declined Status:</p> <ul style="list-style-type: none"> <li>PO Location(s) are added to the Request Queue</li> <li>Status remains Declined</li> <li>Submit Request button is enabled</li> <li>Modify Request button is disabled</li> <li>Remove Request button is disabled</li> </ul> <p>If Pending Status:</p> <ul style="list-style-type: none"> <li>PO Location(s) are added to the Request Queue</li> <li>Status remains in Pending</li> <li>Modify Request and Remove Request button remain enabled</li> <li>Submit Request button remains disabled</li> <li>The new PO Locations is added to the Request in Approver's Pending Action list</li> </ul>
REQ6.5	The System shall allow the user to submit the PO Locations Request to the Approver	Submit Request	<ul style="list-style-type: none"> <li>User Request and User Information are saved in the database</li> <li>Display Confirmation of Request</li> <li>Request is placed in "Pending" status</li> </ul>



Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>Confirmation Email sent to Requester</li> <li>Approver is based on highest location selected in the request: <ul style="list-style-type: none"> <li>Primary Approver</li> <li>If no Primary Approver then select Alternate Approvers(s)</li> <li>Notification Email is sent to Approver</li> <li>Request is added to the appropriate Approver's Pending Action list</li> </ul> </li> <li>Modify Request and Remove Request button are enabled</li> </ul>
REQ6.51	The System shall determine the Request # for the submitted request	n/a	If New Request Create a new Request #
			If there is a Pending or Declined Request add PO Locations to the Request #
REQ6.511	They System shall disable "Submit Request" button when in Pending Status	n/a	Submit Request button is disabled
REQ6.52	On Approval, the System shall allow the user to be able to go to POTS Home Page	Approver approves Request	<ul style="list-style-type: none"> <li>User may go to POTS Home Page and to Manage Profile Page</li> <li>Locations associated to Request will display in User's Approved Locations tab</li> </ul>
REQ6.53	On Decline, the System shall display Decline status and a comments box to user in the Registration Page	Approver Declines Request	<ul style="list-style-type: none"> <li>Status is changed to Declined</li> <li>Comments is added to the Request in Registration Page</li> </ul>
REQ6.531	The System shall allow the user to view comments for the declined request in the Registration Page	Select to view comments	Display pop up of comments
REQ6.532	The Submit Request button shall be enabled for Decline Request	n/a	Submit Request button is enabled
REQ6.5321	The System shall allow the User to submit the declined request to the Approver	Submit Request	<ul style="list-style-type: none"> <li>User Request and User Information are saved in the database</li> </ul>

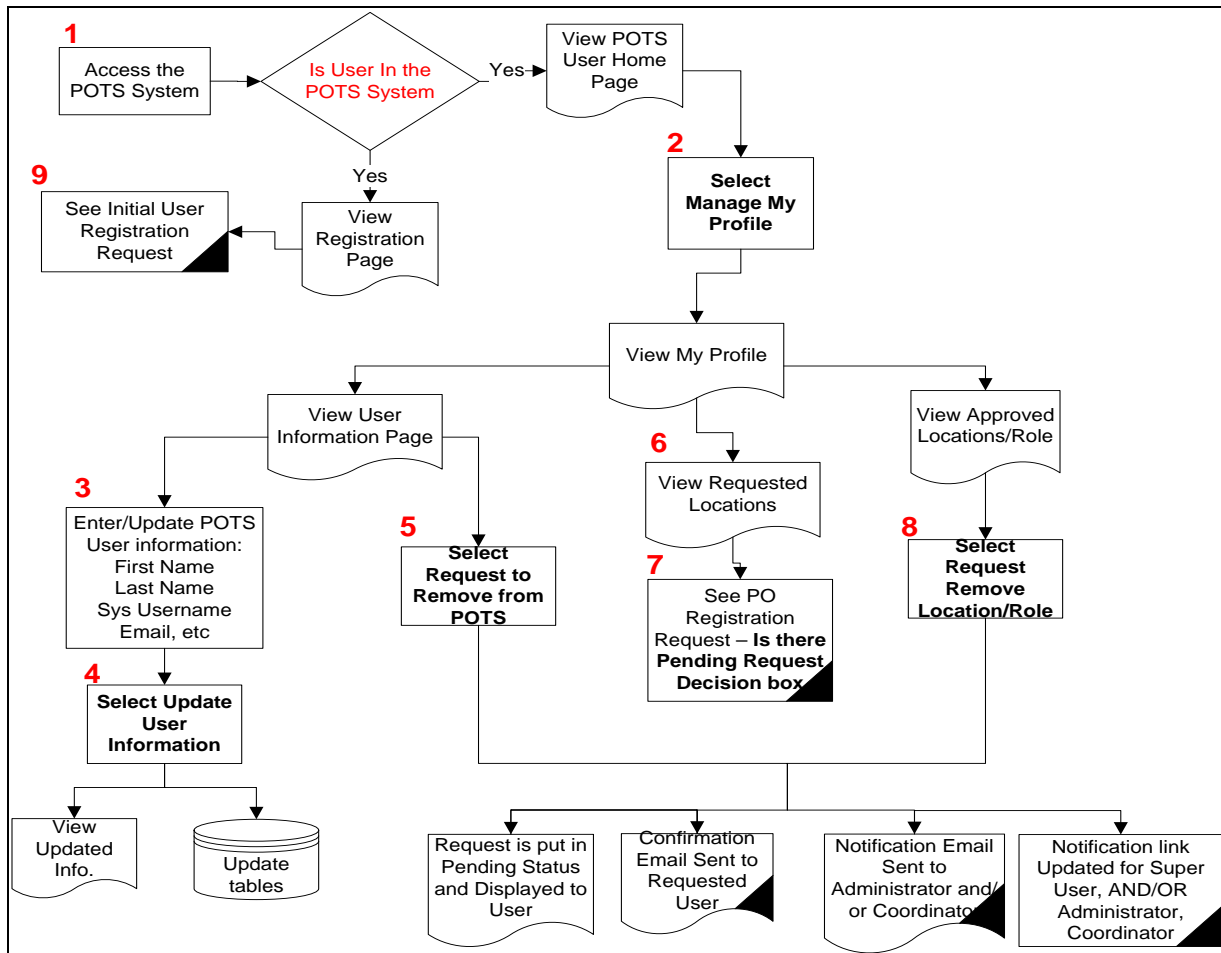
Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>• Display Confirmation of Request</li> <li>• Request is placed in "Pending" status</li> <li>• Confirmation Email sent to Requester</li> <li>• Approver is based on highest location selected in the request: <ul style="list-style-type: none"> <li>○ Primary Approver</li> <li>○ If no Primary Approver then select Alternate Approver(s)</li> <li>○ Notification Email is sent to Approver</li> <li>○ Request is added to the appropriate Approver's Pending Action list</li> </ul> </li> <li>• Declined Comments are viewable for Approver and User</li> <li>• Modify Request and Remove Request button are enabled</li> </ul>
REMOVE REQUEST			
REQ6.6	The System shall allow the user to Remove the Pending Request	Select Remove Request	<ul style="list-style-type: none"> <li>• Remove the Request</li> <li>• Request is removed from the Approver's Pending Action list</li> </ul>
REQ6.7	The System shall disable the Remove Request button if the Request is in Declined Status or empty	n/a	Remove Request button is disabled
MODIFY REQUEST (REMOVE LOCATION AND MODIFY LOCATION) For Pending and Declined Request			
REQ6.8	The System shall allow the user to Modify the Request	Select Modify Request or dropdown arrow next to Request	Display each location and modify and remove button for each location
REQ6.81	If multiple locations in the Request Queue, the System shall ONLY allow the user to modify the location(s) at the lowest location level. Example:	n/a	Display Modify Location Button for applicable locations Example: <ol style="list-style-type: none"> <li>1. VHA VISN 1 Facility A - <i>Display Modify Location button</i></li> <li>2. VHA VISN 1 - <i>Can't modify this location</i></li> </ol>

Requirement ID	Functional Requirement	Input	Output
			3. VHA - <i>can't modify this location</i>
REQ6.812	The System shall allow the user to edit PO locations	Select Modify Location	<ul style="list-style-type: none"> <li>Display a dropdown with all associated locations</li> <li>Remove button is disabled</li> </ul>
REQ6.8121	The System shall allow the user to choose a location for the PO location	Select location from dropdown	location is changed
REQ6.8122	The System shall allow the user to save the modified PO assignment	Select Modify	If Status is empty or Declined: <ul style="list-style-type: none"> <li>The PO location is updated successfully</li> </ul>
			If Status is Pending: <ul style="list-style-type: none"> <li>The PO location is saved successfully</li> <li>PO Locations is updated to the Approver's Pending Action list</li> </ul>
REQ6.82	The System shall allow the user to remove Pending PO Location from the Request	Select Remove Location	If Status is empty or Declined: <ul style="list-style-type: none"> <li>PO Location removed</li> </ul>
			If Status is Pending: <ul style="list-style-type: none"> <li>Remove the Pending PO Location from the Request</li> <li>PO Location is updated to the Approver's Pending Action list</li> </ul>
REQ6.821	The System shall display an empty list if all locations are removed	Select to Remove Location and no Locations are left	If Status is empty or Declined: <ul style="list-style-type: none"> <li>Request Grid is empty</li> </ul>
			If Status is Pending: <ul style="list-style-type: none"> <li>Request Grid is empty</li> <li>Request is removed from the Approver's Pending Action list</li> </ul>

### 2.6.5. Specification: Manage Profile Page

Functional Specifications for requirements that involve the Manage Profile Page for Privacy Officers, Coordinators, Administrators, and Super User.

**Exhibit 26. Manage Profile Process Flow**



**Exhibit 27. Functional Specifications: MANAGE PROFILE PAGE**

Requirement ID	Functional Requirement	Input	Output
REQ7.1	The System shall determine if User is a POTS User	Proceed to POTS Web Application	Display User's Home Page based on User's Highest level
REQ7.2	The System shall allow the User to select Manage Profile from the POTS Home Page	Select Manage Profile	Display User Information Page
REQ7.3	The System shall verify if User has been assigned previously as a PO	n/a	If User is assigned as a PO, Display User Information and PO fields: <ul style="list-style-type: none"> <li>*PO Duty: Primary or Alternate</li> <li>*Duty: Fulltime or Collateral</li> <li>*Grade : GS-1 through SES</li> <li>*Office Code</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>Other Duties - Records Officer and/or FOIA Officer )</li> <li>Certifications (0 or Many)</li> </ul>
			If User is not previously assigned as a PO, Display User Information fields editable and NO PO Fields

## Exhibit 28. Manage Profile – User Information Mockup

**Manage Profile**

User Information
Approved Locations
Requested Locations

### User Information

On this screen is your user information for POTS. To make changes to your information, make the changes and click on "Save".

