Generate Standard Reports and Ad-Hoc Queries

DSAID Use Case Specification

Version 1.6.3

Table of Contents

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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 initiates the quarterly and/or annual Standard Reports, including Service Reports and Military Service Academy (MSA) Reports. The Standard Reports shall be generated either manually or scheduled to run automatically on a specific date. The main flow describes how to initiate the Standard Reports manually. The alternative flow describes how to generate the reports automatically based on a prescheduled run date and how to run ad-hoc queries. A SAPRO Analyst, a Service SAPR Program Manager or a Service System Manager generates the quarterly Service reports at the end of each quarter and the annual Service reports at the end of a Military Fiscal Year. A SAPRO Analyst, a Service SAPR Program Manager or a Service System Manager generates the annual MSA reports at the end of an Academic Program Year.

2 Actors

SAPRO Analyst
Service SAPR Program Manager
Service System Manager

3 Pre-Conditions

UC22.1.1 User is logged into the system.
UC22.1.2 The victim, incident, and subject data from each Service, when appropriate, have been successfully loaded or entered into the DSAID database for the requested reporting period.
UC22.1.3 The use case Preschedule Standard Reports must be run successfully for the alternative flow.
UC22.1.4 The Combat Zones for the year as specified in reporting criteria must be predefined only when a Service report is being requested.

4 Triggers

UC22.2.1 Standard Reports are automatically triggered by the system based upon scheduled run date.

5 Basic Flow – Generate DoD Standard Reports (Manually)

UC22.3.1 The use case begins when the user manually requests the system to run the Standard Reports.
Alternative Flow #1 Generate Standard Reports (Scheduled)

Alternative Flow #2 Generate Ad-hoc Queries
>BR2 Service SAPR Program Manager and Service System Manager can run only the Standard Reports for the Service with which that personnel is affiliated.
>BR64 SAPRO Analyst can run DoD and Service level Standard Reports.

UC22.3.2 The system provides the user the ability to enter the criteria.
>SYS1 The system shall allow the user to specify the following criteria to manually generate Standard Report: Period, Fiscal Year, and Reporting Level.
>>DR6.1 Period
>>>DBR112 Quarter is only applicable when standard Service Reports are requested.
>>DR6.2 Year
>>DR6.3 Reporting Level
>SYS2 The system shall allow the user to specify more than one reporting level for the Standard Report Reporting Level Option.
>SYS3 The system shall require the user to specify the Reporting Level.
>SYS4 The system shall require the user to specify the Year.

UC22.3.3 The user specifies the appropriate criteria.

UC22.3.4 If the validation for the criteria is successful, the system generates the standard reports based upon the user specified Reporting Period, Reporting Level, and predefined Combat Zones for the corresponding Fiscal Year.
Otherwise, the system allows the user to modify the entry and goes to step 2.
>SYS5 The system shall generate the following report based upon the criteria that is specified by the user:
>Unrestricted Reports of Sexual Assaults in the Military Service
>SYS6 The system shall generate the following report based upon the criteria that is specified by the user:
>Restricted Reports of Sexual Assaults in the Military Service
>SYS7 The system shall generate the following report based upon the criteria that is specified by the user:
>Victim Support Services in the Military Service
>SYS8 The system shall generate the following report based upon the criteria that is specified by the user:
>Unrestricted Reports of Sexual Assaults in the Military Service- Combat Areas of Interest
>SYS9 The system shall generate the following report based upon the criteria that is specified by the user:
>Restricted Reports of Sexual Assaults in the Military Service - Combat Areas of Interest
>SYS10 The system shall generate the following report based upon the criteria that is specified by the user:
>Victim Support Services in the Military Service - Combat Areas of Interest
>SYS314 The system shall include reporting sections and items in each Standard Report set using the reporting criteria, as specified in the "DSAID Reports and Ad-Hoc Queries Specification" Document.

SYS315 The system shall generate separate sets of Standard Reports if more than one Reporting Level is selected in the criteria for a manual run or a prescheduled run.

SYS328 The system shall allow the user to print the Standard Reports set.

SYS329 The system shall include the following information when printing a Standard Report set from DSAID: Reporting Criteria (Period, Year, Reporting Level), Run Date and Time, and Report Names.

