Business Requirements Document (BRD)



TDLR Inspection mobile and desktop apps

Prepared for

**Texas Department of Licensing and Regulation**

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Version 1.0 Draft

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Revision and Signoff Sheet

Change Record

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1. Executive Summary
   1. Document purpose

The purpose of this document is to provide a foundational document for all the requirements within the scope of the TDLR mobile and desktop applications.

Requirements described in the document are synthesis of the scope of the project defining areas for implementation, detailed discussions with TDLR representatives during requirements workshops and their follow-up meetings and analysis of documentation and existing situation performed by Microsoft. These requirements will also go through further grooming sessions during the implementation of the project to adjust the scope of the solution and functional capabilities being built.

For this delivery, the release will be based on the configure-first approach only with the intention to align expectations between all business stakeholders around how a given functionality in the envisioned solution will be implemented showcasing the Out of the Box (OOB) solution features. This BRD will be highlighting requirements as Fits only around those features. All other requirements that require customization will be categorized as Gaps. The BRD is developed through the collaborative effort between business and technology stakeholders and elaborates requirements to facilitate better understanding of the project scope.

The Project team will use the BRD as a key input to design and test the delivered solution, thereby ensuring work is executed based on agreed upon business requirements and scope.

In summary, the BRD:

• Identifies and documents business requirements

• Forms the basis of the product design and system configuration

• Forms the basis of planning

• Forms the basis of quality assurance; and

• Forms the basis of functional tests

* 1. Business Perspective

Texas Department of Licensing and Regulation (TDLR) is seeking Microsoft assistance to provide a mobile app and desktop app that will enable inspectors to capture inspection details in the field, send an electronic Proof of inspection to the Licensee, send direct to enforcement violations to enforcement, alert ATU of human trafficking, and capture owner corrections.

* 1. Document Structure

The document follows the grouping and structure of the requirements for the project. For each requirement, the “Fit / Gap” is assessed based on both the current understanding of the Requirement and the current capabilities of the Dynamics 365 for Marketing platform.

All stories are linked to the corresponding item in Azure DevOps (ADO), where more details are to be found regarding technical design, testing and acceptance criteria.

The categories used for the Fit / Gap are as follows:

|  |  |
| --- | --- |
| Category | Definition |
| Fit | Requirement is anticipated to be able to be met by using the native or configuration of the Out of the Box functionality available within PowerApps platform, i.e., without the use of custom code) |
| Gap | Requirement is anticipated to be able to be met by using supported custom development that is appropriate to be done in the PowerApps Platform, which may use the PowerApps SDK or any other custom code components within or outside of PowerApps.  Requirement features falling under this category will be delivered as per the agreement achieved during the design sessions with customer |

1. Introduction
   1. Reference Documents

The following documents and artefacts forms the basis of this BRD document:

1. CANVAS Screenshots\_POI\_Report 120221.pdf
2. FI Universal FILLABLE POI\_FINAL 20 JULY 2020.pdf
3. HT Indicator List to alert ATU 120221.docx
4. MAS Reference Guide Rules-Statutes with ENF Classes.csv
5. Narrative Report Instructions for Inspectors.pdf
6. TDLR Style Guide – Forms.pdf
7. MAS High Priority Narrative Report 120221.pdf
8. MAS Establishments and Schools Short List UPDATED 1.12.2022.xls
9. Blank POI.pdf
   1. Assumptions and Constraints

* Data Dictionary and entity information related to each entity will be finalized after the design of build
* This document contains requirements only. The actual scope assumption being mentioned in the SOW will be considered when working towards building the solution based on the solution approach. Any addition to the solution feature that is not part of SOW will need to pass through the change control process.
* Only General Availability (GA) product versions and features will be used.
* Existing systems or programs upon which the project deliverables depend are stable and will not change during the term of this project.
* The Microsoft Power Platform environment will be provisioned and made accessible to Microsoft
* TDLR is responsible for the procurement and activation of Power Platform licenses

1. Project Vision/Scope Summary

Summary of the overall project vision

A picture containing text

Description automatically generated

Figure 1: Solution scope summary

* 1. Scenarios Supported

List of high-level end-user scenarios supported by the solution and implemented by Microsoft enabling these users and external systems are summarized in Table 2 below.

