NEW FOLDER GUIDE

EXAMPLE PBI

PRODUCT BACKLOG ITEM 303910

303910   New A&H Folder - "Referred Endorsements"

MB Mitch Bishop   💬 9 comments   [Add tag]

State	🟡 Review Request	Area	NPS\Workflow\Ops Workflow Enhancements
Reason	🔒 Moved out of state Re-Open	Iteration	NPS\Workflow\2022\11-17-2022

Description

Create a new processing folder under Accident & Health called 'Referred Endorsements'.
Doc type would be RFE.
This option would be listed in the PRQ Request Type picklist as Referred Endorsements. (revised RQ 10/25)
This option would be listed in the Indexing Doc Type picklist as RFE – Referred Endorsements.
The Productivity, Detail, and Service Level Reports will need to include this new folder.

PROCESSING BINS TEMPLATE

After making the following edits, the rename the template to something appropriate and copy it into the GrandCentral.Database OneOffs folder.

Use this PR as an example for including in several reports.

```
1   -- This is the processing bins template, insert the File acronym requested, a unique GUID,
2   USE GrandCentral
3   GO
4   BEGIN TRY
5   BEGIN TRANSACTION
6       PRINT 'CHECKING SERVERNAME...'
7       IF @@SERVERNAME IN ('PWVTDBSQLA881','PWVCDBSQLA001','PWVPDBSQLA001','PWVBDBSQLA001')
8       BEGIN
10          DECLARE @FILETYPE VARCHAR(3) = '' -- File acronym requested
11          DECLARE @SECRET UNIQUEIDENTIFIER = '' -- Unique GUID
12          DECLARE @CHILDFOLDER_DISPLAYNAME VARCHAR(100) = '' -- Requested Display Name
13          DECLARE @EMAIL_ADDRESS VARCHAR(200) = '' -- Supplied Email for the bin
14          DECLARE @PARENTFOLDERNAME VARCHAR(50) = '' --Parent folder - Ex: Processing, AH, etc.
15
```

Ensure Server names are accurate and up to date

Fill variables using the PBI

```
10          DECLARE @FILETYPE VARCHAR(3) = 'RFE' -- File acronym requested
11          DECLARE @SECRET UNIQUEIDENTIFIER = NEWID() -- Unique GUID
12          DECLARE @CHILDFOLDER_DISPLAYNAME VARCHAR(100) = 'Referred Endorsements' -- Requested Display Name
13          DECLARE @EMAIL_ADDRESS VARCHAR(200) = '' -- Supplied Email for the bin
14          DECLARE @PARENTFOLDERNAME VARCHAR(50) = 'Accident & Health' --Parent folder - Ex: Processing, AH, etc.
15
```

If @EMAIL_ADDRESS is not specified in the pbi, request one from the tester assigned to the QA task.