Approve User Account

DSAID Use Case Specification

Version 1.6.3

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Approve User Account

1 Description

This use case describes how the new user account request is approved by an approver and a user account for SAPRO Analyst, SARC, MAJCOM/Supervisory SARC, Service SAPR Program Manager or Service System Manager is created to access DSAID. Additionally, a SARC profile will also be created for SAPRO Analyst, SARC, MAJCOM/Supervisory SARC, Service SAPR Program Manager or Service System Manager when the user account request is approved.

2 Actors

SAPRO Super User
Service SAPR Program Manager
Service System Manager

3 Pre-Conditions

UC26.1.1 A user account registration request notification is available for the user.
UC26.1.2 All new account registration request notifications are under "Pending Review" Status.
UC26.1.3 Any opened account registration request notifications that have not been approved are under "Review in Progress".
UC26.1.4 The user is successfully logged into DSAID.
UC26.1.5 Location Code information must be updated periodically and is available in DSAID for retrieval.

4 Triggers

N/A

5 Basic Flow – Approve and Disapprove User Account Request

UC26.2.1 The use case begins when user views the user account approval request notification.

> BR119 SAPRO Super User can only approve the new account request for SAPRO Analyst, Service System Manager and Service SAPR Program Manager.
> BR120 Service System Manager and Service SAPR Program Manager can only approve the new account request for SARC and MAJCOM/Supervisory SARC within the same service.

UC26.2.2 The system displays a list of user account requests submitted for approval in the notification with status of "Pending Review" and "Review in Progress".
Exception Flow #1: No User Account Request Is Available.

> SYS437 The system shall list the following information for each user account approval request.

DR27.1 Requestor Role
DR27.4 Requestor Last Name
DR27.5 Requestor First Name
SYS438 The system shall sort the notification by Requestor Role and then by Last Name and First Name alphabetically.
SYS439 The system shall maintain a history of all user account request notifications.

UC26.2.3 The user selects a user account request submitted for approval.

UC26.2.4 The system displays the user account request information submitted by the requestor.

SYS440 The system shall display the requestor role and requestor information submitted by the requestor.
DR27.1 Requestor Role
DR27.4 Requestor Last Name
DR27.5 Requestor First Name
DR27.6 Requestor Middle Name
DR27.7 Requestor Gender
DR27.8 Requestor Type
DR27.9 Requestor Affiliation
DBR146 Requestor Affiliation is only required when Requestor Type is "Military", "DoD Civilian", "DoD Contractor or "NG Technician Dual Status (NG Only)".
DR27.10 Requestor Duty Status
DBR147 Requestor Duty Status is only required when Requestor Type is "Military".
DR27.11 Requestor NG State Affiliation
DBR148 Requestor NG State Affiliation is only required when Requestor Duty Status is "National Guard" or, Requestor Type is "NG Technician Dual Status (NG Only)", "NG Technician Non-Dual Status (NG Only)", "NG Contractor (NG Only)" or "State Employee (NG Only)".
DR27.12 Requestor Reserve Service
DBR149 Requestor Reserve Service is only required when Requestor Duty Status is "Reserve".
DR27.13 Requestor Pay Grade
DBR150 Requestor Pay Grade is only required when Requestor Type is "Military".
DR27.14 Requestor Phone Number
DR27.15 Requestor Assigned Unit UIC
DR27.16 Requestor Assigned Unit Name

UC26.2.5 If the user selects to disapprove the request, go to step 12.
SYS441 The system shall mark the Requestor Status as "Disapproved" and captures the Requestor Status Date.

DR27.2 Requestor Status
DR27.3 Requestor Status Date

UC26.2.6 If the user decides to continue, then the system prompts the user to enter the location, background check and training information for the requestor and allows to update other requestor's demographic information as needed.
Extend to: <<Search Location Code Use Case>>

SYS106 The system shall allow the user to associate more than one Location Code for each SARC or MAJCOM/Supervisory SARC.

DR5.14 SARC Location Code

DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.
There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

DR5.15 SARC Location Name

SYS442 The system shall allow the user to update the following requestor demographics information.

DR27.1 Requestor Role
DR27.4 Requestor Last Name
DR27.5 Requestor First Name
DR27.6 Requestor Middle Name
DR27.7 Requestor Gender
DR27.8 Requestor Type
DR27.9 Requestor Affiliation

DBR146 Requestor Affiliation is only required when Requestor Type is "Military", "DoD Civilian", "DoD Contractor or "NG Technician Dual Status (NG Only)".