Details documenting the specifics of scenario implementation, business context and system requirements around the scenario support are provided in section 3. Note that scenario summary table includes end-user scenarios, not technical scenarios required to monitor/manage the platform, deploy it. Those mostly non-functional aspects or technical management aspects are covered in more details in sections 4.2

Table 2: Scenarios supported

|  |  |
| --- | --- |
| Scenario | Description |
| Model Driven App | Desktop app with Forms, views and tables to support inspections:   * Allow inspectors to view / update prior to submission * Submit inspection (all fields read-only except corrections capture) * Provide textbox to capture corrections made per owner/representative * Provide Administration of standard violations |
| Canvas App | The mobile app will support the following   * Allow Capture of inspection details * Provide a drop-down selection of standard violations (allow for other, free text, violation) * Standard violations can be flagged for direct to enforcement * Allow photos from camera to be attached to the inspection * Capture human trafficking info where applicable * Capture signature from the establishment representative or point of contact * Allow COVID waiver for signature |
| Power Automate Flows | * On Save - Send electronic POI to email address on file for the establishment send from proofofinspection@tdlr.texas.gov * On Submit - Send any violations marked as direct to enforcement via email (PDF) * On Submit - Send email to ATU for any inspections with human trafficking |
| Anti-trafficking unit | * Allow ATU to view submitted forms with human trafficking * Allow ATU to record additional information against the inspection (References, Research) |
| Owner Corrections | * Allow manual capture of owner corrections * On Email Received – Capture owner’s corrections |

1. Requirements

This section provides the requirements for the solution, described in the form of user stories that include a persona and are expressed in a form such “I must/should be able to/would like to perform a certain action”. Words “must”, “should”, “could” represent the priority of the user story or requirement being captured.

As the design and implementation of these requirement will evolve over the lifespan of the project, each user story is linked to a work item in Azure DevOps, where more details will be captured, including detailed design and acceptance criteria.

Scope changes from the original Statement of Work (user stories that are either new or have been removed) are listed in section 4.3

* 1. Business Requirements Summary

Business requirements for the solution are listed below and correspond to the supported scenarios listed in Table 2.

They provide insight into overall business goals to be achieved by the solution, and because of that, are more contextual/vision related requirements. Details behind these requirements, at the user interaction level or at the level of APIs exposed by the solution, are provided in Azure DevOps and in the Systems Integration document.

User stories define the scenarios that users of different types can accomplish leveraging functionality provided by the solution. User stories are grouped into large functional areas (features).

All stories are linked to the corresponding item in Azure DevOps, where more details are to be found regarding technical design, testing and acceptance criteria.

* + 1. Model Driven App
       1. Inspection status updates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Fit** | **L** |

* Each region will have queue of inspection reports
* **Submit POI** (POI is sent to licensee via email)
  + For “no corrections” or “corrections only” (no mgr. approval is required) this is the final step for the inspector for that inspection.
* **In progress** (default state before inspector completes and submits DTE report)
  + if POI has a DTE result, this will remain as an “in progress” item that shows up in the inspector’s queue while the inspector works on the DTE report.
  + Once edits are complete for the DTE report, the inspector changes the status from “in progress” to “pending review”
* **Corrections needed**
  + Once manager review is complete, and when additional work is needed by an inspector, the manager can change the status from “pending review” to “in progress”. This would show back up in the inspector’s queue.
* **Pending review**
  + For DTE reports, manager approval is generally required. See NOTE below.
    - Default state is that the pending review items would be added to a regional queue.
    - This queue would be visible to managers, sr. inspectors, or liaisons as assigned by the regional manager. Need to ensure that “roles” allow for managers to delegate work to inspector Vs (sr. inspectors) or liaisons
    - **NOTE:** In some cases, managers allow certain division personnel to submit DTE reports without manager approval. Admin/Managers need to be able to assign or revoke a role to allow specific inspectors [currently, only applies to some sr. inspectors and liaisons].
* **Approved**
  + submitted to intake in ENF and/or ATU if there is human trafficking concern.

Additional information

* + Status to conform to above
  + In Progress app > Inspector submits > POI is created and sent to Licensee
  + Regional Dashboard/Queue visible only to Manager and their chosen(dynamic) delegated approvers
  + Ability for manager to add and remove delegated approvers
  + Ability for managers to have specific inspectors that can submit DTE without auto-approval
  + Implement Submit POI
    - 1. Complaints/Citations to individual and multiple POIs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Fit** | **L** |

* Allow for the selection of multiple reports and complaints (companion reports) when sending to ENF instead of sending single files? For example, an inspection might have one main DTE report (for the facility) and several complaints (written up for individuals) cited during the same inspection.
* A complaint report is generated when an inspector comes across an unlicensed person working in a licensed facility or facility that is operating without a license.  Generally, Inspectors have initiated a separate “Complaint Report” and sent it as an additional attachment when submitting an enforcement report.
* The attachment below has the necessary information that is needed for processing a complaint report just needed the report to come with a coversheet or heading to indicate it is an internal field inspections complaint report
  + Fields to be captured:
    - Separate document that gets sent with ENF, send 2 attachments to the one email NOT embedded in ENF report
    - Inspector name, inspector id, email, phone number
    - Willing to testify? Don’t include
    - Respondent is either person or business. Create person fields like individual name and address
    - Respondent is Business if there is no license so inspection not applicable
    - Facility name, address, license #, phone, email
    - Comments/Narrative > add attachments
    - Is it ok if we create a simpler report layout -YES
    - Identify as complaint in the name of the document like CMP/Complaint
    - Can create multiple complaints
    - Add inspector signature and date timestamp
    - This will be on the desktop app only
      1. Regional Manager Approves an Inspection Enhancements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Fit** | **M** |