\* VA Username

populated

\* First Name

populated

\* Last Name

populated

\* Title

populated

\* Email

populated

\* Office Phone

populated

\* Fax

populated

\* Duty

☒ Fulltime
☐ Collateral

\* Privacy Officer Duty

☒ Primary
☐ Alternate

Other Officer Duty

☐ Records
☒ FOIA

\* Grade

G11

\* Office Code

populated

Certifications

Certified Information Privacy Professional/Government (CIPP/G)  
Certified Information Privacy Professional/Information Technology (CIPP/I)  
Certified Information Privacy Professional/United States (CIPP/US)  
Certified Information Privacy Manager (CIPM)  
Registered Health Information Administrator (RHIA)  
Registered Health Information Technician (RHIT)  
Certified in Healthcare Privacy and Security

Request to Be Removed from POTS

Update User Information

## Exhibit 29. Functional Specifications: POTS USER INFORMATION PAGE

Requirement ID	Functional Requirement	Input	Output
SEE Exhibit 20. Functional Specifications: POTS User Information Page			
REQ8.2	The System shall allow the User to Request to Remove from POTS if no pending status	Select Request to Remove from POTS	<ul style="list-style-type: none"> <li>Display Pending Status Notification at Top of User Information Page - Our Records Indicate that Request to be Removed from POTS is pending approval. You will be notified via email</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			of your request status change. <ul style="list-style-type: none"> <li>Confirmation Email sent to Requester</li> <li>Notification Email sent to Approver(s)</li> <li>Request to Remove POTS user is added to the Approver's Pending Action list</li> </ul>
REQ8.21	On Approval, the System shall Remove the User and all Approved, Pending, and Declined locations associated to the user	Approver approves Request	POTS User is removed and may not access the POTS Home Page and must Re-Register to be added to POTS again.
REQ8.22	On Decline, the System shall display a notification on User Information Page	Approver Declines Request	Pending Status Notification at Top of User Information Page is removed
REQ8.3	The System shall allow the User to Cancel Request to Remove from POTS if in pending status	Select Cancel Request to Remove from POTS	<ul style="list-style-type: none"> <li>Display No Status Notification at Top of User Information</li> <li>Request to Remove POTS user is removed from the Approver's Pending Action list</li> </ul>

### Exhibit 30. Manage Profile – Approved Locations Mockup

**Manage Profile**

User Information
Approved Locations
Requested Locations

This is where your approved locations are stored. To add or modify locations and requests to your list, click on "My Requests" tab.

**Approved Locations**

Role	Location	
Coordinator	VISN 1	<a href="#">Request to Remove Role</a>
Privacy Officer	VISN 1 > Facility A	<a href="#">Request to Remove Role</a>
Privacy Officer	VISN 1 > Facility X	<a href="#">Request to Remove Role</a>

### Exhibit 31. Functional Specifications: POTS APPROVED LOCATIONS

Requirement ID	Functional Requirement	Input	Output
REQ9.1	The System shall display the Approved Locations	Select Approved Locations	Display PO Locations Table

Requirement ID	Functional Requirement	Input	Output
REQ9.2	The System shall display Role, Duty, and Location, and Removal Status	n/a	Display Columns
REQ9.21	Based on the user's role the system shall display the correct duty	n/a	If Role is Privacy Officer the PO Duty is Displayed
			If Role is Super User, Administrator, or Coordinator the Approver Duty is Displayed
REQ9.3	The System shall allow the User to Request to Remove Location/Role when Removal Status is empty	Select Request Remove Location/Role	<ul style="list-style-type: none"> <li>• Display Pending Status in Removal Status column</li> <li>• Confirmation Email sent to Requester</li> <li>• Notification Email sent to Approver(s)</li> <li>• Request to Remove Location/Role is added to the Approver's Pending Action list</li> </ul>
REQ9.4	The System shall allow the User to Cancel Request to Remove Role when Removal Status is pending status	Select Cancel Request to Remove Role	<ul style="list-style-type: none"> <li>• Display no status in Removal Status column</li> <li>• Request to Remove Role is removed from the Approver's Pending Action list</li> </ul>

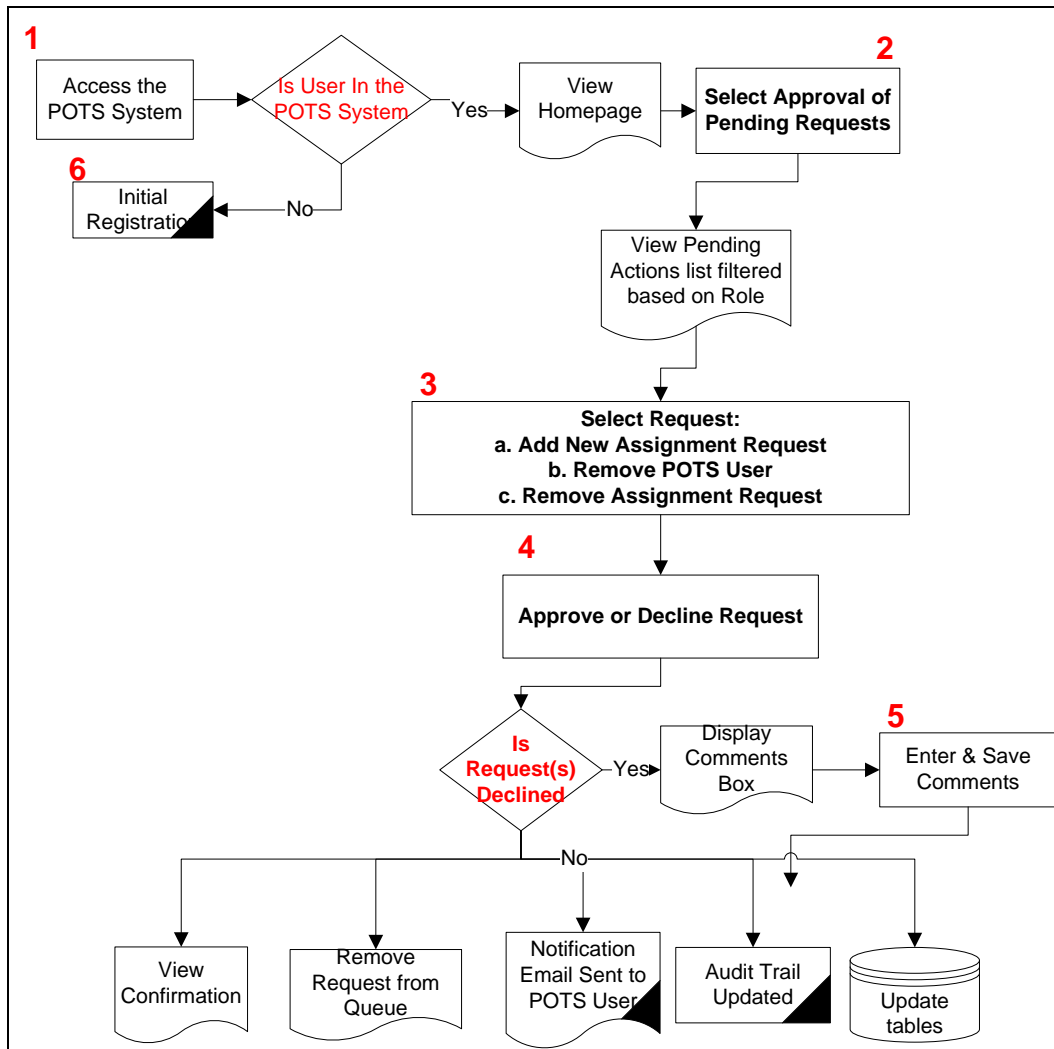
**Exhibit 32. Functional Specifications: PO LOCATION REQUEST PAGE**

Requirement ID	Functional Requirement	Input	Output
REQ10.1	<b>SEE Exhibit 22. Functional Specifications: PO Location Request</b>		
REQ10.2	The System shall verify if User has been assigned previously as a PO	n/a	If User is not assigned as a PO, Display PO fields: <ul style="list-style-type: none"> <li>○ *PO Duty: Primary or Alternate</li> <li>○ *Duty: Fulltime or Collateral</li> <li>○ *Grade : GS-1 through SES</li> <li>○ *Office Code</li> <li>○ Other Duties - Records Officer and/or FOIA Officer )</li> <li>○ Certifications (0 or Many)</li> </ul>
			If User is previously assigned as a PO, Do not display PO fields
REQ10.21	The System shall allow the user to populate PO fields	Enter PO fields	PO fields are populated
REQ10.22	The System shall verify Required fields	Select Submit Request	If Required field(s) is not entered display error and remain on page
			If all Required field(s) are entered display PO Location Request Page

### 2.6.6. Specification: Pending Request

Functional Specifications for requirements that involve the Pending Request for Coordinators, Administrators, and Super Users.

**Exhibit 33. Pending Request Process Flow**





## Exhibit 34. Pending Request Mockup

**Pending Requests**

Use the filters and drop down menus located at the top of the columns to filter your search. To view more details about a request, click on the arrow to the right of the request number.

+ Veterans Health Administration (VHA)								Approve/Decline						
Request Number	Request Type	Group	User Name	Role	PO Duty	Email	Assigned To							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
▼ ####	Add Request	VISN 1	FName LName	Privacy Officer	Alternate	user@va.gov	FName LName	<button>Approve</button> <button>Decline</button>						
▼ ####	Add Request	VISN 1	FName LName	Privacy Officer	Primary	user@va.gov	FName LName	<button>Approve</button> <button>Decline</button>						
<table border="1"> <thead> <tr> <th>Group</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>VISN 1</td> <td>A</td> </tr> <tr> <td></td> <td>B</td> </tr> </tbody> </table>								Group	Location	VISN 1	A		B	
Group	Location													
VISN 1	A													
	B													
▼ ####	Add Request	VISN 1	FName LName	Privacy Officer	Primary	user@va.gov	FName LName	<button>Approve</button> <button>Decline</button>						
▼ ####	Remove Request	VISN 1	FName LName	Privacy Officer	Alternate	user@va.gov	FName LName	<button>Approve</button> <button>Decline</button>						
▼ ####	Remove Request	VISN 1	FName LName	Privacy Officer	Alternate	user@va.gov	FName LName	<button>Approve</button> <button>Decline</button>						

Records 1 - 5 of 27
First ◀◀ Prev ◀ ▶ Next ▶▶ Last

Currently there are 27 Privacy Officers matching your search criteria

## Exhibit 35. Functional Specifications: POTS PENDING REQUESTS PAGE

Requirement ID	Functional Requirement	Input	Output
REQ11.1	The System shall determine if User is a POTS User	Proceed to POTS Web Application	Display User's Home Page based on User's Highest level
REQ11.2	The System shall allow the User to select Pending Request from the POTS Home Page	Select Pending Request	Display Pending Request Page
REQ11.21	The System shall populate the according column/field for each request	n/a	Display following columns <ul style="list-style-type: none"> <li>Request Number</li> <li>Request Type</li> <li>Requesting User (FirstName LastName)</li> <li>Role</li> <li>Duty</li> <li>Email</li> <li>Assigned To (FirstName LastName)</li> </ul>
REQ11.22	The System shall display the Primary Approver in the Assigned To field	n/a	Display Primary Approver If there is no Primary Approver Display Alternate Approver(s)

Requirement ID	Functional Requirement	Input	Output
REQ11.23	Based on the user's role the system shall display the correct duty	n/a	If Role is Privacy Officer the PO Duty is Displayed
			If Role is Super User, Administrator, or Coordinator the Approver duty is Displayed
REQ11.24	The System shall allow the user to filter the pending request grid	Select field to filter and value: <ul style="list-style-type: none"> <li>• Request Number               <ul style="list-style-type: none"> <li>○ Free Text</li> </ul> </li> <li>• Request Type               <ul style="list-style-type: none"> <li>○ Dropdown</li> </ul> </li> <li>• Requesting User               <ul style="list-style-type: none"> <li>○ Free Text</li> </ul> </li> <li>• Role               <ul style="list-style-type: none"> <li>○ Dropdown</li> </ul> </li> <li>• Duty               <ul style="list-style-type: none"> <li>○ Dropdown</li> </ul> </li> <li>• Email               <ul style="list-style-type: none"> <li>○ Free Text</li> </ul> </li> <li>• Assigned To               <ul style="list-style-type: none"> <li>○ Free Text</li> </ul> </li> </ul>	Display filtered Results
REQ11.3	The System shall allow the Approver to view Request based on their role	n/a	Display Request associated to role
REQ11.31	Coordinator shall view requests associated to their Group (i.e. Vets Center)	n/a	Display Request associated to Coordinator of Group
REQ11.32	Administrator shall view requests associated to their Administration (i.e. ALL requests for VHA)	n/a	Display Request associated to Administration
REQ11.33	Super User shall view ALL requests	n/a	Display All Request
REQ11.4	The System shall display the Add New User Request in Pending Status	n/a	Display Request based on Role
REQ11.41	The System shall allow the user to expand the Add New User Request to view locations associated to Request	Select arrow next Request	Display PO Locations for the Request
REQ11.42	The System shall allow the Approver to Approve the PO Request	Select Approve	<ul style="list-style-type: none"> <li>• Request is Removed from the Pending Actions Queue</li> </ul>

