



**OFFICE OF THE SECRETARY OF DEFENSE  
SEXUAL ASSAULT PREVENTION  
AND RESPONSE OFFICE**

## **Retrieve Standard Reports**

### **DSAID Use Case Specification**

Version 1.6.3

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# Retrieve Standard Reports

## 1 Description

This use case describes how a Sexual Assault Prevention and Response Office (SAPRO) Analyst, a Service Sexual Assault Prevention and Response (SAPR) Program Manager or a Service System Manager retrieves a historical DoD, Service Level Standard Reports set, including Service Reports and Military Service Academy Reports (MSA), that has been stored and finalized in the Defense Sexual Assault Incident Database (DSAID) or that has been generated based on the prescheduled report run date.

## 2 Actors

SAPRO Analyst  
Service SAPR Program Manager  
Service System Manager

## 3 Pre-Conditions

UC23.1.1 User is logged into the system.

UC23.1.2 The DoD or Service Level Standard Reports that are generated during a prescheduled run are saved and stored in DSAID.

UC23.1.3 The historical finalized Standard Reports are available in DSAID.

## 4 Triggers

N/A

## 5 Basic Flow – Retrieve Prescheduled Standard Reports

UC23.2.1 The user selects to retrieve DoD or Service Level prescheduled Standard Reports based upon notification in DSAID.

Alternative Flow #1: Retrieve Historical Standard Reports

BR11 Standard reports that were prescheduled can be only retrieved by the same user who requested the pre-scheduling of the reports.

UC23.2.2 The system displays the Standard Reports sets that have not yet been retrieved.  
SYS46 The system shall provide a notification for prescheduled Standard Reports that have not yet been retrieved.

UC23.2.3 The system provides the option for the user to save the Standard Reports set to the local drive.

SYS220 The system shall provide the user an option to save the reports to a local drive.

UC23.2.4 If the user selects to save the Standard Reports set to local drive, go to step 5. Otherwise, go to step 8.

UC23.2.5 The system prompts the user to select the location and file format for the reports that need to be saved.

SYS12 The system shall provide the user an option to select a specific folder or create a new folder on the user's local drive.

SYS216 The system shall allow the user to select PDF or MS Excel format to save the Standard Reports set.

UC23.2.6 The user specifies the location and file format.

UC23.2.7 The system saves the report, if user chooses the option.

SYS318 If the user chooses the option to save, the system shall save the Standard Reports set with the file format to the user's local folder.

UC23.2.8 The system prompts the user with an option to finalize the reports.

SYS13 The system shall provide the user an option to finalize the Standard Reports set.

BR7 Only SAPRO analyst can finalize the Standard Reports set in DSAID.

UC23.2.9 If the user selects to finalize the reports, the system finalizes the reports by saving the report and capturing the Run Date and Time, Year or Period, and Reporting Level. Otherwise, go to step 10.

SYS14 The system shall finalize the reports and capture the Run Date and Time, Year or Period, and Reporting Level for the reports.

DR6.1 Period

DBR112 Quarter is only applicable when standard Service Reports are requested.

DR6.2 Year

DR6.3 Reporting Level

DR6.5 Run Date and Time

UC23.2.10 The use case ends.

## **6 Alternative Flows**

### **6.1 Alternative Flow #1 - Retrieve Historical Standard Reports**

UC23.3.1.1 The user selects to retrieve finalized historical Standard Reports.

BR65 Service SAPR Program Manager and Service System Manager can retrieve only the finalized historical Standard Reports that are at the DoD level or at the level of the Service with which that person is affiliated.

BR66 SAPRO Analyst can retrieve all finalized historical standard reports.

UC23.3.1.2 The system displays the list of finalized Standard Reports sets.

Exception Flow: No Standard Reports Have Been Saved.

SYS47 The system shall display the list of finalized Standard Reports for retrieval with the following information: Year, Period, Reporting Level, and Run Date and Time.

DR6.1 Period

DBR112 Quarter is only applicable when standard Service Reports are requested.

DR6.2 Year

DR6.3 Reporting Level

DR6.5 Run Date and Time

SYS48 The system shall list the finalized Standard Reports sets by Year, Period in descending order, then by Reporting Level in ascending order and then by Run Date and Time in descending order.

UC23.3.1.3 The user selects a report set to be displayed.

Alternative Flow #2: Delete an Historical Standard Report Set.

UC23.3.1.4 The system displays the selected reports set.

SYS49 The system shall display the reports set selected by the user.

UC23.3.1.5 The system provides the option for the user to save the Standard Reports set to the local drive.

SYS220 The system shall provide the user an option to save the reports to a local drive.

UC23.3.1.6 If the user selects to save the standard reports set to local drive, go to step 7. Otherwise, go to step 10.

UC23.3.1.7 The system prompts the user to select the location and file format for the reports that needs to be saved.

SYS12 The system shall provide the user an option to select a specific folder or create a new folder on the user's local drive.

SYS216 The system shall allow the user to select PDF or MS Excel format to save the Standard Reports set.

SYS244 The system shall prompt the user to select the location and file format for the reports that needs to be saved.

UC23.3.1.8 The user specifies the location and file format.

UC23.3.1.9 The system saves the report, if user chooses the option.

SYS245 The system shall save the reports set as indicated by user.

SYS318 If the user chooses the option to save, the system shall save the Standard Reports set with the file format to the user's local folder.

UC23.3.1.10 The use case ends.