* + Modern Approvals
  + Custom button ONLY accessible to managers and other delegated people
    - 1. Store record of Emails sent in Dynamics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Fit** | **S** |

* + Email sent to customer
  + Email sent to Enforcement and ATU
    1. POI and Narrative Report Enhancements
       1. POI PDF Enhancements based on TDLR Feedback

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Fit** | **L** |

* POI and other External Forms are to be updated to conform to TDLR’s style guide reference TDLR Style Guide – Forms.pdf
* Change POI layout to add business name first> shift license # and phone # to left, remove the MAS section since we’ve already identified the license type in the header
* POI remove duplicate entries for license type, mentioned above
* Title Proof of Inspection, black background with white letters for contrast
* Inspection Results, when Violations Sent to Enforcement, display in Black font on PDF
* “Covid Waiver” not needed on POI. Selecting the “covid waiver” defaults the “no signature required…” statement. Therefore, the words “covid waiver do not need to appear on the physical PDF. It should just be needed on the app for the inspector to select that option
* Remove “Physical Location” from the address block. Show “Address” only to be consistent with the rest of the admin section and save space.
* Possibility to use a more contrasting font for titles and business information? In our manual process of writing POIs in the field, there’s a clear distinction of what the inspector wrote versus what’s printed on the POI already. [Refer to style guide]
* inspection type and License Type the text need to appear under the label not side by side

Inspection Type: License Type: Mode: Inspection Date :

**Periodic** **MAS Establishment** **In Person** **Date (Time can go here if no space**)

* Virtual: N/Y will be removed from where it is now replaced by Mode above
* Inspector Signature Image is too big taking up too much space
* Remove Licensees Inspected and Unlicensed Individuals from PDF
* Refused Signature and Covid Waiver are missing from the PDF
* Based on the sample Licensee data should owner name on the pdf be populated with Licensee name
* Document that VERSA will not receive updated he owner fields name phone # etc. from our system
* POI PDF attachment will be named POI-00001157-20220121-MAS-Fruity Loop Institute.PDF > **MAS** is the program name and **Fruity Loop** is the business name, the other is the auto number id of a POI record
  + - 1. DTE (direct to enforcement) narrative reports (ENF Letter)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Fit** | **L** |

* Narrative report (DTE report sent to enforcement) to follow Narrative Examples provided
  + have this letter/report look more like a word document like our current narrative report
  + [Narrative Instructions](#_top)
  + [MAS High Priority Narrative](#_top)
* pictures attached directly to each violation
* Naming convention for each POI submitted POI PDF attachment will be named POI-00001157-20220121-MAS-Fruity Loop Institute.PDF > **MAS** is the program name and **Fruity Loop** is the business name
* Originally requested that DTE report be in Word to enable back and forth during the editing stage).
* DTE report to be converted to PDF when sending to the ENF division (basically, at the moment the manager approves the report). I think the PDF would reduce the overall file size and our ENF division is accustomed to receiving PDF
* Naming Convention of word doc DTE: **FD-MASSchool-01262022-Fruity-Munoz.docx**
* Naming Convention of PDF DTE: **APP-MASSchool-01262022-Fruity-Munoz**
* POI to be attached to the email sent to DTE. Can be a separate document
  + 1. Processes
       1. Automated corrections process

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Fit** | **L** |

* Monitor a mailbox: [xyz@tdlr.Texas.gov](mailto:xyz@tdlr.Texas.gov)
* When emails are received on this mailbox If the email matches an email on an inspection in our system create a correction record linked to that inspection
  + Link correction based on the POI ID that is in the subject line
  + Option to re-parent
* Send acknowledgement email to customer that we received the correction ? TDLR to come up with verbiage
* Auto created corrections are assigned to the person who did the inspection?
* Criteria for creating correction: All emails that come to the mailbox?
  + Use Subject line
* Keep correction response email in Dynamics
* Add program, name and date and inspection type to name of POI TBD by TDLR
  + This will be in the subject line
  + Notify inspector that a correction has been submitted
    1. Human Trafficking/ATU -TDLR discussion in progress
  + Inspection conducted by ATU
  + More Human Trafficking Screens if required
    1. Canvas Apps (this is the mobile version of the application)
       1. Inspection App screen and flow enhancements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Gap** | **XL** |

* + Voice to text performance
  + App performance
  + TDLR Branding and Style
  + Icons
  + Layout update
  + Capture Image control
    - 1. Customizations of the Power Inspections App(*reference guide based mobile app*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Title | Description | Fit/Gap | Size |
|  |  |  | **Gap** | **L** |

**(Lower Priority Backlog item if time permits)**

(Medium to Large Size)