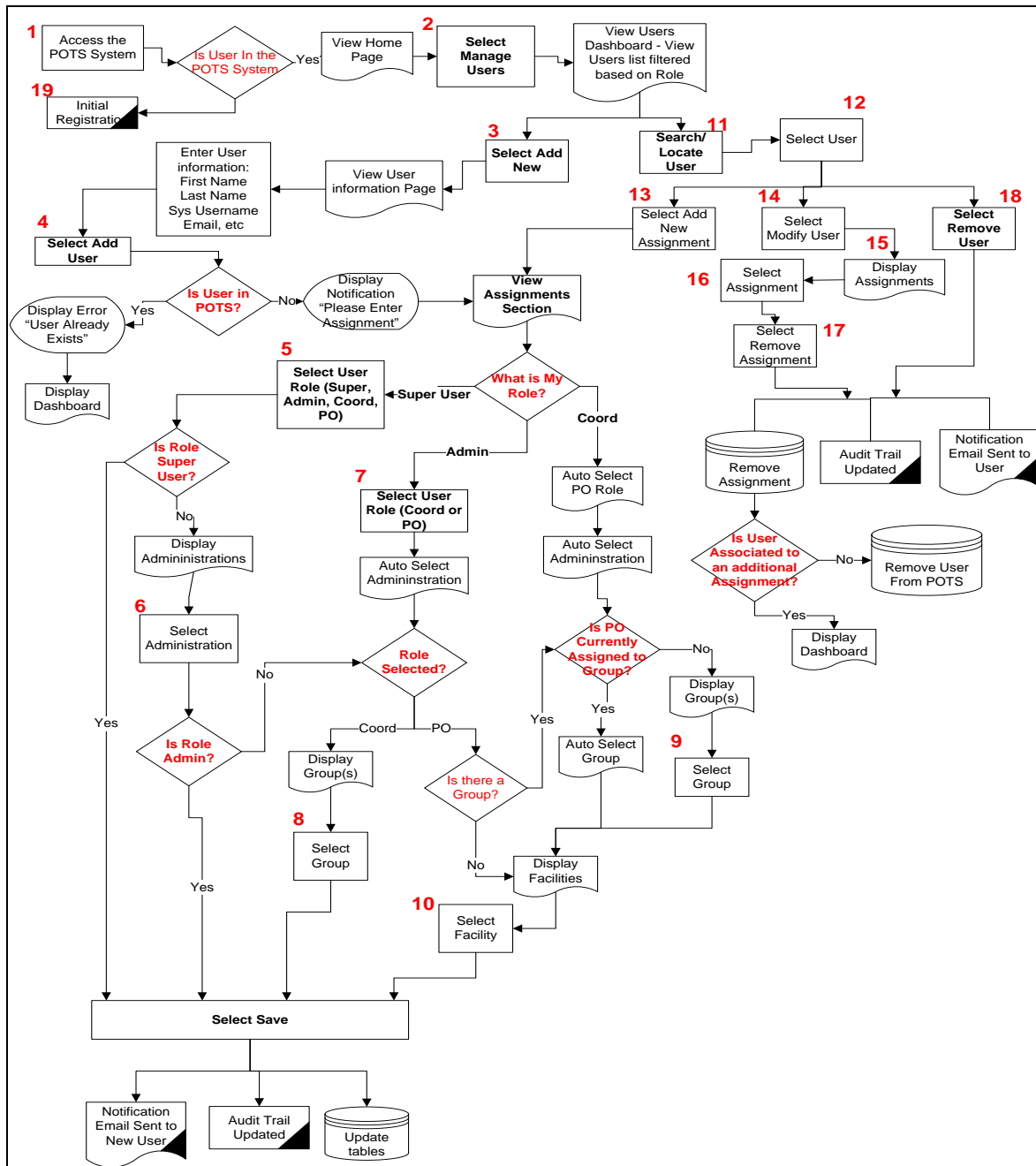
Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>The Audit trail for the Approver is updated to display Request is Approved</li> <li>The Locations associated to Request are added to the Users Approved Locations List</li> <li>Notification Email is Sent to POTS User</li> <li>Notification Email is Sent to Administrator</li> </ul>
REQ11.43	The System shall allow the Approver to Decline the PO Request	Select Decline	<ul style="list-style-type: none"> <li>Request is Removed from the Pending Actions Queue</li> <li>The Audit trail for the Approver is updated to display Request is Declined</li> <li>The Request is displayed to User in Decline status with comments</li> <li>Notification Email is Sent to POTS User</li> </ul>
REQ11.431	The System shall allow the Approver to enter Comments if Declined	Enter Comments	Comments are Saved
REQ11.5	The System shall display the Remove POTS User Request in Pending Status	n/a	Display Request based on Role
REQ11.51	The System shall allow the Approver to Approve the Remove POTS User Request	Select Approve	<ul style="list-style-type: none"> <li>Request is Removed from the Pending Actions Queue</li> <li>The Audit trail for the Approver is updated to display Request is Approved</li> <li>POTS User and associated locations are removed and may not access the POTS Home Page and must Re-Register to be added to POTS again.</li> <li>Notification Email is Sent to POTS User</li> </ul>
REQ11.52	The System shall allow the Approver to Decline the Remove POTS User Request	Select Decline	<ul style="list-style-type: none"> <li>Request is Removed from the Pending Actions Queue</li> <li>The Audit trail for the Approver is updated to display Request is Declined</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>Notification Email is Sent to POTS User</li> <li>Pending Status for at top of User Information Page is removed</li> </ul>
REQ11.6	The System shall display the Remove Location/Role Request in Pending Status	n/a	Display Request based on Role
REQ11.61	The System shall allow the Approver to Approve the Remove Location/Role Request	Select Approve	<ul style="list-style-type: none"> <li>Request is Removed from the Pending Actions Queue</li> <li>The Audit trail for the Approver is updated to display Request is Approved</li> <li>Location/Role is removed from Approved Locations</li> <li>Notification Email is Sent to POTS User</li> </ul>
REQ11.62	The System shall allow the Approver to Decline the Remove Location/Role Request	Select Decline	<ul style="list-style-type: none"> <li>Request is Removed from the Pending Actions Queue</li> <li>The Audit trail for the Approver is updated to display Request is Declined</li> <li>Notification Email is Sent to POTS User</li> <li>Pending Status for location/role in Approved Locations is removed</li> </ul>


### 2.6.7. Specification: Manage Users

Functional Specifications for requirements that involve the Adding, Editing, and Removal of POTS Users for Coordinators, Administrators, and Super Users.

**Exhibit 36. Manage User Process Flow**



## Exhibit 37. Manage User Dashboard Mockup


**Manage Users**

Use the filters and drop down menus located at the top of the columns to filter your search. To view or edit a user's profile, click on the username. To Add a user, click on the link above the grid.

[+ Add New User](#)

	User Name	Administration	Title	Email	Office Phone	Fax	Modify or Remove User
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
>	<a href="#">James Kirk</a>	VHA	Director	<a href="#">james.kirk@va.gov</a>	555-555-1213	555-555-1213	<a href="#">Modify User</a> <a href="#">Remove User</a>
>	<a href="#">Anthony Weaver</a>	VBA	Title	<a href="#">tony.weaver@va.gov</a>	555-555-1213	555-555-1213	<a href="#">Modify User</a> <a href="#">Remove User</a>
>	<a href="#">Don Jones</a>	VHA	Title	<a href="#">don.jones@va.gov</a>	555-555-1213	555-555-1213	<a href="#">Modify User</a> <a href="#">Remove User</a>
>	<a href="#">FName LName</a>	VACO	Title	<a href="#">user@va.gov</a>	555-555-1213	555-555-1213	<a href="#">Modify User</a> <a href="#">Remove User</a>

## Exhibit 38. Functional Specifications: MANAGE USERS PAGE – VIEW DASHBOARD

Requirement ID	Functional Requirement	Input	Output
REQ12.1	The System shall determine if User is a POTS User	Proceed to POTS Web Application	Display User's Home Page based on User's Highest level
REQ12.2	The System shall allow the User to select Manage Users from the POTS Home Page	Select Manage Users	Display Manage User Dashboard Page
REQ12.21	The System shall populate the according column/field for each User	n/a	Display following columns <ul style="list-style-type: none"> <li>Name (FirstName LastName)</li> <li>Administration</li> <li>Title</li> <li>Email</li> <li>Office Phone</li> <li>Fax</li> </ul>
REQ12.22	The System shall allow the user to filter the manage user grid	Select field to filter and value: <ul style="list-style-type: none"> <li>Name (FirstName LastName)               <ul style="list-style-type: none"> <li>Free Text</li> </ul> </li> <li>Administration               <ul style="list-style-type: none"> <li>Dropdown</li> </ul> </li> <li>Title               <ul style="list-style-type: none"> <li>Free Text</li> </ul> </li> <li>Email               <ul style="list-style-type: none"> <li>Free Text</li> </ul> </li> <li>Office Phone</li> </ul>	Display filtered Results

Requirement ID	Functional Requirement	Input	Output
		<ul style="list-style-type: none"> <li>○ Free Text</li> <li>• Fax</li> <li>○ Free Text</li> </ul>	
REQ12.23	The System shall allow the user to sort the manage user grid	Select field to sort on	Display Results
REQ12.3	<p>The System shall display users based on their role and location AND on their highest location they are associated to.</p> <p>Note: If User is assigned to PO at Administration level and facility level the only user that may view this user in the Dashboard is the Super User</p>	n/a	Display User's associated to role and location (i.e. Administrator for VHA may only see POs at Group level and facility level)
REQ12.31	Coordinator shall view POs associated to their Group	n/a	Display POs associated to Coordinator of Group
REQ12.32	Administrator shall view users associated to their Administration (i.e. POs and Coordinators)	n/a	Display Coordinators and POs associated to Administrator's Administration
REQ12.33	Super User shall view ALL Users	n/a	Display All Users

**Exhibit 39. Functional Specifications: MANAGE USERS PAGE – Remove**

Requirement ID	Functional Requirement	Input	Output
REQ12.4	The System shall allow the user to Remove User	Select Remove User	<ul style="list-style-type: none"> <li>• The Audit trail is updated to display User is removed</li> <li>• POTS User and associated locations are removed and may not access the POTS Home Page and must Re-Register to be added to POTS again.</li> <li>• Notification Email is Sent to POTS User</li> </ul>

#### Exhibit 40. Modify & Add User Mockup – Add Roles

Select the user's role first, then select Administration and Facilities they associated to.

\* Required

\* POTS Role(s)

\* Locations

\* Administration

- ☐ Veterans Health Administration (VHA)
  - ☐ VISN / Facilities
    - ☒ Program
    - ☐ Veterans Center
    - ☐ Chief Business Office(CBO)

Add

Added Roles & Locations

Location	Role	
VISN 1	Coordinator	<input type="button" value="Remove Role"/>
VISN 1 > Facility A	Privacy Officer	<input type="button" value="Remove Role"/>
VISN 1 > Facility D	Privacy Officer	<input type="button" value="Remove Role"/>

#### Exhibit 41. Modify & Add User Mockup – PO Additional Information Page

**Since you have added a Privacy Officer Role, the additional user information below is required.**  
Please note that this information will be stored in the users, 'User Information' area in their profiles.

