Back Office

Employee Maintenance Document

Version 1.1

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Revision Date: 10/27/2015

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1. Feature Overview

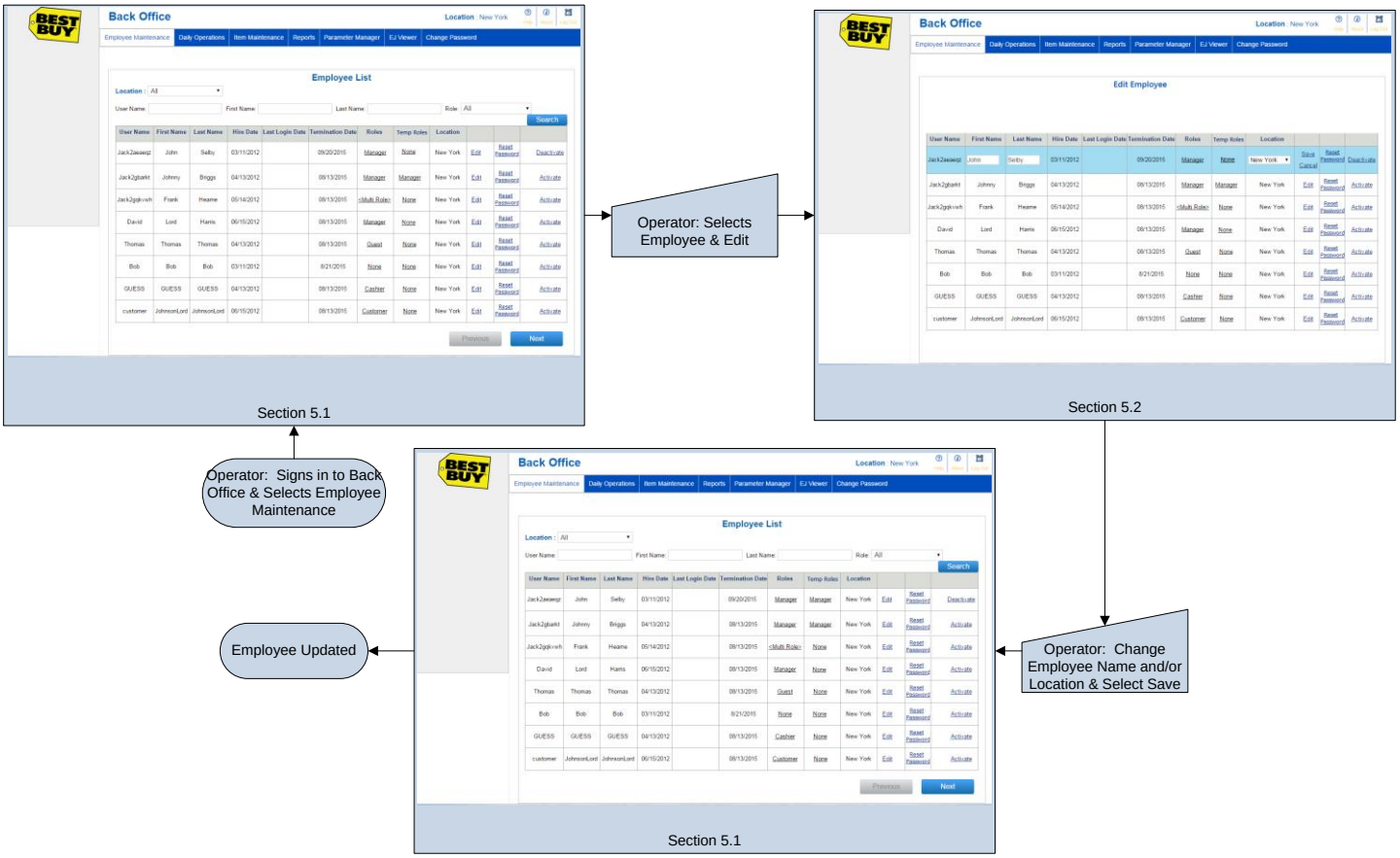
1.1 Feature Description

The Employee functionality provides the retailer with options to manage the employee record ranging from resetting an employee's password to changing their role.