* + This has been in the backlog as we focused on Model Driven App and the standard TDLR mobile app
  + Initial list has 21 violations, periodic has 65 listed. Can the inspector for initial could toggle back and forth to review additional items that would come up in periodic. Toggle back and forth
  + Search Function on Assessment Page
    1. Integrations
       1. Adding of Licensee Data to Dynamics from VERSA -TDLR discussions in progress
  + One-time, ongoing?
  + 3000 Licensees
  + Existing Inspections to Dataverse?
  1. Non-Functional Requirements
     1. Availability and Recoverability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ADO Item Id | Feature | Availability and Recoverability | Fit/Gap | Solution Approach (if required to further explain the Fit/Gap) |
|  | Requirement | Accessing by using desktop, tablet, or mobile devices | Fit | Power Platform has responsive design capability |
|  | Requirement | Mobile app is compatible with iOS version 14 and above | Fit |  |

* + 1. Scalability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ADO Item Id | Feature | Scalability | Fit/Gap | Solution Approach (if required to further explain the Fit/Gap) |
|  | Requirement | Scalability according to projected load | Fit | Dynamics 365 platform infrastructure scaling capability with scale groups |

* + 1. Security

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ADO Item Id | Feature | Security | Fit/Gap | Solution Approach (if required to further explain the Fit/Gap) |
|  | Requirement | Authentication – by AAD | Fit |  |
|  | Requirement | Encryption - TLS 1.2 or above | Fit | Connections established between customers and Microsoft datacenters are encrypted, and all public endpoints are secured using industry-standard TLS 1.2 or above  [Reference](https://docs.microsoft.com/en-us/power-platform/admin/wp-compliance-data-privacy) |
|  | Requirement | Auditing - user activities (violations and other master data) | Fit | Microsoft will configure Auditing to log internal user activities |

* + 1. Usability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ADO Item Id | Feature | Usability | Fit/Gap | Solution Approach (if required to further explain the Fit/Gap) |
|  | Requirement | Branding - TDLR style and branding requirements | Fit |  |
|  | Requirement | Accessibility standards | Fit | Microsoft has already conformance report for accessibility. Any platform related accessibility issues will be resolved under the unified support contract.  [Conformance Reports for accessibility](https://cloudblogs.microsoft.com/industry-blog/government/2018/09/11/accessibility-conformance-reports/) (Section-508, WCAG 2.0 and EN-301 549) |

* + 1. Integration and Interfaces

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ADO Item Id | Feature | Integration and Interfaces | Fit/Gap | Solution Approach (if required to further explain the Fit/Gap) |
|  | Requirement | Inbound – Licensee data from VERSA | Gap |  |

* + 1. Data Migration Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ADO Item Id | Feature | Data Migration Requirements | Fit/Gap | Solution Approach (if required to further explain the Fit/Gap) |
|  | User story | Data Migration from VERSA to Dataverse |  |  |
|  | Requirement | Existing Inspections to Dataverse | Gap |  |

* 1. Scope Changes
     1. Requirements removed

The following requirements, included in the initial Statement of Work, were deemed no longer required and thus should be removed from the scope:

|  |  |
| --- | --- |
| **Scope Items** | **Decision** |
|  | Descoped |

1. Out of Scope

Below requirements will be evaluated as out of scope in addition to those already called out as out of scope in SoW.

|  |  |
| --- | --- |
| Area | Requirement |
| Integration | * Any real-time Licensee data fetch to and from VERSA |
| Migration / Data Sync |  |
| Non-Functional | * Any infrastructure implementation related to Non-Functional requirements * Support of any mobile devices that are not iOS devices |

1. Glossary

|  |  |
| --- | --- |
| Acronym | Description |
| AD | Active Directory |
| ADFS | Active Directory Federation Services |
| ADO | Azure Dev Ops |
| API | Application Programming Interface |
| DR | Disaster Recovery |
| End-to-End Testing | Same as System Integration Testing (SIT) / Integration Testing |
| HA | High Availability |
| MCS | Microsoft Consulting Services |
| MS or MSFT | Microsoft |
| MVP | Minimum Viable Product |
| OS | Operating System |
| TDLR | Texas Department of Licensing and Registration |
| PaaS | Platform as a Service |
| SaaS | Software as a Service |
| SDD | Solution Design Document |
| SIT | System Integration Testing |
| UAT | User Acceptance Testing |
| UX | User Experience |

1. Appendix A: Requirement Sizing

|  |  |  |
| --- | --- | --- |
| Requirements | Estimate in Days | t-shirt Size |
| Inspection Statuses | 5 | L |
| Citations | 5 | L |
| Regional Manager Approval | 3 | M |
| Emails in Dynamics | 1 | S |
| POI PDF | 5 | L |
| DTE ENF | 5 | L |
| Corrections | 5 | L |
| Human Trafficking | 5 | L |
| Canvas App | 3 | M |
| Voice to text performance | 5 | L |
| Power Inspection | 5 | L |
| Integration |  |  |
| Data Migration (Licensee) | 3 | M |
| Security roles and behavior | 5 | L |
| CICD pipelines | 3 | M |
| Solutions Migration | 3 | M |
| Setup Environments | 3 | M |