\* Required

\* Additional User Information for Privacy Officer

\* Duty ☒ Fulltime ☐ Collateral

\* Privacy Officer Duty ☒ Primary ☐ Alternate

Other Officer Duty ☐ Records ☐ FOIA

\* Grade

\* Office Code

Certifications

- Certified Information Privacy Professional/Government (CIPP/G)
- Certified Information Privacy Professional/Information Technology (CIPP/IT)
- Certified Information Privacy Professional/United States (CIPP/US)
- Certified Information Privacy Manager (CIPM)
- Registered Health Information Administrator (RHIA)
- Registered Health Information Technician (RHIT)
- Certified in Healthcare Privacy and Security

#### Exhibit 42. Functional Specifications: MANAGE USERS PAGE – Modify User

Requirement ID	Functional Requirement	Input	Output
REQ13.1	The System shall allow the user to modify a user	Select Modify User	Display Location and Role Page <ul style="list-style-type: none"> <li>Display role/locations assigned</li> <li>Remove button for each role</li> </ul>



Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>Add new role button</li> </ul>
REQ13.11	The System shall allow the user to view the User Information	Select User Information	Display User Information Page with non-editable fields
REQ13.13	The System shall allow the user to remove a role associated to user	Select Remove Role	<ul style="list-style-type: none"> <li>Remove the role from user</li> <li>The Audit trail for is updated to display User's role is removed</li> <li>Notification Email is Sent to POTS User</li> </ul>
REQ13.131	The System shall remove user from manage profile grid if all roles are removed	Select to Remove Role	<ul style="list-style-type: none"> <li>No Roles associated to user</li> <li>User is removed from the Manage User's list</li> </ul>
<b>Coordinator Adds New Role – Add PO to Facility</b>			
REQ13.14	The System shall allow the user to Select Role	Select PO Role	Role Dropdown displays PO
REQ13.141	The System shall display tree view of locations to add	n/a	<ul style="list-style-type: none"> <li>Administration displayed as the same Administration as the User</li> <li>Group displayed as the same Group as the User</li> <li>Display list of Facilities associated to group</li> <li>Facilities assigned checkbox are disabled</li> </ul>
REQ13.1411	The System shall allow the Coordinator to select one or more facilities to assign the user as PO	Select 1 or many Facilities	1 or many Facilities are selected
REQ13.142	The System shall allow the User to Add New role and locations	Select Add	<ul style="list-style-type: none"> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ13.143	The System shall allow the user to enter the PO Additional Information	Add PO Additional Information	<ul style="list-style-type: none"> <li>Display PO Additional Information page</li> <li>Display Saved Data if data exists</li> </ul>
REQ13.144	The System shall allow the user to populate PO Additional Information fields	Enter PO Additional Information in fields	PO Information Fields are populated with PO data (required fields w/ asterisk) <ul style="list-style-type: none"> <li>*PO Duty: Primary or Alternate</li> <li>*Duty: Fulltime or Collateral</li> <li>*Grade : GS-1 through SES</li> <li>*Office Code</li> <li>Other Duties - Records Officer and/or FOIA Officer )</li> <li>Certifications (0 or Many)</li> </ul>
REQ13.145	The System shall allow the user to save the new user, roles and	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>The Audit trail is updated to display new role for user</li> </ul>

Requirement ID	Functional Requirement	Input	Output
	location(s), and verify PO information required fields		<ul style="list-style-type: none"> <li>New Role and location(s) are added to the User's Approved locations and role's list</li> <li>Notification email is sent to appropriate Administrator that PO was added at the following locations</li> <li>Proceed to Manage Users Dashboard</li> </ul>
<b>Administrator Adds New Role:</b> <b>Add Coordinator to Group</b> <b>Add PO to Group</b> <b>Add PO to Facility</b>			
REQ13.15	The System shall verify if the user's Administration has A Group	n/a	IF GROUP EXISTS <ul style="list-style-type: none"> <li>Display Role Dropdown: Coordinator or PO</li> </ul>
			IF GROUP DOESN'T EXIST <ul style="list-style-type: none"> <li>Display Role Dropdown: PO</li> </ul>
REQ13.151	The System shall allow the user to Select Role	Select Coordinator Role	Role Dropdown displays Coordinator
REQ13.1511	The System shall allow the User to select Approver duty	Approver duty is selected (Primary or Alternate)	Approver duty is selected
REQ13.1512	The System shall allow the user to select administration	Select Administration	<ul style="list-style-type: none"> <li>Administration defaulted to the same Administration as the User</li> <li>Display list of Groups</li> </ul>
REQ13.1513	The System shall verify if User is Assigned to Group	n/a	<ul style="list-style-type: none"> <li>If user is currently assigned to a group all other groups are disabled and not assigned to a facility</li> <li>Display Mouse Over "User is already Coordinator for Group. De-select and Select to assign to New Group"</li> </ul>
			<ul style="list-style-type: none"> <li>If user is currently assigned to a facility in the Group all other groups are disabled</li> <li>Display Mouse Over "User is PO at 1 or more facilities. You may only De-select or Select at that Group"</li> </ul>
			<ul style="list-style-type: none"> <li>If user is not currently assigned to a group AND facility all groups are enabled</li> </ul>
REQ13.15131	The System shall allow the user to Select Group to assign	Select Group	Group Selected

Requirement ID	Functional Requirement	Input	Output
REQ13.1514	<p>The System shall allow the User to Add Coordinator Role and verify Approver Duty</p> <p>Note: There can be multiple Alternates (but most likely we won't have more than 2) – No need to create rule for this.</p>	Select Request Check Locations	<ul style="list-style-type: none"> <li>If is no other Approver is Primary at the location Display Update is Successful</li> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
			<ul style="list-style-type: none"> <li>If Approver Duty is there is another Approver that is Primary at the location Display "Update is UnSuccessful, the following User &lt;User Name&gt; is Primary at this location."</li> <li>User remains on the Role &amp; Location Page</li> </ul>
			<ul style="list-style-type: none"> <li>If Approver Duty is Alternate Display Update is Successful</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ13.1515	The System shall allow the user to save the new user, role and location	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>The Audit trail is updated to display new role for user</li> <li>New Role and location is added to the User's Approved locations and User's role's list</li> <li>Proceed to Manage Users Dashboard</li> </ul>
REQ13.152	The System shall allow the user to Select Role	Select PO Role	Role Dropdown displays PO
REQ13.1521	The System shall allow the user to select administration	Select Administration	Administration defaulted to the same Administration as the User
REQ13.1522	The System shall display the Group in tree view if Administration contains a group	n/a	<ul style="list-style-type: none"> <li>Display User's Associated Group</li> <li>If Group is already assigned to User checkbox is disabled</li> </ul>
REQ13.15221	The System shall allow the Administrator to select Group to assign the user as PO	Select Group	Group is selected
REQ13.1523	The System shall display facilities in tree view	n/a	<ul style="list-style-type: none"> <li>Display list of Facilities</li> <li>If Facilities is already assigned to User checkbox are disabled</li> </ul>
REQ13.15231	The System shall allow the Administrator to select one or more facilities to assign the user as PO	Select 1 or many Facilities	1 or many Facilities are selected
REQ13.1524	The System shall allow the User to Add New role and locations	Select Request Check Locations	<ul style="list-style-type: none"> <li>Added Roles &amp; Locations Grid is updated</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ13.1525	The System shall allow the user to enter the PO Additional Information	Select Save & Continue to PO Additional Information	Display PO Additional Information page
REQ13.1526	The System shall verify if User has been assigned previously as a PO	n/a	If User is assigned as a PO, Display User Information and PO fields populated and NOT editable
			If User is not previously assigned as a PO, Display User Information fields editable and NOT populated
REQ13.1527	The System shall allow the user to populate PO Additional Information fields	Enter PO Additional Information in fields	PO Information Fields are populated with PO data (required fields w/ asterisk) <ul style="list-style-type: none"> <li>*PO Duty: Primary or Alternate</li> <li>*Duty: Fulltime or Collateral</li> <li>*Grade : GS-1 through SES</li> <li>*Office Code</li> <li>Other Duties - Records Officer and/or FOIA Officer )</li> <li>Certifications (0 or Many)</li> </ul>
REQ13.1528	The System shall allow the user to save the new user, roles and location(s), and verify PO information required fields	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>The Audit trail is updated to display new role for user</li> <li>New Role and location(s) are added to the User's Approved locations and role's list</li> <li>Notification email is sent to appropriate Administrator that PO was added at the following locations</li> <li>Proceed to Manage Users Dashboard</li> </ul>
Super User Adds New Role: Add super user Add administrator to Administration Add Coordinator to Group Add PO to Administration (except VACO), Group, and facility			
REQ13.161	The System shall allow Super User to select Super User from Role Dropdown	Role selected is Super User	Role Selected is Super User
REQ13.1611	The System shall verify if User is already assigned as Super User	n/a	If allowable: Save button is enabled
			If not allowable: Notification display "User is already Super User"
REQ13.1612	The System shall allow the User to select Approver duty	Approver duty is selected (Primary or Alternate)	Approver duty is selected

Requirement ID	Functional Requirement	Input	Output
REQ13.1613	<p>The System shall allow the User to Add Super User Role and verify Approver Duty</p> <p>Note: There can be multiple Alternates (but most likely we won't have more than 2) – No need to create rule for this.</p>	Select Request Check Locations	<ul style="list-style-type: none"> <li>If is no other Approver is Primary at the location Display Update is Successful</li> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
			<ul style="list-style-type: none"> <li>If Approver Duty is there is another Approver that is Primary at the location Display "Update is UnSuccessful, the following User &lt;User Name&gt; is Primary at this location."</li> <li>User remains on the Role &amp; Location Page</li> </ul>
			<ul style="list-style-type: none"> <li>If Approver Duty is Alternate Display Update is Successful</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ13.1614	The System shall allow the user to save the new user, role and location	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>New Role and location is added to the User's Approved locations and role's list</li> <li>The Audit trail is updated to display new role for user</li> <li>Proceed to Manage Users Dashboard</li> </ul>
REQ13.162	The System shall allow Super User to select Administrator from Role Dropdown	Role selected is Administrator	Role Selected is Administrator
REQ13.1621	The System shall verify if User is already assigned as Administrator	n/a	If allowable: Add button is enabled
			If not allowable: Notification display "User is already Administrator"
REQ13.1622	The System shall allow the User to select Approver duty	Approver duty is selected (Primary or Alternate)	Approver duty is selected
REQ13.1623	The System shall allow the user to select administration	Select administration	Administration defaulted to the same Administration as the User
REQ13.1624	<p>The System shall allow the User to Add Administration Role and verify Approver Duty</p> <p>Note: There can be multiple Alternates (but most likely we won't</p>	Select Request Check Locations	<ul style="list-style-type: none"> <li>If is no other Approver is Primary at the location Display Update is Successful</li> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>