SYS330 The system shall allow the user to have an option of placing information in the header or footer of the Standard Reports set being printed, including but not limited to: page number and statement of "For Official Use Only (FOUO)."

SYS331 The system shall allow the user to modify the header and footer of the reports set being printed from DSAID.

SYS370 The system shall generate the following report based upon the criteria that is specified by the user:
Unrestricted Reports of Sexual Assaults in the Military Service Academy

SYS371 The system shall generate the following report based upon the criteria that is specified by the user:
Restricted Reports of Sexual Assaults in the Military Service Academy

SYS372 The system shall generate the following report based upon the criteria that is specified by the user:
Victim Support Services in the Military Service Academy

SYS373 The system shall only apply predefined Combat Zones for the corresponding Fiscal Year for Military Reports only.

SYS408 The system shall generate the quarterly report cumulatively for the reporting period from the beginning of a fiscal year through the end of the fiscal quarter as specified by the user.

SYS453 The system shall generate the Service and MSA reports in a format that follows the corresponding report matrix template as provided by SAPRO.

BR3 The Year for the Standard Report option must be the current fiscal year, or minus one year.

BR4 Only the appropriate fiscal quarter that is applicable to the current date can be specified for the Standard Report Quarter Option.

BR5 At least one Reporting Level for Standard Report Reporting Level Option must be specified.

BR6 For an annual Service Report, Combat zone definition for the specified Fiscal Year has to be in "Final" status.

UC22.3.5 The user selects to save the reports.

SYS222 The system shall provide user an option to save generated reports or query results to local drive.

UC22.3.6 The system provides the user the option to select the location and file format for the reports that need to be saved.

SYS11 The system shall allow the user to select either PDF or MS Excel format to save the Standard Reports and ad-hoc query results.
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.

UC22.3.7 The user specifies the location and file format, if user chooses the option.

UC22.3.8 The system saves the report.
SYS152 If user chooses the option to save, the system shall save the report or query results with the file format to user's local folder.

UC22.3.9 The system prompts an option for the user 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.

UC22.3.10 If the user selects to finalize the reports, the system finalizes the reports by storing the reports and capturing the Run Date and Time, Year, or Period and Reporting Level. Otherwise, go to step 11.
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

UC22.3.11 The use case ends.

6 Alternative Flows

6.1 Alternative Flow #1 - Generate Standard Reports (Scheduled)

UC22.4.1.1 The use case begins when the system automatically runs the Standard Reports based on the scheduled run date.
SYS15 The system shall automatically generate the Standard Reports set based on the scheduled Run Date and time and Reporting period, Reporting Level, and predefined Combat Zones for the corresponding Year, as specified during the pre-schedule process.
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

UC22.4.1.2 The system generates the following standard report based on the user specified reporting period, Reporting Level in the <<Prescheduled Standard Reports use case>> and predefined Combat Zones for the corresponding Fiscal Year:

SYS5 The system shall generate the following report based upon the criteria that is specified by the user:
Unrestricted Reports of Sexual Assaults in the Military Service

SYS6 The system shall generate the following report based upon the criteria that is specified by the user:
Restricted Reports of Sexual Assaults in the Military Service

SYS7 The system shall generate the following report based upon the criteria that is specified by the user:
Victim Support Services in the Military Service

SYS8 The system shall generate the following report based upon the criteria that is specified by the user:
Unrestricted Reports of Sexual Assaults in the Military Service- Combat Areas of Interest

SYS9 The system shall generate the following report based upon the criteria that is specified by the user:
Restricted Reports of Sexual Assaults in the Military Service - Combat Areas of Interest

SYS10 The system shall generate the following report based upon the criteria that is specified by the user:
Victim Support Services in the Military Service - Combat Areas of Interest

SYS314 The system shall include reporting sections and items in each Standard Report set using the reporting criteria, as specified in the "DSAID Reports and Ad-Hoc Queries Specification" Document.

SYS315 The system shall generate separate sets of Standard Reports if more than one Reporting Level is selected in the criteria for a manual run or a prescheduled run.

SYS328 The system shall allow the user to print the Standard Reports set.

SYS329 The system shall include the following information when printing a Standard Report set from DSAID: Reporting Criteria (Period, Year, Reporting Level), Run Date and Time, and Report Names.

