**Data Analytics DIS**

**Employee Module Use Cases**

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## Use cases for Employee Module

## 1.1 Employee Data not Exists in RMX.

### To import Employee data when Import Supp option is selected And Supp data exists in import file.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option selected.** * **Supplemental data exists in import file.** * **Suplemental data not exists in RMX.** |
| **Context of use:** | This use case describes the steps to import Employee data when import supplemental option is selected Suplemental data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure the Employee data is imported to the EMPLOYEE table.  To insure Employee supplemental data is imported to EMP\_SUPP table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Entities not in RMX**  **Employee supplemental data in import file** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Supplemental data. Entities do not exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager.Select import ssupplemental data option. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Suplemental data is imported to EMP\_SUPP table. 8. The user navigates to the added Entity in the RMX Entity Maintenance. 9. System will display the main tab view information. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_SUPP tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Import supplemental data option not selected. 2. Supplemental data will be not imported. |

### 1.1.2 To import Employee data when Import Supp option is selected And Supp data NOT exists in import file.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option selected.** * **Supplemental data NOT exists in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when import supplemental option is selected Suplemental data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To insure Employee supplemental data is imported to EMP\_SUPP table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Entities not in RMX**  **Employee supplemental Data NOT in Import File** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file NOT including Supplemental data. Entities do NOT exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Suplemental data is imported to EMP\_SUPP table. 8. The user navigates to the added Entity in the RMX Entity Maintenance. 9. System will display the main tab view information. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_SUPP tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Import supplemental data option not selected 2. Supplemental data not imported |

### 1.1.3 To import Employee data when Match only on Employee\_ID Option selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option Not selected.** * **Match by Employee ID option selected** * **Supplemental data NOT exists in import file.** * **Dependent and Violation records exists in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID option is selected and Employee,Dependent and Violation data exists in import file. In thia case Existance of Employee record in RMX is checked on the basis of Employee\_Number only.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To insure Employee supplemental data is imported to EMP\_SUPP table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table. |
| **Primary Actor:** | User. |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved. |
| **Success Guarantees:** | End User Goal as mentioned above is achieved. |
| **Trigger:** | User wishes to import Employee data into RMX. |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file**  **Dependent and Violation data not exists RMX** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX. Employee ID populated in import file. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table. 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. System will display the main tab view information. 11. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Match only on employee Id option not selected. 2. Matching will be performed on FIRST\_NAME,LAST\_NAME, and EMPLOYEE\_NUMBER, or FIRST\_NAME,LAST\_NAME and TAX\_ID. |

### 1.1.4 To import Employee data when Match by Employee\_ID,Update Even if blank or zero Option are selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX.** * **Import Supplemental data option Not selected.** * **Match by Employee ID option selected.** * **Dependent and Violation records exists in import file.** * **Update Even if blank or zero option selected.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andUpdate Even if blank or zero option is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To insure Employee supplemental data is imported to EMP\_SUPP table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table.  **Note:** It is an Import case there will be no impact of Update even if blank or zero option. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved. |
| **Success Guarantees:** | End User Goal as mentioned above is achieved. |
| **Trigger:** | User wishes to import Employee data into RMX. |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX.   All Fields from ENITITY table **Except** FIRST\_NAME, LAST\_NAME, ENTITY\_TABLE\_ID, LAST\_NAME\_SOUNDEX, ENTITY\_ID pertain to updated even if blank.  And All fields **Except**  INSURABLE\_FLAG,EMPLOYEE\_EID,ACTIVE\_FLAG,EMPLOYEE\_NUMBER,EXEMPT\_STATUS\_FLAG,NO\_OF\_EXEMPTIONS,WORK\_SUN\_FLAG,WORK\_MON\_FLAG,  WORK\_TUE\_FLAG,WORK\_WED\_FLAG,WORK\_THU\_FLAG,WORK\_FRI\_FLAG,WORK\_SAT\_FLAG from EMPLOYEE table pertain to update even if blank or zero option. Field pertaining to this option contains blank or zero.   1. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 2. The job will run to completion. 3. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 4. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 5. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 6. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 7. The user navigates to the added Entity in the RMX Entity Maintenance. 8. System will display the main tab view information. 9. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Fields pertaining to blank or Zero option are populated with real data. 2. Update even if blank or zero option not selected. |

