**Workflow Filtration**

**Description**

Top of Form

**As an admin, I want to define and update filtering criteria for workflows in each competition year so that applications can be organized into the correct workflows based on specific data attributes and conditions. Each workflow should have a details page that displays the workflow information, filtering criteria, and the applications assigned to it.**

* **Navigating to Filtering Criteria:**
  + **Accessing Workflow List:**
    - Admin users can access the **Workflow List** from the main menu or the competition year detail page.
    - From the **Workflow List**, select a specific workflow to view its details.
    - **Example:** From the competition year 2024, the admin selects the "Workflow 1 "
  + **Accessing Filtering Criteria:**
    - Inside the workflow details page, navigate to the **Filtering Criteria** tab.
    - Filtering criteria can also be accessed from the competition year detail page under the **Workflow** tab, then selecting a specific workflow and viewing its filtering criteria.
    - **Example:** After selecting the "Workflow 1" the admin clicks on the "Filtering Criteria" tab to manage the criteria for that workflow.
* **Defining Filtering Criteria:**
  + **Data to Control (#IDC\_4):** Admins can select specific data fields to control the filtering of applications.
    - **Example Fields:**
      * **Gender (#IDC\_16):** Male, Female.
      * **Nationality (#IDC\_17):** Multiple selections allowed (e.g., USA, Canada).
      * **Age (#IDC\_18):** Specify a single number (e.g., Age = 18).
      * **Country (#IDC\_19):** Multiple selections allowed.
      * **Region (#IDC\_20):** Multiple selections allowed, filtered by country.
      * **Education Level (#IDC\_21):** Primary, Secondary, University.
      * **Education Administrative (#IDC\_22):** Schools or universities, with multiple selections allowed.
      * **School (#IDC\_23):** Multiple selections allowed.
      * **University (#IDC\_24):** Multiple selections allowed.
  + **Applying Operators (#IDC\_5):**
    - Admins can apply operators to define the conditions of the data fields.
    - **Example Operators:**
      * **Equal (#IDC\_26):** The data must match exactly (e.g., Gender = Male).
      * **Not Equal (#IDC\_27):** The data must not match (e.g., Nationality != USA).
      * **Greater Than (#IDC\_28) / Less Than (#IDC\_29):** Used for numerical values like age (e.g., Age > 18).
  + **Setting Values (#IDC\_6):**
    - After selecting the data field and operator, admins specify the value that the operator will apply to.
    - **Examples:**
      * **Gender = Male**
      * **Age > 18**
      * **Country = USA, Canada, UK**
      * **School = School A, School B**
      * **University = University X, University Y**
  + **Combining Criteria (#IDC\_7):**
    - Admins can combine single or multiple criteria using logical operators. However, only **two combinations** of criteria can be added, and the combination must use either **AND** or **OR** between them.
    - **Example:**
      * Criterion 1: **Gender = Male**
      * AND Criterion 2: **Age > 18**
      * The system will accept applications that match both gender and age criteria.
* **Saving the Workflow (#IDC\_8):**
  + Once the criteria are defined, admins can save the workflow. The system will then use these criteria to filter and assign applications to this workflow.
    - **Example:** If the workflow is designed for male applicants over 18 from the USA, only those who match this criteria will be assigned.
* **Updating Filtering Criteria:**
  + **Viewing Existing Criteria (#IDC\_9):** Admins can view the existing filtering criteria by accessing the workflow’s details page.
    - **Example:** An admin checks the filtering criteria that define gender as "Male" and age as "Greater than 18."
  + **Modifying Criteria (#IDC\_10):**
    - Admins can update existing criteria by changing data fields, operators, or values.
    - They can also remove outdated criteria or add new ones as requirements change.
    - **Example:** An admin updates the criteria to include "Country = USA" alongside the existing gender and age criteria.
* **Business Logic for Filtering Criteria:**
  + **Sequential Criteria Addition (#IDC\_12):**
    - Certain criteria must be added in a specific sequence:
      * **Region:** Can only be added if **Country** is already defined.
      * **Education Level:** Requires **Country** to be added first.
      * **Education Administrative:** Only allowed if the **Country** criterion is set to **Saudi Arabia**.
      * **School/University:** Requires the **Country** criterion to be added first.
    - **Example:** If the admin wants to filter by **Region**, they must first add **Country** as "Saudi Arabia."
  + **Idle List Assignment (#IDC\_14):**
    - Any application that doesn’t match the defined workflow criteria will be added to an "Idle List."
    - **Example:** If an application is from a country not included in any workflow's criteria, it will be placed in the idle list.
  + **Preventing Duplicate Data to Control:**
    - The system prevents adding the same **Data to Control** field twice in the same workflow filtering criteria.
      * **Example:** If **Gender = Male** has already been added, the admin cannot add **Gender** again with different criteria (e.g., **Gender != Female**) in the same workflow.
* **Application Assignment and History:**
  + **Automatic Assignment (#IDC\_15):**
    - Once the filtering criteria are defined, the system continuously checks **new** applications to see if they match the criteria.
    - **Example:** If a new application is submitted with "Gender = Male" and "Age > 18," it will automatically be assigned to the relevant workflow.
  + **Recording in History (#IDC\_16):**
    - Every time an application is assigned to a workflow based on the filtering criteria, this assignment is recorded in the application’s history for transparency and traceability.
    - **Example:** The system records that "Application #1234" was assigned to the "Workflow 1" based on the criteria "Gender = Male" and "Age > 18."
* **Viewing Filtering Criteria (#IDC\_13):**
  + Admins can view a well-organized list of all filtering criteria applied to the workflow, along with the logical connections (AND, OR) between them.
    - **Example:** An admin sees that the workflow has criteria such as **Gender = Male AND Age > 18 OR Country = USA**, with clear indications of how the rules are connected.