SYS330 The system shall allow the user to have an option of placing information in the header or footer of the Standard Reports set being printed, including but not limited to: page number and statement of "For Official Use Only (FOUO)."

SYS331 The system shall allow the user to modify the header and footer of the reports set being printed from DSAID.

SYS370 The system shall generate the following report based upon the criteria that is specified by the user:
Unrestricted Reports of Sexual Assaults in the Military Service Academy

SYS371 The system shall generate the following report based upon the criteria that is specified by the user:
Restricted Reports of Sexual Assaults in the Military Service Academy

SYS372 The system shall generate the following report based upon the criteria that is specified by the user:
Victim Support Services in the Military Service Academy

SYS373 The system shall only apply predefined Combat Zones for the corresponding Fiscal Year for Military Reports only.
SYS408 The system shall generate the quarterly report cumulatively for the reporting period from the beginning of a fiscal year through the end of the fiscal quarter as specified by the user.
SYS453 The system shall generate the Service and MSA reports in a format that follows the corresponding report matrix template as provided by SAPRO.

UC22.4.1.3 The reports are automatically saved and a notification is sent to the requester within DSAID.
SYS16 The system shall save the automatically generated reports set in DSAID for retrieval.
SYS17 The system shall send a notification to the user who pre-scheduled this reports set with Run Date and Time, Reporting Level, Year, Quarter, if applicable, and report names.

UC22.4.1.4 The use case ends.

6.2   Alternative Flow #2 - Generate Ad-Hoc Queries

UC22.4.2.1 The use case begins when the user requests the system to run the ad-hoc queries.

UC22.4.2.2 The system displays the criteria.
SYS18 The system shall allow the user to specify the criteria to generate ad-hoc queries.
SYS316 The system shall provide the queries and their criteria as specified in the "DSAID Report and Ad-Hoc Queries Specification" Document.

UC22.4.2.3 The user selects the criteria.

UC22.4.2.4 The system generates the query results based on the selected criteria.
Exception Flow: No Search Results Found.
SYS19 The system shall generate queries based on the selected criteria.

SYS74 The system shall provide a prominent cautionary note "This document contains sensitive information regarding the Restricted Reporting process, and its user must comply with the procedures and guidelines established to effectively protect such information under the SAPR program and policies" on top of every page while printing any restricted case information.

SYS317 The system shall include the information in each query result as specified in the "DSAID Report and Ad-Hoc Queries Specification" Document.

SYS354 The system shall allow the user to print the query search result

SYS355 The system shall allow the user to print victim case profile and associated incident and subject information for a selected DSAID cases in the Case Level Query search results.

BR47 SAPRO Analyst can only view unrestricted and restricted cases that are closed in DSAID.

BR109 Service SAPR Program Manager and Service System Manager within the same Service of the Assigned SARC(s) of a victim can view a restricted or unrestricted case with either open or closed status.

UC22.4.2.5 The user selects to save the query results.

SYS222 The system shall provide user an option to save generated reports or query results to local drive.

UC22.4.2.6 The system provides the user the option to select the location and file format for the query results that need to be saved.

SYS11 The system shall allow the user to select either PDF or MS Excel format to save the Standard Reports and ad-hoc query results.

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.

UC22.4.2.7 The user specifies the location and file format, if user chooses the option.

UC22.4.2.8 The system saves the query results.

SYS152 If user chooses the option to save, the system shall save the report or query results with the file format to user's local folder.

UC22.4.2.9 The use case ends.

7   Exception Flows

7.1   Exception Flow #1 - No Search Results Found

UC22.5.1.1 The system displays a message indicating no search results found.

> SYS20 The system shall display a message to indicate to the user that no query results are found.

UC22.5.1.2 The use case ends.

8   Post Conditions

UC22.6.1 The standard reports are successfully generated and stored upon user request.

UC22.6.2 A notification is sent to the requester within DSAID after the prescheduled standard reports are successfully generated and stored.