1. Appendix B: TDLR Inspection POC Requirements

|  |  |  |
| --- | --- | --- |
| ID | Title | Description |
|  |  | **Feature: Canvas App** |
| [3](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F3&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887085595%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ZpffSFaCn7zNo3D9ssCaw7nA3chRkk4jKdSy7C8ZSCU%3D&reserved=0) | Create a Power Apps canvas app for inspection | Proof of Inspection  •Support mobile  •Capture inspection details (same fields as Blank POI.pdf)  •Provide a drop-down selection of standard violations (allow for other, free text, violation)  •Tie standard violations to license type to filter violations shown on the form  •Standard violations can be flagged for direct to enforcement  •Allow photos from camera to be attached to the inspection  •Capture human trafficking info where applicable (capture additional details for HT)  •Capture signature from the establishment representative or point of contact  •Capture name of signee, role (drop down: owner, representative, etc.), and date  •Allow COVID waiver for signature |
| [30](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F30&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887085595%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=80AYaHUxcD31%2F6N7BZi%2F%2FAJkYFpxiN%2FpESKCJdNzDqw%3D&reserved=0) | inspector must be able to capture inspection details on the canvas app | Inspection Type  Required?  Y \* Choice Field can only select one   * Periodic * Pre-license/Initial * Out of Business * Risk Based * Attempted * Follow-Up * Discretionary (ATU) * Special (ATU)   Inspection Mode   * In Person * Virtual * Desk Audit   This is proof that on this date   * Default to Todays’ Date and time stamp, Required Y * *inspection of- field* not to be captured   Establishment Type – Customer would like flexibility to add additional types besides the 2 in this program   * Establishment/Facility * Individual   **Establishment/Facility**   * Most of this information will be prepopulated from the master Licensee Data that we have in the system   + License # Required Yes   + Phone#    Required Yes   + License Type     - Massage Establishment License     - Massage School License     - Massage Therapist License     - Massage Therapy Instructor License     - Student Permit (pending for future use   + Physical Location Address Required Yes   + City Required Yes   + Zip Required Yes   + Owner Name Required Yes   + Owner License # Required N   + Owner Phone # Required N   + Contact Email Required Y   POIs will be sent to field admin email if customer declines to provide email |
| [32](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F32&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887095588%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1Yx3X9LSxqtze7Gq4L2UiGYH4toqq3hVpTnmvOvSP4I%3D&reserved=0) | inspector must be able to capture inspection results on canvas app | Inspection Results   * No Corrections needed * Corrections Needed * Violations Sent to Enforcement * Direct to enforcement (DTE)) * In Compliance (School)   This field is systematic and is checked based on if the inspection includes a violation of type DTE.  Field staff also has the option to check this manually if it is unchecked  POI can be sent right away to the Licensee.  Sending POI to enforcement (DTE) needs manager approval before that can be sent |
| [34](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F34&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887095588%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=b4cyua%2BSMndwqYM5wuPo2Tb3v5slVm9ie5K9%2BfSaoDs%3D&reserved=0) | inspector must be able to add one or more violations to an inspection using the canvas app | Violations are a predefined list as attached  Violations table consist of   * License Type * Inspection Type * Rule * Description * DTE * Class * Start date * End Date   Field inspector will select a violation from this predefined list  Other Violation option will be on the list  More than one violation can be added   Inspector needs to be able to provide additional detail per violation not visible to licensee this field is not required [violations screen shot.png] |
| [37](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F37&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887105583%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=cwBr8py7CCocDtl7fxH3pvOGfuUYgctEMiq6HhigReQ%3D&reserved=0) | inspector must be able to enter inspection comments in canvas app | Inspector Comments & Admin Details–   * Comments Text, Required N * Inspector Number Text Required Y Prepopulated * Inspector Name Text Required Y Prepopulated |
| [114](https://dev.azure.com/TXDIR-PowerPlatform/101f03ae-bbb5-448b-88a6-ffdf79b63a70/_workitems/edit/114) | inspector could be able to enter inspection comments in canvas app by voice to text | Customer requests option for voice to text of inspector comments (not a must have) |
| [40](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F40&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887105583%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=oYn4SNtN3xVcoBBFopdhF1qaUkFNKKf1iChfr92%2BuY8%3D&reserved=0) | canvas app should show logged in inspector's user profile | Inspector profile   * inspector Number Text Required Y Prepopulated * Inspector Name Text Required Y Prepopulated * Region * Regional Manager   *Note*: Every inspector has a Region and Regional Manager; Regional Managers preside over more than one region |
| [41](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F41&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ilw6AgAx2lk5%2F5gnLDTUQ0TokhoUT3l84XfGkBRQuys%3D&reserved=0) | inspector must be able to attach photos to an inspection | •Photos from Camera can be attached to inspection  •Inspector can take photo from the app  •Inspector can attach existing image  •Photos Required? N  •Limit to how many photos can be attached? None |