### 1.1.5 To import Employee data when Match only on Employee\_ID,Update Address even if blank or zero Option selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option Not selected.** * **Match only on Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Update Address Even if blank or zero option selected** * **Address fields are populated with blank or zero.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andUpdate Even if blank or zero option is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To insure Employee supplemental data is imported to EMP\_SUPP table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table.  Note: It is an Import case there will be no impact of Update Address even if blank or zero option. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. System will display the main tab view information. 11. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Address fields in import file are populated with valid data. 2. Employee data with address data form import file is imported. |

### 1.1.6 To import Employee data when Match by Employee\_ID, Allow creation of new codes option Option selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option Not selected.** * **Match by Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Allow creation of new codes option is selected.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andAllow creation of new codes option is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table.  To insure that new codes are created for the short codes in import file that does not exists in RMX. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file**  **Allow creation of new codes option is selected** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX.Codes do exists in RMX. Short codes are included in import file as per mapping document. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. System will display the main tab view information. 11. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. 12. User confirms the new codes were added into RMX. The Table Management screens are verified and the database verified. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Codes exist in RMX. 2. Short codes are not populated in import file. |

### 1.1.7 To import Employee data when Match only on Employee\_ID option is selected and Allow creation of new codes Option is not selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option Not selected.** * **Match by Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Allow creation of new codes option is selected.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andAllow creation of new codes option is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table.  To insure that new codes are not created for the short codes in import file that does not exists in RMX. Validation Error should be logged in case codes not found in RMX. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file**  **Allow creation of new codes option is NOT selected** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX. Short code fileds are populated in the import file. Refer mapping document for the fields which contains short codes. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. System will display the main tab view information. 11. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Codes exists in RMX. |

### 1.1.8 To import Employee data when Match only on Employee\_ID, Valid payee Addr against autocheck option is selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option Not selected.** * **Match only on Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Valid Payee Addr against Auto check is selected.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andValid Payee Addr against autocheck is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table.  To insure that If Employee address is different form that in FUNDS\_AUTO table than it should be loged in to a log file. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file**  **Valid Payee addr option is selected** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX.   Address populated in import file is the same as Funds Auto record.   1. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 2. The job will run to completion. 3. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 4. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 5. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 6. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 7. The user navigates to the added Entity in the RMX Entity Maintenance. 8. The User navigates to the added Employee in the RMX Employee Maintenance. 9. System will display the main tab view information. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Address in import file is not same as Funds Auto Table. 2. DIS create entry in log file. |

### 1.1.9 To import Employee data when Match only on Employee ID option is not selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option Not selected.** * **Match only on Employee ID option NOT selected** * **Dependent and Violation records exists in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID not selecte and Employee,Dependent and Violation data exists in import file.  When Match only on Employee Id option is not selected then Existance of Employee record in RMX is checked on the basis of FIRST\_NAME,LAST\_NAME,TAX\_ID and EMPLOYEE\_NUMBER. In this use case It is assumed that Employee record not exists in RMX hence RMX should not contains any record matching to records in import file on above mentioned fields.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file**  **Match Only on EMPLOYEE\_ID not selected.** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. The User navigates to the added Employee in the RMX Employee Maintenance. 11. System will display the main tab view information. 12. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Match by Employee\_ID option selected. 2. Employee Exists in RMX. |

### 1.1.10 To import Employee data when Match by ENTITY ID option is selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX.** * **Import Supplemental data option Not selected.** * **Match by ENTITY ID option is selected.** * **Dependent and Violation records exists in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID not selected and Employee,Dependent and Violation data exists in import file.  When Match by Entity ID optione is selected then Existance of Employee record in RMX is checked on the basis of Enity\_ID from import file. In this use case It is assumed that Employee record not exists in RMX hence RMX should not contains any record matching to records in import file on ENTITY\_ID field.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file**  **Match Only on EMPLOYEE\_ID not selected.** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. Entity ID populated in the import file. 2. The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. The User navigates to the added Employee in the RMX Employee Maintenance. 11. System will display the main tab view information. 12. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Match by Enity\_ID is not populated in import file. 2. Record will not be imported. |