Requirement ID	Functional Requirement	Input	Output
	have more then 2) – No need to create rule for this.		<ul style="list-style-type: none"> <li>If Approver Duty is there is another Approver that is Primary at the location Display "Update is UnSuccessful, the following User &lt;User Name&gt; is Primary at this location."</li> <li>User remains on the Role &amp; Location Page</li> </ul>
			<ul style="list-style-type: none"> <li>If Approver Duty is Alternate Display Update is Successful</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ13.1625	The System shall allow the user to save the new user , role and location	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>New Role and location is added to the User's Approved locations and role's list</li> <li>The Audit trail is updated to display new role for user</li> <li>Proceed to Manage Users Dashboard</li> </ul>
REQ13.163	The System shall verify if Administration has a Group associated to the User	n/a	If group exists for administration "Coordinator" role is selectable
REQ13.1631	The System shall allow the User to select Approver duty	Approver duty is selected (Primary or Alternate)	Approver duty is selected
REQ13.1632	The System shall allow Super User to select Coordinator from Role Dropdown	Role selected is Coordinator	Role Selected is Coordinator
REQ13.1633	The System shall verify if User is already assigned as Coordinator	n/a	If allowable: Save button is enabled If not allowable: Notification display "User is already Coordinator for Group"
REQ13.16331	The System shall allow the user to select administration	Select Administration	Administration defaulted to the same Administration as the User
REQ13.16332	The System shall verify if user is assigned to a group	Select Group	If assigned default to the same group as the user
REQ13.1634	The System shall allow the User to Add Coordinator Role and verify Approver Duty  Note: There can be multiple Alternates (but most likely we won't have more then 2) – No need to create rule for this.	Select Request Check Locations	<ul style="list-style-type: none"> <li>If is no other Approver is Primary at the location Display Update is Successful</li> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
			<ul style="list-style-type: none"> <li>If Approver Duty is there is another Approver that is Primary at the</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			location Display "Update is UnSuccessful, the following User <User Name> is Primary at this location."
			<ul style="list-style-type: none"> <li>User remains on the Role &amp; Location Page</li> <li>If Approver Duty is Alternate Display Update is Successful</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ13.1635	The System shall allow the user to save the new user, role and location	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>New Role and location is added to the User's Approved locations and role's list</li> <li>The Audit trail is updated to display new role for user</li> <li>Proceed to Manage Users Dashboard</li> </ul>
REQ13.164	The System shall allow Super User to select PO from Role Dropdown	Role selected is PO	Role Dropdown displays PO
REQ13.1641	The System shall allow the user to select administration	n/a	Administration defaulted to the same Administration as the User
REQ13.16411	The System shall verify if a PO can be assigned at the Administration level	Select Administration	If user is not already assigned, Check box is enabled next to administration
REQ13.1642	The System shall verify if Administration has Group	n/a	Display Group User is associated to
REQ13.16421	The System shall verify if a PO can be assigned at the Group Level	Select Group	<ul style="list-style-type: none"> <li>If user is not already assigned, Check box is enabled next to administration</li> </ul>
REQ13.1643	The System shall allow the Super User to select one or more facilities to assign the user as PO	n/a	<ul style="list-style-type: none"> <li>Display list of Facilities</li> <li>If Facilities is already assigned to User checkbox are disabled</li> </ul>
REQ13.16431	The System shall allow the Administrator to select one or more facilities to assign the user as PO	Select 1 or many Facilities	1 or many Facilities are selected
REQ13.1644	The System shall verify if User has been assigned previously as a PO	n/a	If User is assigned as a PO, Display User Information and PO fields populated and NOT editable
			If User is not previously assigned as a PO, Display User Information fields editable and NOT populated
REQ13.1645	The System shall allow the User to Add New role and locations	Select Request Check Locations	<ul style="list-style-type: none"> <li>Added Roles &amp; Locations Grid is updated</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ13.1646	The System shall allow the user to enter the PO Additional Information	Select Save & Continue to PO Additional Information	Display PO Additional Information page
REQ13.1647	The System shall allow the user to populate PO Additional Information fields	Enter PO Additional Information in fields	PO Information Fields are populated with PO data (required fields w/ asterisk) <ul style="list-style-type: none"> <li>*PO Duty: Primary or Alternate</li> <li>*Duty: Fulltime or Collateral</li> <li>*Grade : GS-1 through SES</li> <li>*Office Code</li> <li>Other Duties - Records Officer and/or FOIA Officer )</li> <li>Certifications (0 or Many)</li> </ul>
REQ13.1648	The System shall allow the user to save the new user, roles and location(s), and verify PO information required fields	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>The Audit trail is updated to display new role for user</li> <li>New Role and location(s) are added to the User's Approved locations and role's list</li> <li>Notification email is sent to appropriate Administrator that PO was added at the following locations</li> <li>Proceed to Manage Users Dashboard</li> </ul>

#### Exhibit 43. Add User Mockup – User Information Page

User Information

Roles & Locations

PO Additional Information

On this screen add the new user contact information for POTS. Fill in the appropriate information and click "Save & Continue to Roles & Locations."

\* VA Username

\* First Name

\* Last Name

\* Title

\* Email

\* Phone

( ) -

\* Ext

\* Fax

( ) -

Save & Continue to Roles & Locations

Cancel



**Exhibit 44. Functional Specifications: MANAGE USERS PAGE – Add New User**

Requirement ID	Functional Requirement	Input	Output
REQ14.1	The System shall allow the user to Add a new User	Select Add New User	Display Add New User Page
REQ14.11	The System shall display User Information	n/a	<ul style="list-style-type: none"><li>Display User information fields (required fields w/ asterisk)<ul style="list-style-type: none"><li>*VA Username</li><li>*First Name</li><li>*Last Name</li><li>*Title</li><li>*Email</li><li>*Office Phone &amp; Ext<ul style="list-style-type: none"><li>Phone format</li></ul></li><li>*Fax"<ul style="list-style-type: none"><li>Phone format</li></ul></li></ul></li></ul>
REQ14.12	The System shall allow the user to populate user entered data fields	Enter User Information in fields	User Information Fields are populated
REQ14.13	The System shall verify required fields and add new Role and locations	Select Save & Continue to Roles & Locations	<ul style="list-style-type: none"><li>If User Exits display Error "User Already Exists"</li><li>Display Manage User Dashboard</li></ul>
			If User Does not exist AND Required field(s) is not entered display error and remain on page
			If User does not exist AND all Required field(s) are entered display Location/Role Page
Coordinator Adds New Role – Add PO to Facility			
REQ14.14	The System shall allow the user to Select Role	Select PO Role	Role Dropdown displays PO
REQ14.141	The System shall display tree view of locations to add	n/a	<ul style="list-style-type: none"><li>Administration displayed as the same Administration as the Coordinator</li><li>Group displayed as the same Group as the Coordinator</li><li>Display list of Facilities associated to group</li></ul>
REQ14.1411	The System shall allow the Coordinator to select one or more facilities to assign the user as PO	Select 1 or many Facilities	1 or many Facilities are selected
REQ14.142	The System shall allow the User to Add New role and locations	Select Add	<ul style="list-style-type: none"><li>Added Roles &amp; Locations Grid is updated</li><li>User remains on the Role &amp; Location Page</li></ul>

Requirement ID	Functional Requirement	Input	Output
REQ14.143	The System shall allow the user to enter the PO Additional Information	Select Save & Continue to PO Additional Information	Display PO Additional Information page
REQ14.144	The System shall allow the user to populate PO Additional Information fields	Enter PO Additional Information in fields	PO Information Fields are populated with PO data (required fields w/ asterisk) <ul style="list-style-type: none"> <li>o *PO Duty: Primary or Alternate</li> <li>o *Duty: Fulltime or Collateral</li> <li>o *Grade : GS-1 through SES</li> <li>o *Office Code</li> <li>o Other Duties - Records Officer and/or FOIA Officer )</li> <li>o Certifications (0 or Many)</li> </ul>
REQ14.145	The System shall allow the user to save the new user, roles and location(s), and verify PO information required fields	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>• The Audit trail is updated to display new role for user</li> <li>• New Role and location(s) are added to the User's Approved locations and role's list</li> <li>• Notification email is sent to appropriate Administrator that PO was added at the following locations</li> <li>• Proceed to Manage Users Dashboard</li> </ul>
<b>Administrator Adds New Role:</b> <b>Add Coordinator to Group</b> <b>Add PO to Group</b> <b>Add PO to Facility</b>			
REQ14.151	The System shall verify if Administrator's Administration has a Group	n/a	If Administration has Group(s) Display Coordinator in Role Dropdown
			If Administration DOES NOT have Group DO NOT Display Coordinator in Role Dropdown
REQ14.152	The System shall allow the user to Select Role	Select Coordinator Role	Role Dropdown displays Coordinator
REQ14.1521	The System shall allow the user to select administration	Select Administration	Administration Selected
REQ14.1522	The System shall allow the user to select group	Select Group	Group Selected
REQ14.1523	The System shall allow the User to Add Coordinator Role	Select Add	<ul style="list-style-type: none"> <li>• Added Roles &amp; Locations Grid is updated</li> <li>• User remains on the Role &amp; Location Page</li> </ul>
REQ14.1524	The System shall allow the user to save the new user, role and location	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>• The Audit trail is updated to display new role for user</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>New Role and location is added to the User's Approved locations and User's role's list</li> <li>Proceed to Manage Users Dashboard</li> </ul>
REQ14.153	The System shall allow the user to Select Role	Select PO Role	Role Dropdown displays PO
REQ14.1531	The System shall allow the user to select administration	Select administration	Administration displayed as the same Administration as the Administrator
REQ14.1532	The System shall display the Group in tree view if Administration contains a group	n/a	Group displayed
REQ14.15321	The System shall allow the Administrator to select Group to assign the user as PO	Select Group	Group is selected
REQ14.1533	The System shall display facilities in tree view	n/a	Display list of Facilities
REQ14.15331	The System shall allow the Administrator to select one or more facilities to assign the user as PO	Select 1 or many Facilities	1 or many Facilities are selected
REQ14.1534	The System shall allow the User to Add New role and locations	Select Add	<ul style="list-style-type: none"> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ14.1535	The System shall allow the user to enter the PO Additional Information	Select Save & Continue to PO Additional Information	Display PO Additional Information page
REQ14.1536	The System shall allow the user to populate PO Additional Information fields	Enter PO Additional Information in fields	PO Information Fields are populated with PO data (required fields w/ asterisk) <ul style="list-style-type: none"> <li>*PO Duty: Primary or Alternate</li> <li>*Duty: Fulltime or Collateral</li> <li>*Grade : GS-1 through SES</li> <li>*Office Code</li> <li>Other Duties - Records Officer and/or FOIA Officer )</li> <li>Certifications (0 or Many)</li> </ul>
REQ14.1537	The System shall allow the user to save the new user, roles and location(s), and verify PO information required fields	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>The Audit trail is updated to display new role for user</li> <li>New Role and location(s) are added to the User's Approved locations and role's list</li> <li>Notification email is sent to appropriate Administrator that PO was added at the following locations</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>Proceed to Manage Users Dashboard</li> </ul>
<p align="center"> <b>Super User Adds New Role:</b>  <b>Add super user</b>  <b>Add administrator to Administration</b>  <b>Add Coordinator to Group</b>  <b>Add PO to Administration (except VACO), Group, and facility</b> </p>			
REQ14.161	The System shall allow Super User to select Super User from Role Dropdown	Role selected is Super User	Role Selected is Super User
REQ14.1611	The System shall allow the User to Add Super User Role	Select Add	<ul style="list-style-type: none"> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ14.1612	The System shall allow the user to save the new user, role and location	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>New Role and location is added to the User's Approved locations and role's list</li> <li>The Audit trail is updated to display new role for user</li> <li>Proceed to Manage Users Dashboard</li> </ul>
REQ14.162	The System shall allow Super User to select Administrator from Role Dropdown	Role selected is Administrator	Role Selected is Administrator
REQ13.1621	The System shall allow the user to select administration	Select administration	Administration selected
REQ14.1621	The System shall allow the User to Add Administrator Role	Select Add	<ul style="list-style-type: none"> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ14.1622	The System shall allow the user to save the new user, role and location	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>New Role and location is added to the User's Approved locations and role's list</li> <li>The Audit trail is updated to display new role for user</li> <li>Proceed to Manage Users Dashboard</li> </ul>
REQ14.163	The System shall allow Super User to select Coordinator from Role Dropdown	Role selected is Coordinator	Role Selected is Coordinator
REQ14.1631	The System shall allow the user to select administration	Select Administration	Administration Selected