| [42](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F42&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=0TaG%2BK0%2F6g7kQg15OefZcqLMUVtV6%2FaQYpPLbVzPudg%3D&reserved=0) | inspector must be able to obtain a signature from establishment point of contact | * Signature from establishment Rep or point of contact * ~~All violations noted on this Proof of inspection, and any additional page will be corrected within 10 days~~ This *text will be removed* Representative  Text Required Y * Signature   Required? N * Signature Text * Checkbox for refused to sign field is blank by default * Waiver of Signature Yes/No   [waiver of signature.png] * Date Today’s Date and Timestamp no edit. Required Y |
| [43](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F43&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=G6DIqBfPS0MWRc1aRUNy%2BL8XItImrkBwCo42PaB5pkQ%3D&reserved=0) | inspector must be able to flag an inspection for HT | A choice field (Choices TBD) flags an inspection of HT(Human Trafficking)  Multiple options can be selected at the same times HT Comments   Multi- Text Field Required? N |
| [98](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F98&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=HtSPzTW3I%2BluUwqUMn%2FK2Fy9AzTXhGWHLocCbzY8UvI%3D&reserved=0) | Navigation within Canvas App | Create a component based left navigation to mimic feature of power apps navigation |
|  |  | **Feature: Model Driven App** |
| [4](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F4&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=cNIgEfXz2RoiAtKVmJv6jlOxi4od2KPCzLDqsNde9dM%3D&reserved=0) | Create a Power Apps model-driven app for Inspections and ATU | Create a Power Apps model-driven app (forms, views, tables and fields) to support the following: Inspections  \* Allow inspectors to view / update prior to submission  \* Submit inspection (all fields read-only except corrections capture) \* Provide textbox to capture corrections made per owner/representative ATU  \* Allow ATU to view submitted forms with human trafficking  \* Allow ATU to record additional information against the inspection (References, Research) Administration  \* Provide administration of standard violations (DTE check, class of violation) |
| [10](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F10&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=%2FgxdU5YTVeUvpQZmZjPUOpqNPxVyqsZtktQ9ZTYtRZM%3D&reserved=0) | Inspection must have statuses | Inspection Statuses (Pending from Customer)   * IN PROGRESS –inspector is still working on it * PENDING APPROVAL– In queue to be approved by manager * SUBMITTED * APPROVED   TDLR to finalize statuses. Record can be updated after submitting to Edit violation notes and other notes and Add more photos etc |
| [14](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F14&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=nb89HGIA2cphKqA7PLufl8ILrsEjaDZ7Mh4jJC16NCY%3D&reserved=0) | Owner corrections against an inspection should be captured | (Pending Customer Input)  Owner Corrections – *automatic* (Lower priority) Process TBD Monitor a mailbox: [xyz@tdlr.Texas.gov](mailto:xyz@tdlr.Texas.gov)   * When emails are received on this mailbox If the email matches an email on an inspection in our system create a correction record linked to that inspection * Potentially Link to Inspection that was done in most recent inspection? * Option to re-parent * TBD Send acknowledgement email to customer that we received the correction? TDLR to come up with verbiage * Auto created corrections are assigned to the person who did the inspection. * TBD Criteria for creating correction: All emails that come to the mailbox? * TBD Subject line?   Owner Corrections- *Manual*   * Allow create of correction records * Corrections is a table connected to any program Attach email, notes, photos |
| [15](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F15&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=xfwG0RiZBXBdIic%2FiTa9WlgvGU93f3XOwNbderTiq5E%3D&reserved=0) | Security Model | Security Roles:  Inspector Role   * Can view all inspections * Can only edit inspections they own   Senior Inspector   * Can view all inspections * Can edit regionwide inspections   Inspector Manager TBD, Maybe ATU Manager TBD   * Can view all inspections * Can edit all inspections   Liaison   * Can view all inspections * Can edit all inspections   ATU Role   * Can view all inspections * Can edit own inspections * ATU does a re-inspection * Can Edit ATU type records   View Only Role   * Can only view Admin Role * Can update statutes/violations add and remove * Can update user records >update regions etc   Inspectors belong to a region and there is a regional manager that oversees one or more regions  Licensee/Customer records   * Data model to be provided in CSV * Everyone can view Licensee data * These originate from another system and are NOT to be updated If they discover there is an address change * Manual Complaint if the person doesn’t in the system, * they don’t do POI * No option to create Licensee records if they don’t exist Currently, they put in Licensee notes and Notify field if there is an address change * They would like an option to capture edits to indicate that the address on the inspection is different than the one in the master licensee record(option) |
| [29](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F29&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=s7EAqZI0mWbvlUkZ%2FH5VMNTIyiVeAAjA7eFe2cI02Pk%3D&reserved=0) | Users must be able to generate adhoc reports | No specific reports were requested.  OOB adhoc reporting features to be leveraged  We will connect PowerBI to the Model Driven App as a POC example |