**IDC (Interface Design Criteria)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| IDC Code | Arabic Name | English Name | Description | Accept | Not Accept | Type | Mandatory |
| IDC\_1 | معلومات مجموعات المشاركات | Workflow Information | Displays general information about the workflow. |  |  | Text |  |
| IDC\_2 | معايير التصفية | Filtering Criteria | Displays the filtering criteria defined for the workflow. |  |  | Text |  |
| IDC\_3 | المشاركات | Applications | Displays the list of applications assigned to the workflow. |  |  | Table |  |
| IDC\_4 | البيانات | Data | Allows selection of application data to filter on. |  |  | Multiselect | Yes |
| IDC\_5 | العامل | Operator | Selects the operator to apply. |  |  | Dropdown | Yes |
| IDC\_6 | قيمة العامل | Value of the Operator | Enter the value for the operator (e.g., gender > equal > male). |  |  | Multiselect | Yes |
| IDC\_7 | عامل الربط | Logical Operator | Allows concatenation of criteria using logical operators (AND, OR). |  |  | Dropdown | Yes |
| IDC\_8 | حفظ المعايير | Save Criteria | Saves the workflow with the specified filtering criteria. |  |  | Button |  |
| IDC\_9 | عرض المعايير | Viewing Criteria | View the currently defined filtering criteria for the workflow. |  |  | Action |  |
| IDC\_10 | تعديل المعايير | Modifying Criteria | Update or change the existing filtering criteria. |  |  | Action |  |
| IDC\_11 | إعادة تقييم المشاركات | Re-Evaluating Applications | Re-evaluate and update application assignments based on updated criteria. |  |  | Action |  |
| IDC\_12 | إضافة المعايير | Criteria Addition | Business logic requiring certain criteria to be added before others (e.g., country before region). |  |  | Logic |  |
| IDC\_13 | عرض معايير التصفية | Viewing Filtering Criteria | Display the full filtering criteria in a clear, well-organized view. |  |  | View |  |
| IDC\_14 | المشاركات الغير مصنفة | Idle Applications | Idle application Page |  |  | Page |  |
| IDC\_15 | التعيين التلقائي | Automatic Assignment | Automatically assign applications to workflows based on filtering criteria. |  |  | Action |  |
| IDC\_16 | سجل التغييرات | History | Record each application’s assignment to a workflow in its history. |  |  | Action |  |
| IDC\_16 | الجنس | Gender | Data control option for selecting gender. |  |  | Dropdown |  |
| IDC\_17 | الجنسية | Nationality | Data control option for selecting nationality (multi-select). |  |  | Multiselect |  |
| IDC\_18 | العمر | Age | Data control option for selecting a single number for age. |  |  | Number |  |
| IDC\_19 | الدولة | Country | Data control option for selecting country (multi-select). |  |  | Multiselect |  |
| IDC\_20 | المنطقة | Region | Data control option for selecting region (multi-select). |  |  | Multiselect |  |
| IDC\_21 | مستوى التعليم | Education Level | Data control option for selecting education level. |  |  | Multiselect |  |
| IDC\_22 | الإدارة التعليمية | Education Administrative | Data control option for selecting education administrative. |  |  | Multiselect |  |
| IDC\_23 | المدرسة | School | Data control option for selecting school (multi-select). |  |  | Multiselect |  |
| IDC\_24 | الجامعة | University | Data control option for selecting university (multi-select). |  |  | Multiselect |  |
| IDC\_25 | العامل | Operator | Options for selecting the operator (equal, not equal, greater than, less than). |  |  | Dropdown |  |
| IDC\_26 | يساوي | Equal | Operator option for selecting exact matches. |  |  |  |  |
| IDC\_27 | لا يساوي | Not Equal | Operator option for selecting non-matching values. |  |  |  |  |
| IDC\_28 | أكبر من | Greater Than | Operator option for selecting values greater than a specified number. |  |  |  |  |
| IDC\_29 | أقل من | Less Than | Operator option for selecting values less than a specified number. |  |  |  |  |
| IDC\_30 | قيمة العامل | Value of the Operator | The specific value that the operator will apply to (e.g., Male for Gender = Male). |  |  | Text/Multiselect |  |
| IDC\_31 | عامل الربط | Logical Operator | Options for using logical operators (AND, OR) to combine multiple criteria. |  |  | Dropdown |  |