### 1.1.11 Use Case for importing Employee data with the Entity data not populated in the import file and the Entity does not exist in RMX.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee entity data Not exists in RMX.** * **Import Supplemental data option Not selected.** * **Entity data not populated in import file.** * **Match by Employee\_ID option is selected.** * **Employee Table is populated in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID selected and Employee data with Entity data not populated in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity record is not imported to the ENTITY and Employee table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file**  **Match Only on EMPLOYEE\_ID not selected.** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User does NOT adds Employee entity data to the import file including Dependent and Violation Data. Employee Entities do not exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user navigates to the added Entity in the RMX Entity Maintenance. 8. The User navigates to the added Employee in the RMX Employee Maintenance. 9. System will display the main tab view information. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. ENTITY data is populated in import file |

## 1. 1.12 Employee Import Entity NOT in RMX with Address/Phone Record with Multiple Address Option Turned-Off

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### Entity Address/Phone Data in Import File

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| **Use Case:** | Import Entity Address and Phone Number with Enable Multiple Addresses for Entities Turned-Off. Address and Phone Number are in the Import File. |
| **Context of use:** | This use case describes the steps to import Entity address and phone number thru the Employee Import when the Enable Multiple Addresses for Entities option is turned-off.  The Address and Phone data is entered for the Entity records in the import file. Entities do not exist in RMX. ENTITY\_X\_ADDRESSES record does not exist for Entity. ADDRESS\_X\_PHONEINFO record(s) do not exist for Entity.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the entity address is imported on the ENTITY record and the ENTITY\_X\_ADDRESSES record in RMX.  To ensure the entity phone is imported the ENTITY record and the ADDRESS\_X\_PHONEINFO record in RMX. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Entities Exist in RMX**  **Entity Address Record Exists in RMX**  **Entity Phone Record Exists in RMX**  **Address Data in Import File**  **Phone Data in Import File** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Entites with address and phone data. Entities do exist in RMX. ENTITY\_X\_ADDRESSES record does exist for Entity. ADDRESS\_X\_PHONEINFO record(s) do exist for Entity. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Entity address data was imported on the ENTITY record and the ENTITY\_X\_ADDRESSES record where the PRIMARY\_ADD\_FLAG is -1. 7. The user reviews the RMX database to confirm the Entity phone data was imported on the ENTITY record and the ADDRESS\_X\_PHONEINFO record. The PHONE1 on the ENTITY record must be populated. The PHONE\_CODE on the ADDRESS\_X\_PHONEINFO record must be Office. The PHONE\_CODE on the second ADDRESS\_X\_PHONEINFO record must be Home. 8. The user navigates to the added Entity in the RMX Entity Maintenance. 9. System will display the main tab view information. This screen contains the Entity Address data. The Office Phone Number must be populated. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the ENTITY\_X\_ADDRESSES and the ADDRESS\_X\_PHONEINFO tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. User follows Main Scenario. 2. Employee fields are populated. |

### Entity Address/Phone Data not in Import File

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| --- | --- |
| **Use Case:** | Import Entity Address and Phone Number with Enable Multiple Addresses for Entities Turned-Off. Address and Phone Number are not in the Import File. |
| **Context of use:** | This use case describes the steps to import Entity address and phone number thru the Employee Import when the Enable Multiple Addresses for Entities option is turned-off.  The Address and Phone data is not entered for the Entity records. Entities do not exist in RMX. ENTITY\_X\_ADDRESSES record does not exist for Entity. ADDRESS\_X\_PHONEINFO record(s) do not exist for Entity.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the entity address is Not imported on the ENTITY record and the ENTITY\_X\_ADDRESSES record in RMX.  To ensure the entity phone is Not imported on the ENTITY record and the ADDRESS\_X\_PHONEINFO record in RMX. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Entities NOT Exist in RMX**  **Entity Address Record Exists NOT in RMX**  **Entity Phone Record Exists NOT in RMX**  **Address Data not in Import File**  **Phone Data not in Import File** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Entity without address and phone data. Entities do exist in RMX. ENTITY\_X\_ADDRESSES record does exist for Entity. ADDRESS\_X\_PHONEINFO record(s) do exist for Entity. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Entity address data is not imported on the ENTITY record. ENTITY\_X\_ADDRESSES record where the PRIMARY\_ADD\_FLAG is -1 was not updated. 7. The user reviews the RMX database to confirm the Entity phone data is not imported on the ENTITY record. The Office and Home ADDRESS\_X\_PHONEINFO records were not updated. 8. The user navigates to the added Entity in the RMX Entity Maintenance. 9. System will display the main tab view information. This screen does contain Entity Address or Phone data that already existed in RMX. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the ENTITY\_X\_ADDRESSES and the ADDRESS\_X\_PHONEINFO tables. |
| **Alternate Scenarios:**  **EmployeeEntities** | 1. User follows Main Scenario. 2. Employee fields are populated. |