UC22.6.3 The query results are successfully generated and stored upon user request.
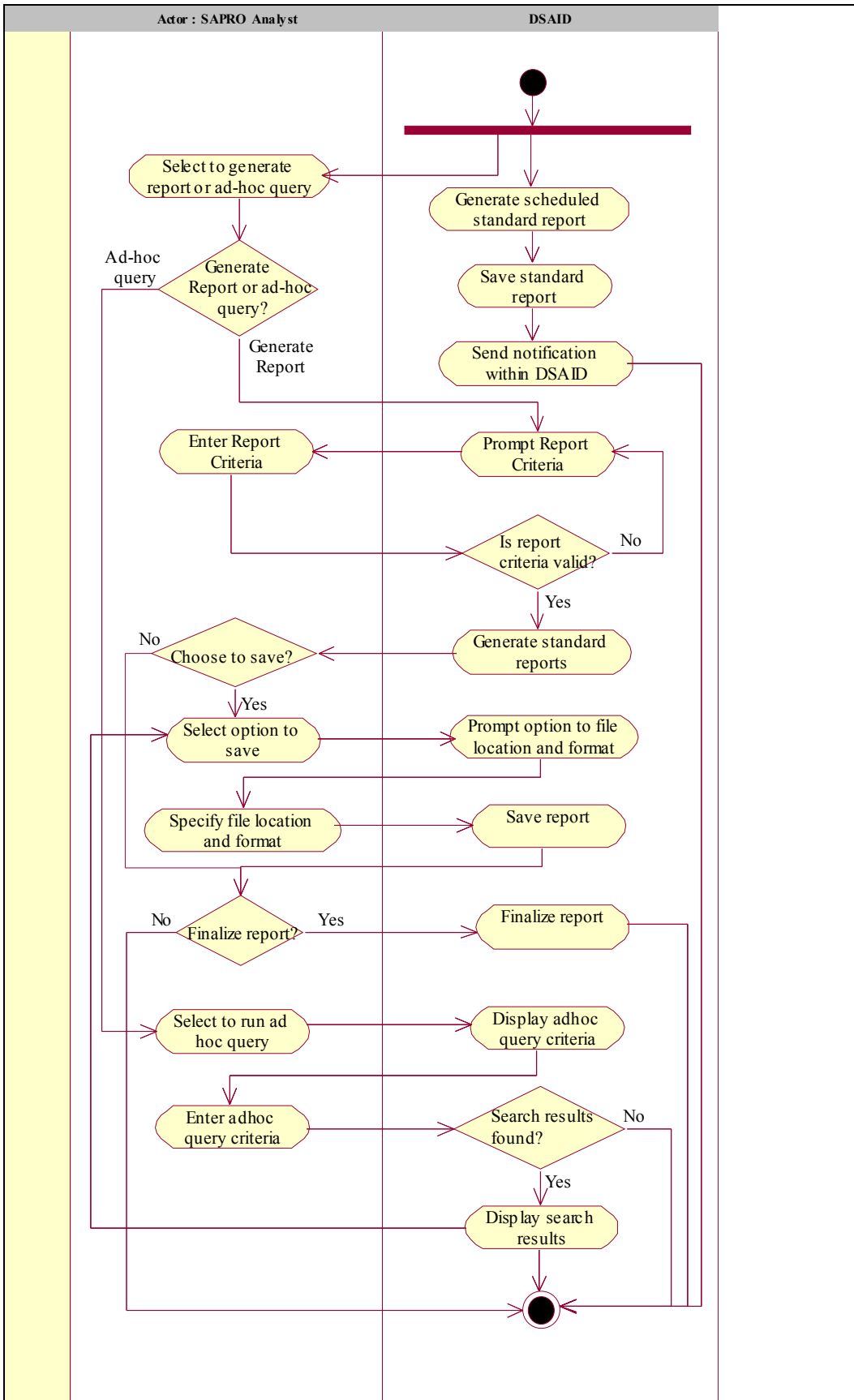
9   Extension Points

N/A

10   Special Requirements

N/A

11   Activity Diagram

Actor : SAPRO Analyst	DSAID

Select to generate report or ad-hoc query

Generate scheduled standard report

Save standard report

Send notification within DSAID

Generate Report or ad-hoc query?

Ad-hoc query

Generate Report

Enter Report Criteria

Prompt Report Criteria

Is report criteria valid?

No

Yes

Choose to save?

No

Generate standard reports

Yes

Select option to save

Prompt option to file location and format

Specify file location and format

Save report

Finalize report?

No

Yes

Finalize report

Select to run ad hoc query

Display adhoc query criteria

Enter adhoc query criteria

Search results found?

No

Yes

Display search results

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