## **6.2 Alternative Flow #2 - Delete an Historical Standard Report Set**

UC23.3.2.1 The user selects to delete a historical finalized Standard Report set.

BR67 Only SAPRO Analyst can remove a historical finalized Standard Reports set.

UC23.3.2.2 The system prompts the user to confirm for the deletion.

SYS50 The system shall prompt the user to confirm the removal of the selected Standard Reports set.

UC23.3.2.3 If the user confirms, the system deletes the report set selected and associated information including but not limited to: Run Date and Time.

Otherwise, go to step 4.

SYS51 The system shall remove the report set selected and the Run Date and Time of the reports upon user confirmation.

UC23.3.2.4 The use case ends.

## **7 Exception Flows**

### **7.1 Exception Flow #1 - No Standard Reports Have Been Saved**

UC23.4.1.1 The system displays a message to the user indicating there are no previously stored and finalized Standard Reports available in DSAID.

SYS172 The system shall display a message to the user indicating there are no previously stored and finalized standard reports available in DSAID.

UC23.4.1.3 The use case ends.

## **8 Post Conditions**

UC23.5.1 The user is able to retrieve and save the prescheduled Standard Reports set successfully in DSAID.

UC23.5.2 The selected historical Standard Reports set is successfully retrieved.

UC23.5.3 The selected historical Standard Reports set is successfully deleted.

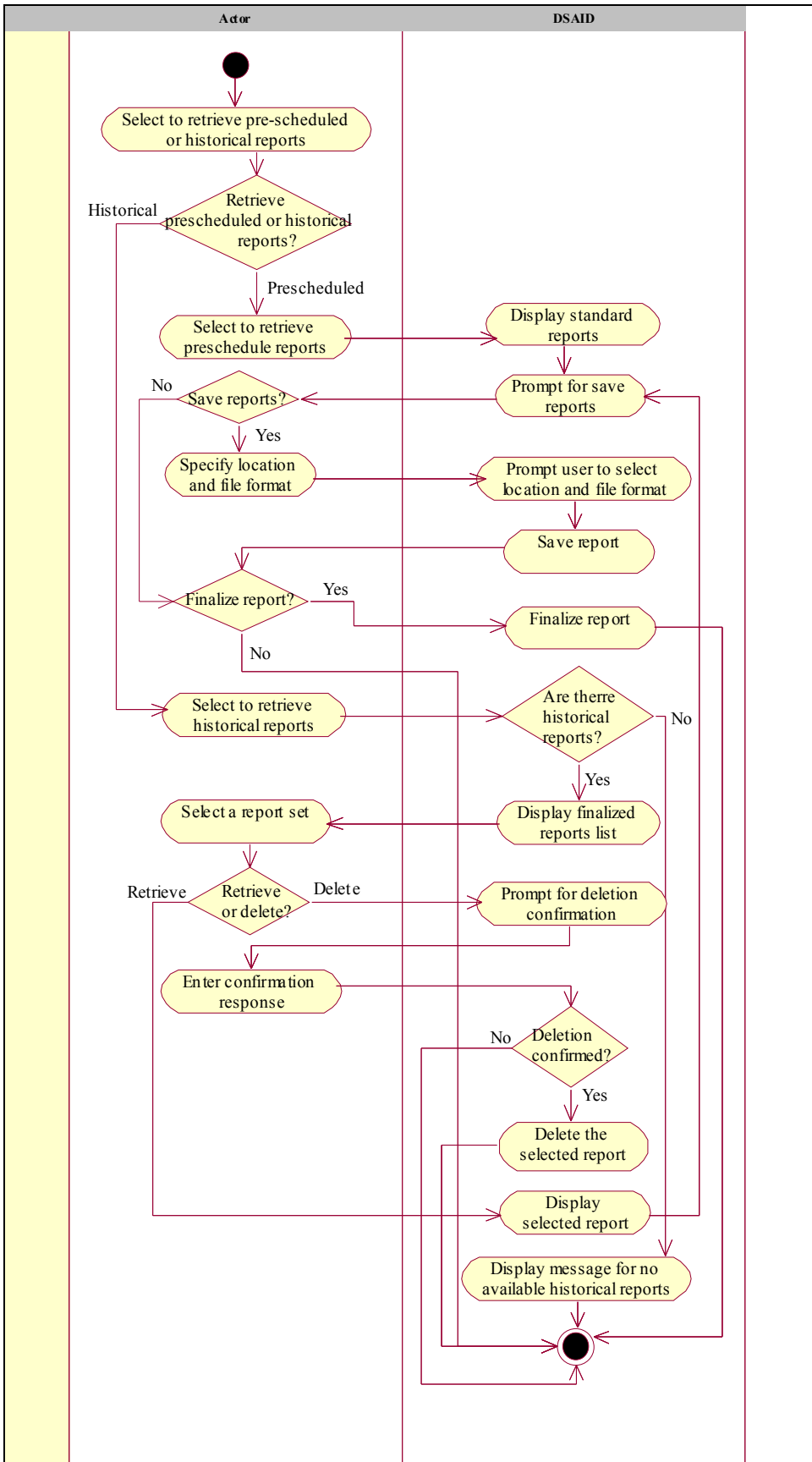
## **9 Extension Points**

N/A

## **10 Special Requirements**

N/A

## **11 Activity Diagram**





## **12 References**

REF5 FY08 Report on Sexual Assault in the Military

REF6 FY09 Annual Report Data Call Template

REF7 DoD SAPR Data Collection & Reporting System Concept Design Report