**User Story #6: Mandatory Reporter (Workflow Pages)**

**USER STORY: As a mandated reporter, I want to create an Online Complaint, so that I can record details related to an incident of potential child abuse or neglect**

**STATIC CONTENT**

* App Name (Logo): Family Now
* Visual screen elements
* Screen Title: Reporter Profile
* Sub headers: Reporting Person Profile, Contact Details, Address
* Left Navigation links: Reporting Person Profile (highlighted), Complaint Participants, Allegations, Additional Information/Supporting Documentation, Complaint Summary
* Trigger action: User clicks on “Create Online Complaint” on My Complaints page

**HEADER FIELDS**

* Complaint Name
* Child Name (with the Photo)
* Field Length: 50
* Validation: The name will be visible only when an ACV is selected as Complaint Name on the Complaints Participants screen.
* Complaint ID
* Field name: Complaint ID
* Field Type: Display Number
* Validation: ID will always be displayed on the screen for a new/update complaint
* Date Submitted
* Field name: Date Submitted
* Field Type: Date
* Validation: This field will be populated by the system on click of the Save and Submit button on the Summary Screen
* Status:
* Field name: Status
* Field Type: Display Text
* Field Length: 35
* Validation: While opening a new complaint, the status will be “In-Progress”

**FORM FIELDS**

* Username/Email Address
  + Field label: Username/Email
  + Field Type: Varchar
  + Field length :50
  + Default Value: Email ID as per the login
  + Mandatory: Yes
  + Validation: This is only a Read-only value (cannot be modified)
* First Name
  + Field label: First Name
  + Field Type: Text
  + Field Length: 100
  + Mandatory : Yes
  + Default Value: If the sign-up screen has this field, then the name will be populated
  + Error message: First Name cannot be blank
* Last Name
  + Field label: Last Name
  + Field Type: Text
  + Field Length: 100
  + Mandatory : Yes
  + Default Value: Blank (If the sign-up screen has this field, then the name will be populated)
  + Error message: Last Name cannot be blank
* Gender
  + Field label: Gender
  + Field Type: Dropdown
  + Field Options: Values from Refdata (Domain Code=Gender)
  + Field Length: 6
  + Default Value: Blank
  + Mandatory: Yes
* Reporting Person Category
  + Field label: Reporting Person Name
  + Field Type: Dropdown
  + Mandatory : Yes
  + Field Options: Values come from Ref\_Data ReporterCategory
  + Default Value: Select( Pre-filled with the value as per the sign-up for the workflow)
  + Error Message: Select a Reporting Person Category to continue
* Reporting Person Role
  + Field label: Reporting Person Role
  + Field Type: Dropdown
  + Field Options: From Ref\_Data ReporterRole
  + Field Validation:
  + Default: Select (Pre-filled with the value as per the sign-up screen for the workflow page)
  + Mandatory : Yes
  + Error Message: Select a Reporting Person Role to continue
* System Administrator
  + Field label: System Administrator
  + Field Type: Checkbox
  + Mandatory : No
  + Field Options: Can only be selected by other users who have this flag selected. Otherwise, display as read only.
  + Default Value: Default to unselected.
  + Error Message: None.

Contact Details (header)

* Mobile Phone
  + Field label: Mobile Phone
  + Field Type: Numbers
  + Field length :12 (eg:999-999-9999)
  + Field Options:
  + Default Value: Blank
  + Mandatory: Yes
  + Validation: Please enter a valid Mobile Phone number
* Work Phone
  + Field label: Work Phone
  + Field Type: Numbers
  + Field length :12
  + Field Options:
  + Default Value: Blank
  + Mandatory: Yes
* Extension
  + Field label: Extension
  + Field Type: Numbers
  + Field length :4
  + Default Value: Blank
  + Mandatory: No
* Email
  + Field label: E-mail
  + Field Type: Varchar
  + Field length :50
  + Default Value: Blank
  + Mandatory: No
* Other
  + Field label: Other
  + Field Type: Varchar
  + Field length :50
  + Default Value: Blank
  + Mandatory: No

Address (Group Header)

* Address
  + Field label: Organization Name
  + Field Type: Text (varchar)
  + Field Length: 100
  + Default Value: Blank
  + Mandatory: No
  + Field label: Address Line 1
  + Field Type: Text (varchar)
  + Field Length: 100
  + Default Value: Blank
  + Mandatory: Yes
  + Field label: Address Line 2
  + Field Type: Text (varchar)
  + Field Length: 35
  + Default Value: Blank
  + Mandatory: Yes
* City
  + Field label: City
  + Field Type: Text
  + Field Length: 100
  + Default Value: Blank
  + Mandatory: Yes
* State
  + Field label: State
  + Field Type: Dropdown
  + Field Options: Values from Refdata (Domain Code=State)
  + Field Length: 30
  + Default Value: Blank
  + Mandatory: Yes
* Zip
  + Field label: Zip
  + Field Type: Varchar
  + Field Length: 10
  + Default Value: Blank
  + Mandatory: Yes

**BUTTONS & LINKS**

* Cancel
  + Label: Cancel
  + Action: Discards the data and returns user to 'My Complaints' page.
* Save and Continue
  + Label: Save and Continue
  + Action: Navigates to 'Complaint Participants' page.
* Save
  + Label: Save and Review
  + Action: Saves the Profile data and user stays on the same screen. Complaints Participants link will also be enabled.

**ACCEPTANCE CRITERIA**

1. Reporter Profile details should be successfully saved.

2. All the fields are modifiable (except username/email address) and Mandatory fields are required to be entered to Save the form. Edits on the Profile should be reflected in the User account details as well.

3. Complaints Participants page is enabled only when the User selects “Save and Continue” (until then, Complaints Participants, Allegation, Additional Information/Supporting Documentation, Complaint Summary links will not be enabled)

4. Once the details are successfully saved the first time (during sign-up), Reporter Profile screen should be pre-filled with the entered data.

5. On creating a new complaint, the status of the complaint will be “In-Progress”.