DR27.10 Requestor Duty Status

DBR147 Requestor Duty Status is only required when Requestor Type is "Military".

DR27.11 Requestor NG State Affiliation

DBR148 Requestor NG State Affiliation is only required when Requestor Duty Status is "National Guard" or, Requestor Type is "NG Technician Dual Status (NG Only)", "NG Technician Non-Dual Status (NG Only)", "NG Contractor (NG Only)" or "State Employee (NG Only)".

DR27.12 Requestor Reserve Service

DBR149 Requestor Reserve Service is only required when Requestor Duty Status is "Reserve".

DR27.13 Requestor Pay Grade

DBR150 Requestor Pay Grade is only required when Requestor Type is "Military".

DR27.14 Requestor Phone Number
DR27.15 Requestor Assigned Unit UIC
DR27.16 Requestor Assigned Unit Name

SYS444 The system shall require the user to enter or update the following information, which will be part of SARC Profile information once the user account request is approved.

> DR5.14 SARC Location Code
>> DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.
>> There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.
> DR5.15 SARC Location Name
> DR5.18 SARC Background Check Performed
> DR5.19 SARC Background Check Date
>> DBR137 SARC Background Check Date is only required when SARC Background Check Performed is "Yes".
> DR5.20 Required Initial SARC Training Completed?
> DR5.21 Required Initial SARC Training Completion Date
>> DBR138 Required SARC Training Completion Date is only required when Required SARC Training Completed? is "Yes".

SYS445 The system shall require the user to enter SARC Annual/Refresher Training information only if the requestor role is not "SAPRO Analyst".

SYS446 The system shall require the user to enter the SARC Location information only if the requestor role is "SARC" or "MAJCOM/Supervisory SARC".

> DR5.14 SARC Location Code
>> DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.
>> There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.
> DR5.15 SARC Location Name

BR31 There can be more than one Location Code associated with a SARC or MAJCOM/Supervisory SARC.

> DR5.14 SARC Location Code
>> DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.
>> There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.
> DR5.15 SARC Location Name

BR73 If a user manually enters the SARC Location Code, it must be one of the Location Codes maintained by DSAID.

> DR5.14 SARC Location Code
>> DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.
>> There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

BR112 SARC Location information is not required for SAPRO Analyst, Service SAPR Program Manager and Service System Manager.

BR126 A DSAID user is required to complete the initial SARC training and background check in order to get his/her user account approved.

UC26.2.7 The user selects to save the user account requestor demographics and SARC profile information without approval, go to step11.

UC26.2.8 The system validates the user account request information and the SARC profile information.

UC26.2.9 If the validation rules are met and the user selects to approve the user account request, go to step 10.
If the validation rules are not met, the system displays an appropriate message. Go to step 6.

UC26.2.10 The system provides the user a confirmation message that the user account and SARC Profile are created successfully. Go to step 12.

SYS110 The system shall allow the SARC profile to be available for use immediately after the SARC profile has been created.
SYS447 The system shall update the Requestor Status to "Approved" for an approved user account request and captures the system date as Requestor Status Date.

DR27.2 Requestor Status
DR27.3 Requestor Status Date

SYS448 The system shall create an active user account upon the approval of a user account request and capture all the user account information based on the corresponding information in the user account request.
SYS449 The system shall create an active SARC Profile upon the approval of a user account request and capture all the SARC Profile information based on the corresponding information in the user account request.
SYS450 The system shall mark the SARC Status to "Active" when a SARC profile is initially created and captures the system date as SARC Status Date.

DR5.2 SARC Status
DR5.3 SARC Status Date

BR123 A user account must be created for every approved user.
BR124 A SARC profile must be created for every approved user whose role is "SAPRO Analyst", "SARC", "MAJCOM/Supervisory SARC", "Service SAPR Program Manager" or "Service System Manager".

UC26.2.11 The system saves the user account request and SARC profile information, and updates the account registration request notification status to "Review in Progress".

UC26.2.12 The use case ends.

6   Alternative Flows

N/A

7   Exception Flows

7.1   Exception Flow #1 - No User Account Request Is Available
 UC26.3.1.1 The system displays a message indicating there is no user account request is found.
 UC26.3.1.2 The use case ends.