| [31](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F31&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887116117%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=dBsE6Gcj4J16badjtjgpg0GROhHMz1EUlzH1G7vJ5ns%3D&reserved=0) | inspector must be able to capture inspection details on model driven app | Inspection Type  Required?  Y \* Choice Field can only select one   * Periodic * Pre-license/Initial * Out of Business * Risk Based * Attempted * Follow-Up * Discretionary (ATU) * Special (ATU)   Inspection Mode   * In Person * Virtual * Desk Audit   This is proof that on this date   * Default to Todays’ Date and time stamp, Required Y * *inspection of- field* not to be captured   Establishment Type – Customer would like flexibility to add additional types besides the 2 in this program   * Establishment/Facility * Individual   Establishment/Facility   * Most of this information will be prepopulated from the master Licensee Data that we have in the system   + License # Required Yes   + Phone#    Required Yes   + License Type     - Massage Establishment License     - Massage School License     - Massage Therapist License     - Massage Therapy Instructor License     - Student Permit (pending for future use   + Physical Location Address Required Yes   + City Required Yes   + Zip Required Yes   + Owner Name Required Yes   + Owner License # Required N   + Owner Phone # Required N   + Contact Email Required Y   POIs will be sent to field admin email if customer declines to provide email |
| [33](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F33&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=FRn1niH%2BN3ySw%2FCQOsjiMft39uuantfiAxstp4Cxk3s%3D&reserved=0) | inspector must be able to capture inspection results on model driven app | Inspection Results   * No Corrections needed * Corrections Needed * Violations Sent to Enforcement * Direct to enforcement (DTE)) * In Compliance (School)   This field is systematic and is checked based on if the inspection includes a violation of type DTE.  Field staff also has the option to check this manually if it is unchecked  POI can be sent right away to the Licensee.  Sending POI to enforcement (DTE) needs manager approval before that can be sent |
| [35](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F35&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=%2FU8Ib7W4LAfRqVeyX6jvMeHQt8DEfPiRGrT7iKvY2zk%3D&reserved=0) | inspector must be able to add one or more violations to an inspection using the model driven app | Violations are a predefined list as attached  Violations table consist of License Type, Inspection Type, Rule Description, DTE, Class, Start date and End Date  Field inspector will select a violation from this predefined list  Other Violation option will be on the list  More than one violation can be added   Inspector needs to be able to provide additional detail per violation not visible to licensee this field is not required [violations screen shot.png] |
| [36](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F36&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=v%2Bim50lef44t7TilXoxFUWtqykAc2I3iAA%2BHu4LJ0L0%3D&reserved=0) | admin must be able to add, update and expire the list of violations | Violations are a predefined list as attached  Violations table consist of License Type, Inspection Type, Rule Description, DTE, Class, Start date and End Date  Field inspector will select a violation from this predefined list  Other Violation option will be on the list  Violations master data is read-only to inspectors and only admins can update this information  Expired/Discontinued violations will have an end date that is in the past [violations screen shot.png] |
| [38](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F38&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1btyU75TcBcpJ6qW93e3FlIuOMcMPXtbLEFNvD0G71g%3D&reserved=0) | inspector name and number must be prepopulated | Inspector Profile Details   * Inspector Number Text Required Y * Inspector Name Text Required Y |
| [39](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F39&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=OKvJwGB11gbDe98C7kra8lZMKUfMs%2F%2B33P4yedpm2rI%3D&reserved=0) | model driven app must store detailed user profile of inspector | Inspector profile   * inspector Number Text Required Y Prepopulated * Inspector Name Text Required Y Prepopulated * Region * Regional Manager |
| [44](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F44&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Vif9guXxP%2FUudeZCpwJMB7Ogb4l96y%2FVko2tTQpEXso%3D&reserved=0) | Tables and fields must be created in the model driven app to support the massage inspections program | Tables   * Inspections * Violations * Licensees as accounts   + Account type * Capture Corrections as a table connected to any program   + email notes and photos can be captured * Capture HT as a table connected to an inspection   + the additional HT comment would be a multi-text field on that table   + these can then be assigned to an ATU staff so that they can take action and do their own inspection * Capture Inspection Violations as an intersect table between inspections and violations   + will contain a violation comments field for inspector to enter comments that belong to each violation   + This table will stay editable by owner of inspection??? even after inspection is submitted |
| [85](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F85&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=2jDfQetD62hJoW3JYl2x%2BxCZit3nUXrw%2FYAYVwTMxz0%3D&reserved=0) | Views must be created in the model driven app to support the massage inspections program | Views  Inspection Views   * Create a view for My unsubmitted(active) inspections * Create a view for All My inspections * Create a view for All unsubmitted(active) inspections * Create a view to show inspections that are due today and this week?(optional)   HT Views   * Create a view for ALL inspections flagged for HT * Create a view for My Inspections flagged for HT Admin Views * Create a view for Active Violations * Create a view for inactive Violations |