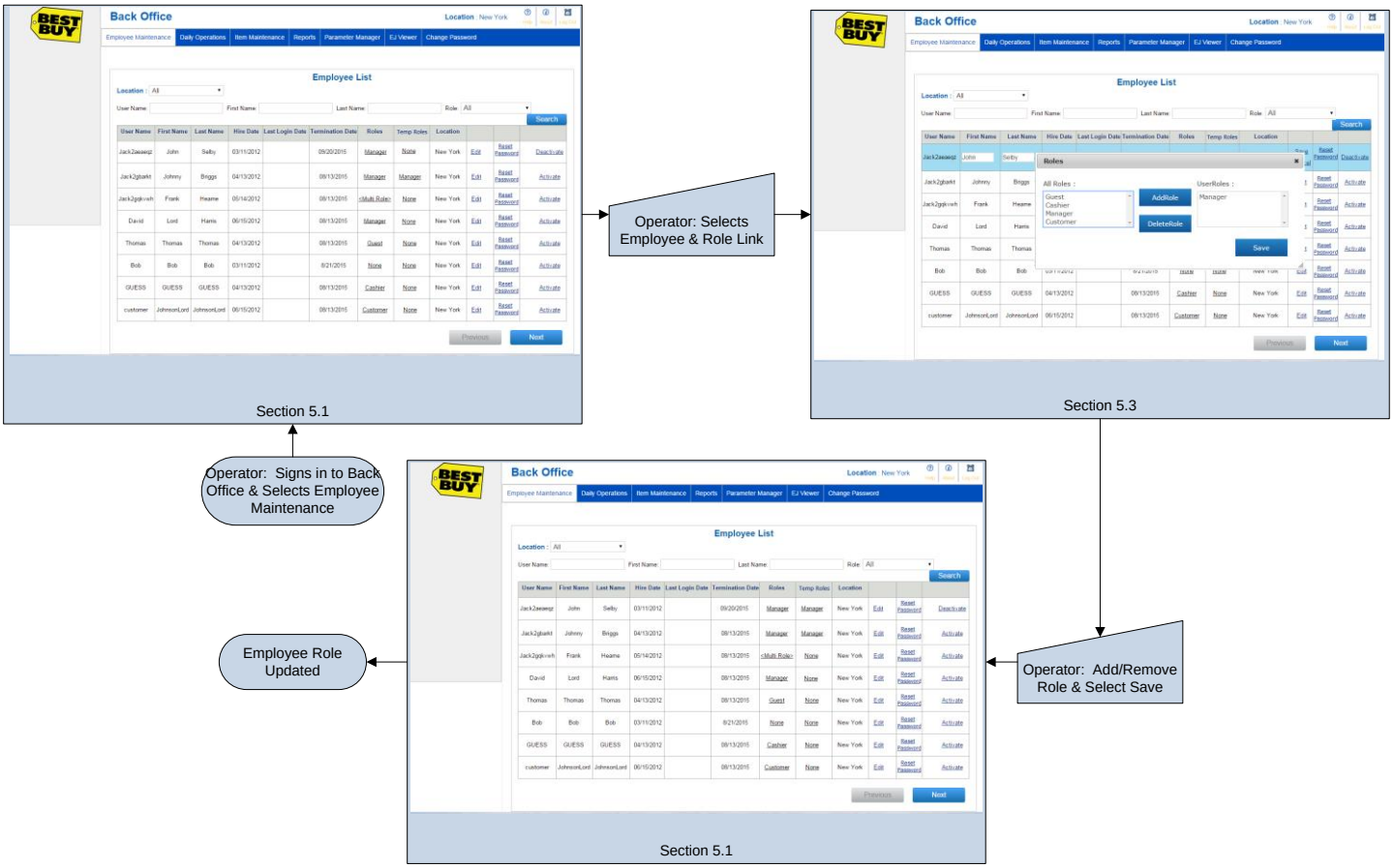
2. User Impacts

2.1 Screen Process Flow

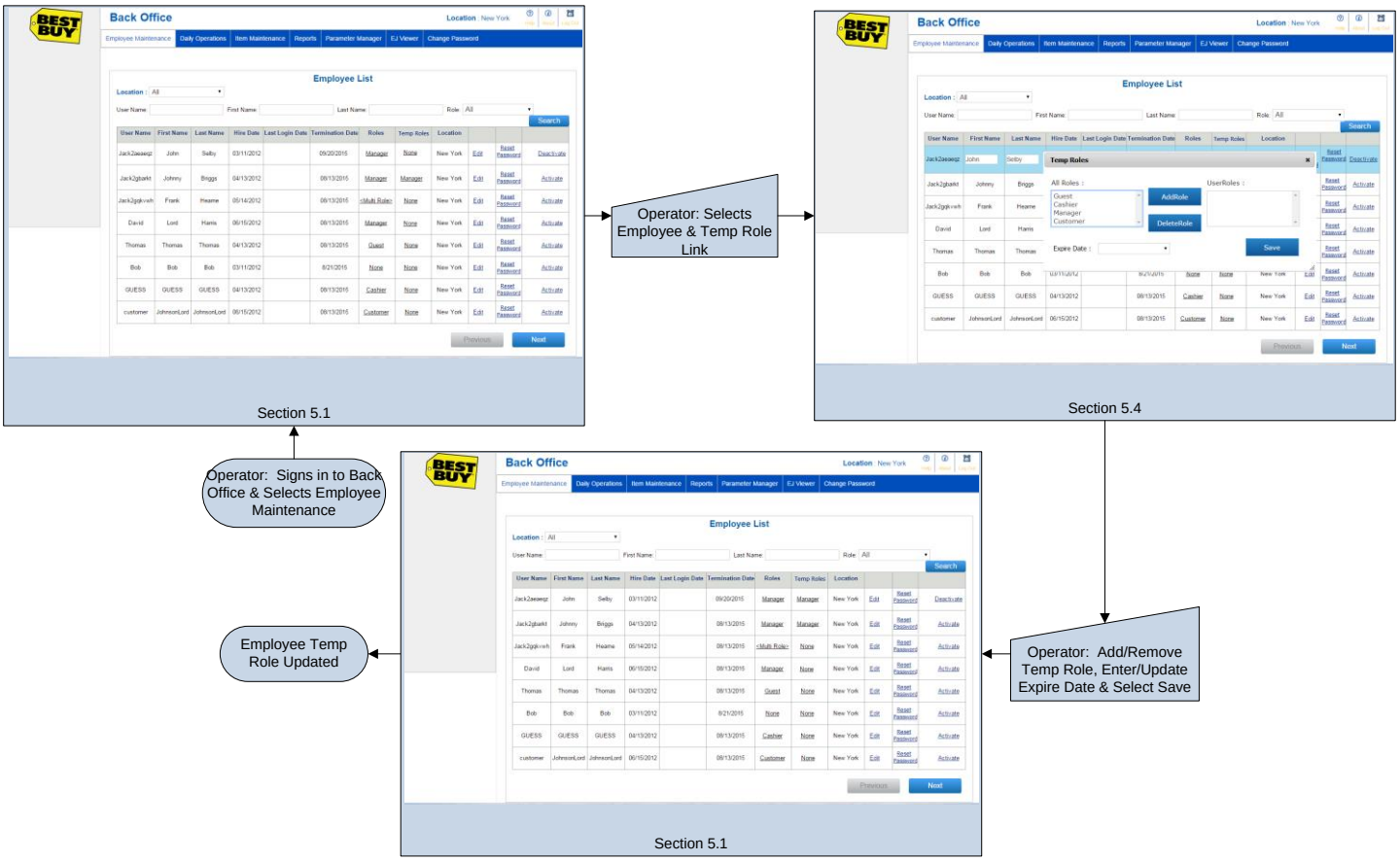
2.1.1 Edit Employee



2.1.2 Update Employee Role



2.1.3 Update Employee Temp Role



3. Use Case: Employee Maintenance