## Employee Import Entity Not in RMX with Multiple Address Option Turned-On

### Entity Address/Phone Data in Import File

Follow the steps in Use Case 1.1.12.1 with the Enable Multiple Addresses for Entities option turned-on. Results will be the same.

Additional RMX steps are:

1. The user selects the new ‘Addresses’ Tab.

2. The system will display the newly added Address record for the entity.

3. The Primary Address is set to True.

### Entity Address/Phone Data not in Import File

Follow the steps in Use Case 1.1.12.2 with the Enable Multiple Addresses for Entities option turned-on. Results will be the same.

Additional RMX steps are:

1. The user selects the new ‘Addresses’ Tab.

2. The system will not display a newly added Address record for the entity.

## Employee Data Exists in RMX

### 1.2.1 To import Employee data when Import Supp option is selected and Supp data exists in import file.

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| --- | --- |
| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data exists in RMX** * **Import Supplemental data option selected.** * **Supplemental data exists in import file.** * **Supplemental data exists in RMX.** |
| **Context of use:** | This use case describes the steps to import Employee data when import supplemental option is selected Suplemental data exists in import file. In this case Employee data will be updated in RMX data base for matching records.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is Updated to the ENTITY table.  To insure Employee supplemental data is imported to EMP\_SUPP table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee and supplemental data exists in RMX**  **Employee supplemental data in import file** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Supplemental data.Employee exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was Updated into already existing ENTITY and EMPLOYEE records. 7. The user reviews the RMX database to confirm the Employee Suplemental data is Updated to EMP\_SUPP table. 8. The user navigates to the Updated Entity in the RMX Entity Maintenance. 9. System will display the main tab view information. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_SUPP tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Supplemental data not populated in import file. 2. Import Supplemental data not selected. 3. Supplemental data will not be imported. |

### 1.2.2 To import Employee data when Import Supp option is selected and Supp data NOT exists in import file.

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| --- | --- |
| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data exists in RMX** * **Import Supplemental data option selected.** * **Supplemental data NOT exists in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when import supplemental option is selected Suplemental data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To insure Employee supplemental data is imported to EMP\_SUPP table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee and supplemental data exists in RMX**  **Employee supplemental Data NOT in Import File** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file NOT including Supplemental data.Employee exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was updated into Matching ENTITY record and EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Suplemental data is not updated to EMP\_SUPP table. 8. The user navigates to the added Entity in the RMX Entity Maintenance. 9. System will display the main tab view information. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_SUPP tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Import supplemental data option not selected. 2. Supplemental data will be not imported. |

### 1.2.3 To import Employee data when Match only on Employee\_ID Option selected.

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| --- | --- |
| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data exists in RMX** * **Match only on Employee ID option selected** * **Updated even if blank or zero option not selected.** * **Dependent and Violation records exists in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match only on Employee\_ID option is selected and Employee,Dependent and Violation data exists in import file. When match only on Employee\_ID option is selected Existance of employee record in RMX check on basis of EMPLOYEE number only.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is Updated to the ENTITY table.If some fileds of EMPLOYEE and ENTITY table of contains blank or zero then corresponding field for RMX will not be updated with blank or zero.  To ensure Dependent record are Updated to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee exists in RMX**  **Dependent and Violation data exists in import file** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Employee exists in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was updated into ENTITY and EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is Updated to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. System will display the main tab view information. 11. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Match only on employee Id option not selected. 2. Matching will be performed on FIRST\_NAME,LAST\_NAME, and EMPLOYEE\_NUMBER, or FIRST\_NAME,LAST\_NAME and TAX\_ID. |