8   Post Conditions
UC26.4.1 The user account is created successfully for approved user registration request.
UC26.4.2 The SARC Profile is created successfully for approved user registration request.
UC26.4.3 The user account approval notification request status is updated successfully.
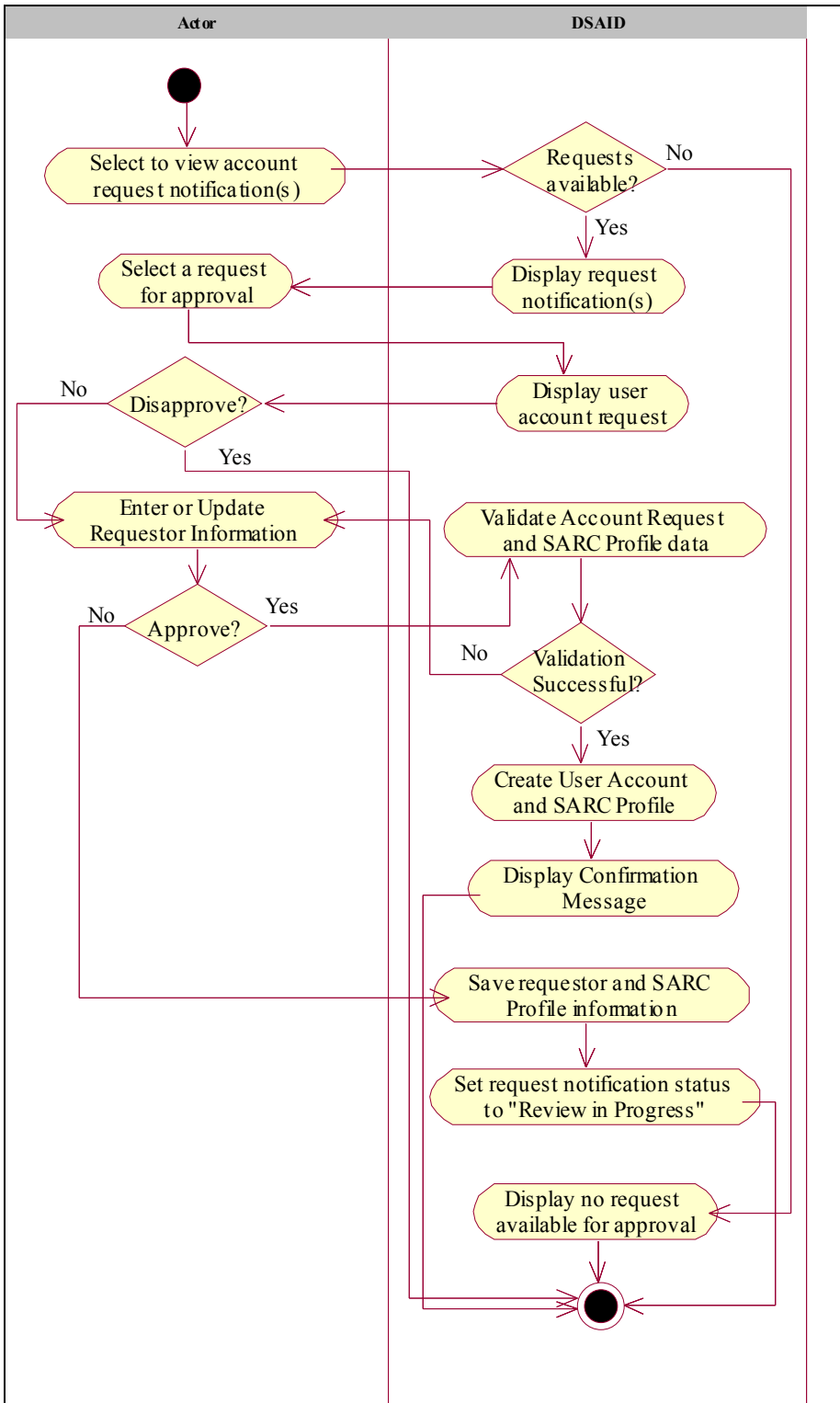
9   Extension Points
UC26.5.1 Search Location Code Use Case

10   Special Requirements
N/A

11 Activity Diagram

12 References

N/A