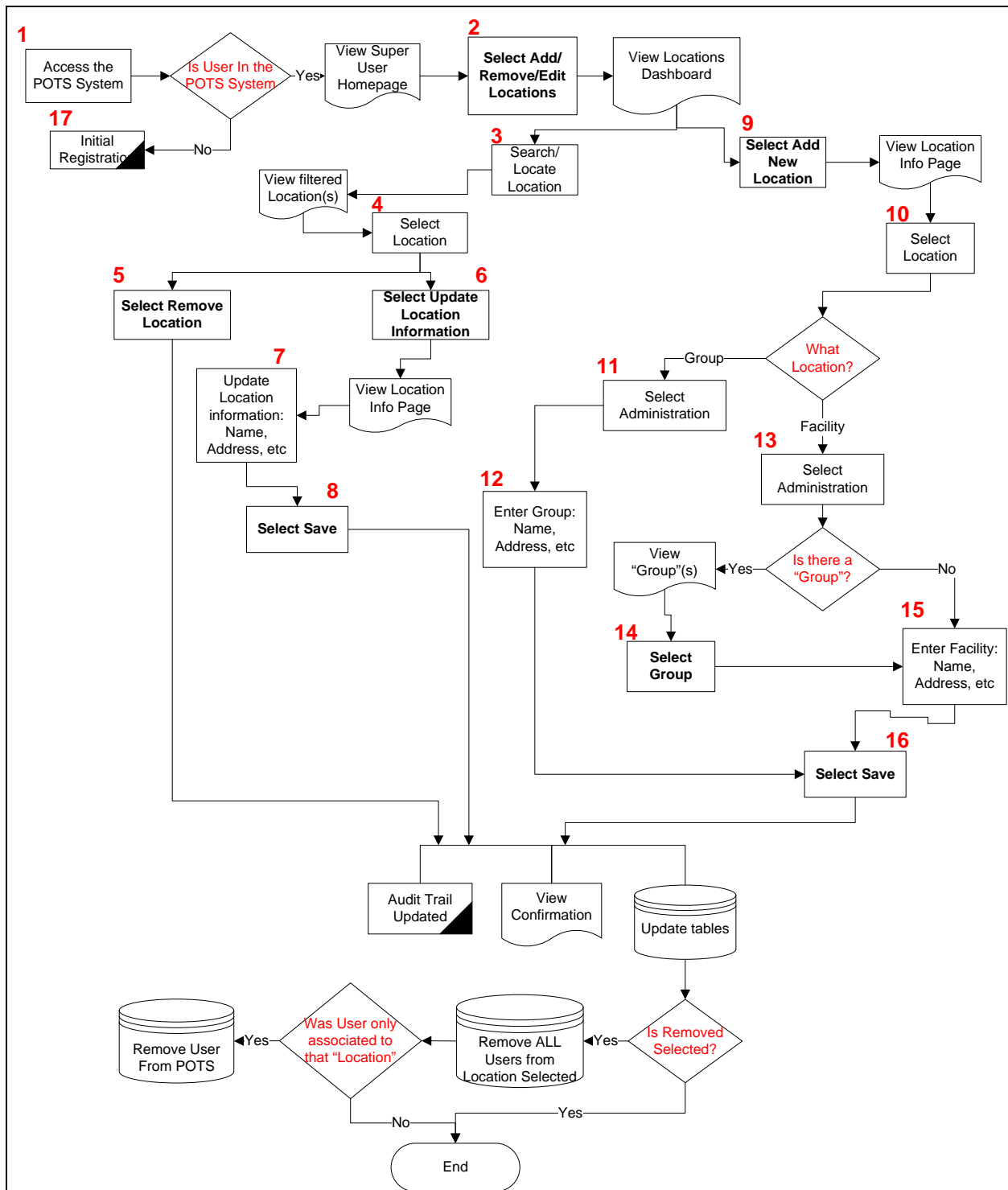
Requirement ID	Functional Requirement	Input	Output
REQ14.1632	The System shall display and allow user to select Group	Select Group	Group Selected
REQ14.1633	The System shall allow the User to Add Coordinator Role	Select Add	<ul style="list-style-type: none"> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ14.1634	The System shall allow the user to save the new user, role and location	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>New Role and location is added to the User's Approved locations and role's list</li> <li>The Audit trail is updated to display new role for user</li> <li>Proceed to Manage Users Dashboard</li> </ul>
REQ14.164	The System shall allow Super User to select PO from Role Dropdown	Role selected is PO	Role Dropdown displays PO
REQ14.1641	The System shall allow the user to select administration	Select Administration	Administration Selected
REQ14.1642	The System shall verify if a PO can be assigned at the Administration level	Select Checkbox for Administration	Check box is enabled next to administration
REQ14.1643	The System shall verify if Administration has Group	n/a	Display Groups for Administration
REQ14.16431	The System shall verify if a PO can be assigned at the Group Level	Select Check for Group	Check box is enabled next to Group
REQ14.1644	The System shall display facilities in tree view	n/a	Display list of Facilities associated to Administration or group
REQ14.16441	The System shall allow the Administrator to select one or more facilities to assign the user as PO	Select 1 or many Facilities	1 or many Facilities are selected
REQ14.1645	The System shall allow the User to Add New role and locations	Select Add	<ul style="list-style-type: none"> <li>Added Roles &amp; Locations Grid is updated</li> <li>User remains on the Role &amp; Location Page</li> </ul>
REQ14.1646	The System shall allow the user to enter the PO Additional Information	Select Save & Continue to PO Additional Information	Display PO Additional Information page
REQ14.1647	The System shall allow the user to populate PO Additional Information fields	Enter PO Additional Information in fields	PO Information Fields are populated with PO data (required fields w/ asterisk) <ul style="list-style-type: none"> <li>*PO Duty: Primary or Alternate</li> <li>*Duty: Fulltime or Collateral</li> <li>*Grade : GS-1 through SES</li> <li>*Office Code</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>○ Other Duties - Records Officer and/or FOIA Officer )</li> <li>○ Certifications (0 or Many)</li> </ul>
REQ14.1648	The System shall allow the user to save the new user, roles and location(s), and verify PO information required fields	Select Save and back to Manage Users	<ul style="list-style-type: none"> <li>• The Audit trail is updated to display new role for user</li> <li>• New Role and location(s) are added to the User's Approved locations and role's list</li> <li>• Notification email is sent to appropriate Administrator that PO was added at the following locations</li> <li>• Proceed to Manage Users Dashboard</li> </ul>

### 2.6.8. Specification: Manage Locations

Functional Specifications for requirements that involve the Adding, Editing, and Removal of Locations by the Super User.

**Exhibit 45. Manage Locations Process Flow**



## Exhibit 46. Manage Locations Dashboard Mockup

**Manage Locations**  
 lorem ipsum et al quso

+ Add New Location

	Administration	Location Type	Location Name	Modify or Remove Location
	Administration: <input type="text"/>	Level: <input type="text"/>	Names: <input type="text"/>	
>	NCA	MSN	MSN 1	<input type="button" value="Modify Location"/> <input type="button" value="Remove Location"/>
>	NCA	MSN	MSN 2	<input type="button" value="Modify Location"/> <input type="button" value="Remove Location"/>
>	VBA	Program	Program 1	<input type="button" value="Modify Location"/> <input type="button" value="Remove Location"/>
>	VBA	Region	Region 2	<input type="button" value="Modify Location"/> <input type="button" value="Remove Location"/>
>	VACO	Staff Offices	Staff Office 1	<input type="button" value="Modify Location"/> <input type="button" value="Remove Location"/>
>	VACO	Staff Offices	Staff Office 2	<input type="button" value="Modify Location"/> <input type="button" value="Remove Location"/>
>	VHA	VISN	VISN 3	<input type="button" value="Modify Location"/> <input type="button" value="Remove Location"/>
>	VHA	VISN	VISN 4	<input type="button" value="Modify Location"/> <input type="button" value="Remove Location"/>

Records 1 - 20 of 25    First ◀    Prev ◀    [Next ▶](#)    Last ▶

Currently there are 12 locations matching your search criteria

## Exhibit 47. Modify Locations Mockup

Modify Location

Administration

Veterans Health Administration (VHA)

VISN

VISN 4

\* Office Name

populated

\* Address line 1

populated

Address line 2

populated

\* City

populated

\* State

populate ▾

\* Zip

populated

Save



## Exhibit 48. Add Locations Mockup

Add New Location

\* Required

\* Administration

\* Location Type

\* VISN

\* Office Name

\* Address line 1

Address line 2

\* City

\* State

\* Zip

Save

## Exhibit 49. Functional Specifications: MANAGE LOCATIONS PAGE

Requirement ID	Functional Requirement	Input	Output
REQ14.1	The System shall determine if User is a POTS User	Proceed to POTS Web Application	Display User's Home Page based on User's Highest level
REQ14.2	The System shall allow the User to select Manage Locations from the POTS Home Page	Select Manage Locations	Display Manage Locations Dashboard Page
REQ14.3	Super User shall view ALL Locations	n/a	Display All Locations
REQ14.4	The System shall display Administration, Location Type, and Location for each Location	n/a	Display Columns
REQ14.41	The System shall allow the user to filter the manage location grid	Select field to filter and value <ul style="list-style-type: none"> <li>Administration               <ul style="list-style-type: none"> <li>Dropdown</li> </ul> </li> <li>Location Type               <ul style="list-style-type: none"> <li>Dropdown</li> </ul> </li> <li>Location               <ul style="list-style-type: none"> <li>Dropdown</li> </ul> </li> </ul>	Display filtered Results
REQ14.42	The System shall allow the user to sort the manage location grid	Select field to sort on	Display Results
REQ14.5	The System shall Allow the User To Modify Location	Select Modify Location	Display the Location Name and Address as editable fields
REQ14.51	The System shall allow the user to edit the Name and/or Address	Update Name and/or Address	Name and/or Address is updated
REQ14.511	The System shall allow the user to save the updated fields	Select Save	Name and/or Address is saved successfully

Requirement ID	Functional Requirement	Input	Output
REQ14.52	The System Shall Allow the User To Remove Location	Select Remove Location	<ul style="list-style-type: none"> <li>The Audit trail is updated to display Location is removed</li> <li>Location associated to Users are removed from their approved locations</li> <li>Notification Email is Sent to POTS Users assigned at location</li> </ul>
REQ14.521	If a Group is removed (i.e. VISN 1)the System shall remove associated locations	Select Group and Remove Location	<ul style="list-style-type: none"> <li>The Audit trail is updated to display Location(s) are removed</li> <li>Locations associated to Group are removed</li> <li>Location associated to Users are removed from their approved locations</li> <li>Notification Email is Sent to POTS Users assigned at location</li> </ul>
REQ14.522	The System shall remove user from manage profile grid if all locations associated to User is removed	n/a	User is removed from the Manage User's list
REQ14.6	The System shall Allow the User To Add a new Location	Select Add New Location	Display the Add Location page
REQ14.61	The System shall Not allow the user to create a New Administration	n/a	n/a
REQ14.62	The System shall Not allow the user to create groups for Administrations without a Group (i.e. NCA, VBA, VACO)	n/a	n/a
REQ14.63	The System shall Not allow the user to create a location type	n/a	n/a
REQ14.64	The System shall Allow the User to select Administration	Select Administration	Display Administration selected
REQ14.65	The System shall allow the user to select location type associated to the administration	Select Location Type	Display Location Type selected
REQ14.66	The System shall verify if location is associated to a VISN	Select VISN #	VISN # selected
REQ14.67	The System shall display Name and Address	Enter name and address	Display inputted fields
REQ14.68	The System shall verify Required fields	Select Save	If a Required field(s) is not entered display error and remain on page

Requirement ID	Functional Requirement	Input	Output
			If all Required field(s) are entered display Manage Location Dashboard Page

## 2.6.9. Specification: Audit Trail

Functional Specifications for requirements that involve the Audit Trail for Coordinators, Administrators, and Super Users.