### 1.2.4 To import Employee data when Match by Employee\_ID,Update Even if blank or zero Option selected.

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| --- | --- |
| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data exists in RMX** * **Import Supplemental data option Not selected.** * **Match by Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Update Even if blank or zero option selected** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andUpdate Even if blank or zero option is selected and Employee,Dependent and Violation data exists in import file. In this case if some fields of ENTITY or/and EMPLOYEE table are blank or zero in import file then correspondiong filed in RMX will be updated by blank or zero.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is Updated to the ENTITY table.If any field in import file is blank or zero than corresponding field of rmx will be updated by blank.  To insure Employee data is imported to EMPLOYEE table. .If any field in import file is blank or zero than corresponding field of rmx will be updated by blank  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee not in RMX**  **Dependent and Violation data exists in import file** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX.   The User adds Employee data to the import file including Dependent and Violation Data. Entities do not exist in RMX. All Fields from ENITITY table **Except** FIRST\_NAME, LAST\_NAME, ENTITY\_TABLE\_ID, LAST\_NAME\_SOUNDEX, ENTITY\_ID pertain to updated even if blank.  And All fields **Except**  INSURABLE\_FLAG,EMPLOYEE\_EID,ACTIVE\_FLAG,EMPLOYEE\_NUMBER,EXEMPT\_STATUS\_FLAG,NO\_OF\_EXEMPTIONS,WORK\_SUN\_FLAG,WORK\_MON\_FLAG,  WORK\_TUE\_FLAG,WORK\_WED\_FLAG,WORK\_THU\_FLAG,WORK\_FRI\_FLAG,WORK\_SAT\_FLAG from EMPLOYEE table pertain to update even if blank or zero option. Field pertaining to this option contains blank or zero.   1. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 2. The job will run to completion. 3. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 4. The user reviews the RMX database to confirm the Employee data was UPDATED in ENTITY and EMPLOYEE table. But the field which contains blank or zero in import file are not imported. 5. The user reviews the RMX database to confirm the Employee Dependent data is Updated to EMP\_X\_DEPENDENT table. 6. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 7. The user navigates to the added Entity in the RMX Entity Maintenance. 8. System will display the main tab view information. 9. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Fields pertaining to blank or Zero option are populated with real data. 2. Update even if blank or zero option not selected. |

### 1.2.5 To import Employee data when Match by Employee\_ID,Update Address even if blank or zero Option selected.

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| --- | --- |
| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data exists in RMX** * **Match by Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Dependent and Violation records exists in RMX.** * **Update Address Even if blank or zero option selected** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andUpdate Even if blank or zero option is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is updated to the ENTITY table.  To ensure Dependent record are updated to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee exists in RMX**  **Dependent and Violation data exists in import file**  **Dependent and Violation data exists in RMX** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Employee exists exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was UPDATED into a ENTITY and EMPLOYEE record. 7. The user reviews the RMX database to confirm that Address data is updated in ENTITY\_X\_ADDRESS and ENTITY tables. If some of the Address fields are blank in import file than corresponding fields in RMX should be updated with blank. 8. The user reviews the RMX database to confirm the Employee Dependent data is UPDATED to EMP\_X\_DEPENDENT table. 9. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 10. The user navigates to the added Entity in the RMX Entity Maintenance. 11. System will display the main tab view information. 12. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Address fields in import file are populated with valid data. 2. Employee data with address data form import file is imported. |

### 1.2.6 To import Employee data when Match by Employee\_ID is selected,Update Address even if blank or zero Option NOT selected.

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| --- | --- |
| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data exists in RMX** * **Match by Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Dependent and Violation records exists in RMX.** * **Update Address Even if blank or zero option NOT selected.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andUpdate Even if blank or zero option is NOT selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is updated to the ENTITY and EMPLOYEE table.  To ensure Dependent record are updated to ENTITY and EMP\_X\_DEPENDENT table.  To insure that If any of address field of ENTITY in import file is blank then corresponding field should not be updated in ENTITY and ENTITY\_X\_ADDRESS table of RMX those fields should retain older values. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee exists in RMX**  **Dependent and Violation data exists in import file**  **Dependent and Violation data exists in RMX** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Employee exists exist in RMX. Some of Address fields contains blank or null. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was UPDATED into a ENTITY and EMPLOYEE record. 7. The user reviews the RMX database to confirm that Address data is updated in ENTITY\_X\_ADDRESS and ENTITY tables. If some of the Address fields are blank in import file than corresponding fields in RMX should NOT be updated with blank. 8. The user reviews the RMX database to confirm the Employee Dependent data is UPDATED to EMP\_X\_DEPENDENT table. 9. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 10. The user navigates to the added Entity in the RMX Entity Maintenance. 11. System will display the main tab view information. 12. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Address fields contains valid data. 2. Address fields will be updated from import file. |

