Straight Informational Writing Example Storyboard/Script

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| Screenshots | Video Directions | Narration (Total Read Time ~) |
|  |  | Welcome to the Groups, Roles, & Users Overview & Walkthrough. This brief presentation will provide an summary of information about these three tabs along with presenting how to use the various functions. |
|  |  | These tabs can only be access by those with the Admin roles. |
|  |  | The Groups tab is meant for administration to assign permissions to users. Clicking the Groups tab in the navigation bar opens a page with **Page Description**.  There are three workflows associated with this page: Adding a new Group, editing a Group, and deleting a Group. A little bit of leg work needs to be done before adding a new group as they tend to represent a single role. |
|  |  | To add a new Group, click the Add Group button. This opens a new page asking for a Group Name and Description to be entered. Usually, the group name is the same as the role name that it is mirroring and the same information is used for both Group Name and Description. Clicking the Submit button saves the information entered and returns you to the Group page. While clicking the cancel button just returns you to the Group page.  To edit a Group, click the Edit button at the end of the line of the group you would like to work with. This opens a page that is an exact duplicate of the Add Group one with data populated. |
|  |  | To delete a group, click the Delete button at the end of the line of the group you would like to work with. This opens a pop-up asking for confirmation of the action. If a Group is accidently Deleted, then re-creating it with the exact information will re-link it to the database and allow all users to have the same access as before. An extra step will be needed which is to go re-create the role that was associated with the Group as it will also be deleted. |
|  |  | The Roles are permissions that are built in at the application level by the developers. These permissions control what those with this role are able to do/see in the application. Clicking on the Roles in the navigation bar opens a page with **Page Description**.  There are three workflows present on this page and one information display. The workflows are Adding a Role, Editing a Role, and Deleting a Role. While the information display is being able to see which users are assigned to that role. |
|  |  | To add a new Role, click on the Add Role button. This opens a new page asking for Role Name, Description, Application that the Role is relevant to, and Group. All fields are required to have information entered or there will be an error thrown. This means that a Group must be set-up first to associate a role with. Clicking the submit button will save the information and return you to the Roles page. While clicking the Cancel button just returns you to the Role page. |
|  |  | Clicking the View button in a line of a pre-establish role will bring up pop-up window displaying all the users that are assigned to that role. This information is pulled from the database which is outside of the application. This means this information cannot be modified here, it is just displayed. |
|  |  | To Edit a pre-existing role find it in the table and click the Edit button on the far right of its line. This will open an Edit Role page that is similar to the Add Role page just with data pre-populated. Same as before all four entry fields need information entered into them or an error will be thrown. |
|  |  | To Delete a pre-existing role find it in the table and click the Delete button on the far right of its line. This will cause a pop-up box to open that asks for confirmation. If a Role is accidently Deleted then re-creating it with the exact information will re-link it to the database and allow all users to have the same access as before. |
|  |  | The Users tab will show the users that have been logged to the Cache since it was last cleared. Clicking the User tab in the navigation bar opens a page with **Page Description**.  All information shown here is just information that can be gathered through **Application Name**. Anything done does not affect the database which is where the information is pulled from. User information will stay as long as the application is “active” (aka the application is being worked with). If the application goes into an “inactive” state, then user information will be held for 30 minutes before being cleared from the Cache. |
|  |  | Users can be added to the Cache by Clicking the Add User button which will open a pop-up asking for the User Name to be added. The user name entered needs to be exact as it does not offer suggestions of correct spelling or punctuation. Clicking Add will result in a slight load time as the user information is fetched and added to the Cache. If the user information entered was incorrect an error will be thrown and information will need to be re-entered. |
|  |  | To clear all users from the Cache, click the Clear Cache button in the top right corner. This will open a pop-up asking for confirmation of the action. If the Cache is cleared by accident, it is not a big issue as users can just be re-added to see their information. It should not affect any user that is currently logged-in. |
|  |  | To view user’s information, click View on the user’s line. This brings up the person’s information in a new page. Displayed on this page is the User Name, Email, Display Name, Cache Date, Catche Time, and all Roles and Groups. The Roles and Groups are organized by Application. |
|  |  | To Refresh a User, click Refresh on the user’s line. This opens a Pop-up asking for confirmation of the action. This is a good way to troubleshooting someone’s access. It will recache the group memberships that they are a part of. So if something was changed in the Database it will then update it in X Application. This action does not require having the user re-log in to the system. |
|  |  | To Delete a User, click Delete on the user’s line. This opens a Pop-up asking for confirmation of the action. This is useful for helping users that are having mapping issues. By deleting them from the cache and then directing them to re-log in you are able to see what roles and groups they are mapping as. |
|  |  | This completes the Groups, Roles, & Users Overview & Walkthrough. By now you should have a basic understanding of what information is presented along with what the various buttons do.  If you have any questions, please do not hesitate to reach out to your POC using the emails provided. |