3.1 Feature Flow

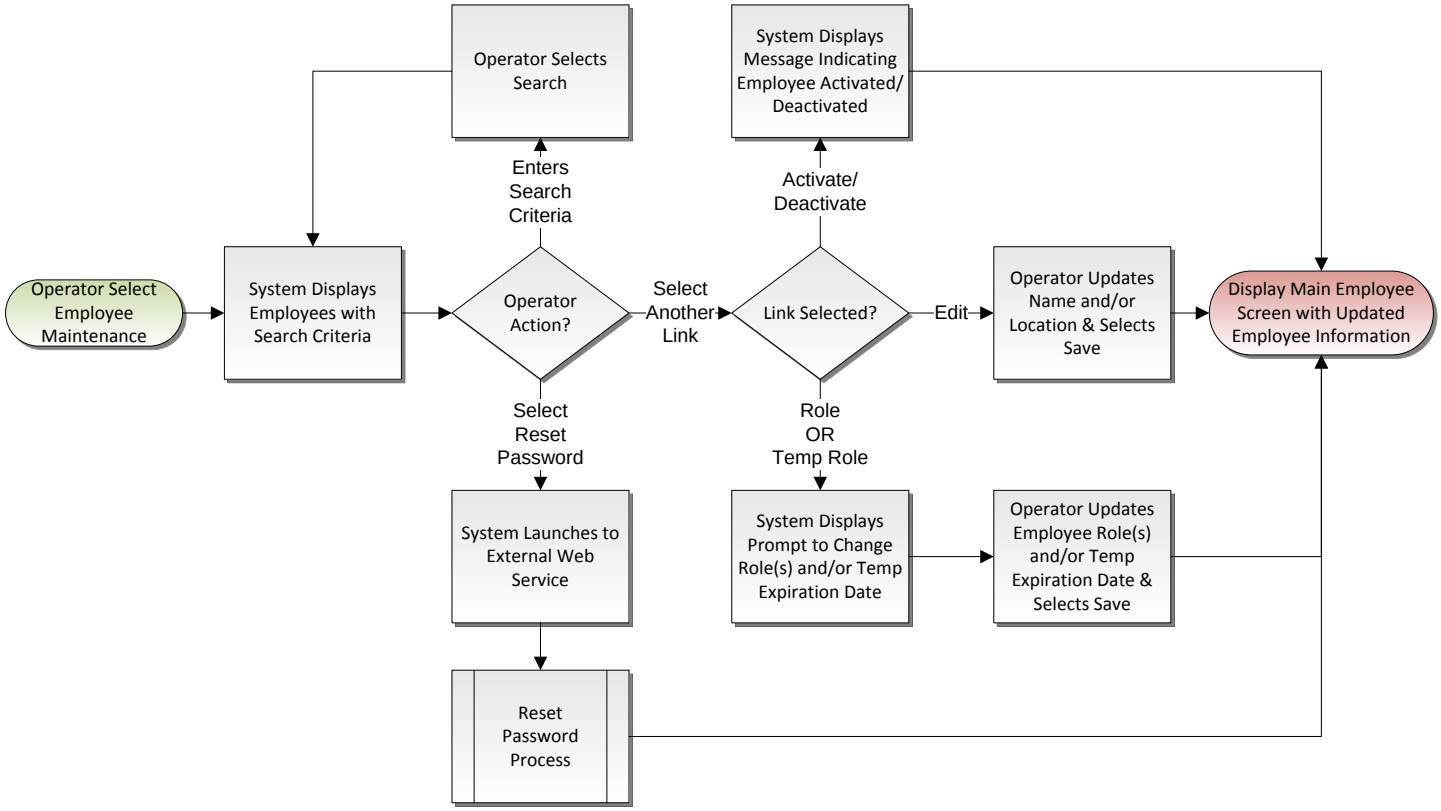


Figure 1: Process Flow

3.2 Preconditions

- Operator has permission to perform the functionality.
- Operator has successfully signed into Back Office.

