**User Stories – PreApproved Travel**

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| **Screen** | **Use Case** |
| PreApproved Travel Request Grid (Screen) | 1. As a user I want to navigate to the Preapproved travel request list so that I am able to view all the preapproved travel requests my department is putting forward. 2. As a user I would like to change the sort order of all the columns so that I can see similar requests. 3. As an user I would like the ability to Add New Preapproved Travel to the list so that I can request additional preapprovals from my minister. 4. As a user I would like to be able to select a pre-approved travel record to find out additional information about the travel and it’s purpose 5. As a preapproved travel administrator I would like to export/print the list requests for my department so that I can create my own spreadsheet to use or provide to another person. 6. As a preapproved travel administrator I would like to select all those preapproved requests from my department that I would like to present to the minister and change there status to submitted so that I am able to track which requests have gone to the minister. 7. As a system administrator I would like to export/print the list requests for all departments so that I can create my own spreadsheet to use or provide to another person 8. As a system administrator I would like to select all those preapproved requests from all department that I would like to present to the minister and change there status to submitted. |
| PreApproved Travel Request Record (screen) | 1. As a user I would like to view all information about a preapproved travel request so that I can understand more about the requested travel. 2. As a user I would like the ability to edit any of the request information including Purpose, reason, estimated costs, start and end dates and traveller details for those records that have not been submitted. 3. As a user rather than select exact start and end dates I would like to select exact date unknown and have the ability to select a month so that I can let the approvers know that the final dates of the travel have not been finalized. 4. As a user I would like to add or remove a traveller to a travel request so the minister is aware who will be travelling. 5. As a user I would like the ability to select travellers undefined and enter a number rather than select travellers that will be going so that I can notify to the minister that we will be travelling for this purpose but it is unclear who will be attending from the government. 6. As a preapproved travel administrator I would like the ability to edit, add or remove any travel request belonging to my department so that I can ensure all request are consistent and there are no duplicates. 7. As a system administrator I would like the ability to edit, add or remove any travel request belonging to any department so that I can ensure the application is managed properly. 8. As a user I would like to see the approval status and approval information (approver name, date, and memo) once the approval has been given so that I am up to date of the statuses   \*\*Traveller names should be pulled from Active Directory (directory api) and not editable in this application. |
| PreApproved Travel Submission Grid (screen) | 1. As a user I want to navigate to submissions page so I am able to see a list of my departments submission and status 2. As a user I would like to change the sort order of all the columns so that I can see similar items. 3. As a Preapproved Travel Administrator I would like to print the content of a submission for any of my departments submissions from this screen 4. As preapproved travel administrator I would like to edit or delete any submissions for my department that are in draft state this is to include additional submissions 5. As preapproved travel administrator I would like to see a list of submissions for my department to define what has been sent to the administrator for approval. 6. As preapproved travel administrator I would like to easily gains access to the update the approval status of the requests in a submission once the approvals have been received 7. As system administrator I would like to do the same things as the preapproved travel administrator but on all departments so that I am able to maintain items when a PTA is away. |
| PreApproved Travel Submission Record (pop-up) EDIT | 1. As a preapproved travel administrator I would like to add additional requests to those submissions that are in draft so that I am able to finalize the submission as additional entries come in 2. As a preapproved travel administrator I would like to lock this submission so that I have a record of what has been provided to the minister 3. As preapproved travel administrator I would like the ability to unlock the submission so that I can add a request that was high priority that came in late |
| PreApproved Travel Submission Record (pop-up) APPROVE | 1. As preapproved travel administrator I would like to update the approval status of each request so that I am able to set decline for those requests that did not get approved by the minister. 2. As preapproved travel administrator I would like to upload the approval letter to the submission, identify who the approver was and the date it was approved. |
| Navigation | 1. As a user I would like to be able to navigate back to (or see) the parent screens so that I can easily return to another screen (breadcrumbs) |
| Admin – User Management grid (screen) and record | 1. As system administrator, I would like to add a new preapproval administrator by department so that the new user can manage the preapproval process for their department. 2. As a system administrator I would like to access the user management section of the application so I can add, edit or inactivate departmental Preapproval administrators. 3. As system administrator, I would like to select a user so that I can edit their status or role so that I can inactivate those users that no longer work for the organization or update their role. |