### 1.2.7 To import Employee data when Match by Employee\_ID, Allow creation of new codes Option selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data exists in RMX** * **Import Supplemental data option Not selected.** * **Match by Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Allow creation of new codes option is selected.** * **Codes not exists in RMX.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andAllow creation of new codes option is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table.  To insure that new codes are created for the short coded in import file that does not exists in RMX. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee exists in RMX**  **Dependent and Violation data exists in import file**  **Allow creation of new codes option is selected** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Employee exist in RMX.Codes not exists in RMX. Refer to mapping document to find which fields contains short code. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is updated to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the updated Entity in the RMX Entity Maintenance. 10. System will display the main tab view information. 11. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Codes exists in RMX. |

### 1.2.8 To import Employee data when Match by Employee\_ID is selected and Allow creation of new codes Option is NOT selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Import Supplemental data option Not selected.** * **Match by Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Allow creation of new codes option is selected.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andAllow creation of new codes option is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is Updated to the ENTITY table.  To ensure Dependent record are Updated to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table.  To insure that new codes are not created for the short coded in import file that does not exists in RMX. Validation Error should be logged in case codes not found in RMX. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee exists in RMX**  **Dependent and Violation data exists in import file**  **Allow creation of new codes option is NOT selected** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Employee exist in RMX. Codes does not exists in RMX. . In ENTITY table ENTITY\_TABLE\_ID,SEX\_CODE,STATE\_ID,EMAIL\_TYPE\_CODE,SIC\_CODE contains short codes. In EMPLOYEE table POSITION\_CODE,PAY\_TYPE\_CODE,DRIVLIC\_STATE,DRIVLICTYPE\_CODE,   MARITIAL\_STAT\_CODE,NCCI\_CLASS\_CODE contains short codes   1. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 2. The job will run to completion. 3. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 4. The user reviews the RMX database to confirm the Employee data was updated in ENTITY and EMPLOYEE record. 5. The user reviews the RMX database to confirm the Employee Dependent data is updated to EMP\_X\_DEPENDENT table. 6. The user navigates to the updated Entity in the RMX Entity Maintenance. 7. System will display the main tab view information. 8. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Short codes are populated in fields mentioned in main scenario point 2. |

### 1.2.9 To import Employee data when Match only on Employee\_ID and Valid payee Addr against autocheck option is selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX** * **Match by Employee ID option selected** * **Dependent and Violation records exists in import file.** * **Valid Payee Addr against Auto check is selected.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID andValid Payee Addr against autocheck is selected and Employee,Dependent and Violation data exists in import file.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table.  To insure that If Employee address is different form that in FUNDS\_AUTO table than it should be logged in to a log file. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved. |
| **Success Guarantees:** | End User Goal as mentioned above is achieved. |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee exists in RMX**  **Dependent and Violation data exists in import file**  **Valid Payee addr option is selected** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Employee exists in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was Updated into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is Updated to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table. 9. User verifies that if address is different from address in FUNDS\_AUTO table then it should be logged into a log file. 10. The user navigates to the updated in the RMX Entity Maintenance. 11. The User navigates to the updated Employee in the RMX Employee Maintenance. 12. System will display the main tab view information. 13. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Valid Payee Addr against Auto check not selected. |

### 1.2.10 To import Employee data when Match by Employee ID not selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX.** * **Match only on Employee ID option NOT selected.** * **Dependent and Violation records exists in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID not selecte and Employee,Dependent and Violation data exists in import file.  When Match only on Employee Id option is not selected then Existance of Employee record in RMX is checked on the basis of FIRST\_NAME,LAST\_NAME,TAX\_ID and EMPLOYEE\_NUMBER. In this use case It is assumed that Employee record not exists in RMX hence RMX should not contains any record matching to records in import file on above mentioned fields.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is Updated to the ENTITY table.  To ensure Dependent record are updated to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee exists in RMX**  **Dependent and Violation data exists in import file**  **Match Only on EMPLOYEE\_ID not selected.** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Employee exist in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was updated into existing ENTITYand EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is imported to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. The User navigates to the added Employee in the RMX Employee Maintenance. 11. System will display the main tab view information. 12. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. Match Only on Employee\_ID option is selected. |