### Exhibit 50. Audit Trail Mockup

Audit Trail						
Action ID	Action	User Action Performed on	User who performed Action	Description	Comments	Audit Date
<div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>						
20	Approve PO Request	Pavel Chekov	William Riker	New PO User Request <Status> for Administration <Administration> at Location <1, 2, ..n>		4/5/13 10:11 AM
19	Approve PO Request	James Kirk	William Riker	New PO User Request <Status> for Administration <Administration> at Location <1, 2, ..n>		4/5/13 9:55 AM
18	Approve Remove Role Request	Leonard McCoy	Geordi La Forge	User Request to be Removed as <Role> role <Status> for Administration <Administration> at Location <1>		4/1/13 4:45 PM
17	Add New Role to User	Pavel Chekov	Jean-Luc Picard	User added as <Role> role for Administration <Administration> at Location <1, 2..n>		3/31/13 3:02 PM
16	Add New Role to User	Hikaru Sulu	Jean-Luc Picard	User added as <Role> role for Administration <Administration> at Location <1, 2..n>		3/28/13 9:43 PM
15	Remove User	Nyota Uhura	Geordi La Forge	User removed as <Role1, 2..> role for Administration <Administration> at Location <1, 2, ..n>		3/27/13 8:40 AM

### Exhibit 51. Functional Specifications: Audit Trail

Requirement ID	Functional Requirement	Input	Output
REQ15.1	The System shall determine if User is a POTS User	Proceed to POTS Web Application	Display User's Home Page based on User's Highest level
REQ15.2	The System shall allow the User to select Audit Trail from the POTS Home Page	Select Audit Trail	Display Audit Trail Page

Requirement ID	Functional Requirement	Input	Output
REQ15.3	The System shall display audit trail of actions based on their role and location	n/a	Display User's associated to role and location (i.e. Coordinator for VISN 1 may only see actions for VISN 1)
REQ15.31	Coordinator shall view the audit trail associated to their Group	n/a	Display audit trail actions associated to Coordinator of Group
REQ15.32	Administrator shall view the audit trail associated to their Administration (i.e. Actions associated to VBA)	n/a	Display audit trail actions associated to Administrator's Administration
REQ15.33	Super User shall view audit trail actions	n/a	Display All audit trail actions
REQ15.4	The System shall display the following columns: Action ID, Action, User Name Action performed on, User who Performed Action, Description, Audit Date, Comments	n/a	Display columns headings
REQ15.5	The System shall allow the user to filter the Audit trail	Select field to filter and value	Display filtered Results
REQ15.6	The System shall allow the user to sort the Audit trail	Select field to sort on	Display sorted Results
REQ15.331	The System shall display the Action PO Request	In Pending Actions, the Approver approves OR declines the PO Request to Register for POTS	<ul style="list-style-type: none"> <li>Populate columns</li> <li>Display the following in the Description field: New PO User Request &lt;Status&gt; for Administration &lt;Administration&gt; at Location &lt;1, 2, ..n&gt;</li> <li>If Declined Comments are viewable</li> </ul>
REQ15.332	The System shall display the Action Remove User Request	In Pending Actions, the Approver approves or declines the Remove User Request	<ul style="list-style-type: none"> <li>Populate columns</li> <li>User Request to be Removed from POTS &lt;Status&gt; for Administration &lt;Administration&gt; at Location &lt;1, 2, ..n&gt;</li> <li>If Declined Comments are viewable</li> </ul>
REQ15.333	The System shall display the Action Remove Role Request	In Pending Actions, the Approver approves or declines the Remove Role Request	<ul style="list-style-type: none"> <li>Populate columns</li> <li>User Request to be Removed as &lt;Role&gt; role &lt;Status&gt; for Administration &lt;Administration&gt; at Location &lt;1&gt;</li> </ul>

Requirement ID	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>If Declined Comments are viewable</li> </ul>
REQ15.334	The System shall display the Action Add New User	In Manage Users, the User Adds a New User and role/locations	<ul style="list-style-type: none"> <li>Populate columns</li> <li>New User added as &lt;Role&gt; role for Administration &lt;Administration&gt; at Location &lt;1, 2, ..n&gt;</li> </ul>
REQ15.334	The System shall display the Action Remove User	In Manage Users, the User Removes a User and role/locations associated to the user	<ul style="list-style-type: none"> <li>Populate columns</li> <li>User removed as &lt;Role1, 2..&gt; role for Administration &lt;Administration&gt; at Location &lt;1, 2, ..n&gt; <ul style="list-style-type: none"> <li>Note: Note: Role can be either PO, Coordinator, Administration and Super -- If user has many PO roles just display PO once in description.</li> </ul> </li> </ul>
REQ15.335	The System shall display the Action Remove Role from User	In Manage Users, the User Removes a role/location associated to the user	<ul style="list-style-type: none"> <li>Populate columns</li> <li>User removed as &lt;Role&gt; role for Administration &lt;Administration&gt; at Location &lt;1&gt;</li> </ul>
REQ15.336	The System shall display the Action Add New Role(s) to User	In Manage Users, the User Add new role and location(s) to the user	<ul style="list-style-type: none"> <li>Populate columns</li> <li>User added as &lt;Role&gt; role for Administration &lt;Administration&gt; at Location &lt;1, 2..n&gt;</li> </ul>
REQ15.337	The System shall display the Action Add New Location	In Manage Locations, the Super User Adds a New Location	<ul style="list-style-type: none"> <li>Populate columns</li> <li>New Location &lt;Name&gt; added at &lt;Address&gt;</li> </ul>
REQ15.338	The System shall display the Action Modify Location	In Manage Locations, the Super User modifies an existing location (i.e. Name or Address)	<ul style="list-style-type: none"> <li>Populate columns</li> <li>Location modified from &lt;previous value&gt; to &lt;new value&gt;</li> </ul>
REQ15.339	The System shall display the Action Remove Location	In Manage Locations, the Super User Removes an existing Location	<ul style="list-style-type: none"> <li>Populate columns</li> <li>Location &lt;Location&gt; Removed.</li> </ul>

Requirement ID	Functional Requirement	Input	Output
REQ15.3391	If location is a group (i.e. VISN 2) The System shall remove locations under group	In Manage Locations, the Super User Removes an existing Location	<ul style="list-style-type: none"> <li>Populate columns</li> <li>Location &lt;Location&gt; Removed and Locations associated to &lt;Location&gt; are removed &lt;Location 1, 2,...n&gt;</li> </ul>

### 2.6.10. Specification: Search

Functional Specifications for requirements that involve the Search for Privacy Officers. The Search Capability can be performed by ALL VA Staff (both POTS Users and non-POTS Users) to search for their local Privacy Officer.

#### Exhibit 52. Search Mockup – Map View

### Exhibit 53. Search Mockup – Results by State

Search Results - Texas					
<b>Veterans Health Administration - VHA</b>					
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
<b>Veterans Benefits Administration - VBA</b>					
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone

### Exhibit 54. Search Mockup – Results by Administration

Search Results - Veterans Health Administration - VHA					
<b>State</b>					
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
<b>State</b>					
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone
Location Name	City	PO Name	PO Duty	<a href="mailto:email@va.gov">email@va.gov</a>	PO Phone

### Exhibit 55. Functional Specifications: Search

Requirement ID	Functional Requirement	Input	Output
REQ16.1	A link shall be provided to access the Search PO Page ALL VA Users	Proceed to Search PO Page	<ul style="list-style-type: none"> <li>Display Search Page               <ul style="list-style-type: none"> <li>View Map</li> <li>View Search box</li> </ul> </li> </ul>
REQ16.2	The System shall determine if User is a POTS User	Proceed to POTS Web Application	Display User's Home Page based on User's Highest level
REQ16.21	The System shall allow the User to select Search from the POTS Home Page	Select Search	<ul style="list-style-type: none"> <li>Display Search Page               <ul style="list-style-type: none"> <li>View Map</li> <li>View Search box</li> </ul> </li> </ul>

Requirement ID	Functional Requirement	Input	Output
REQ16.3	The System shall allow the user to Browse locations by state	Select Browse by State	Display State List
REQ16.31	The System shall allow the user to select a state using the Map or state name	Select State	<ul style="list-style-type: none"> <li>• Top Header: State</li> <li>• 2nd Header: Administration <ul style="list-style-type: none"> <li>○ Display Location: Location Name, City, PO Name, PO Duty, PO Email Address, PO Phone</li> </ul> </li> </ul>
REQ16.4	The System shall allow the user to search using Search box to enter PO Name, Administration, or Location	Enter Input in Search box	PO Name or Administration or Location entered
REQ16.4	The System shall allow the user to select the Search By in the Dropdown box (PO Name, Administration, Group, or Facility)	PO Name	Display Search Box
		Administration	Display Dropdown box (VHA, VACO, NCA, VBA)
		Group	Display Dropdown of VHA Groups
		Facility	Display Search Box
REQ16.41	The System shall allow the user to Enter/Select Search criteria	Enter/Select Value	Value inputted
REQ16.42	The System shall display results of search	Select Search	<ul style="list-style-type: none"> <li>• Header: &lt;Search by Value&gt; <ul style="list-style-type: none"> <li>○ Display Location: Location Name, City, PO Name, PO Duty, PO Email Address, PO Phone</li> </ul> </li> </ul>

### 2.6.11. Specification: Query's and Reports

Functional Specifications for requirements that involve the Query's and Reports generated by the POTS system. The Reports can be generated by Privacy Officers, Administrators and Super Users.

#### Exhibit 56. Functional Specifications: Reports

Requirement ID	Priority	Functional Requirement	Input	Output
REQ17.1	n/a	A link shall be provided to access the Reports	Proceed to Reports Page	Display Reports Page with a selection for each report
REQ17.2	1	The System shall Display list of Privacy Officers	Filter Criteria: <ul style="list-style-type: none"> <li>• Select 1 or All Administrations</li> <li>• If VHA select 1 or All Groups</li> <li>• Check Data Elements:</li> </ul>	Display list PO Name and Data Elements selected



Requirement ID	Priority	Functional Requirement	Input	Output
			<ul style="list-style-type: none"> <li>Ability to select from all data elements provided at PO Registration with exception of Grade Level and Certifications</li> </ul> <p>Select Generate Report</p>	
REQ17.21	n/a	The System shall allow Super User, Administrator, Coordinator, and PO to perform Query	n/a	n/a
REQ17.3	2	The System shall Display Mailing labels for Privacy Officers	<p>Filter Criteria:</p> <ul style="list-style-type: none"> <li>Select 1 or All Administrations</li> <li>If VHA select 1 or All Groups</li> </ul> <p>Select Generate Report</p>	<p>Display list of each Name and Address:</p> <p><b>Line 1:</b> US Department of Veterans Affairs  <b>Line 2:</b> &lt;location_name&gt;  <b>Line 3:</b> &lt;first_name&gt;  <b>Line 4:</b> &lt;last_name&gt;  <b>Line 5:</b> &lt;address_1&gt;  <b>Line 6:</b> &lt;address_2&gt;  <b>Line 6:</b> &lt;city&gt;, &lt;state&gt;, &lt;zip&gt;</p>
REQ17.31	n/a	The System shall allow Super User, Administrator, and Coordinator to perform Query	n/a	n/a
REQ17.32	n/a	<p>The System shall allow user to only filter in their realm of responsibility:</p> <p>Super User – Can Select All Administrations</p> <p>Administrator – Select only Associated Administration</p> <p>Coordinator – Administration VHA and Select Associated Group</p>	Select appropriate filter criteria	n/a
REQ17.4	3	The System shall display number of Primary and Alternate Privacy Officers	<p>Filter Criteria:</p> <ul style="list-style-type: none"> <li>Select 1 or All Administrations</li> <li>If VHA select 1 or All Groups</li> </ul> <p>Select Generate Report</p>	<p>Display Grid:</p> <ul style="list-style-type: none"> <li>Column 1: <ul style="list-style-type: none"> <li>Number of Primary Privacy Officers</li> <li>Number of Alternate Privacy Officers</li> <li>Total Privacy Officers</li> </ul> </li> <li>Column 2: Actual Number</li> <li>Column 3: Percentage</li> </ul>