3.3 Main Flow

1. Operator selects Employee Maintenance.
2. System displays list of employees with search criteria to filter results (section 5.1).
3. User can enter search criteria and select search to filter employee results.
4. User can select Activate/Deactivate for a specific employee and system activates/deactivates employee for the location, displays a confirmation message (section 5.5.1), returns to employee list and use case ends.
5. User can select edit and system executes the Change Name or Location Alternate Flow.
6. User can select Role link and system executes the Change Role Alternate Flow.
7. User can select Temp Role link and system executes the Change Temp Role Alternate Flow.
8. User can select Reset Password and system launches to the configured external web address (section 6) to change password.
9. User can select another option from top menu and use case ends.

3.4 Alternate Flow

3.4.1 Change Name or Location Alternate Flow

1. The system enables the First Name, Last Name and Location fields for input (section 0).
2. The operator may change any of these fields.
3. If operator selects Cancel, system use case ends with no updates to the employee.
4. If operator selects Save, system saves the changes by operator and use case ends.

3.4.2 Change Role Alternate Flow

1. System displays prompt to add and/or remove operator roles (section 0).
2. Operator can Add Roles by selecting role on left and the AddRole button.
3. Operator can Remove roles by selecting role on right and the DeleteRole button.
4. When roles are correct, operator selects save.
5. System saves new role(s) and use case ends.

3.4.3 Change Temp Role Alternate Flow

1. System displays prompt to add and/or remove operator temp roles (section 0).
2. Operator can Add Roles by selecting temp role on left and the AddRole button.
3. Operator can Remove roles by selecting temp role on right and the DeleteRole button.
4. Operator can enter an expiration date from dropdown. **NOTE**: Expiration excludes date. Ie temp roles are no longer valid when the current date is greater than the expiration date.
5. When roles and expiration date are correct, operator selects save.
6. System saves new role(s) and use case ends.

4. Assumptions

1. External system resets passwords.
2. Configured employees are not displayed or available for display during searches.

5. Screen Layouts

5.1 Employee Screen

When Employee maintenance is initially selected, employee screen displays with default employees from current store location.

