

Keybox:

= means this content is its own screen

Request Access:

- First name - required - varchar
- Last name - required - varchar
- Security Role - required- varchar
- Phone number - optional - phone # format
- Title - optional - varchar
- Email - required - email format
- Requester =
 - Name - required - varchar
 - Title - optional - varchar
 - Phone - optional - phone # format
 - Email - required - email format
 - Reason ??
 - Submit button
 - Cancel button
 - ** there will be a check box so requester doesn't have to repeat info in the initial request access above***
- View Requests View Button -
 - Create Request Screen - locked
 - Edit Button
 - Cancel Button
 - If request is completed and has a PO number, no edit button
- Create Request Submit Button-
 - Modal pops up showing the PR has been sent to "fiscal approvers name" for fiscal approval
 - Ok button- return to the home page

Create Request Save Button =

- Modal pops up saying the "PR" has been saved and give assigned #
- Ok button - return to the homepage

Create request cancel button -

- Return to the home page

Item add button =

- Saved entered info and populates that info on screen in table
- Clears all fields
- Re-auto focus item name

Item save button =

- Saves entered info and populates that info on screen in table
- Closes modal
- Sets auto focus to tax rate

Item cancel button =

- Closes modal
- Sets auto focus to date needed

View Requests Cancel Button -

- Return to homepage

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Request vendor add submit button =

- Modal pops up say your request has been set to admin
- Ok-button-return to homepage

Request Vendor add cancel button =

- Return to homepage

Search Search Button -

- Returns all items matching search terms
- Populates same as view request table

Search Cancel Button -

- Return to homepage

List of PRs needing approval View-Button=

- Populates same as View Request Table
- Approve -Button
- Reject-Button
- More Info -Button
- Cancel-Button

List of PRs needing approval Cancel Button= return to homepage

Edit Request Save Button =

- Modal pops up stating that your changes to "PR Number" have been viewed
- Ok-button return to search list

Edit Request Cancel Button =

- Return to search screen

User Management Cancel Button=

- Return to homepage

Vendor Management Cancel Button =

- Return to homepage

Add User Save Button =

- Modal pops up stating you had added "UserName" with a security role of "Security Role"
- Ok-button returns to the homepage
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Add Users Cancel Button =

- Return to homepage

User Edit Save Button =

- Modal pops up stating your changes for "User Name" have been saved
- Ok-button return to user search list

User Edit Cancel Button =

- Return to search user screen

User Disable Save Button =

- Modal pops up stating you have deactivated user "UserName" effective "Disabled Date"
- Ok-button return to user search screen

User Disable Cancel Button =

- Return to user search screen

Reset Password Submit Button =

- Modal pops up stating you have successfully changed your password
- Ok button-return to login

Reset Password Cancel Button =

- Return to login

Add User Request View Button =

- Locked request access screen
- Added - button
- Reject - button
- Cancel - button

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Add User Request Cancel Button = return to user management

Add Vendor Request View Button =

- Locked Request Vendor Add screen
- Added - button
- Reject - button
- Cancel - button

Vendor Disable Save Button =

- Modal pops up stating you have deactivated "Vendor Name" effective "Disable Date"
- Ok-button-return vendor search screen

Request Access Submit Button =

- Modal pops up stating you have successfully submitted a request to have "UserName" added to Trax as a "Security Role"
- Ok-button-login

Request Access Cancel Button =

- Return to login

View Request View Cancel Button =

- Return to view requests screen

View Request View-Edit Button =

- Unlocks Create Request screen
- Save- button- see create request- save
- Cancel-button- see create request- cancel

List of PRs needing approval View Approve Button=

- Modal pops up stating you have approved "PR Number" the PO number for this request is "PO Number"
- Ok-button-return to list of PR needing approval screen
- System assigns PO number to PR
- Status changes to completed
- Completed date assigned
- PR permanently locked

List of PRs needing approval view approve button = Middle Approval

- Modal pops up stating you have approved "PR number"
- Ok-button-return to list of PRs needing approval screen
- PR is sent on to next approver

List of PRs needing approval Reject Button=

- Modal pops up with a comments section for reason
- Send button

- Cancel button

List of PRs needing approval Cancel Button= return to list of PRs needing approval screen

Add User Request View Added Button =

- Modal pops up stating an email has been sent to “Requester” letting them know “user” has been added
- Ok-button-return to add user requests screen

Add User Request View Reject Button=

- Modal pops up asking for reason
- Send button
- Cancel button

Add User Requests View Cancel Button =

- Returns to Add User Requests screen

Add Vendor Requests View Added Button =

- Modal pops up stating an email has been sent to “Requester” stating “vendor” has been added to Trax
- Ok-button-return to add vendor requests screen

Add Vendor Requests View Reject Button=

- Modal pops up asking for reason
- Send-button
- Cancel button

Add Vendor Requests View Cancel Button=

- Return to add vendor requests screen

List of PRs needing approval Reject Send Button=

- Modal pops up stating an email has been sent to “Initiator” stating why the PR was rejected
- OK-button-return to list of PRs needing approval screen

List of PRs needing approval Reject Cancel button=

- Return to reject reason modal

Add User Request View Reject Send Button=

- Modal pops up stating an email has been sent to “requester” stating “user” was not added.
- ok-button -return to add user request screen

Add User Request View Reject Cancel Button= Return to Reject reason modal

Add Vendor Request View-Reject Send Button=

- Modal pops up stating an email has been sent to “requester” stating “vendor” was not added
- Ok-button-returns to add vendor request screen

Add Vendor Request View-Reject Cancel Button= Return to Reject Reason Modal