### 1.2.11 To import Employee data when Match by ENTITY ID option is selected.

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| **Use Case:** | **Import Employee data with following criteria :**   * **Employee data Not exists in RMX.** * **Import Supplemental data option Not selected.** * **Match by ENTITY ID option is selected.** * **Dependent and Violation records exists in import file.** |
| **Context of use:** | This use case describes the steps to import Employee data when Match by Employee\_ID not selecte and Employee,Dependent and Violation data exists in import file.  When Match by Entity ID optione is selected then Existance of Employee record in RMX is checked on the basis of Enity\_ID from import file. In this use case It is assumed that Employee record not exists in RMX hence RMX should not contains any record matching to records in import file on ENTITY\_ID field.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the Employee entity data is imported to the ENTITY table.  To ensure Dependent record are imported to ENTITY and EMP\_X\_DEPENDENT table.  To ensure Violation record are imported to EMP\_VIOLATION table. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Employee record in RMX**  **Dependent and Violation data exists in import file**  **Match Only on EMPLOYEE\_ID not selected.** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Dependent and Violation Data. Employee exists in RMX. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Employee data was imported into a new ENTITY record and a new EMPLOYEE record. 7. The user reviews the RMX database to confirm the Employee Dependent data is Updated to EMP\_X\_DEPENDENT table. 8. The user reviews the RMX database to confirm the Employee Violation data is imported to EMP\_X\_Violation table 9. The user navigates to the added Entity in the RMX Entity Maintenance. 10. The User navigates to Updated Employee in the RMX Employee Maintenance. 11. System will display the main tab view information. 12. The user reviews the DA\_STAGING database to verify the records were deleted from the EMPLOYEE,ENTITY and EMP\_X\_DEPENDENT,EMP\_X\_VIOLATION tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. ENTITY\_ID is not populated in import file 2. Employee record will not be imported |

## 1. 2.12 Employee Import Entity in RMX with Address/Phone Record with Multiple Address Option Turned-Off

### 1.2.12.1 Entity Address/Phone Data in Import File

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| **Use Case:** | Import Entity Address and Phone Number with Enable Multiple Addresses for Entities Turned-Off. Address and Phone Number are in the Import File. |
| **Context of use:** | This use case describes the steps to import Entity address and phone number thru the Employee Import when the Enable Multiple Addresses for Entities option is turned-off.  The Address and Phone data is entered for the Entity records in the import file. Entities do exist in RMX. ENTITY\_X\_ADDRESSES record does exist for Entity. ADDRESS\_X\_PHONEINFO record(s) do exist for Entity.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the entity address is imported on the ENTITY record and the ENTITY\_X\_ADDRESSES record in RMX.  To ensure the entity phone is imported the ENTITY record and the ADDRESS\_X\_PHONEINFO record in RMX. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Entities Exist in RMX**  **Entity Address Record Exists in RMX**  **Entity Phone Record Exists in RMX**  **Address Data in Import File**  **Phone Data in Import File** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Entites with address and phone data. Entities do exist in RMX. ENTITY\_X\_ADDRESSES record does exist for Entity. ADDRESS\_X\_PHONEINFO record(s) do exist for Entity. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Entity address data was updated on the ENTITY record and the ENTITY\_X\_ADDRESSES record where the PRIMARY\_ADD\_FLAG is -1. 7. The user reviews the RMX database to confirm the Entity phone data was updated on the ENTITY record and the ADDRESS\_X\_PHONEINFO record. The PHONE1 on the ENTITY record must be populated. The PHONE\_CODE on the ADDRESS\_X\_PHONEINFO record must be Office. The PHONE\_CODE on the second ADDRESS\_X\_PHONEINFO record must be Home. 8. The user navigates to the added Entity in the RMX Entity Maintenance. 9. System will display the main tab view information. This screen contains the Entity Address data. The Office Phone Number must be populated. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the ENTITY\_X\_ADDRESSES and the ADDRESS\_X\_PHONEINFO tables. |
| **Alternate Scenarios:**  **Employee Entities** | 1. User follows Main Scenario. 2. Employee fields are populated. |