|  |  | **Feature: Processes** |
| [5](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F5&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=W5BwKB8egHL7lW7nAZkIma%2F5YEak%2BqWp2EuBmxCYtzk%3D&reserved=0) | Create Power Automate flows to support TDLR Processes | Create Power Automate flows to support the following:   * On Save - Send electronic POI to email address on file for the establishment send from proofofinspection@tdlr.texas.gov (actual email address to be determined later) * On Submit - Send any violations marked as direct to enforcement via email (PDF) * On Submit - Send email to ATU for any inspections with human trafficking * On Email Received – Capture owner’s corrections \*if possible |
| [7](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F7&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887166110%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=KDcfQcabG8nQdDR6JsTfSNZ%2BKprvu8OJdKo4iORaPqc%3D&reserved=0) | On Submit of inspection generate and send POI.pdf to Licensee | On Submit Generate POI pdf to Licensee   * For DTE this will be sent before approval * Use most recent POI PDF provided with below text removed   + All violations noted on this Proof of inspection, and any additional page will be corrected within 10 days * Email POI pdf to contact email provided   + If no email provided send to field email:  [fieldadmingroup@tdlr.texas.gov.gov](mailto:fieldadmingroup@tdlr.texas.gov.gov) * Email from is proofofinspection@tdlr.texas.gov to be created * Save this document for resend or record keeping [POI Front and back Page.png] |
| [8](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F8&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887216109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ESfAPsICAJft98c%2FpyMs76bq8oD3V5z7%2FF9yQvLvYHw%3D&reserved=0) | On Submit of DTE inspections must be visible to a regional approver | On Submit of an inspections Violations marked as DTE will be queued by region for approval by a regional approver  An Inspector has a region, and an approver has a region.  This will be on the user record  Views   * Create a view for My inspection pending DTE approval * Create a view for Inspections pending DTE approval * Create a view for Inspections pending DTE approval by region   DTE inspection record will remain editable to the inspector after submit, add photos etc. |
| [9](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F9&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887216109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=I%2FLyXfq4rz%2Bji%2B8irI0%2FKlTg21Uo2VZ%2B%2F6lmU339kQg%3D&reserved=0) | On Approval of a DTE inspection by regional approver, inspection must be sent to law enforcement by email | (Pending Customer Input)  On approval by an approver Send any violations marked as direct to enforcement via email (PDF).  Juan to provide what we are sending goal is ALL the info we have POI and additional notes  All fields except corrections become read-only (Juan prefers that all records stay editable)  Email from is proofofinspection@tdlr.texas.gov Email TO is: intake-dtes@tdlr.texas.gov |
| [11](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F11&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887216109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=MdW7QRaacctciXO3dCOkkgxo9FHDj9u14%2BSUqJ775aw%3D&reserved=0) | On Submit of an inspection with HT flag, inspections must be visible to ATU | On Submit of Inspection Violations marked as HT will be made visible for ATU team  A choice field (Choices TBD) flags an inspection of HT(Human Trafficking)  Multiple options selectable  Create a view for Inspections flagged for HT  Create a view for MY inspections flagged for HT |
| [12](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F12&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887216109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=TrC9SUYMqgZ59ZeqBV50h85CZdOJbpkCzZVXjaMQ9Fg%3D&reserved=0) | On submit of inspection with HT Flag, ATU must be notified | Send email to ATU for any inspections with HT  Email from is: [proofofinspection@tdlr.texas.gov](mailto:proofofinspection@tdlr.texas.gov)  Email TO is reportHT@tdlr.texas.gov |
|  |  | **Feature: ATU HT Forms** |
| [6](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F6&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887216109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=qNF%2FqiMVjfF7ijAMrRYaRLewJ8icSEsvZLlBTGpe2Ds%3D&reserved=0) | Create Forms to support Anti-Trafficking Unit (ATU) | (Pending Customer Input)  ATU to view inspections flagged for Human Trafficking  to record additional information against these inspections   ATU also does POIs   Type of Inspection> ATU vs Field    Footer and Header is different on POI This process is still TBD |
| [13](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdev.azure.com%2FTXDIR-PowerPlatform%2F101f03ae-bbb5-448b-88a6-ffdf79b63a70%2F_workitems%2Fedit%2F13&data=04%7C01%7CDaisy.Wilke%40microsoft.com%7C6e93f10a377e47c037f508d9d09762df%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637770170887216109%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=DKrs4NVsBbU0Qpu3qMdm8medegqW39VmmnZZZQByMgA%3D&reserved=0) | Inspector must be able to capture additional information for HT(TBD) | (Pending Customer Input)  Inspector captures additional information for HT  Can attach photos to the inspection record  Inspectors create a report for themselves and send to law enforcement; Automatically generate a report |