Requirement ID	Priority	Functional Requirement	Input	Output
REQ17.41	n/a	The System shall allow Super User, Administrator, and Coordinator to perform Query	n/a	n/a
REQ17.42	n/a	The System shall allow user to only filter in their realm of responsibility: Super User – Can Select All Administrations Administrator – Select only Associated Administration Coordinator – Administration VHA and Select Associated Group	Select appropriate filter criteria	n/a
REQ17.5	4	The System shall Display # of Privacy Officer's for "Other Officer Duty" field	Filter Criteria: <ul style="list-style-type: none"> <li>Select 1 or All Administrations</li> <li>If VHA select 1 or All Groups</li> </ul> Select Generate Report	Display Grid: <ul style="list-style-type: none"> <li>Column 1: <ol style="list-style-type: none"> <li>Number of Privacy Officer with both Records and FOIA Duty</li> <li>Number of Privacy Officers with Records Duty</li> <li>Number of Privacy Officers with FOIA Duty</li> <li>Number of Privacy Officers with neither</li> </ol> </li> <li>Column 2: Actual Number</li> <li>Column 3: Percentage</li> </ul>
REQ17.51	n/a	The System shall allow Super User, Administrator, and Coordinator to perform Query	n/a	n/a
REQ17.52	n/a	The System shall allow user to only filter in their realm of responsibility: Super User – Can Select All Administrations Administrator – Select only Associated Administration Coordinator – Administration VHA and Select Associated Group	Select appropriate filter criteria	n/a
REQ17.6	5	The System shall display a list of locations without a Privacy Officer Assigned	Filter Criteria: <ul style="list-style-type: none"> <li>Select 1 or All Administrations</li> </ul> Select Generate Report	Display list of Location Names

Requirement ID	Priority	Functional Requirement	Input	Output
REQ17.61	n/a	The System shall allow Super User, Administrator, and Coordinator to perform Query	n/a	n/a
REQ17.62	n/a	The System shall allow user to only filter in their realm of responsibility: Super User – Can Select All Administrations Administrator – Select only Associated Administration Coordinator – Administration VHA and Select Associated Group	Select appropriate filter criteria	n/a
REQ17.7	6	The System shall display Privacy Officer's Grade Level Information	Filter Criteria: <ul style="list-style-type: none"> <li>Select 1 or All Administrations</li> <li>If VHA select 1 or All Groups</li> </ul> Select Generate Report	Display Grid for <ul style="list-style-type: none"> <li># of POs at each grade level</li> <li>Display Avg. Grade Level</li> </ul>
REQ17.71	n/a	The System shall allow Super User, and Administrator to perform Query	n/a	n/a
REQ17.72	n/a	The System shall allow user to only filter in their realm of responsibility: Super User – Can Select All Administrations Administrator – Select only Associated Administration	Select appropriate filter criteria	n/a
REQ17.8	7	The System shall display Privacy Officer's Certification Information	Filter Criteria: <ul style="list-style-type: none"> <li>Select 1 or All Administrations</li> <li>If VHA select 1 or All Groups</li> <li>Select 1 or All Certifications</li> </ul> Select Generate Report	<ul style="list-style-type: none"> <li>Display list of each Privacy Officer, include the following columns: <ul style="list-style-type: none"> <li>Name</li> <li>Email</li> <li>Admin</li> <li>Group (if available)</li> <li>Location</li> <li>Certification(s)</li> </ul> </li> <li>Display Total number of Privacy Officers</li> </ul>
REQ17.81	n/a	The System shall allow Super User, Administrator, and Coordinator to perform Query	n/a	n/a

Requirement ID	Priority	Functional Requirement	Input	Output
REQ17.82	n/a	The System shall allow user to only filter in their realm of responsibility: Super User – Can Select All Administrations Administrator – Select only Associated Administration Coordinator – Administration VHA and Select Associated Group	Select appropriate filter criteria	n/a
REQ17.9	8	The System shall Display Number a Privacy Officer Changes at Location	Filter Criteria: <ul style="list-style-type: none"> <li>Select 1 or All Administrations</li> <li>If VHA select 1 or All Groups</li> <li>Select date range</li> </ul> Select Generate Report	Display Location Name, # of POs added, and # of POs removed
REQ17.91	n/a	The System shall allow Super User, and Administrator to perform Query	n/a	n/a
REQ17.92	n/a	The System shall allow user to only filter in their realm of responsibility: Super User – Can Select All Administrations Administrator – Select only Associated Administration	Select appropriate filter criteria	n/a

## 2.6.12. Notification Management

Functional Specifications for requirements that involve Email Notifications sent to Coordinators, Administrators, and Super Users.

**Exhibit 57. Notification Management Mockup**

Email Notification Management		
Notification Email:	Yes	No
PO Request to Add to POTS	<input checked="" type="radio"/>	<input type="radio"/>
User's Request to Remove from POTS	<input checked="" type="radio"/>	<input type="radio"/>
User's Request to Remove Role	<input checked="" type="radio"/>	<input type="radio"/>
New Privacy Officer is added to POTS	<input checked="" type="radio"/>	<input type="radio"/>

**Exhibit 58. Functional Specifications: Notification Management**

Requirement ID	Functional Requirement	Input	Output
REQ18.1	A link shall be provided to access the Notification Management	Proceed to Notification Management Page	Display Notification Management Page
REQ18.2	The System shall Display Option to Approver to receive Email Notification for PO Request to Add to POTS	Select Yes	<ul style="list-style-type: none"> <li>Email Notification is sent to the Approver when PO Requests to be added to POTS.                             <ul style="list-style-type: none"> <li>Notification is sent to the User's appropriate Approver(s) based on location(s) selected</li> </ul> </li> </ul>
		Select No	NO Email Notification is sent to Approver when PO Requests to be added to POTS
REQ18.3	The System shall Display Option to Approver to receive Email Notification for User's Request to Remove from POTS	Select Yes	<ul style="list-style-type: none"> <li>Email Notification is sent to the Approver when User Requests to Remove from POTS                             <ul style="list-style-type: none"> <li>Notification is sent to the User's appropriate Approver(s) based on location(s) and role(s) associated to.</li> </ul> </li> </ul>
		Select No	NO Email Notification is sent to User when User Requests to Remove from POTS

Requirement ID	Functional Requirement	Input	Output
REQ18.4	The System shall Display Option to Approver to receive Email Notification for User's Request to remove Role	Select Yes	<ul style="list-style-type: none"> <li>Email Notification is sent to the Approver when User Requests to remove Role <ul style="list-style-type: none"> <li>Notification is sent to the User's appropriate Approver(s) based on location(s) and role(s) selected.</li> </ul> </li> </ul>
		Select No	NO Email Notification is sent to Approver when User Requests to remove Role
REQ18.5	The System shall Display Option to receive Email Notification New Privacy Officer added to POTS	Select Yes	<ul style="list-style-type: none"> <li>Email Notification is sent to the Administrator and when a New User is added <ul style="list-style-type: none"> <li>Notification is sent to the User's appropriate Administrator based on Administration added to</li> </ul> </li> </ul>
		Select No	NO Email Notification is sent to Administrator when New PO is Added
REQ18.51	The System shall Display New Privacy Officer added to POTS option to only Administrators	n/a	Display option

List of Notification Emails received by Approver(s) and POTS Users.

**Exhibit 59. Notification Email list**

#	Email Notification	Email Sent To
1	Request to be Add PO to POTS	<ul style="list-style-type: none"> <li>Approver(s)</li> <li>PO Requester</li> </ul>
2	Request to Remove from POTS	<ul style="list-style-type: none"> <li>Approver(s)</li> <li>PO Requester</li> </ul>
3	Request to Remove User's Role	<ul style="list-style-type: none"> <li>Approver(s)</li> <li>Requester</li> </ul>
4	User Added to POTS	<ul style="list-style-type: none"> <li>New POTS User</li> </ul>
5	User Removed from POTS	<ul style="list-style-type: none"> <li>POTS User Removed</li> </ul>
6	New Role is added to User	<ul style="list-style-type: none"> <li>POTS User</li> </ul>
7	User's Role is Removed	<ul style="list-style-type: none"> <li>POTS User</li> </ul>
8	User's associated Location is Removed	<ul style="list-style-type: none"> <li>POTS User(s) associated to location removed</li> </ul>

## 2.7. Backlog Specifications

The Backlog is a list of prioritized requirements for future releases of the POTS Application.

**Exhibit 60. Backlog**

#	Requirement
1	Add to PO information: <ul style="list-style-type: none"><li>• Facility #</li><li>• PO's physical mailing address and routing number</li><li>• GS Series</li><li>• Position Description Number</li></ul>
2	Export the PO name and mailing address into an excel spreadsheet for mass mailings

## 2.8. Security Specifications

All VA Security and Privacy Requirements will be adhered to. The System shall comply with all Enterprise requirements:

- The System shall accomplish user authentication through Microsoft Active Directory (AD) Services. Access to VA information systems shall be controlled and limited based on positive identification and authentication mechanisms when possible.
- The System shall be compliant with the Privacy Act of 1974.
- All communications will be protected in accordance VA Information Security standards.
- The System shall inform users concerning authorized or appropriate use, either through a logon banner or a notification.
- The System shall create and maintain audit information, defined as those elements that can be used to track the “who” and “when” aspects of record evolution. The System shall populate the “who” with relevant data within the context of the change. These columns are present in every table in the database.
- The System shall populate the CREATEDBY column with relevant data within the context of the record created.
- The System shall populate the UPDATEDBY column with relevant data within the context of the record updated.
- The System shall populate the “when” with the current local time at which the specified event occurred. These columns are present in every table in the database.
- The System shall populate the CREATED column with the timestamp for the event which created the data.
- The System shall populate the UPDATED column with the timestamp for the event which updated the data.
- The System shall store historical data by means of individual History tables which “shadow” each transactinal table in the Registries schema.

- The System shall fire a single database trigger, present in each base table in the database that is being shadowed by a history table, upon an "Update," or "Delete" event occurring in the base table.
- When a trigger event occurs, the System shall copy the existing state of the entire record in the base table into the History table.
- When a trigger event occurs, the System shall stamp the History table TRANSACTION\_TYPE\_CODE field with the type of event that caused the record to be versioned off.
- The System shall create and maintain a User Login table. USER\_LOGIN is a detail to the USERS table in the database.
- The System shall maintain a USER audit record each time a change in status event occurs.
- The System shall maintain a USER audit record each time a SAVE, APPROVE, or DECLINE of User events occurs.
- When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.



## Attachment A - Approval Signatures

This section is used to document the approval of the Requirements Specification Document during the Formal Review. The review should be ideally conducted face-to-face where signatures can be obtained 'live' during the review; however the following forms of approval are acceptable:

1. Physical signatures obtained face-to-face or via fax
2. Digital signatures tied cryptographically to the signer
3. /es/ in the signature block provided that a separate digitally signed e-mail indicating the signer's approval is provided and kept with the document

The <TITLES> are required to sign. Please annotate signature blocks accordingly.

REVIEW DATE: \_\_\_\_\_

SCRIBE: \_\_\_\_\_

- \_\_\_\_\_  
Signed: Marty Hill  
                    <TITLE>  
Date: \_\_\_\_\_
- \_\_\_\_\_  
Signed: Tony Mason  
                    <TITLE>  
Date: \_\_\_\_\_
- \_\_\_\_\_  
Signed: Lori Russell  
                    <TITLE>  
Date: \_\_\_\_\_