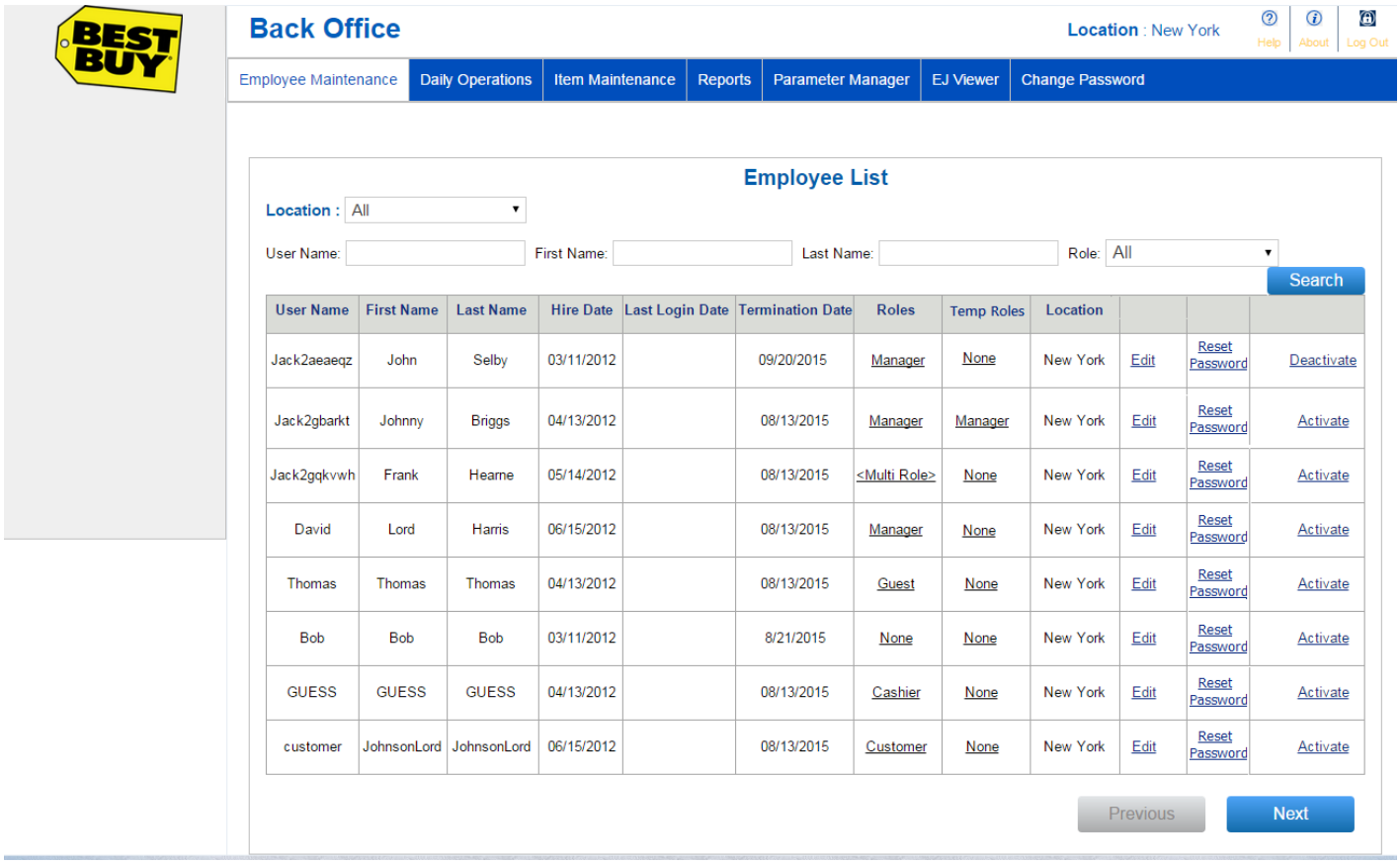


Figure 2: Employee Screen

5.1.1 Instruction Text

Instruction Text - Configurable text
Select employee to edit or enter criteria to filter employees

5.1.2 Navigation/Menu Keys

Key	Label	State	Next Screen	Notes
Search	Search	Enabled	Returns to current screen with employees from search results	
Next	Next	• Enabled if search returns multiple pages of employees • Disabled if all employees displayed on page	Displays current screen with next employees from search results	
Previous	Previous	• Enabled if search returns multiple pages of employees and operator has moved to next page • Disabled if all employees displayed on page	Displays current screen with previous employees from search results	
<Role Name>	<Role Name>	• Enabled if operator has permissions to edit roles • Disabled if operator does not have permissions to edit roles.	Change Employee Role Screen (section 0)	
<Temp Role Name>	<Temp Role Name>	• Enabled if operator has permissions to edit temp roles • Disabled if operator does not have permissions to edit temp roles.	Change Employee Temp Role Screen (section 5.4)	
Edit	Edit	• Enabled if operator has permissions to edit employee • Disabled if operator does not have permissions to edit employees.	Edit Employee Screen (section 0)	
Reset Password	Reset Password	• Enabled if operator has permissions to reset password • Disabled if operator does not have permissions to reset passwords.	Web service configured to change password	
Deactivate/ Activate	Deactivate/ Activate	• Enabled if operator has permissions to activate/deactivate employees • Disabled if operator does not have permissions to activate/deactivate employees.	Activate/Deactivate Message (section 5.5.1)	

5.2 Edit Employee Screen

Displays when operator selects edit from the Employee Screen (section 5.1).