### Entity Address/Phone Data not in Import File

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| **Use Case:** | Import Entity Address and Phone Number with Enable Multiple Addresses for Entities Turned-Off. Address and Phone Number are not in the Import File. |
| **Context of use:** | This use case describes the steps to import Entity address and phone number thru the Employee Import when the Enable Multiple Addresses for Entities option is turned-off.  The Address and Phone data is not entered for the Entity records. Entities do exist in RMX. ENTITY\_X\_ADDRESSES record does exist for Entity. ADDRESS\_X\_PHONEINFO record(s) do exist for Entity.  Use Case scenarios for Employee Entities. |
| **End User Goal:** | To ensure the entity address is Not imported on the ENTITY record and the ENTITY\_X\_ADDRESSES record in RMX.  To ensure the entity phone is Not imported on the ENTITY record and the ADDRESS\_X\_PHONEINFO record in RMX. |
| **Primary Actor:** | User |
| **Precondition:** | User is logged into RMX. |
| **Minimal Guarantees:** | End User Goal as mentioned above is achieved |
| **Success Guarantees:** | End User Goal as mentioned above is achieved |
| **Trigger:** | User wishes to import Employee data into RMX |
| **Main Success Scenario:**  **Employee Import**  **Entities Exist in RMX**  **Entity Address Record Exists in RMX**  **Entity Phone Record Exists in RMX**  **Address Data not in Import File**  **Phone Data not in Import File** | 1. The user does not select the Enable Multiple Addresses for Entities option on the General System Parameters Setup window in RMX. 2. The User adds Employee data to the import file including Entity without address and phone data. Entities do exist in RMX. ENTITY\_X\_ADDRESSES record does exist for Entity. ADDRESS\_X\_PHONEINFO record(s) do exist for Entity. 3. The user schedules a DA DIS Employee Import task thru the RMX Task Manager. 4. The job will run to completion. 5. The user reviews the job files from the TM Task View to ensure job did not complete with errors. 6. The user reviews the RMX database to confirm the Entity address data is not updated on the ENTITY record. ENTITY\_X\_ADDRESSES record where the PRIMARY\_ADD\_FLAG is -1 was not updated. 7. The user reviews the RMX database to confirm the Entity phone data is not updated on the ENTITY record. The Office and Home ADDRESS\_X\_PHONEINFO records were not updated. 8. The user navigates to the added Entity in the RMX Entity Maintenance. 9. System will display the main tab view information. This screen does contain Entity Address or Phone data that already existed in RMX. 10. The user reviews the DA\_STAGING database to verify the records were deleted from the ENTITY\_X\_ADDRESSES and the ADDRESS\_X\_PHONEINFO tables. |
| **Alternate Scenarios:**  **EmployeeEntities** | 1. User follows Main Scenario. 2. Employee fields are populated. |

## Employee Import Entity in RMX with Address/Phone Record with Multiple Address Option Turned-On

### Entity Address/Phone Data in Import File

Follow the steps in Use Case 1.2.12.1 with the Enable Multiple Addresses for Entities option turned-on. Results will be the same.

Additional RMX steps are:

1. The user selects the new ‘Addresses’ Tab.

2. The system will display the newly added Address record for the entity.

3.The Primary Address is set to True.

### Entity Address/Phone Data not in Import File

Follow the steps in Use Case 1.2.12.2 with the Enable Multiple Addresses for Entities option turned-on. Results will be the same.

Additional RMX steps are:

1. The user selects the new ‘Addresses’ Tab.

2. The system will display the existing Address record for the entity. The Address will not have been updated.

# 2. What to Test

Testing Environment:

RISKMASTER X R7 SP1

RISKMASTER X R8

BusinessObjects XI Data Services 3.2 SP2 FP2

SQL Server 2008

# 3. Change Log

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| --- | --- | --- | --- | --- |
| Date | Change # | Requirement # Revised | Nature of Revision | Initials |
| 07/25/2012 | 1 |  | Original Version | mkp |
| 08/17/2012 | 2 |  | Incorporated review comments from Jen | mkp |
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