**AS AN ADMINISTRATION EMPLOYEE, I WANT TO ADD NEW CUSTODY REQUEST.**

Preconditions:

* Only Administration Employee who has a permission can access custody module process to create new one.

Steps:

* Employee Login to System, He Has Two Ways to Create New Custody Request:
  + First, From Homepage. He will access new request by clicking on Custody Process Icon.
  + Second, Form Side Menu of Dashboard, Employee will Choose Custody Process
* Tab, then clicking on “Assign New Custody” Button.
* Once User Redirected to New Custody Creation Form, he will fill the following:
  + Request Date
    - Filled automatically by date of creation
    - Disabled Editing
  + Employee’s Information:
    - Department
      * DDL To Choose Department from all Department on System
      * Single Select
      * Required
      * Validation Message “Field\_Name is Required”
    - Employee Name:
      * DDL To Choose Employee based on Selected Department
      * Search Box inside DDL to filter Employees using keyword
      * Single Select
      * Required
      * Validation Message “Field\_Name is Required”
    - Job Title:
      * Will be filled automatic based on chosen Employee.
      * Required
      * Validation Message “Field\_Name is Required”
  + Custody Information
    - Custody Type:
      * DDL To Choose Custody type from types on System.
      * Single Select
      * Required
      * Validation Message “Field\_Name is Required”
    - Item Name:
      * Text Input
      * Accept Chars, Number, Special Characters, and Spaces
      * Min: 1 & Max: 200 Char
      * Required
      * Validation Message “Field\_Name is Required”
    - Quantity:
      * Number Stepper
      * Default Number: 1
      * Required
      * Validation Message “Field\_Name is Required”
    - Serial Number
      * Check Box
      * Optional
        + True:

Generate Number of Text box to insert Serial Number =

Number of Quantity

▪ Accept Chars, Number, Special Characters, and Spaces

▪ Min: 1 & Max: 200 Char

▪ Required

▪ Validation Message “Field\_Name is Required”

* + - * + False:

Go to next filed.

* + - Description:
      * Text Area
      * Min: 1 Max: 500 Char
      * Accept Chars, Number, Special Characters, and Spaces
      * Optional
    - Remark:
      * Text Input
      * Accept Chars, Number, Special Characters, and Spaces
      * Min: 1 & Max: 200 Char
      * Optional
* Submit Button
* Save as Draft Button

Postconditions:

* In Case of Clicking on “Submit” Button:
  + New Record will be added to Grid View
  + Close Creation Page and Return to Grid View Screen
  + Each Request will have group of actions based on request statues Like:
    - View
    - Edit
    - Delete
    - Return Button
  + Statues of Request will be opened
  + Current step of request will be pending Administration Manager Approval
  + Administration Manager will be notified by New Request.
  + Employee Can Add Comments to request.
  + Edit is Closed for Creator
* In Case of Clicking on “Save As Draft” Button:
  + New Record will be added to Grid View
  + Stay in the same page of Creation.
  + Each Request will have group of actions based on request statues Like:
    - ▪ View Link to user story
    - ▪ Edit Link to user story
    - ▪ Delete
    - ▪ Return Button
  + Statues of Request will be Draft
  + Creator Can Edit all field of Request.

Acceptance Criteria:

* All Request are displayed successfully.
* All actions and buttons are clickable and do their tasks correctly.
* All validation conditions and messages are applied successfully
* Only user who has a permission can access can this page
* All filters are working correctly, and displaying the selected data successfully.
* All Notifications and mails are sent successfully