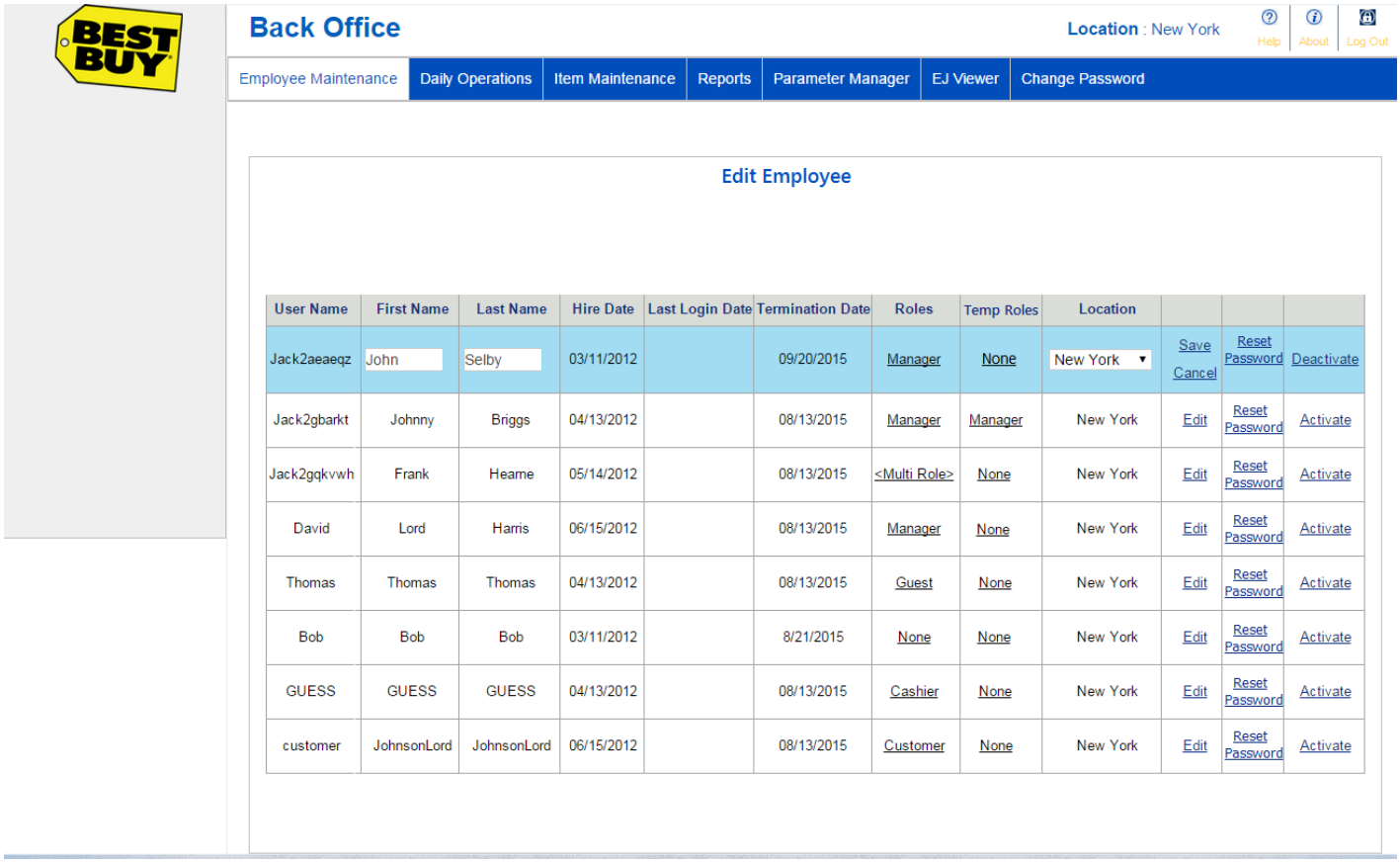


Figure 3: Edit Employee

5.2.1 Instruction Text

Instruction Text – Configurable Text
Edit Employee and select Save

5.2.2 Navigation/Menu Keys

Key	Label	State	Next Screen	Notes
<Role Name>	<Role Name>	• Enabled if operator has permissions to edit roles • Disabled if operator does not have permissions to edit roles.	Change Employee Role Screen (section 0)	
<Temp Role Name>	<Temp Role Name>	• Enabled if operator has permissions to edit temp roles • Disabled if operator does not have permissions to edit temp roles.	Change Employee Temp Role Screen (section 5.4)	
Save	Save	Enabled	Employee Screen (section 5.1) with updated data displayed	
Cancel	Cancel	Enabled	Employee Screen (section 5.1) with current data displayed	
Reset Password	Reset Password	• Enabled if operator has permissions to reset password • Disabled if operator does not have permissions to reset passwords.	Web service configured to change password	
Deactivate/ Activate	Deactivate/ Activate	• Enabled if operator has permissions to activate/deactivate employees • Disabled if operator does not have permissions to activate/deactivate employees.	Activate/Deactivate Message (section 5.5.1)	

5.2.3 Data/Input Field Enhancements

Label	Editable	Req'd?	Data Type	Min Length	Max Length	Notes
First Name	Y	Y	Alphanumeric	2	50	
Last Name	Y	Y	Alphanumeric	2	50	
Location	Y	Y	Drop Down	N/A	N/A	Values are configurable

5.3 Change Employee Role Screen

Displays when item in the Role list is selected.

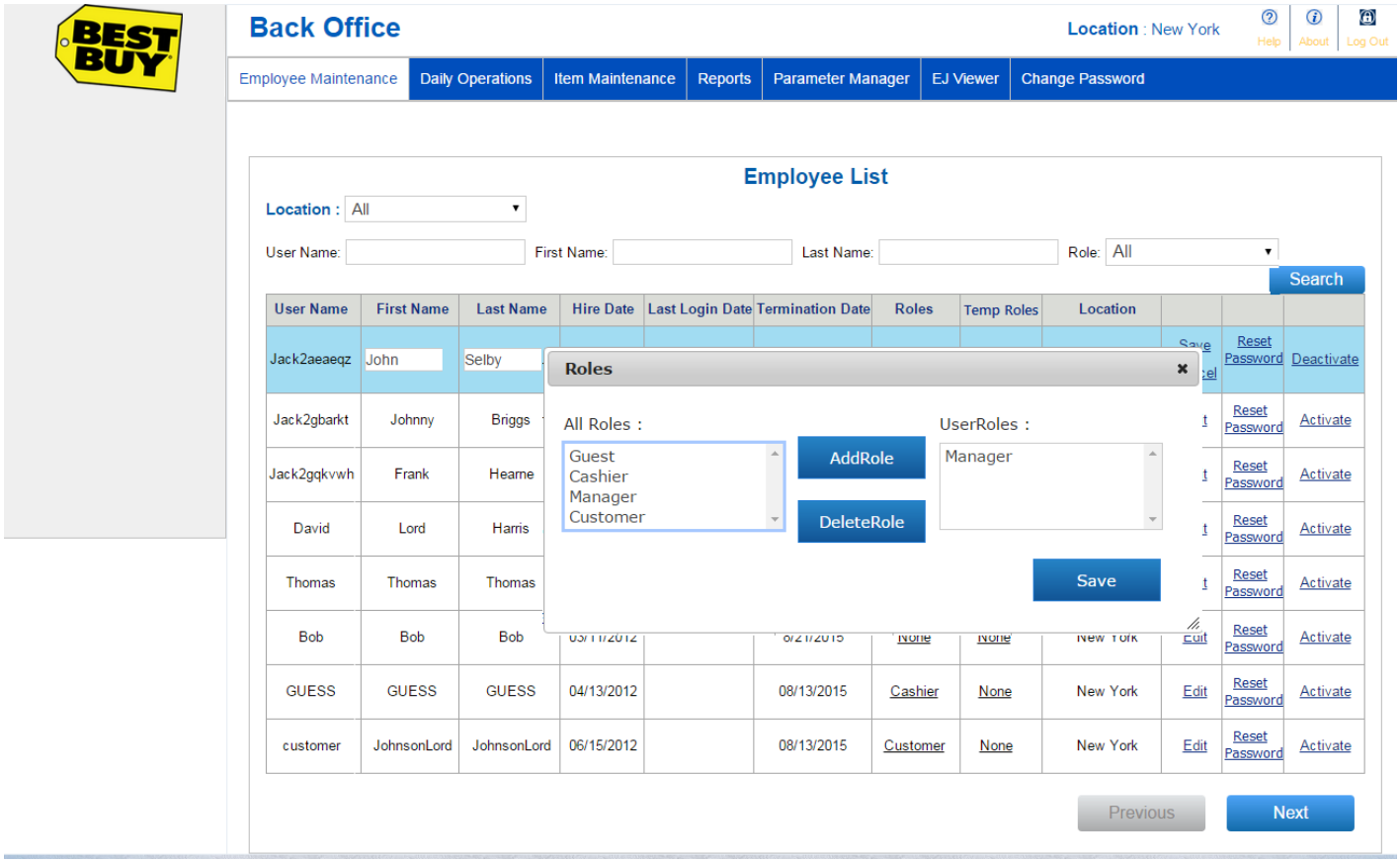


Figure 4: Change Employee Role

5.3.1 Instruction Text

Instruction Text – Configurable
Select Role

5.3.2 Navigation/Menu Keys

Key	Label	State	Next Screen	Notes
Add	Add Role	• Enabled when Role in left side Selected/ Highlighted • Disabled when no Roles in left side selected/ highlighted	Remain on same screen with role moved to right side	
Delete	Delete Role	• Enabled when Role in right side Selected/ Highlighted • Disabled when no Roles in right side selected/ highlighted	Remain on same screen with role removed from right side	
Save	Save	Enabled	Return to Employee Screen (section 5.1) with updated information added	

5.3.3 Data/Input Field Enhancements

Label	Editable	Req'd?	Data Type	Min Length	Max Length	Notes
All Roles	No	Y	List from Database	N/A	N/A	
User Roles	N	Y	List from database	N/A	N/A	

5.4 Change Employee Temp Role Screen

Displays when item in the Role list is selected.

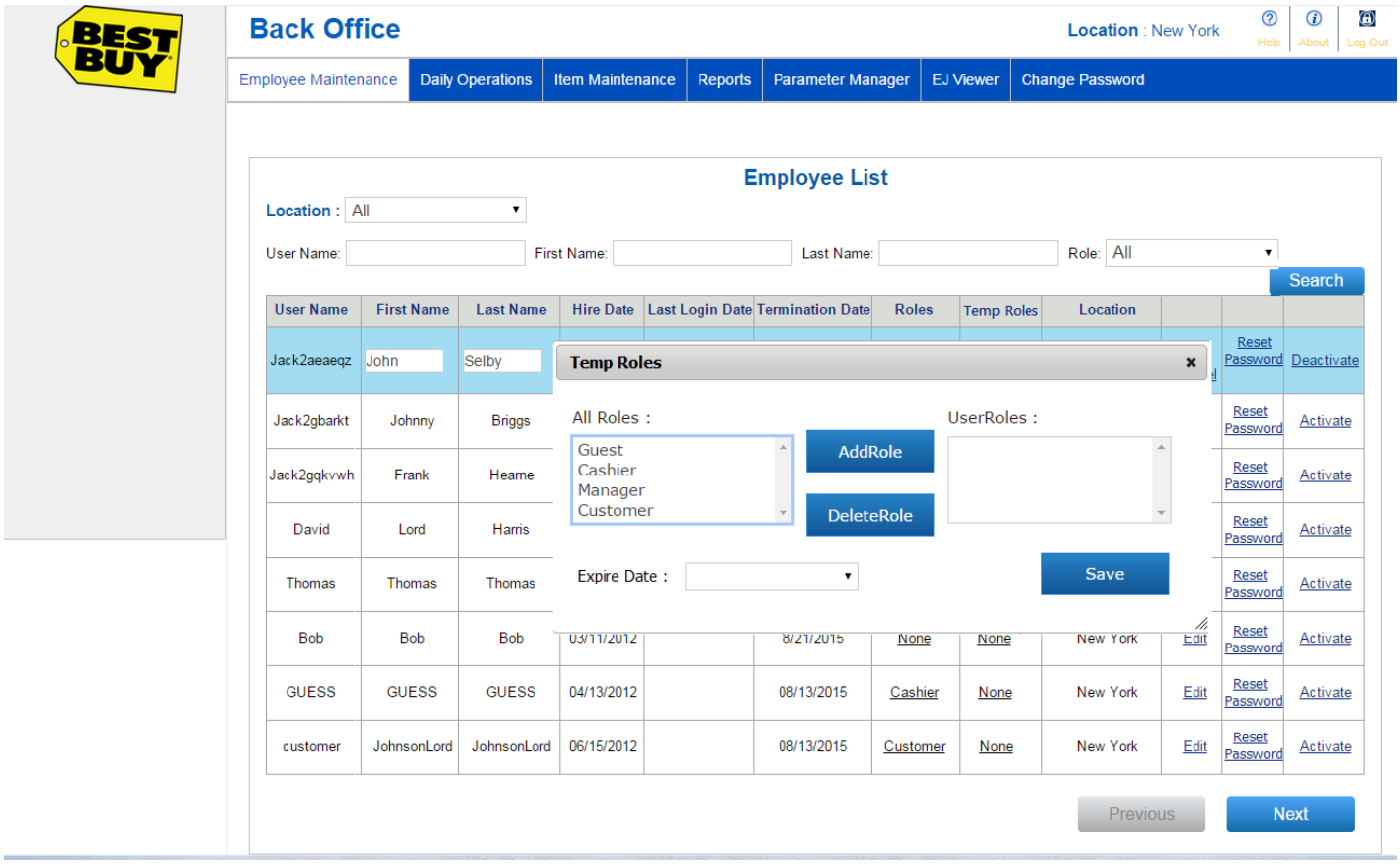


Figure 5: Change Temp Employee Role

5.4.1 Instruction Text

Instruction Text – Configurable
Select Role

5.4.2 Navigation/Menu Keys

Key	Label	State	Next Screen	Notes
Add	Add Role	• Enabled when Role in left side Selected/ Highlighted • Disabled when no Roles in left side selected/ highlighted	Remain on same screen with role moved to right side	
Delete	Delete Role	• Enabled when Role in right side Selected/ Highlighted • Disabled when no Roles in right side selected/ highlighted	Remain on same screen with role removed from right side	
Save	Save	Enabled	Return to Employee Screen (section 5.1) with updated information added	

5.4.3 Data/Input Field Enhancements

Label	Editable	Req'd?	Data Type	Min Length	Max Length	Notes
All Roles	No	Y	List from Database	N/A	N/A	
User Roles	No	Y	List from database	N/A	N/A	
Expiration Date	Y	Y	DropDown Date	N/A	N/A	

5.5 Dialog Messages/Message Boxes

5.5.1 Activate/Deactivate Message

Description	When employee is made active or deactivated in a store location.
Message	Employee is <activated/deactivated>
Key prompt	OK – Returns to Employee Screen (section 5.1)
Notes	Configurable message

6. Configurable Settings

Parameter Mnemonic	Description	Valid Values
Reset Password URL	URL for changing operator password	URL
Permissions	Permission to modify different employee functions	• Yes • No
Employee Exclusions	A flag to indicate which employees are not displayed or available in the search (initially corporate employees) Default is to include.	• Yes (includes) • No (excludes)

7. Logging Changes

7.1 Data Output

Data Element	Description	Destination
Changed Employee Information	When an employee's information is changed, log the time, what was changed (from and to) and who changed it.	• System Logs

8. Out Of Scope

- *This Specification covers the changes needed to implement the changes for Employee Back Office Functionality. Functionality that has no changes from the current processes is not covered unless needed to provide context.*

9. Business Sign Off

Name	Organization	Approval Email and/or Date Received
Jesse Wielgan	Best Buy	

10. Technical Sign Off

Name	Organization	Approval Email and/or Date Received
Mark Houghton	Best Buy	
Kevin Bahng	Best Buy	

11. Technical Review

Name	Organization	Approval Email and/or Date Received
Andy Liang	Best Buy	

12. Technical Inform

Name	Organization	Approval Email and/or Date Received
Gaurav Savant	Best Buy	
Greg Irvine	Best Buy	
David Hawkins	Storeworks	
Mark Donley	Storeworks	
Vinodh Narayanan	Storeworks	

13. Revision History

13.1 Reviews

Date	Iteration	Result

13.2 Revision History

Reviser	Revision	Date	Version
Amy Byers	Initial Document Created	8/24/2015	1.0
Amy Byers	**CR SWBBYC124** – Section 4: Added that corporate employees are not visible or available for editing. – Section 5.3: Add location filter option for employee searches. – Section 6: Added flag for identifying employees to exclude from displaying and editing. – Section 7.1: Added logging of employee information changes to the system logs. – Former Section 9: Removed CRs Under Consideration Section.	10/27/2015	1.1