ID HUB Flash Replacement Project

Table of Contents

[LOGIN 4](#_Toc64468864)

[Step 1: Login 4](#_Toc64468865)

[REQUESTOR WORKLIST TABS/SUBTABS 6](#_Toc64468866)

[CURRENT REQUEST SUBTAB 6](#_Toc64468867)

[Step 2: Requestor Worklist 🡪Current Request Tab Loads 6](#_Toc64468868)

[Step 3: Downloads Documents from Library 8](#_Toc64468869)

[Step 4: Bulk Import as Group 10](#_Toc64468870)

[Step 5: Edit Request 13](#_Toc64468871)

[Step 6: Cancel Changes 15](#_Toc64468872)

[Step 7: Save Changes to Request 17](#_Toc64468873)

[Step 8: Upload Documentation 19](#_Toc64468874)

[Step 9: Submit Request 21](#_Toc64468875)

[SEARCH REQUEST SUBTAB 23](#_Toc64468876)

[Step 10: Search Request 23](#_Toc64468877)

[Step 11: View Documents 25](#_Toc64468878)

[Step 12: Edit Request 27](#_Toc64468879)

[Step 13: Save Changed Request 29](#_Toc64468880)

[Step 14: Submit Request 31](#_Toc64468881)

[SERVICE DESK REVIEWER TAB 33](#_Toc64468882)

[Step 15: Service Desk Reviewer Tab 33](#_Toc64468883)

[Step 16: Service Desk Reviewer View Documents 35](#_Toc64468884)

[Step 17: Under Review 37](#_Toc64468885)

[Step 18: Cancel Review 39](#_Toc64468886)

[Step 19: Reject Request 41](#_Toc64468887)

[Step 20: Accept Request 43](#_Toc64468888)

[MANAGE USERS TAB 45](#_Toc64468889)

[Step 21: Manage Users Tab 45](#_Toc64468890)

[Step 22: Add New User 47](#_Toc64468891)

[Step 23: Edit Users 49](#_Toc64468892)

[Step 24: Cancel User Changes 51](#_Toc64468893)

[Step 25: Save User 53](#_Toc64468894)

[Step 26: Activate User 55](#_Toc64468895)

[ADMIN TABS/SUBTABS 57](#_Toc64468896)

[DEPARTMENTS SUBTAB 57](#_Toc64468897)

[Step 27: Departments Tab 57](#_Toc64468898)

[Step 28: Edit Department 59](#_Toc64468899)

[Step 29: Cancel Department Edit 61](#_Toc64468900)

[Step 30: Save Department 63](#_Toc64468901)

[Step 31: Delete Department 65](#_Toc64468902)

[LOCATIONS SUBTAB 67](#_Toc64468903)

[Step 32: Locations Tab 67](#_Toc64468904)

[Step 33: Edit Locations 69](#_Toc64468905)

[Step 34: Cancel Location Edit 71](#_Toc64468906)

[Step 35: Save Location 73](#_Toc64468907)

[Step 36: Delete Location 75](#_Toc64468908)

[USER TYPES SUBTAB 77](#_Toc64468909)

[Step 37: User Types Tab 77](#_Toc64468910)

[Step 38: Edit User Types 79](#_Toc64468911)

[Step 39: Cancel User Types Edit 81](#_Toc64468912)

[Step 40: Save User Types 83](#_Toc64468913)

[Step 41: Delete User Types 85](#_Toc64468914)

[TITLE SUBTAB 87](#_Toc64468915)

[Step 42: Title Tab 87](#_Toc64468916)

[Step 43: Edit Title 89](#_Toc64468917)

[Step 44: Cancel Title Edit 91](#_Toc64468918)

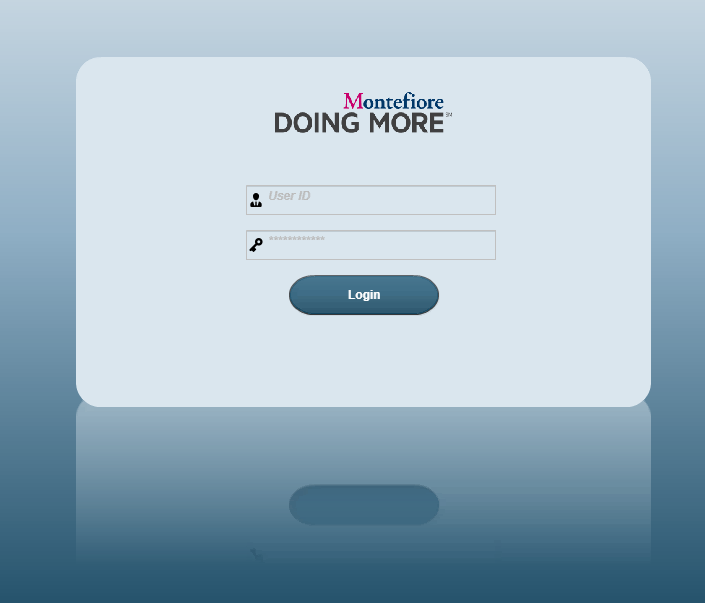
[Step 45: Save Title 93](#_Toc64468919)

[Step 46: Delete Title 95](#_Toc64468920)

# LOGIN

### Step 1: Login

#### Example Screen:



#### Request:

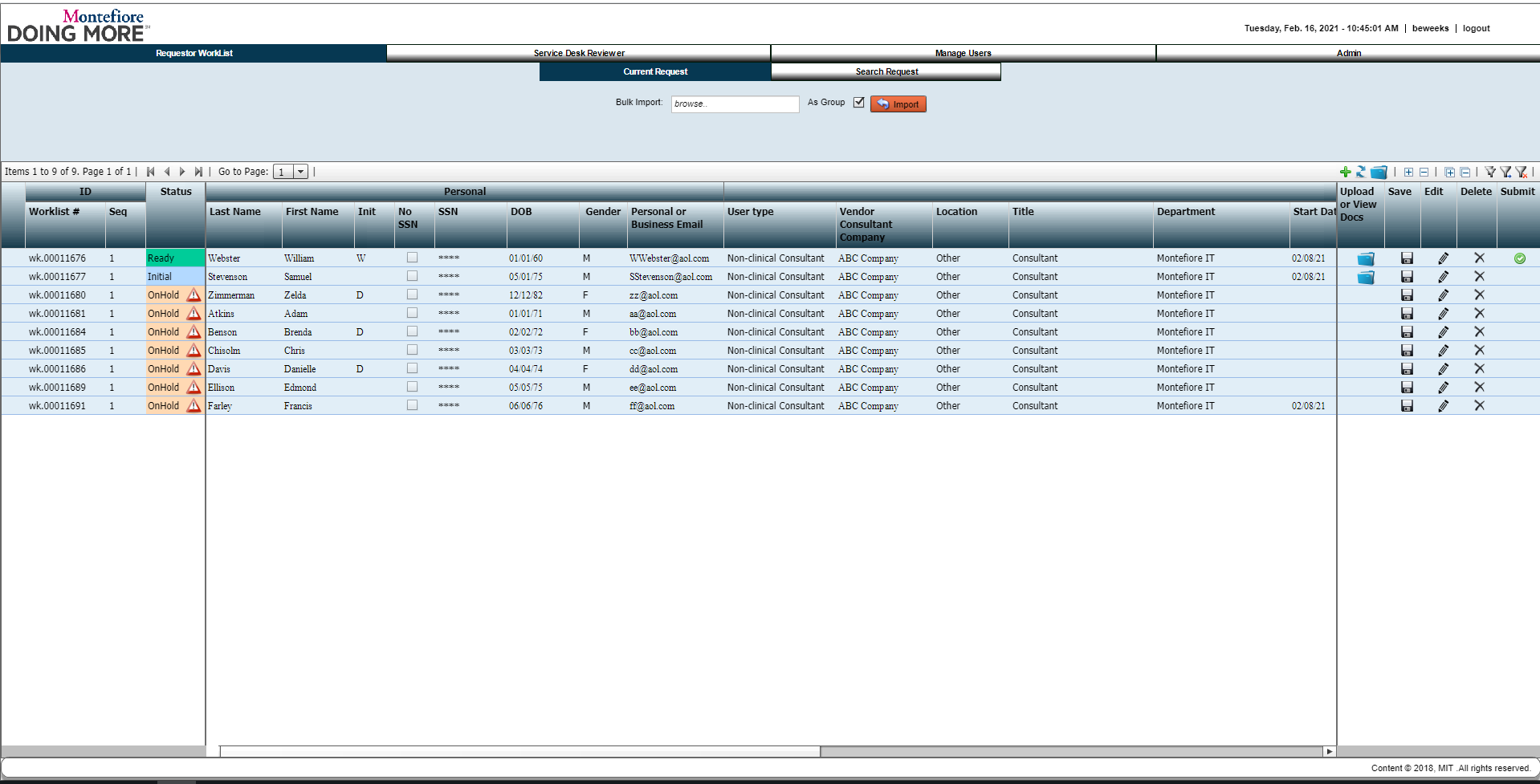
#### Response:

# REQUESTOR WORKLIST TABS/SUBTABS

## CURRENT REQUEST SUBTAB

### Step 2: Requestor Worklist 🡪Current Request Tab Loads

#### Example Screen:

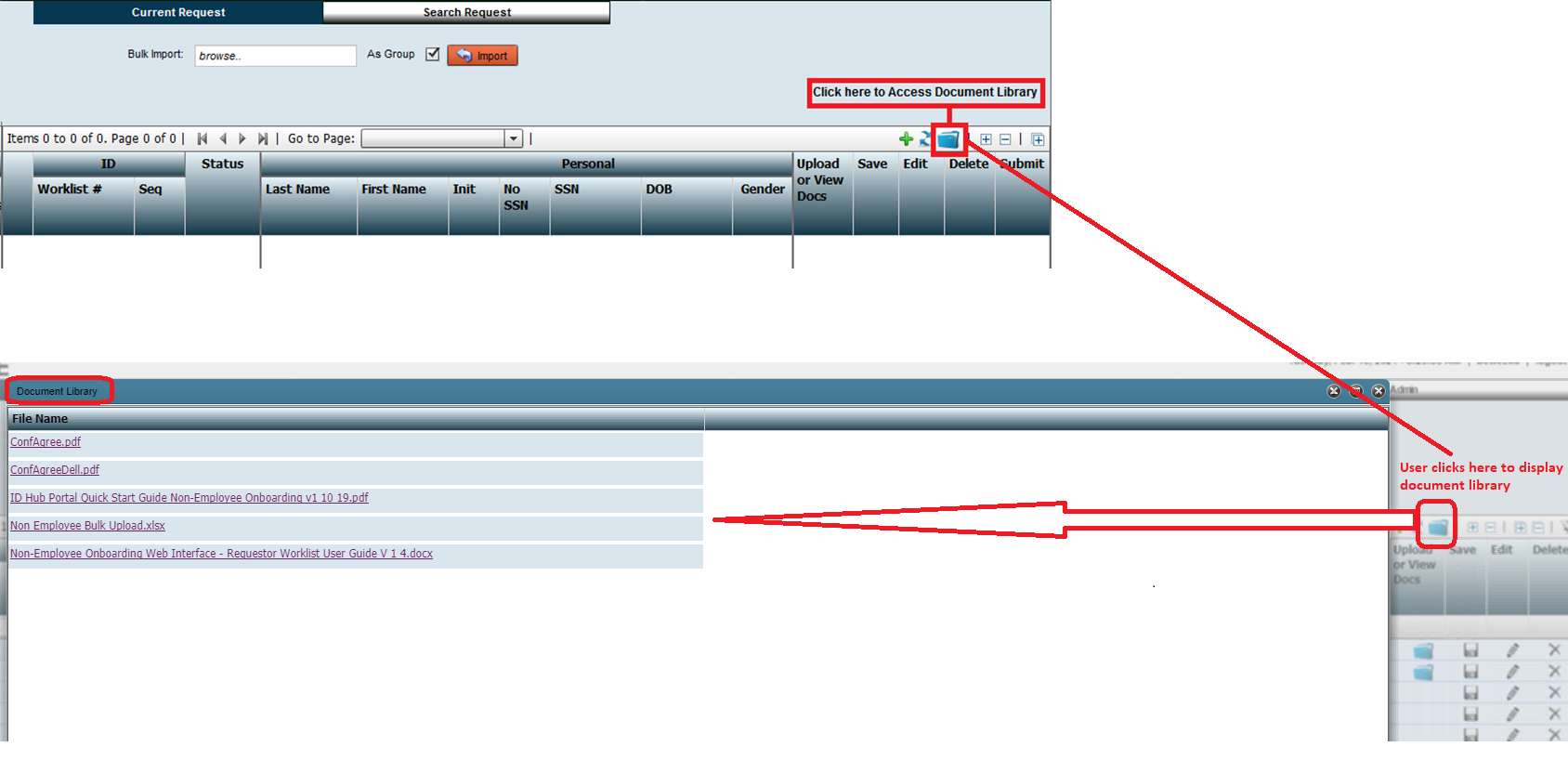


#### Request:

#### Response:

### Step 3: Downloads Documents from Library

#### Example Screen:

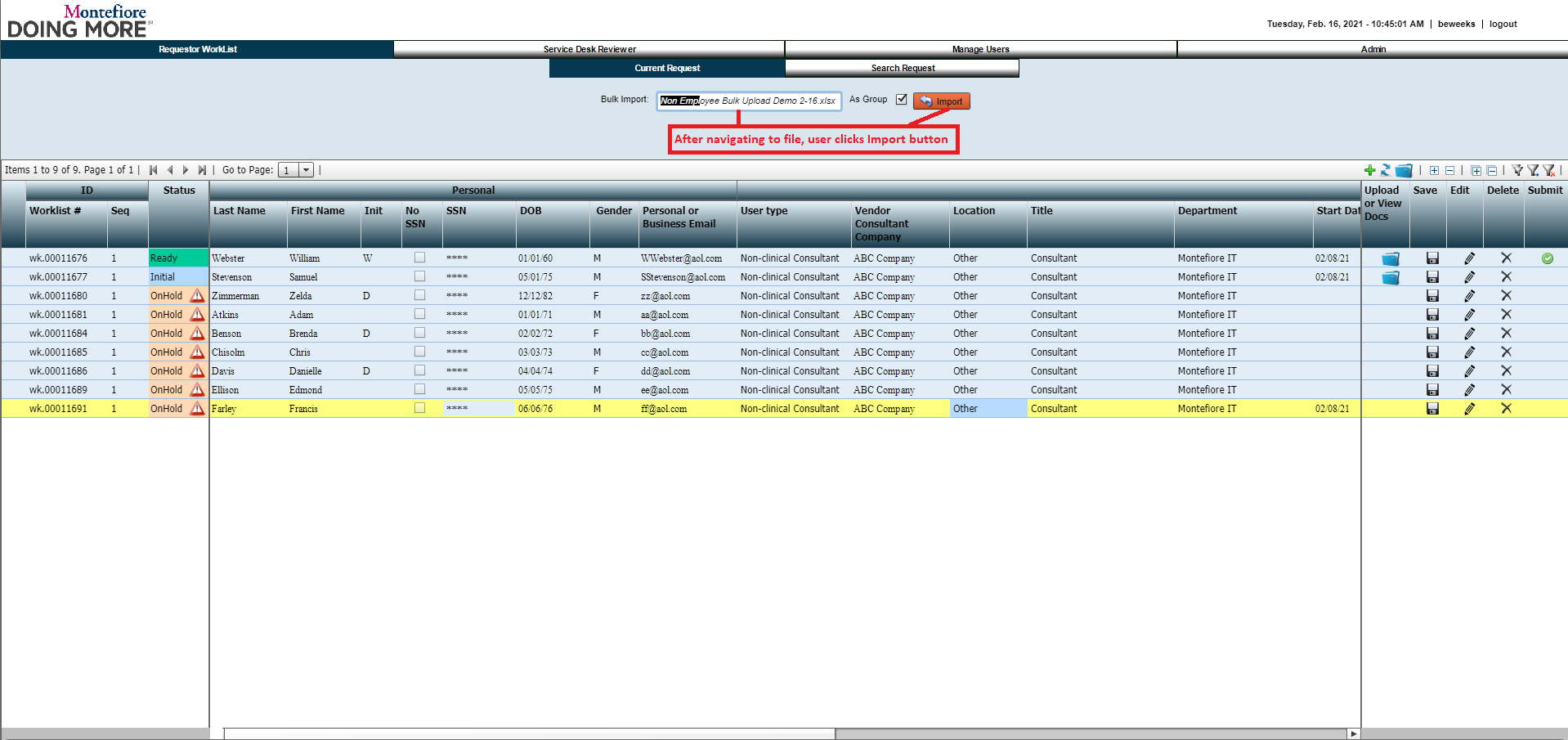


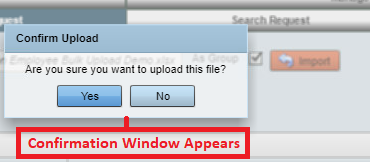
#### Request:

#### Response:

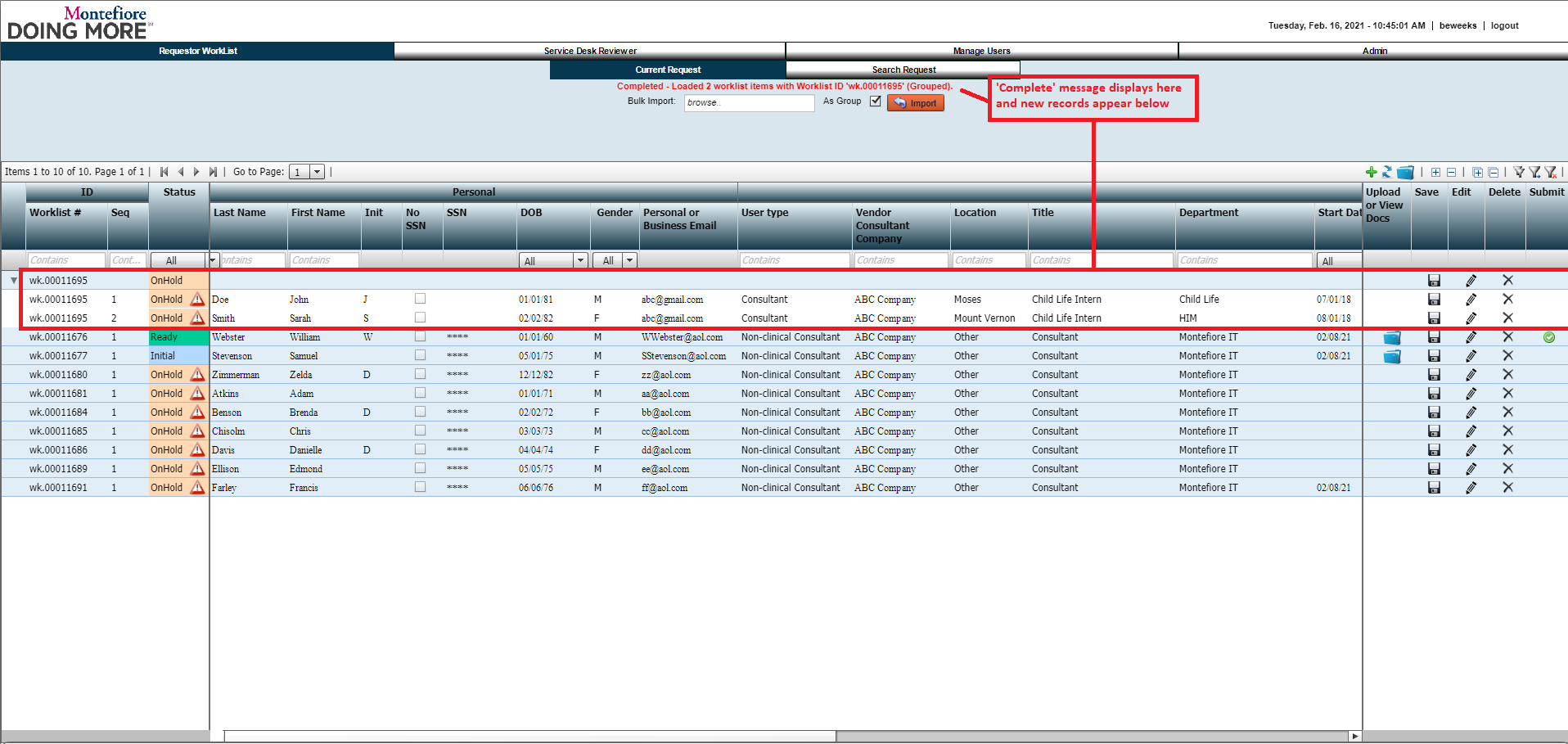
### Step 4: Bulk Import as Group

#### Example Screen:





Screen Shot After Bulk Import is Successfully Completed:

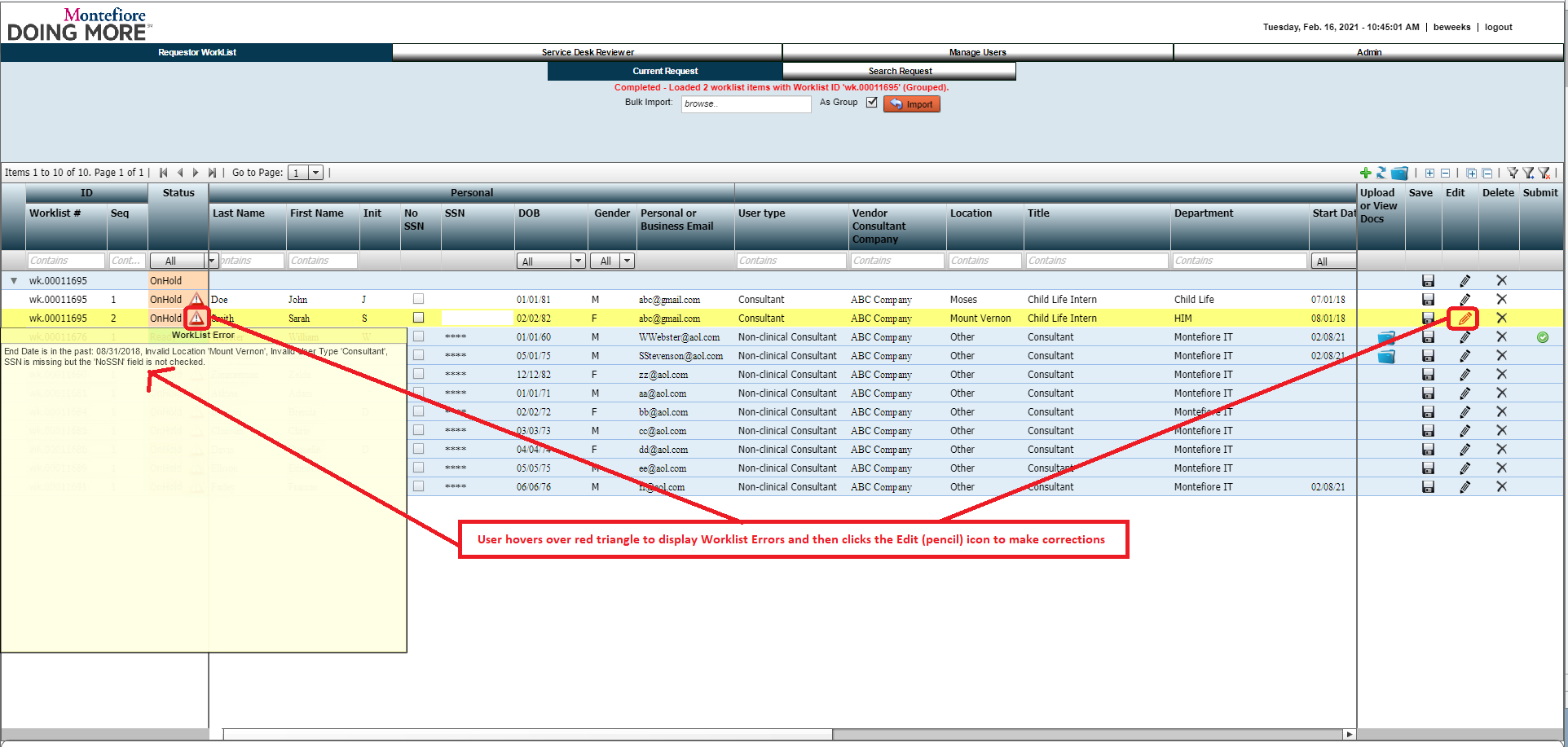


#### Request:

#### Response:

### Step 5: Edit Request

#### Example Screen:

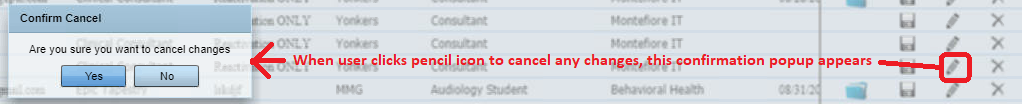


#### Request:

#### Response:

### Step 6: Cancel Changes

#### Example Screen:

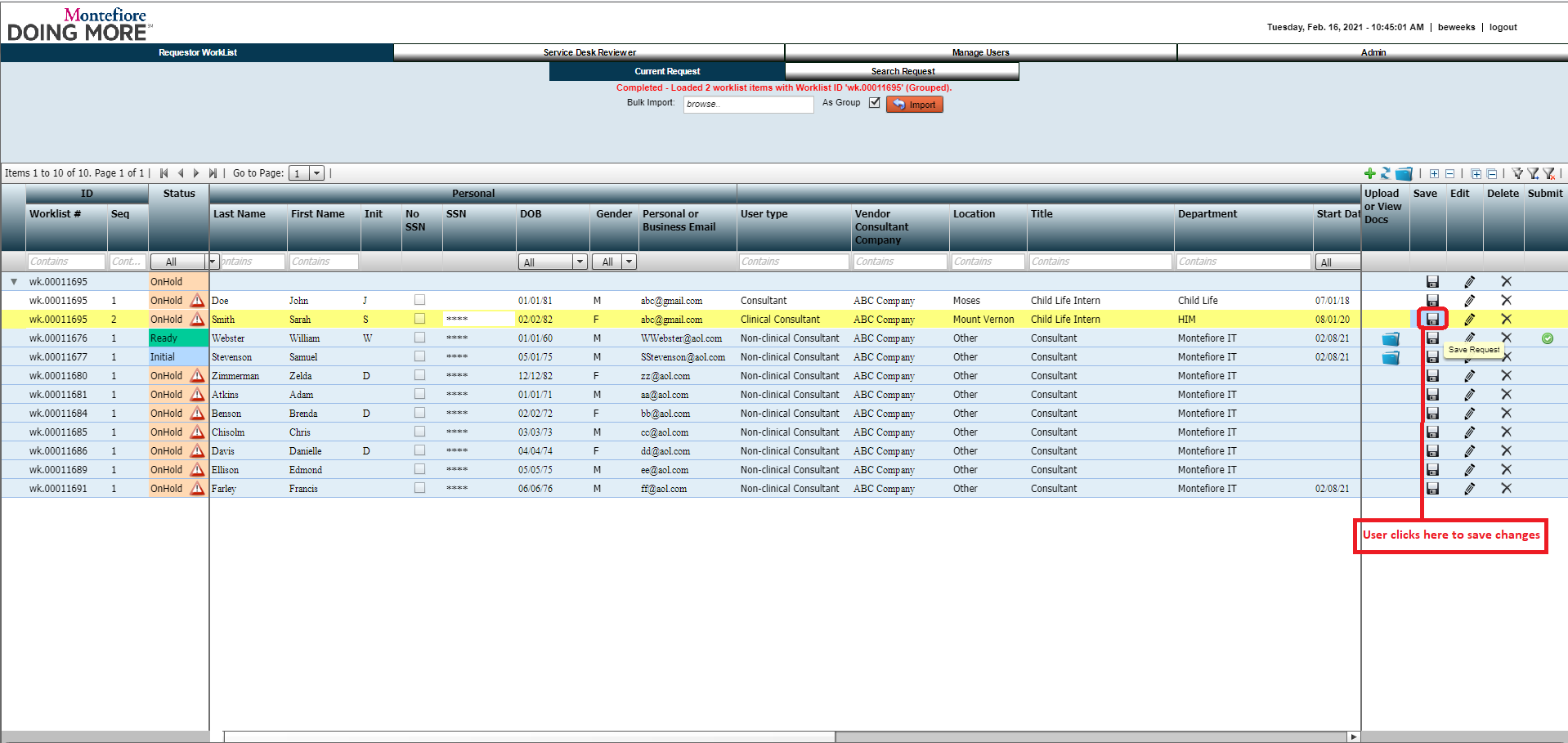


#### Request:

#### Response:

### Step 7: Save Changes to Request

#### Example Screen:

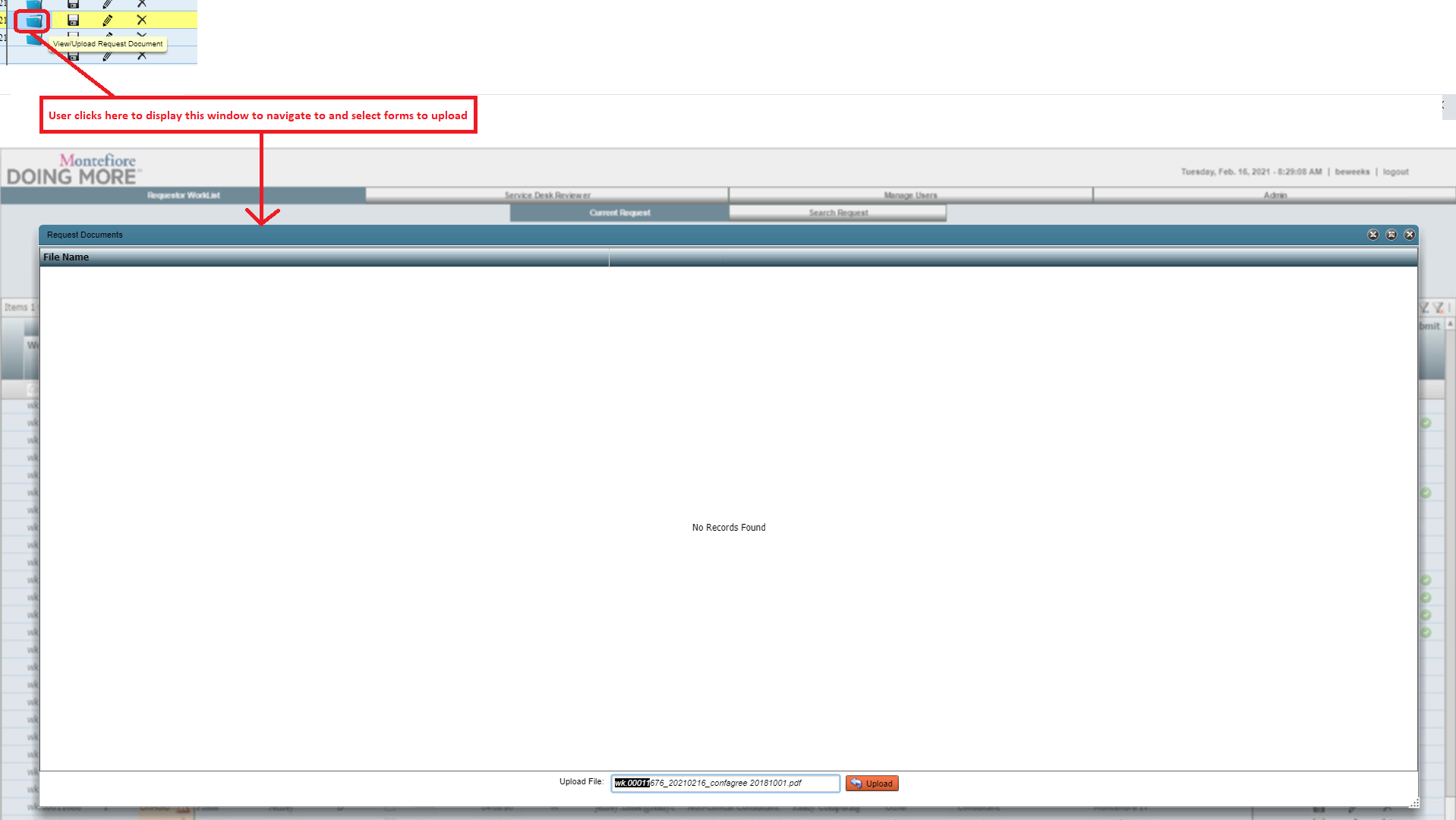


#### Request:

#### Response:

### Step 8: Upload Documentation

#### Example Screen:

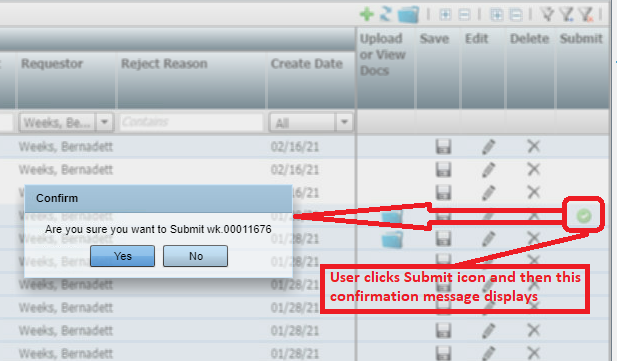


#### Request:

#### Response:

### Step 9: Submit Request

#### Example Screen:



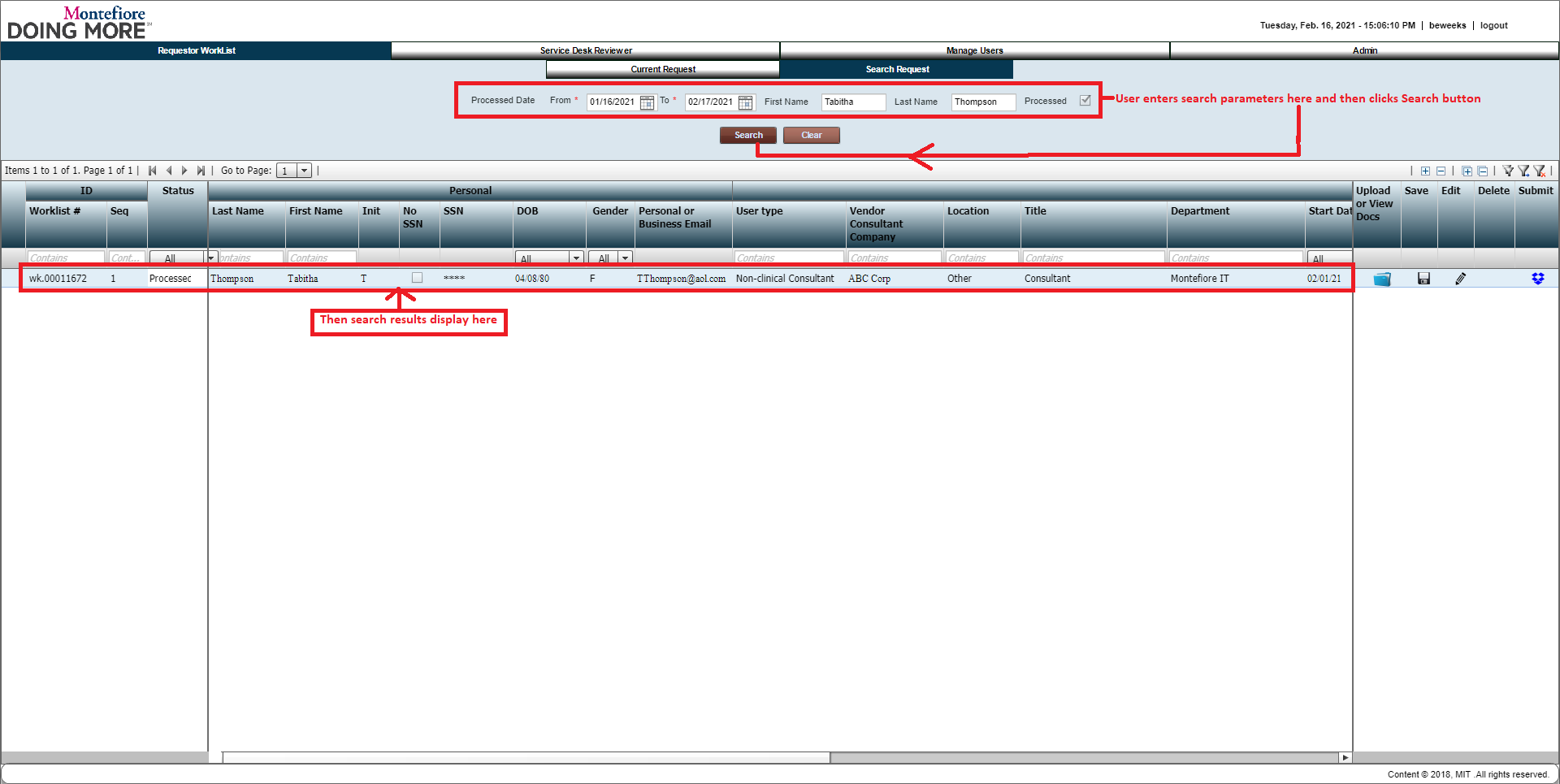
#### Request:

#### Response:

## SEARCH REQUEST SUBTAB

### Step 10: Search Request

#### Example Screen:

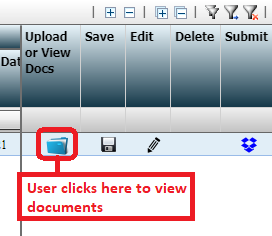


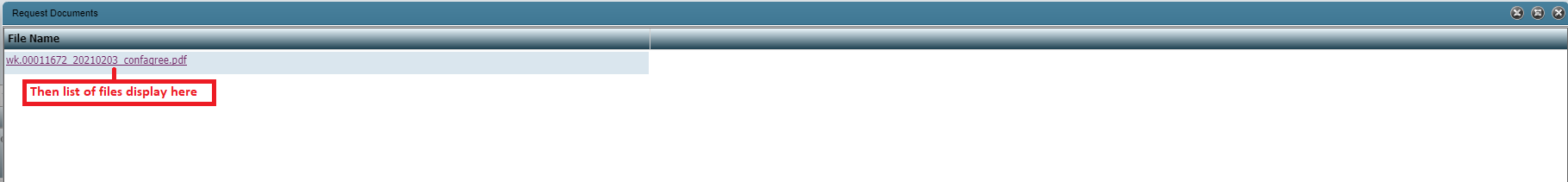
#### Request:

#### Response:

### Step 11: View Documents

#### Example Screen:



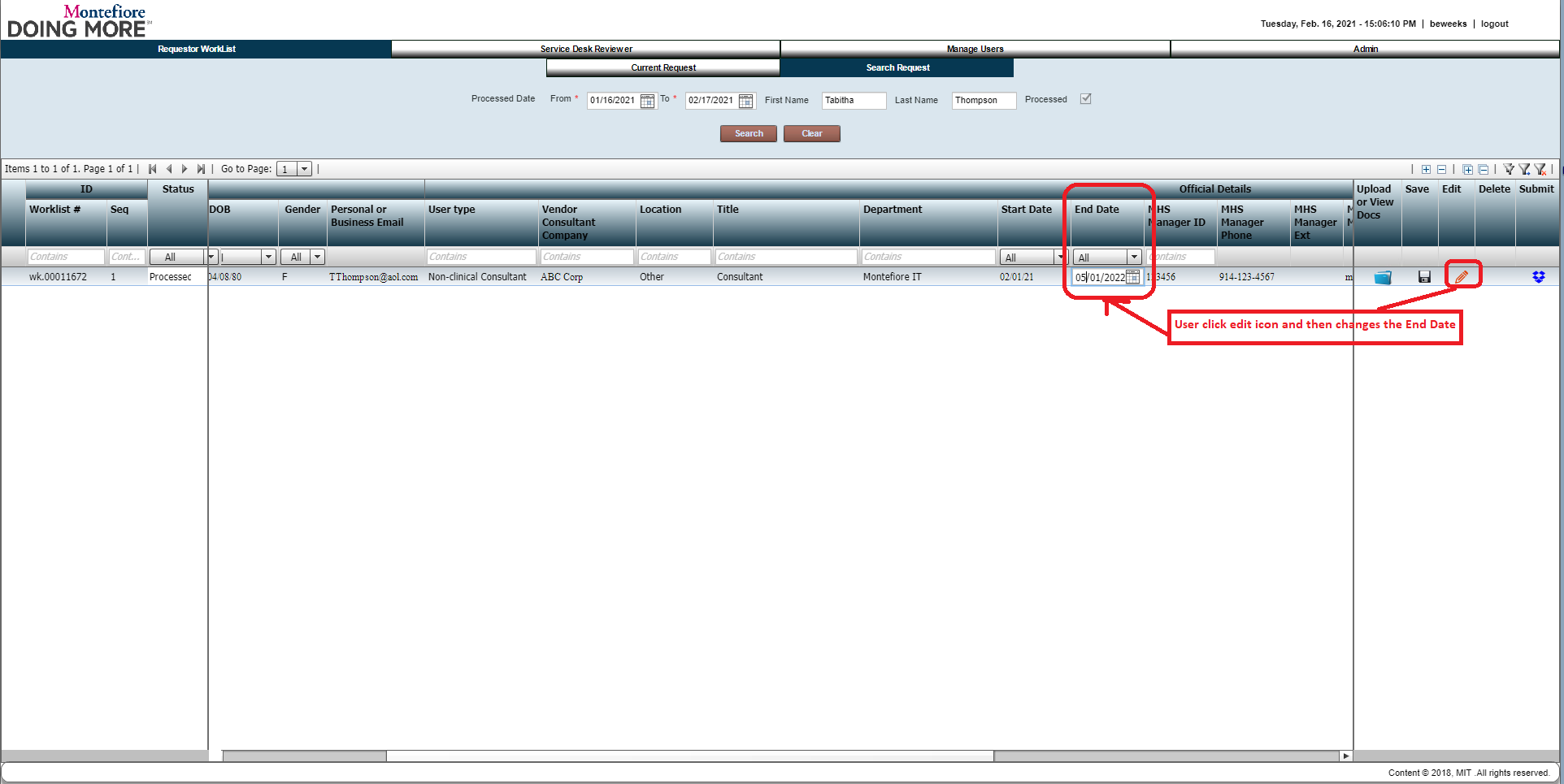


#### Request:

#### Response:

### Step 12: Edit Request

#### Example Screen:

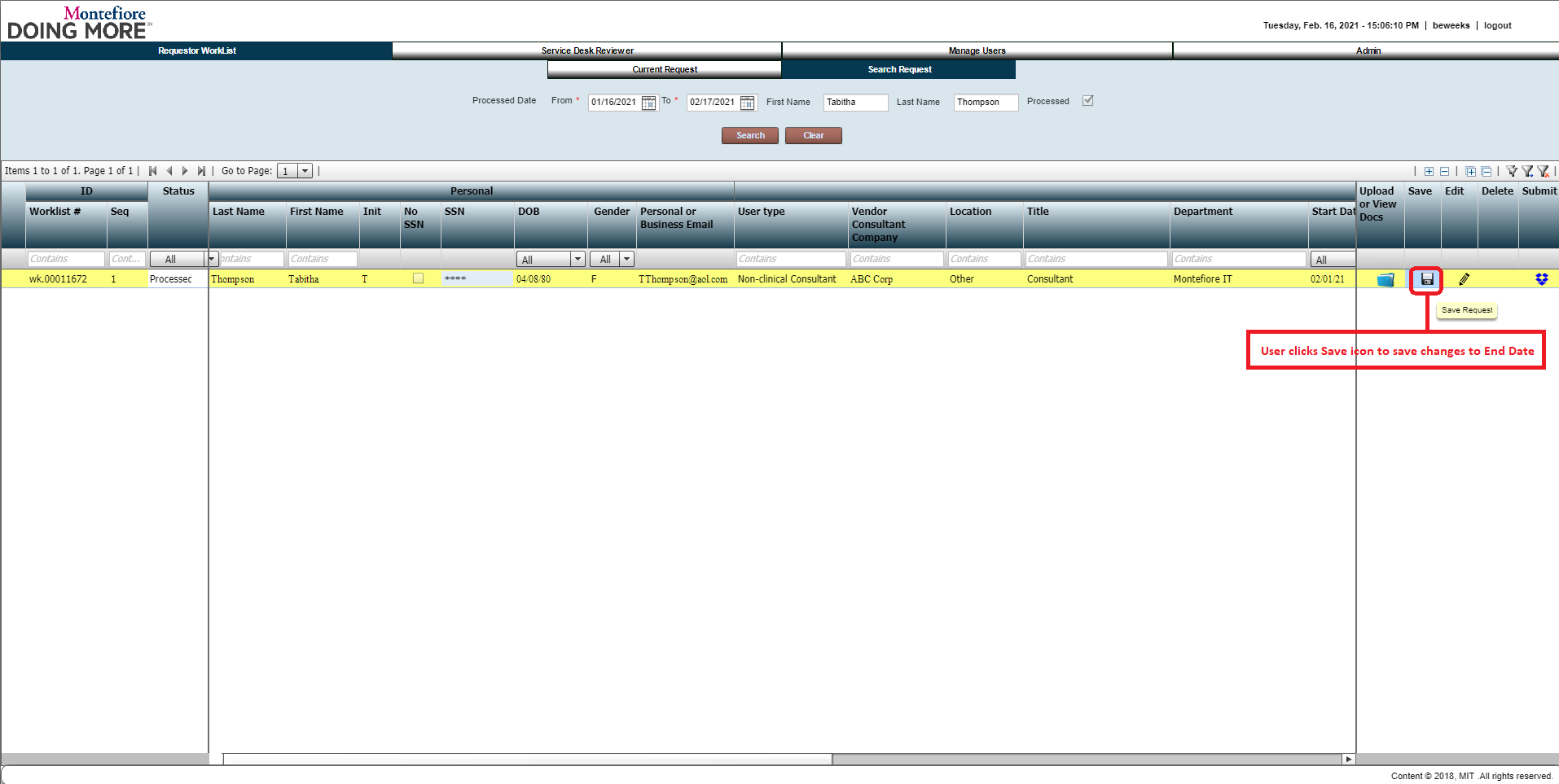


#### Request:

#### Response:

### Step 13: Save Changed Request

#### Example Screen:

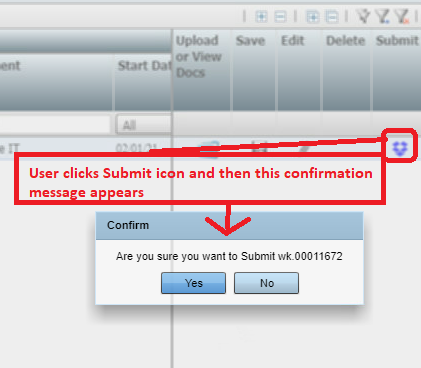


#### Request:

#### Response:

### Step 14: Submit Request

#### Example Screen:



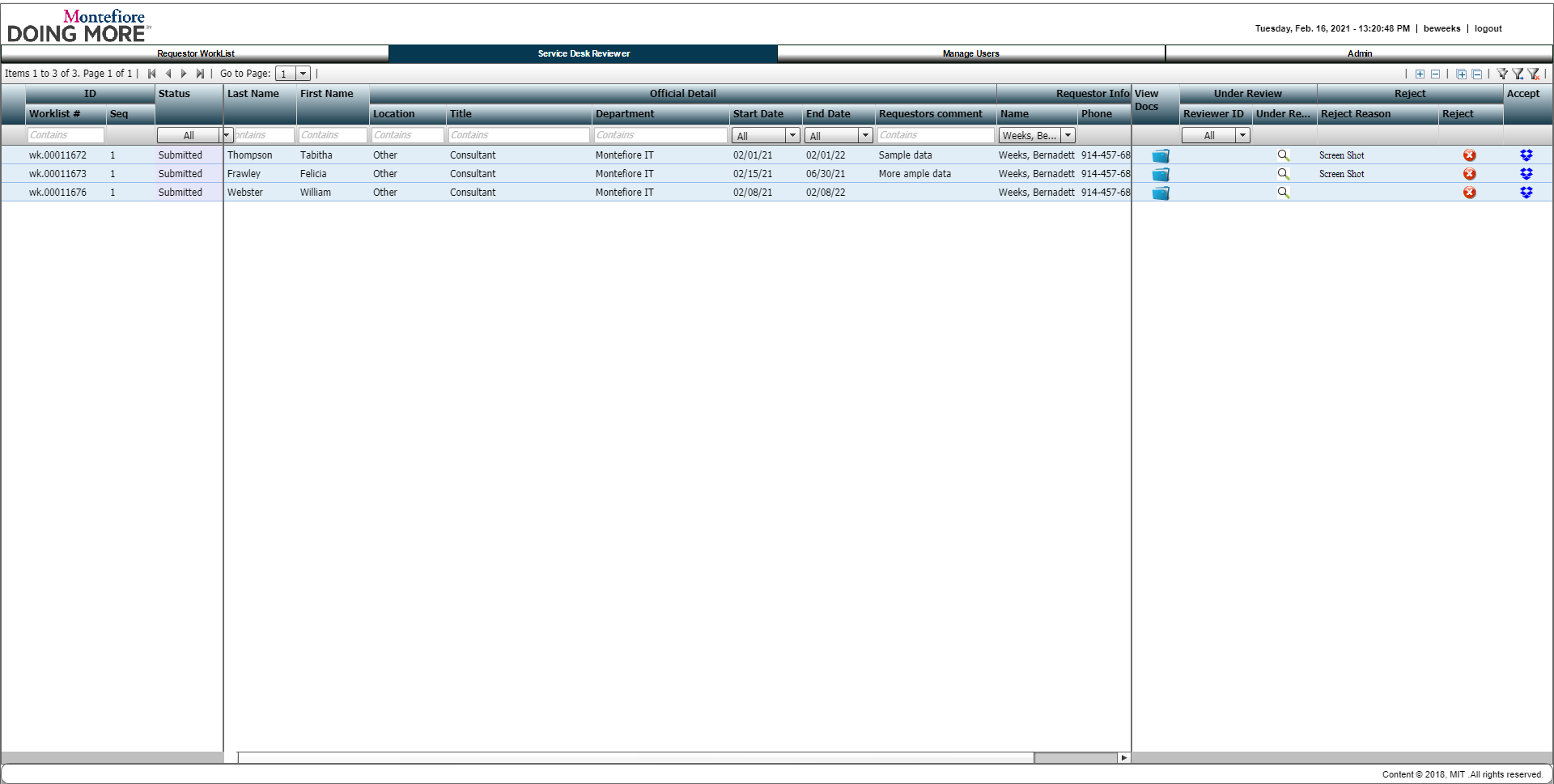
#### Request:

#### Response:

# SERVICE DESK REVIEWER TAB

### Step 15: Service Desk Reviewer Tab

#### Example Screen:

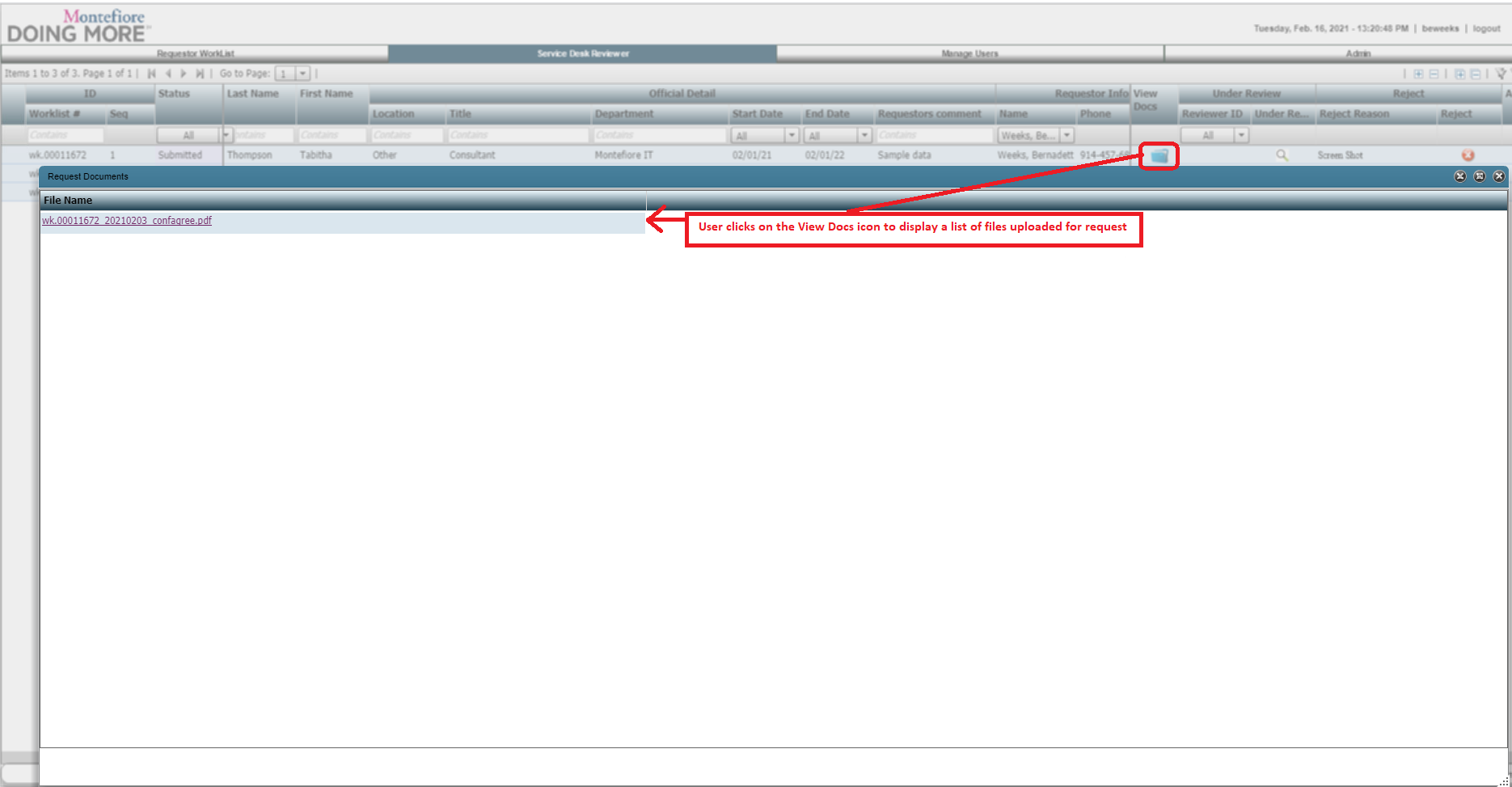


#### Request:

#### Response:

### Step 16: Service Desk Reviewer View Documents

#### Example Screen:

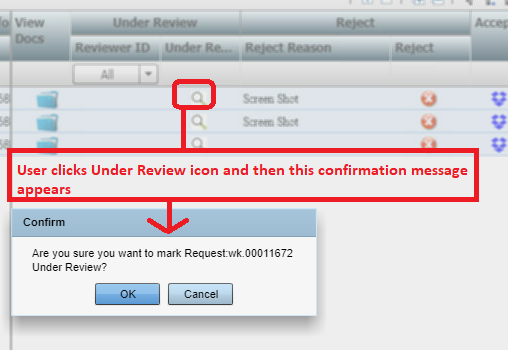


#### Request:

#### Response:

### Step 17: Under Review

#### Example Screen:

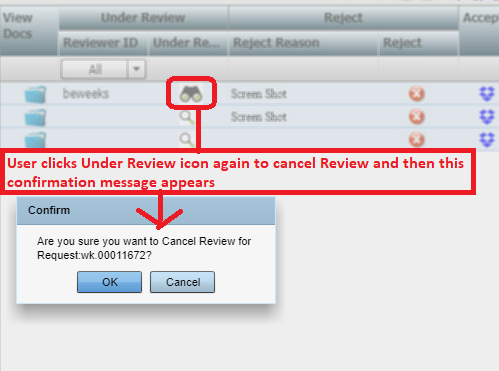


#### Request:

#### Response:

### Step 18: Cancel Review

#### Example Screen:

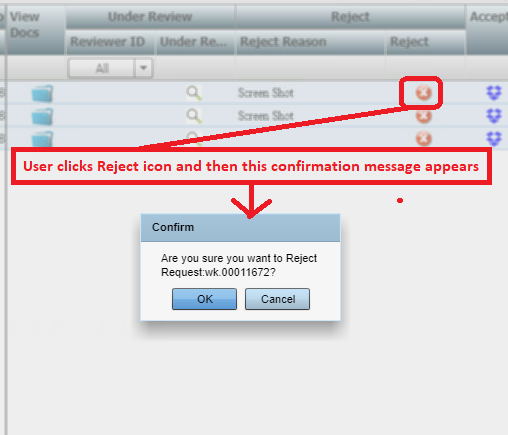


#### Request:

#### Response:

### Step 19: Reject Request

#### Example Screen:

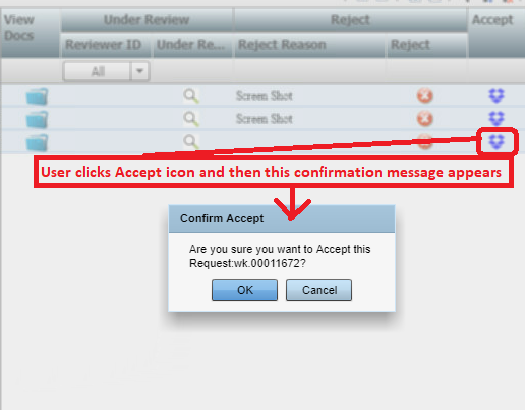


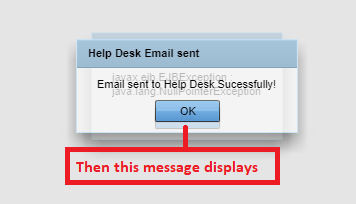
#### Request:

#### Response:

### Step 20: Accept Request

#### Example Screen:





#### Request:

#### Response:

# MANAGE USERS TAB

### Step 21: Manage Users Tab

#### Example Screen:

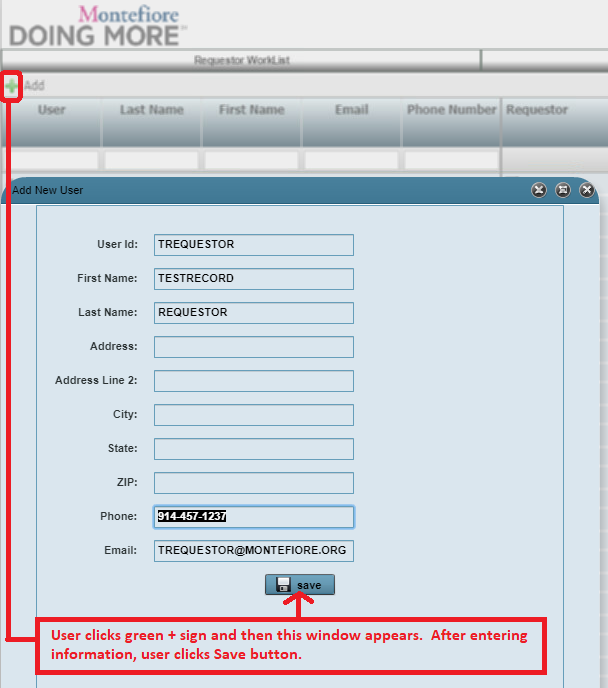


#### Request:

#### Response:

### Step 22: Add New User

#### Example Screen:

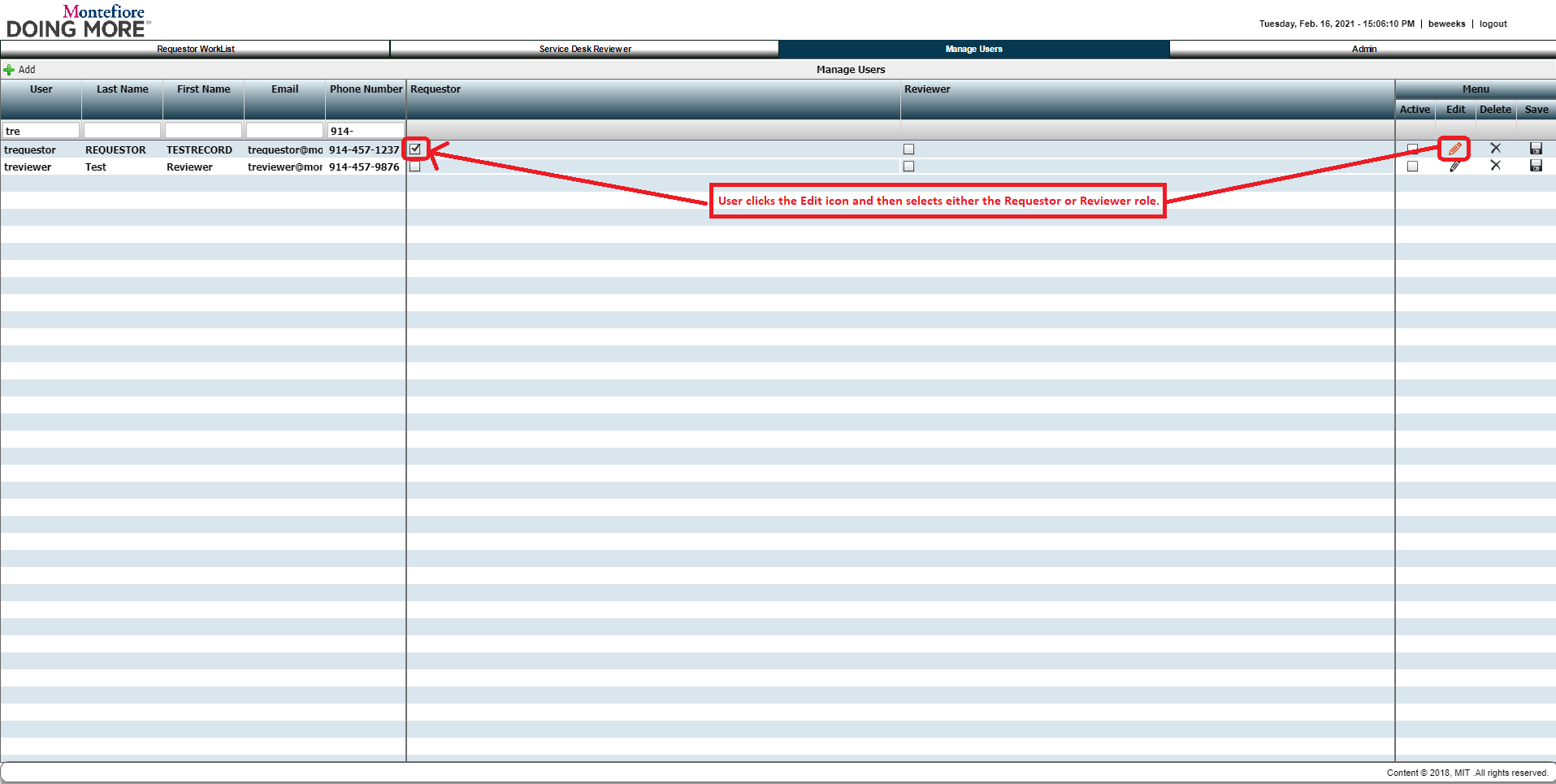


#### Request:

#### Response:

### Step 23: Edit Users

#### Example Screen:

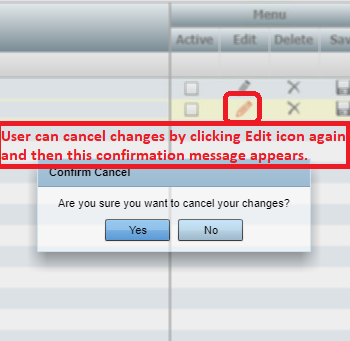


#### Request:

#### Response:

### Step 24: Cancel User Changes

#### Example Screen:

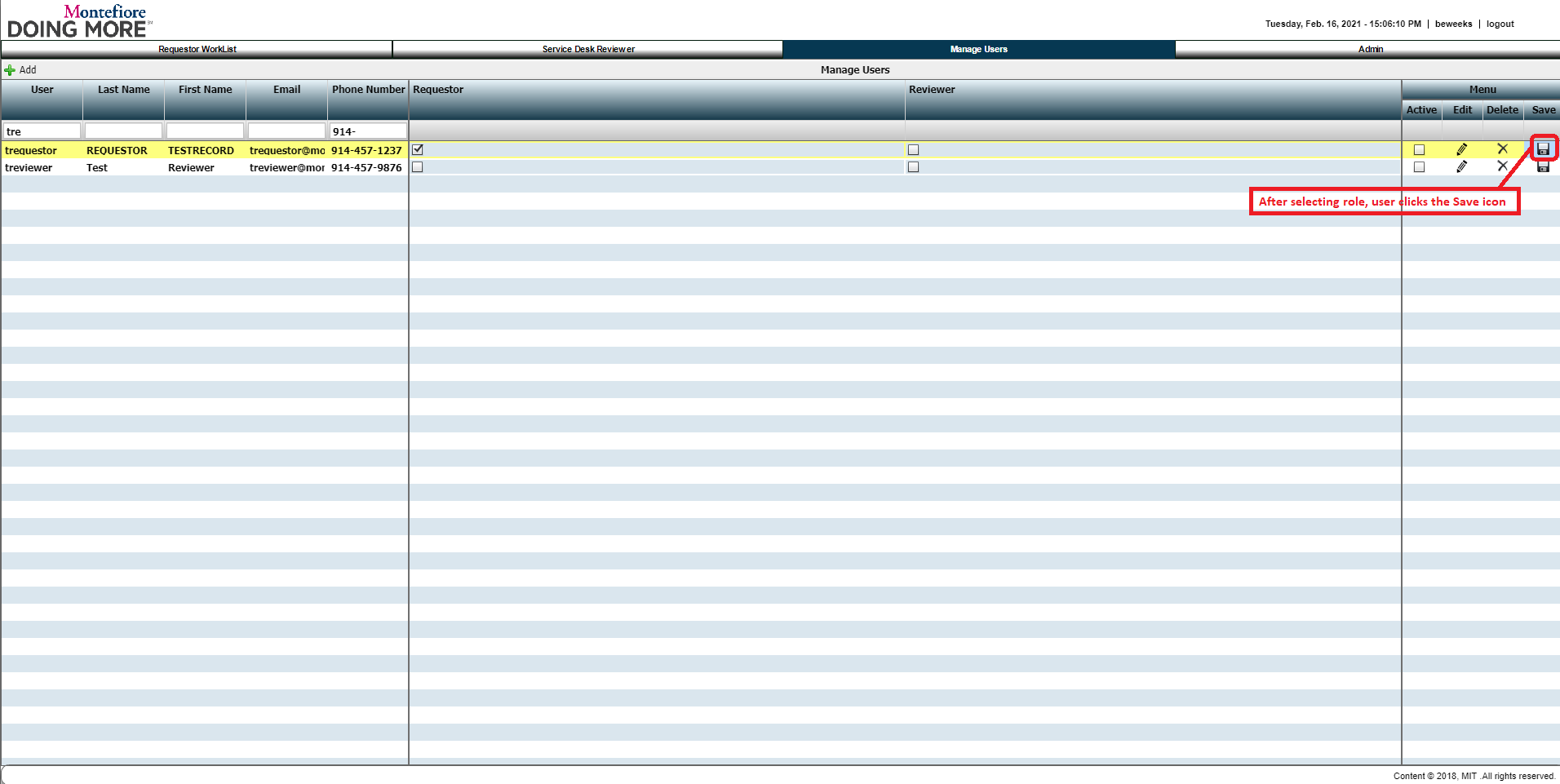


#### Request:

#### Response:

### Step 25: Save User

#### Example Screen:

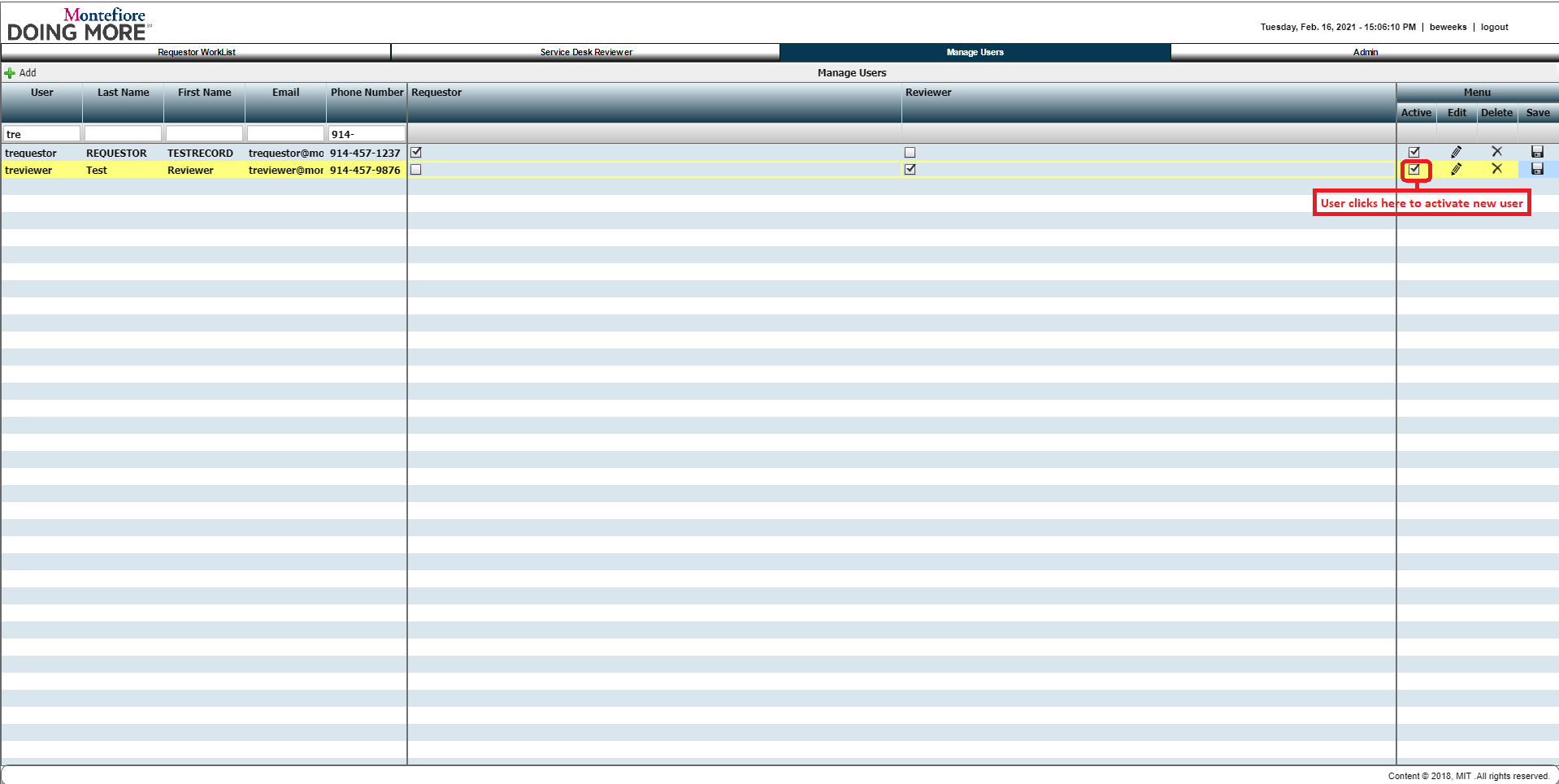


#### Request:

#### Response:

### Step 26: Activate User

#### Example Screen:



#### Request:

#### Response:

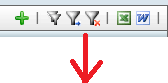
# ADMIN TABS/SUBTABS

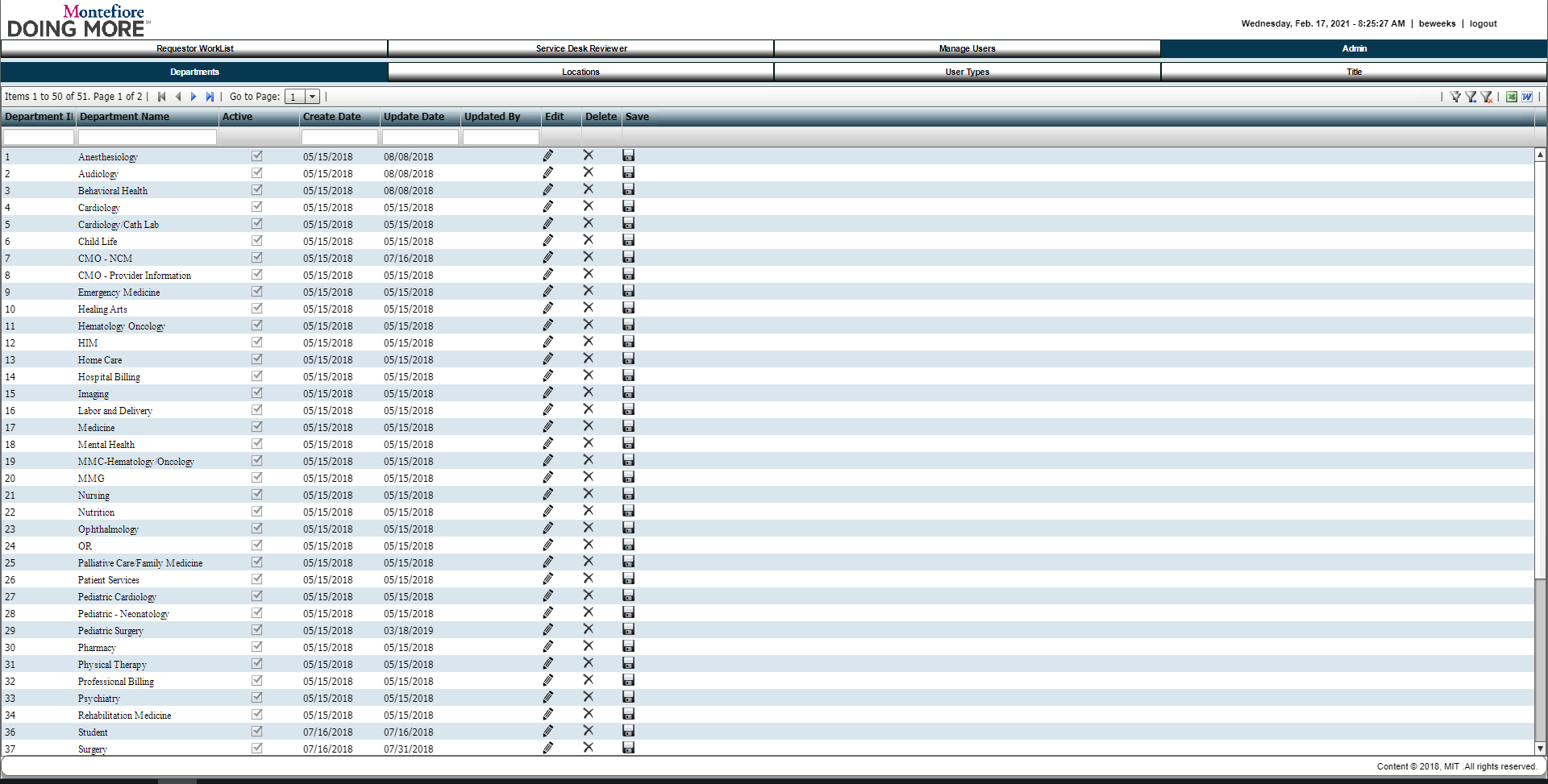
## DEPARTMENTS SUBTAB

### Step 27: Departments Tab

#### Example Screen:

**Note: This screen should be modified to follow the same format as the Locations tab. A Green Plus sign icon should be added to this screen to allow users to add a new row.**





#### Request:

#### Response:

### Step 28: Edit Department

#### Example Screen:

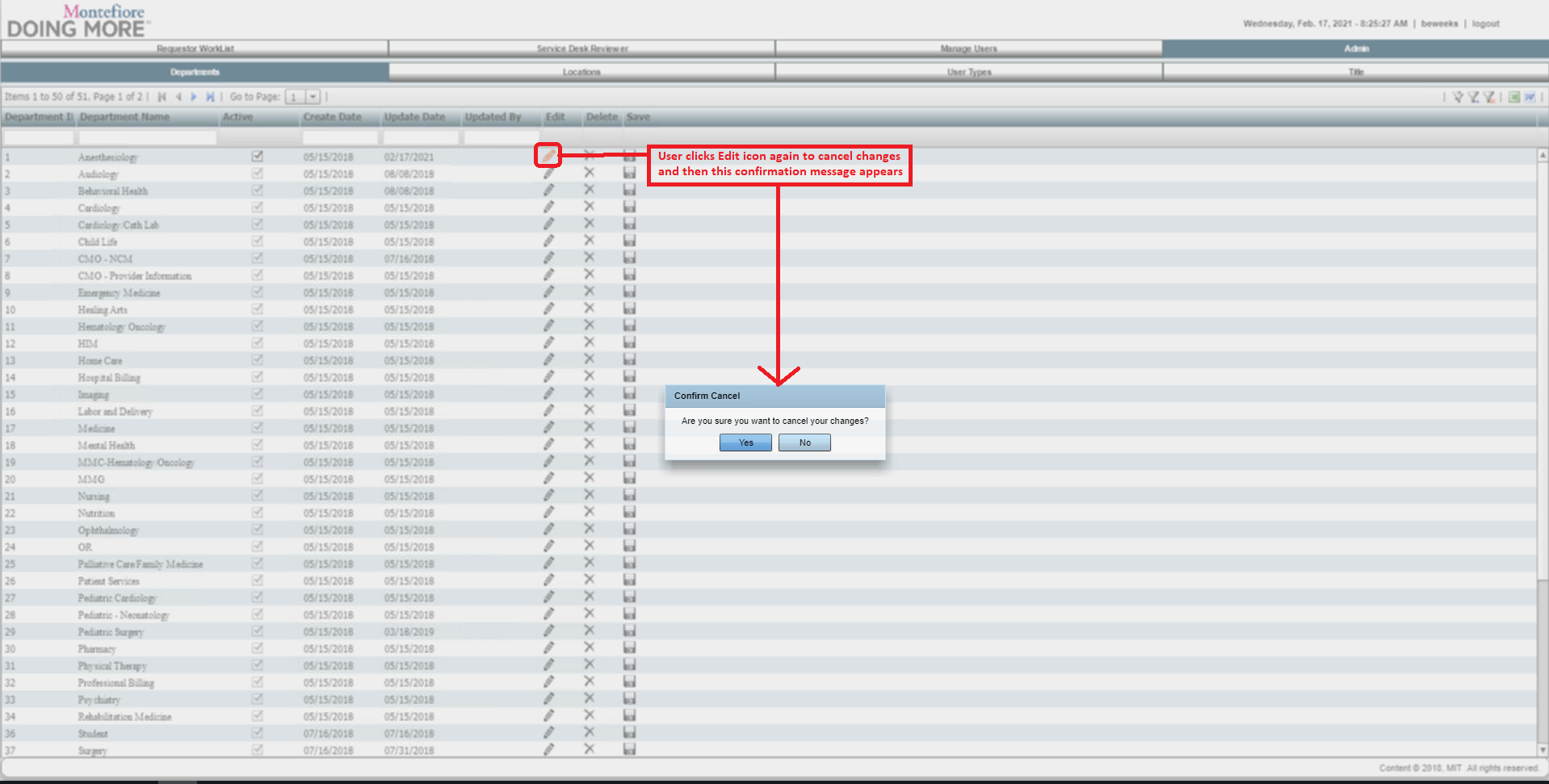


#### Request:

#### Response:

### Step 29: Cancel Department Edit

#### Example Screen:



#### Request:

#### Response:

### Step 30: Save Department

#### Example Screen:

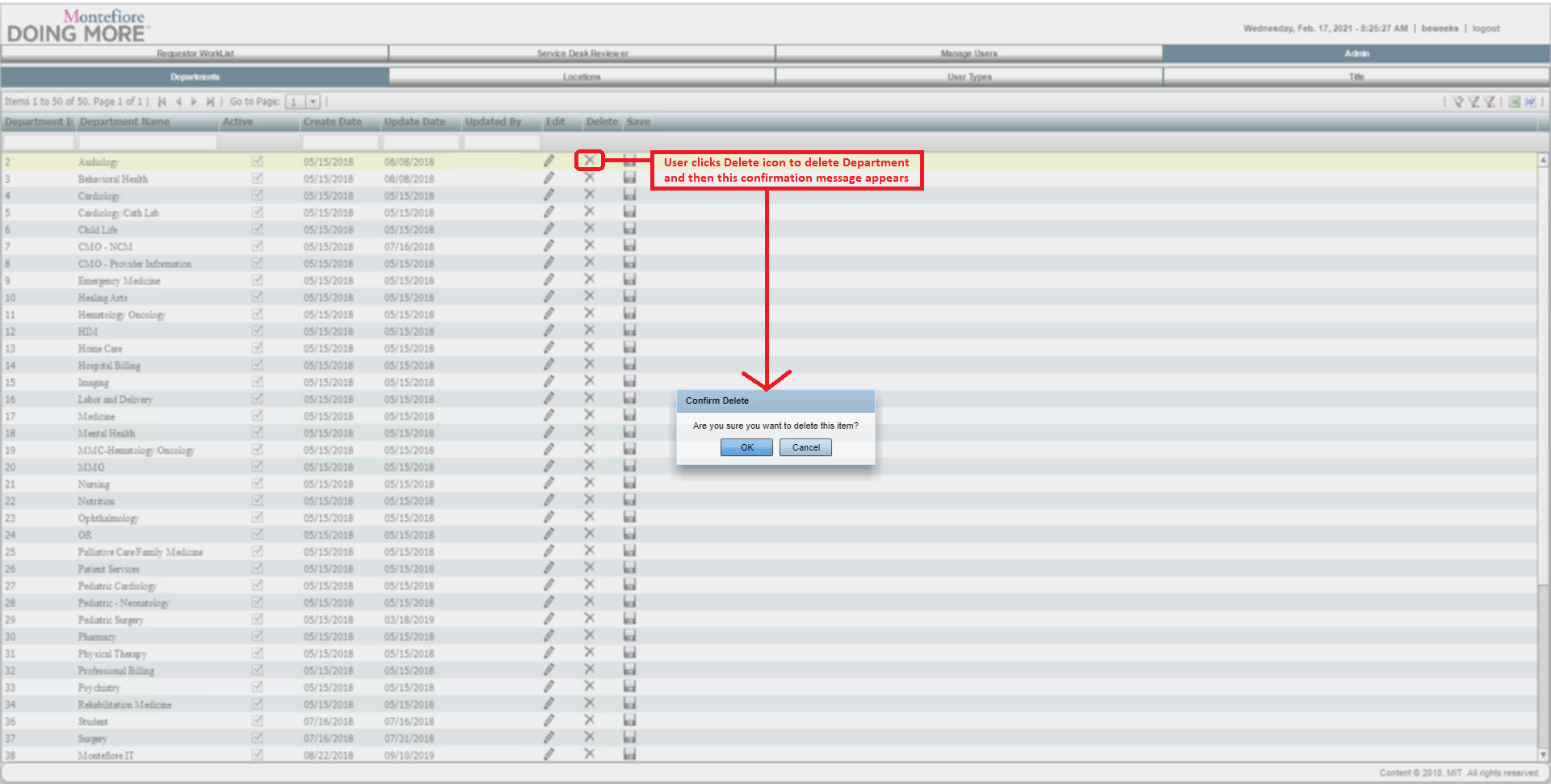


#### Request:

#### Response:

### Step 31: Delete Department

#### Example Screen:



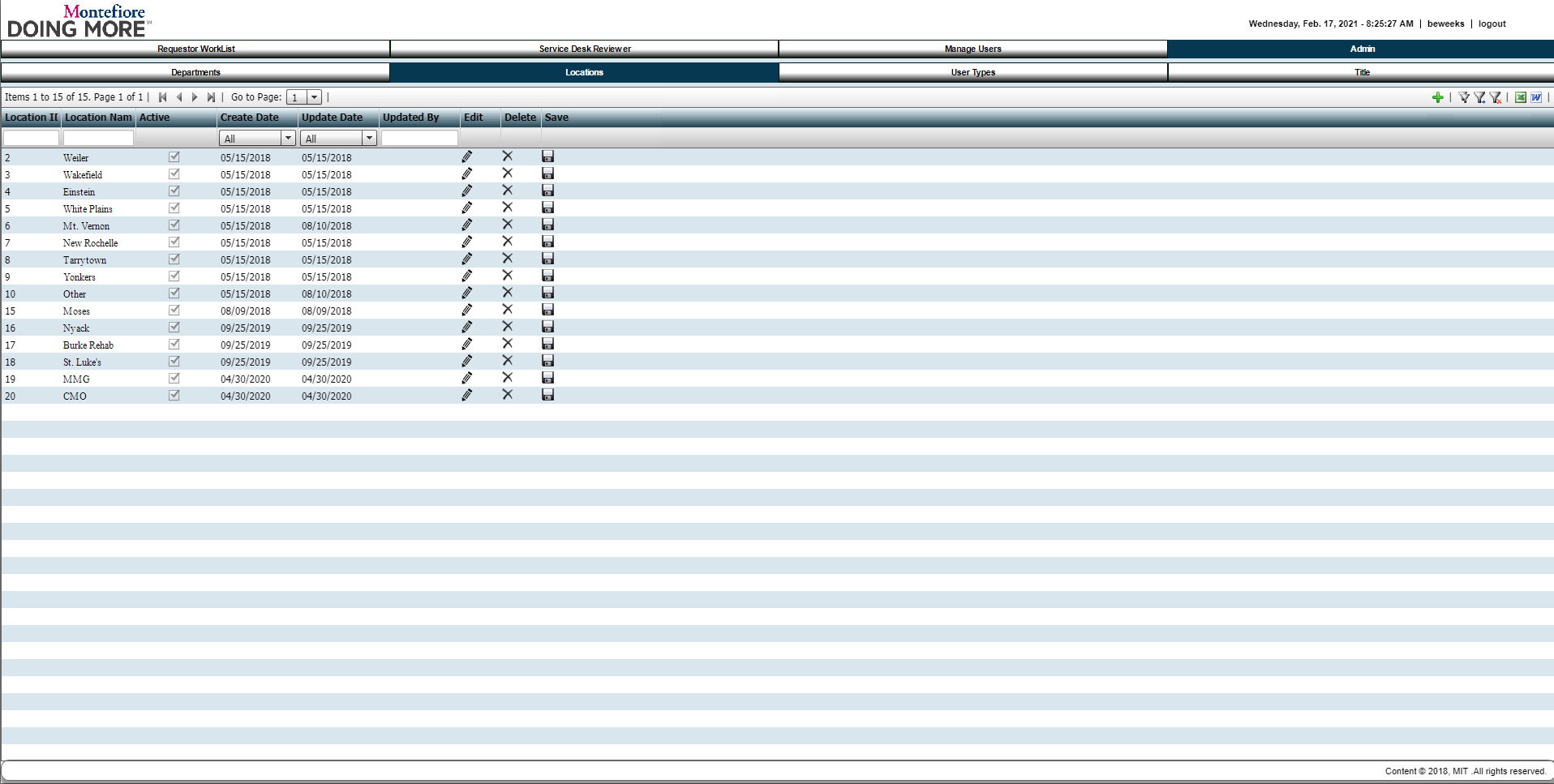
#### Request:

#### Response:

## LOCATIONS SUBTAB

### Step 32: Locations Tab

#### Example Screen:

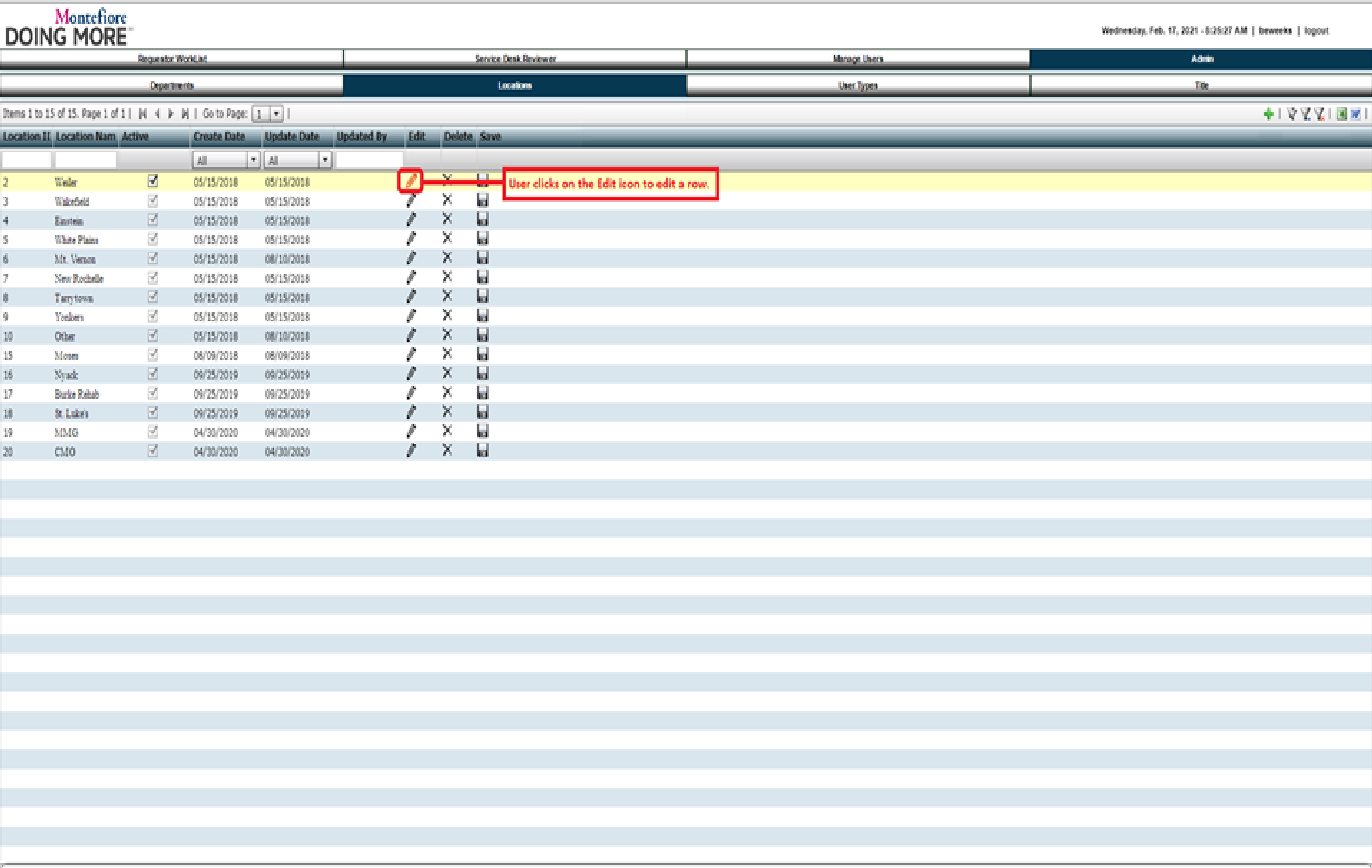


#### Request:

#### Response:

### Step 33: Edit Locations

#### Example Screen:

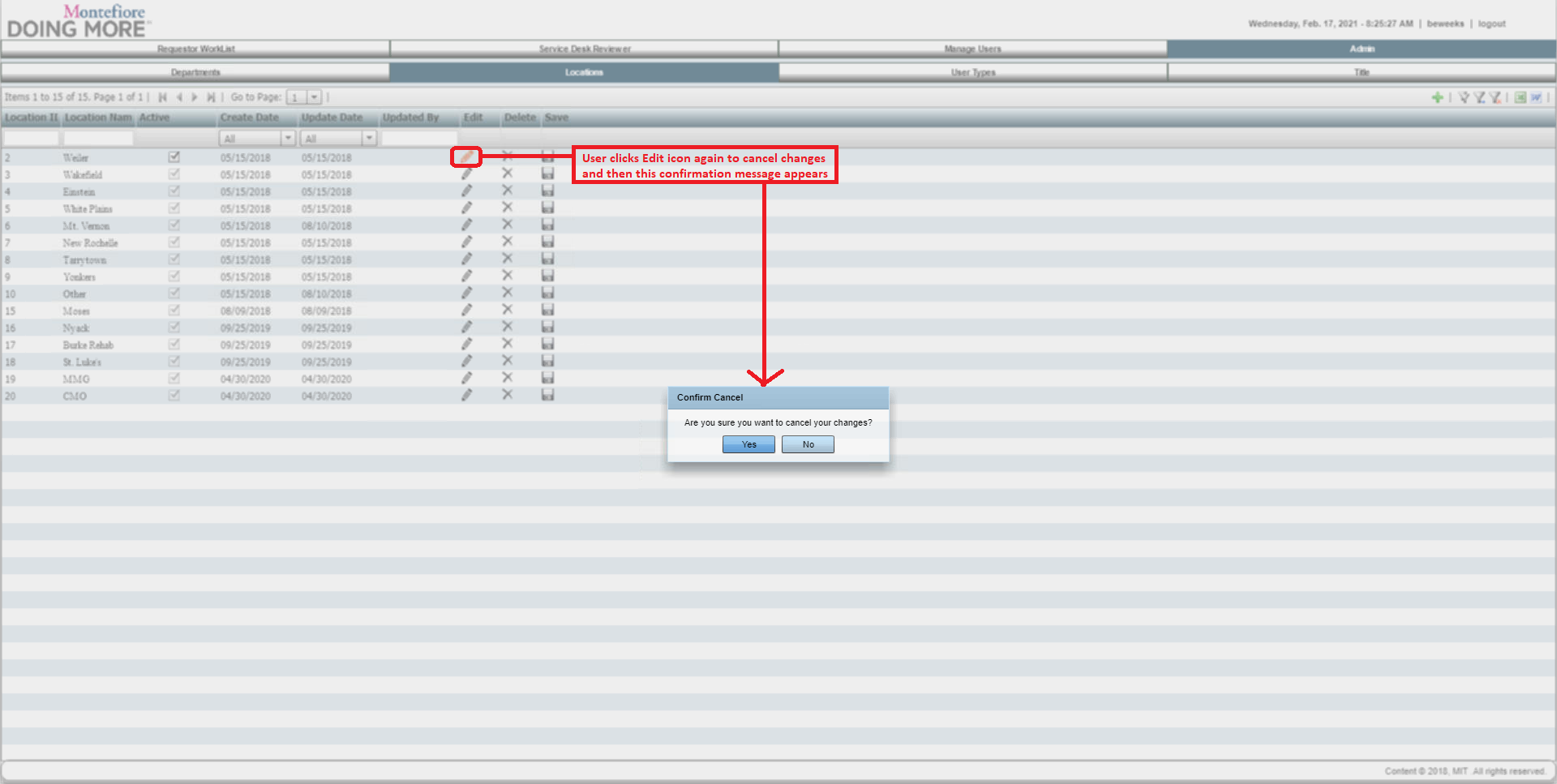


#### Request:

#### Response:

### Step 34: Cancel Location Edit

#### Example Screen:

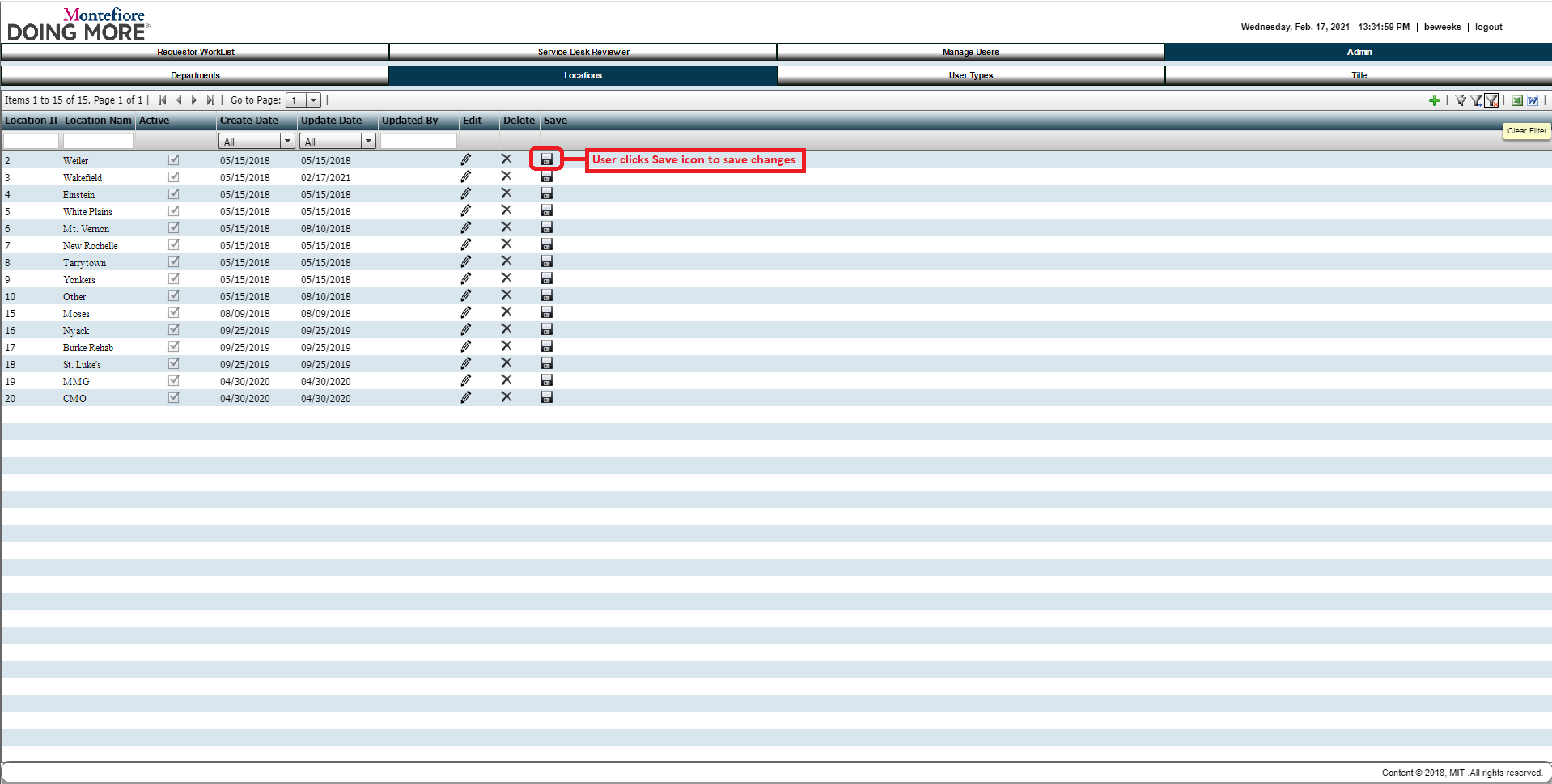


#### Request:

#### Response:

### Step 35: Save Location

#### Example Screen:

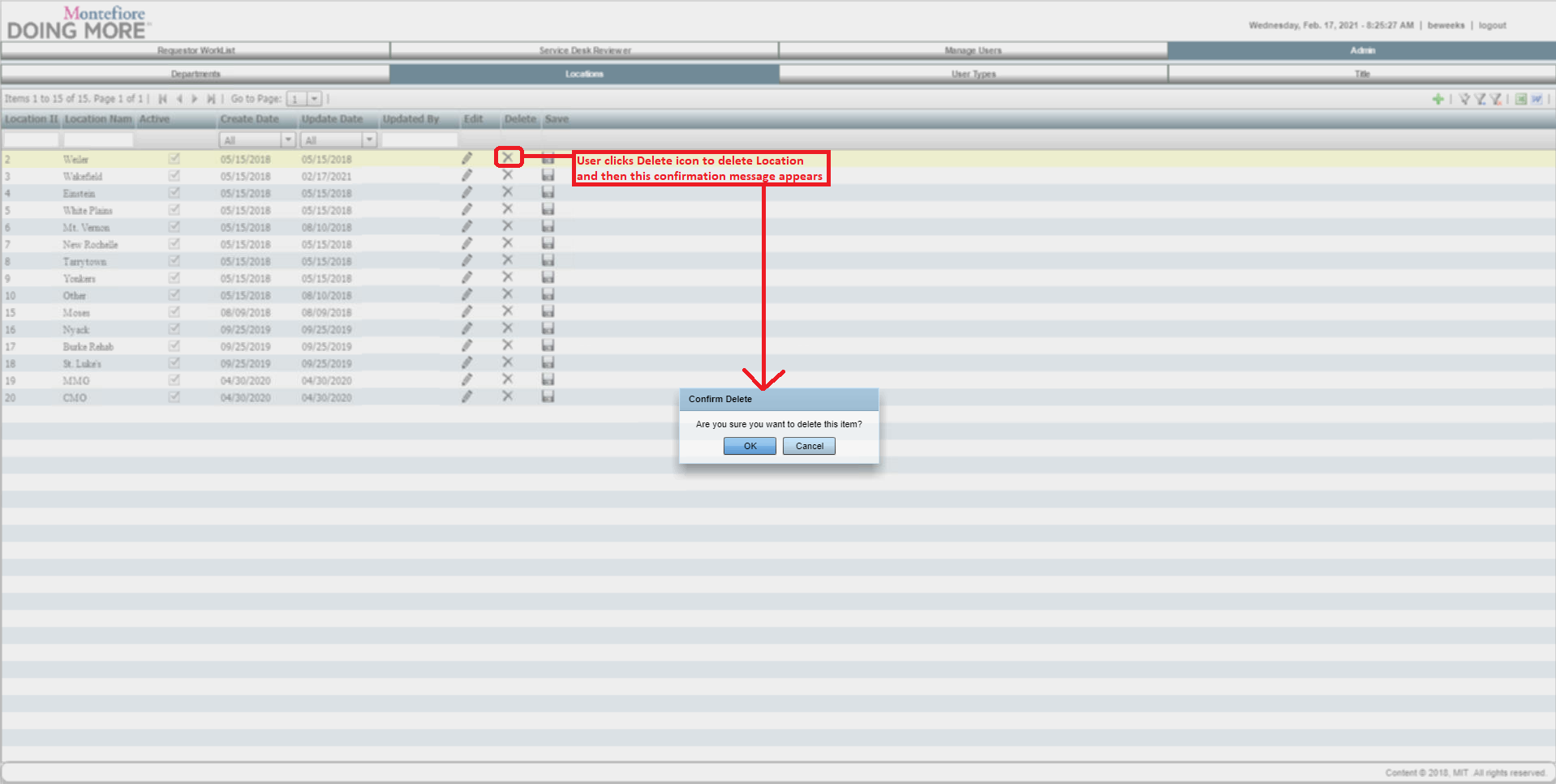


#### Request:

#### Response:

### Step 36: Delete Location

#### Example Screen:



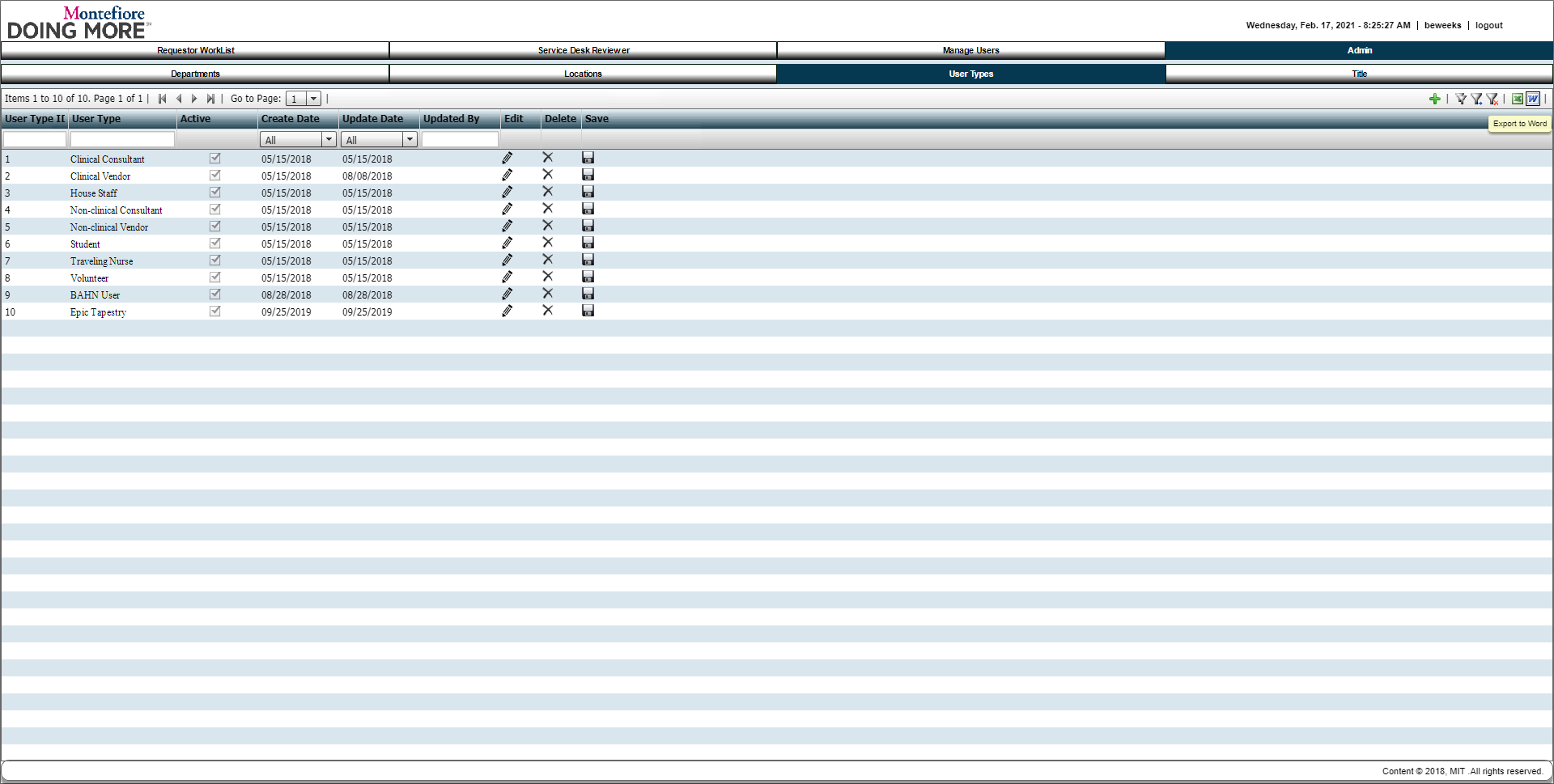
#### Request:

#### Response:

## USER TYPES SUBTAB

### Step 37: User Types Tab

#### Example Screen:

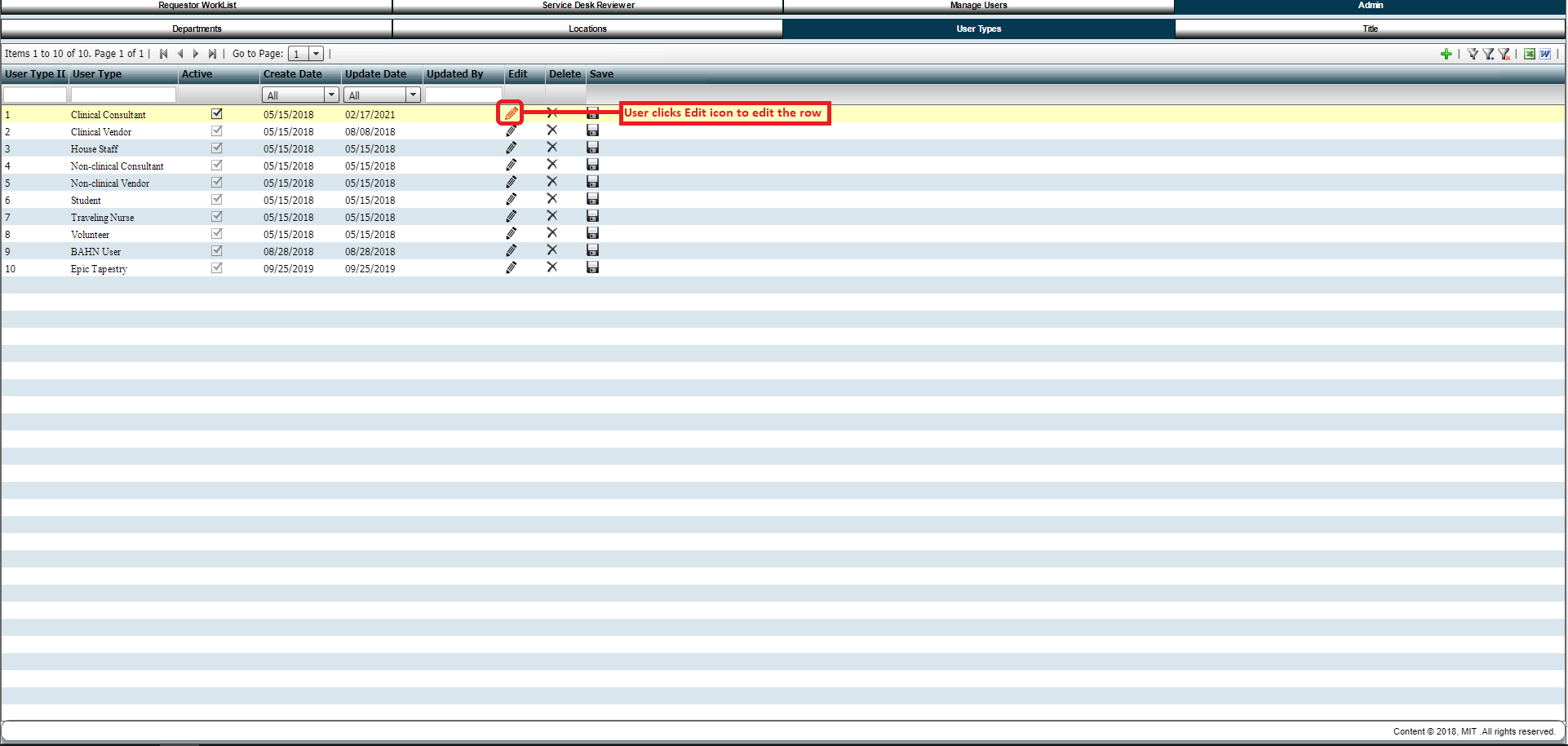


#### Request:

#### Response:

### Step 38: Edit User Types

#### Example Screen:

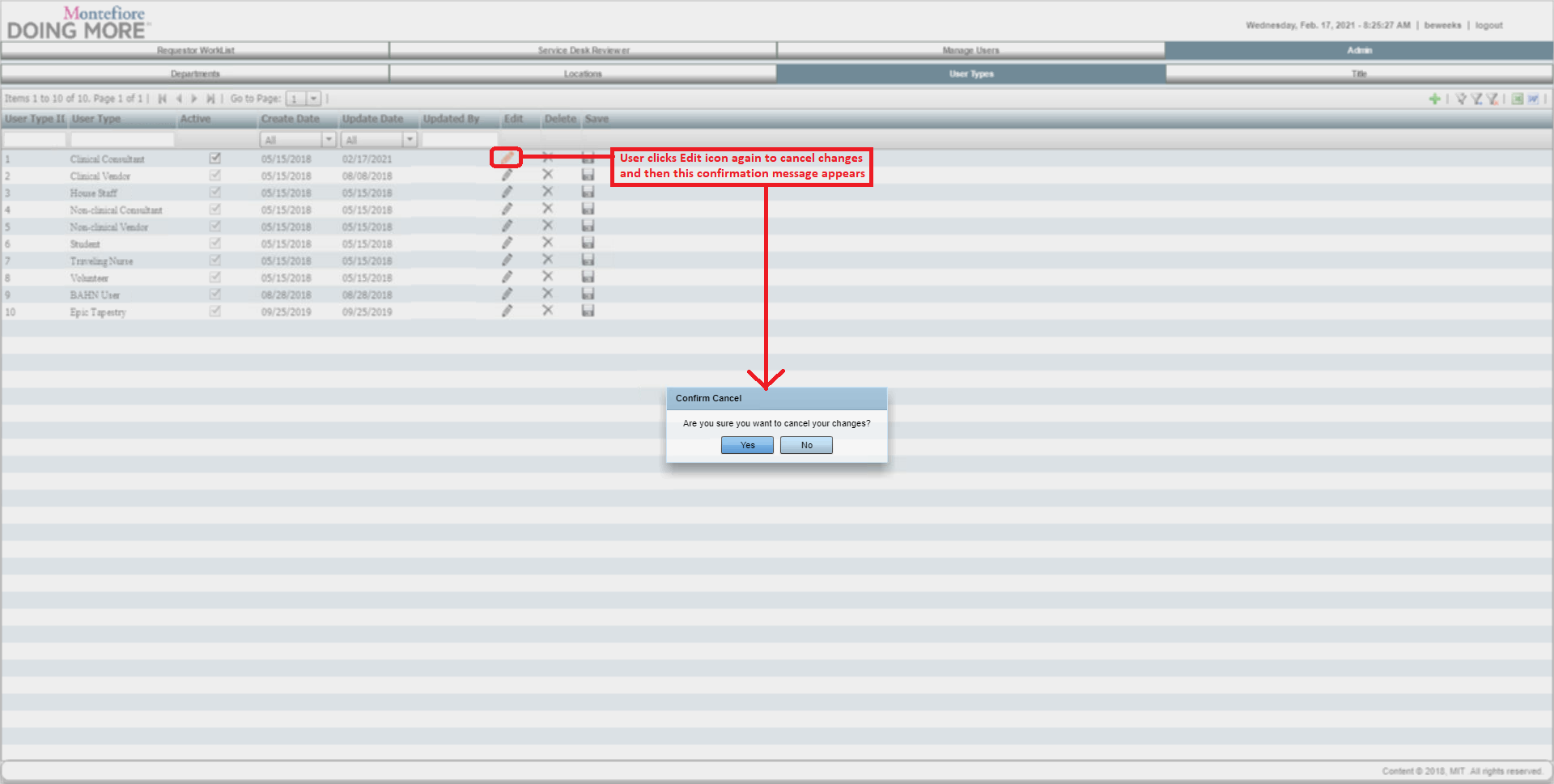


#### Request:

#### Response:

### Step 39: Cancel User Types Edit

#### Example Screen:

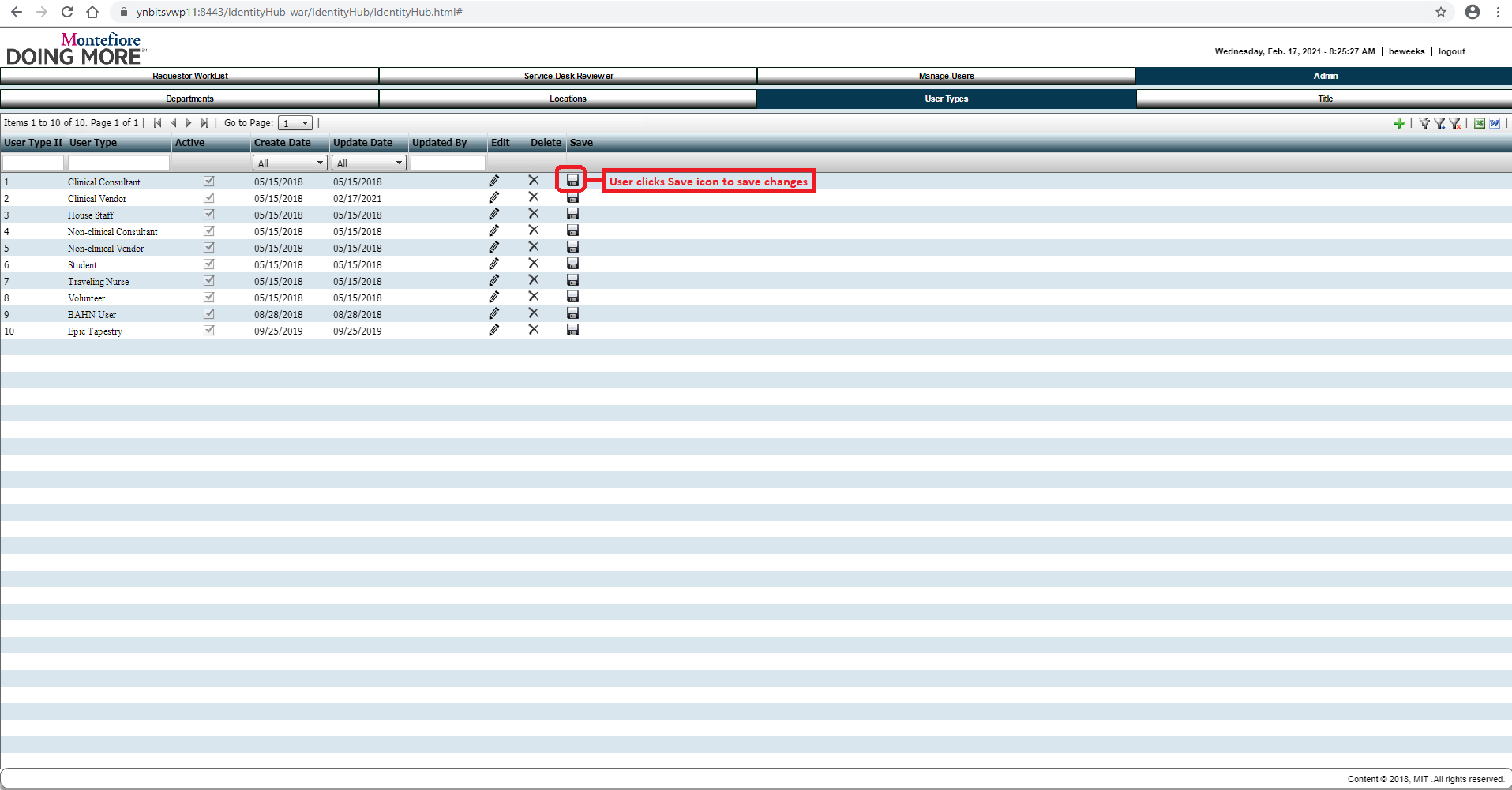


#### Request:

#### Response:

### Step 40: Save User Types

#### Example Screen:

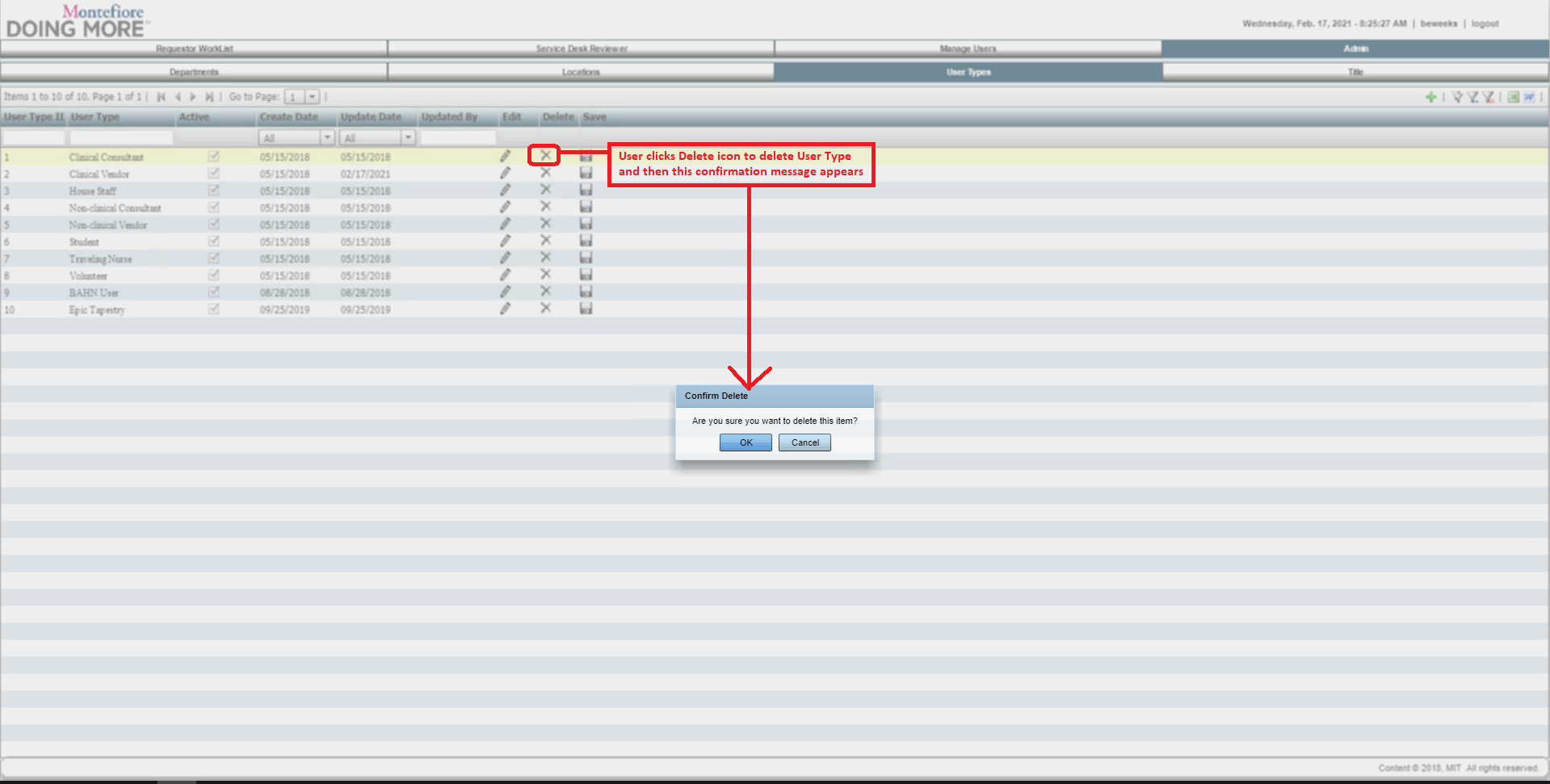


#### Request:

#### Response:

### Step 41: Delete User Types

#### Example Screen:



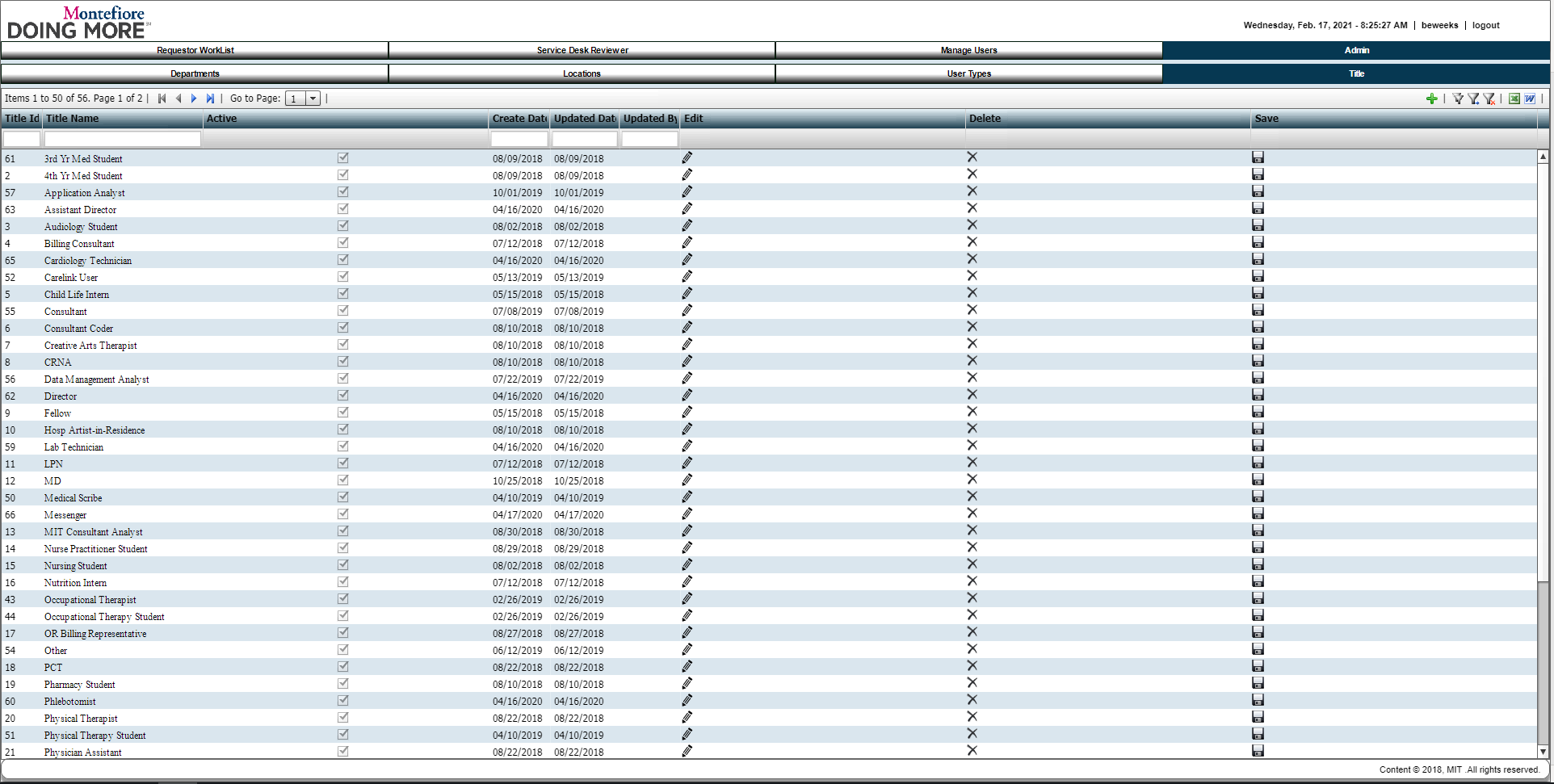
#### Request:

#### Response:

## TITLE SUBTAB

### Step 42: Title Tab

#### Example Screen:

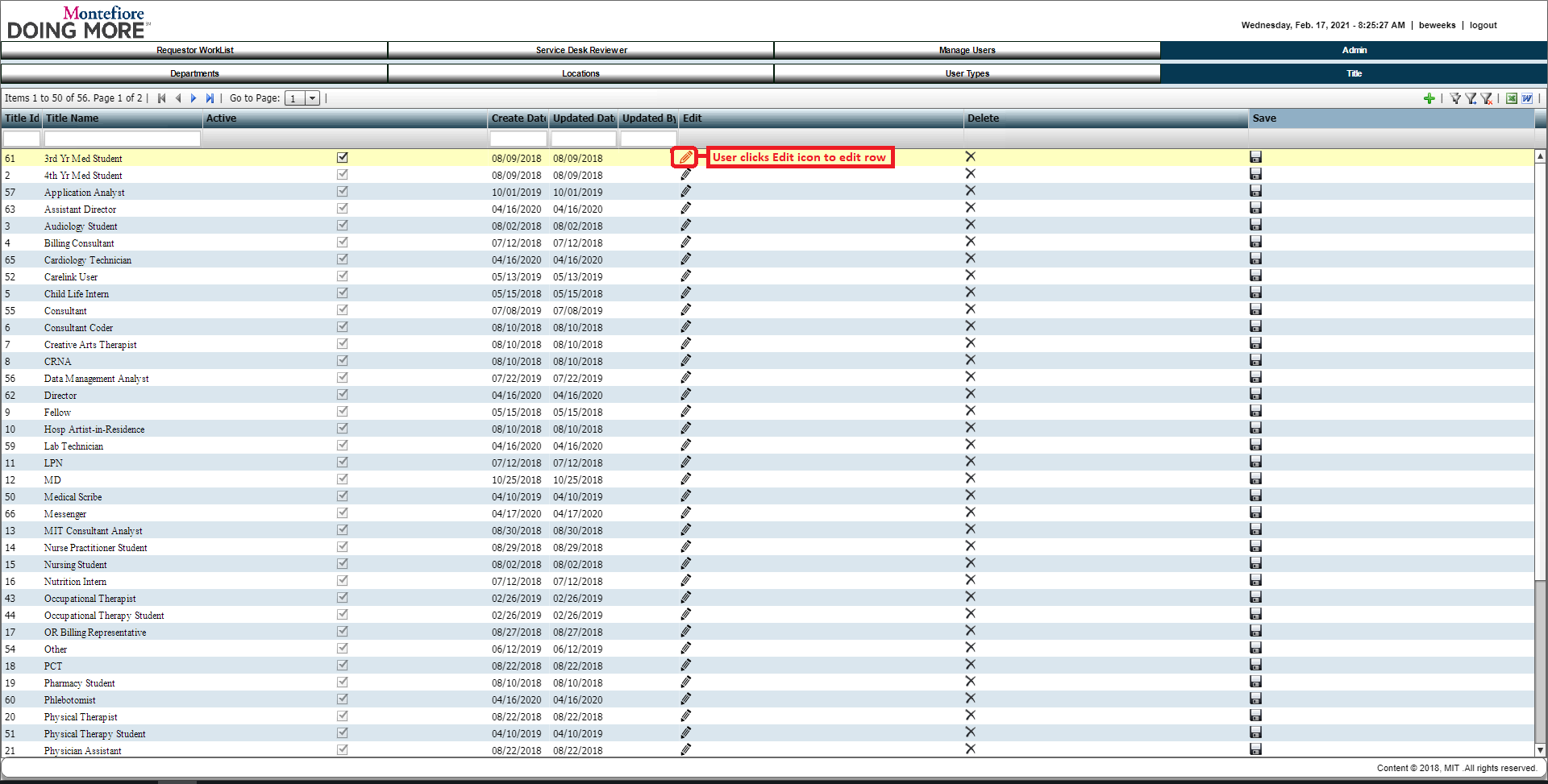


#### Request:

#### Response:

### Step 43: Edit Title

#### Example Screen:

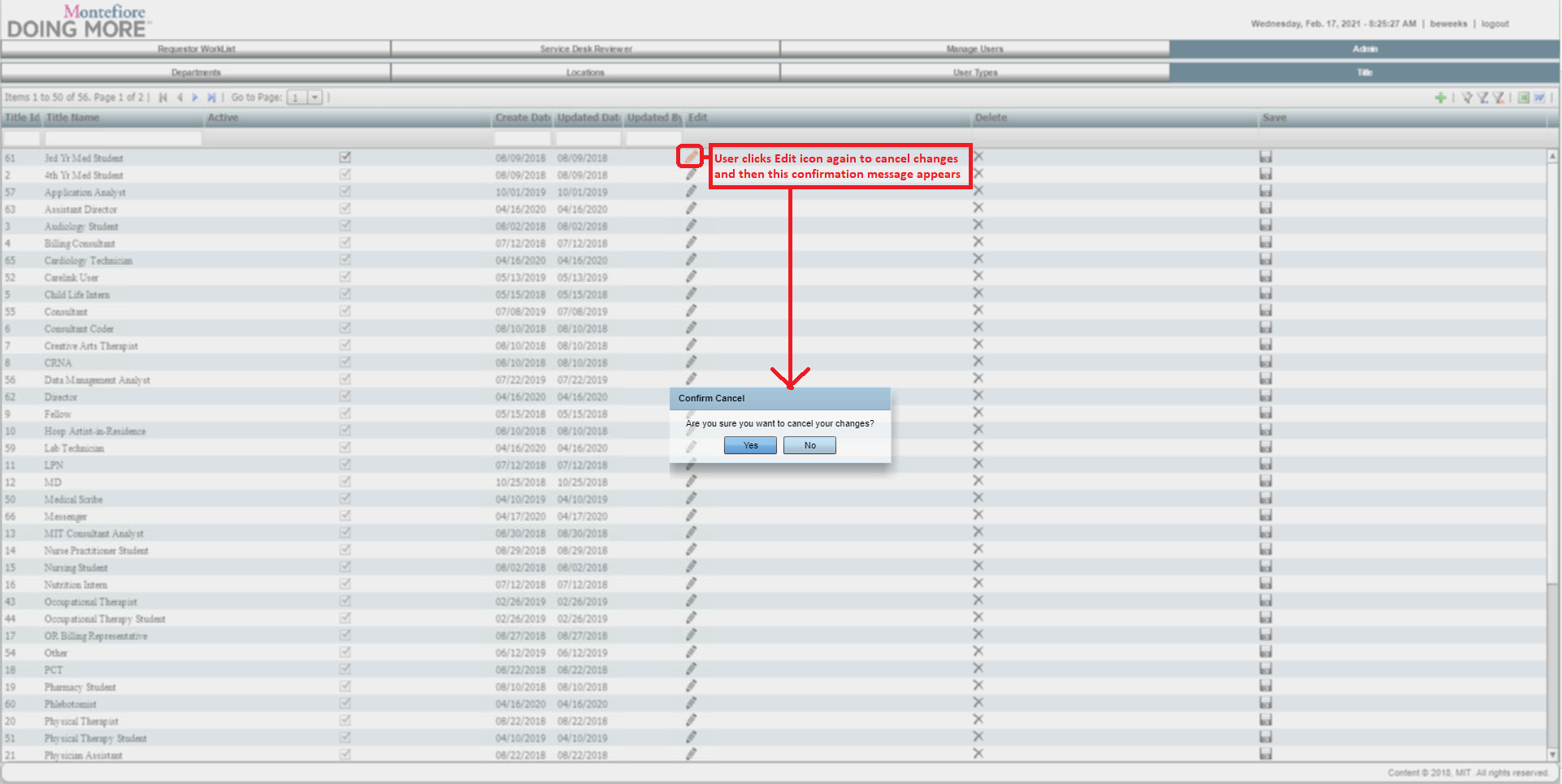


#### Request:

#### Response:

### Step 44: Cancel Title Edit

#### Example Screen:

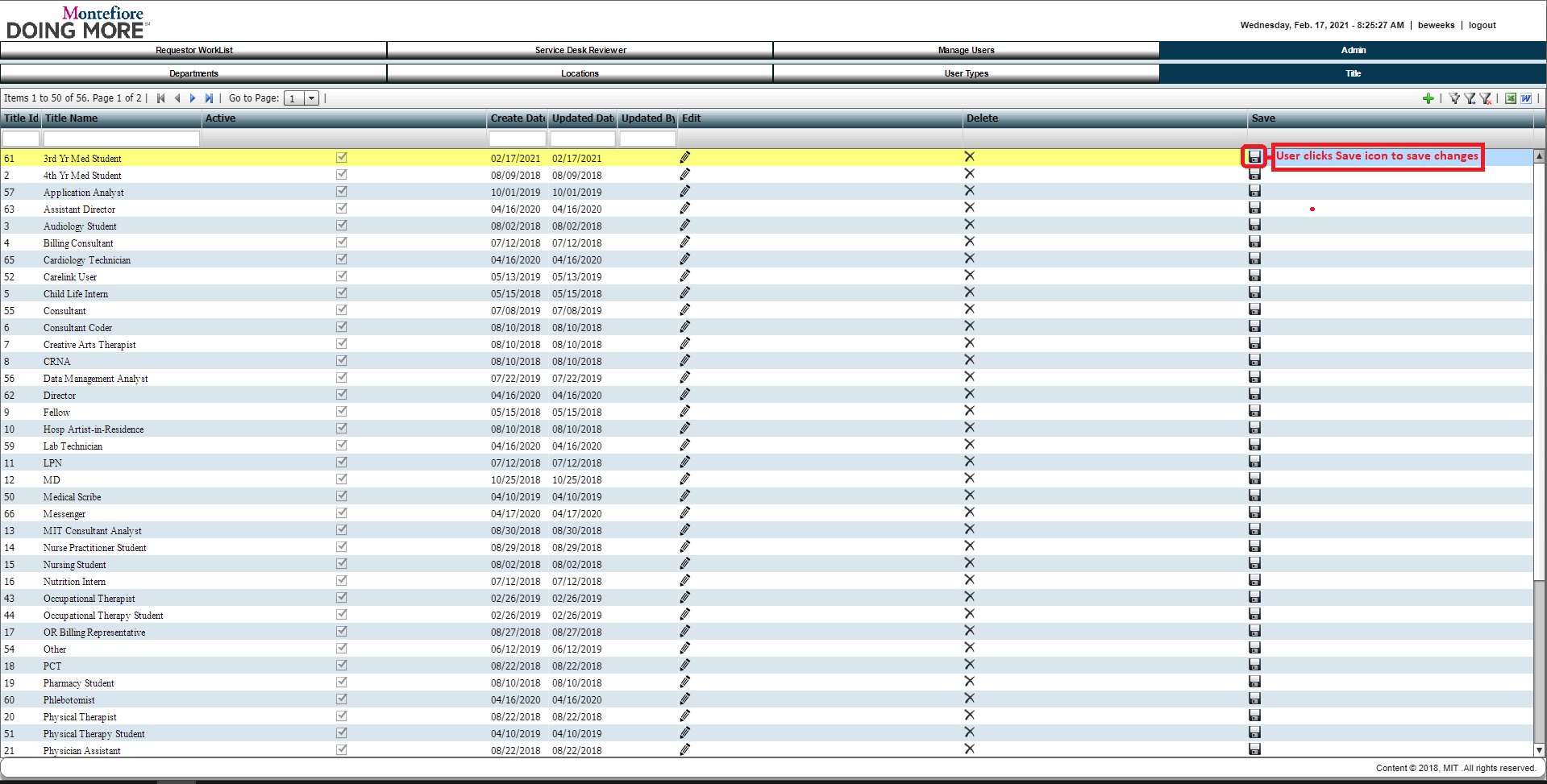


#### Request:

#### Response:

### Step 45: Save Title

#### Example Screen:

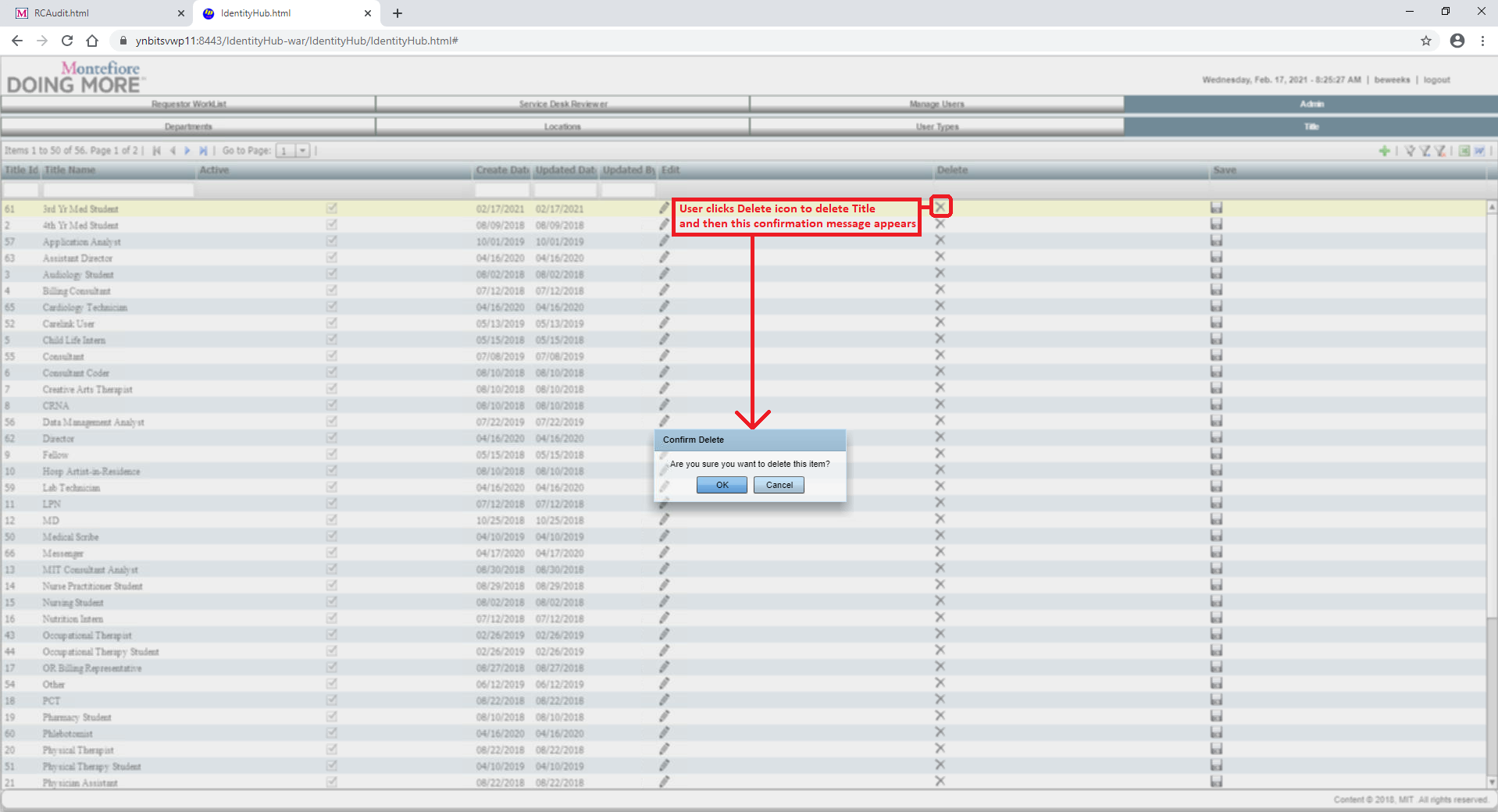


#### Request:

#### Response:

### Step 46: Delete Title

#### Example Screen:



#### Request:

#### Response: