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| Process Specification Form  Number 1  Name Send Username and Password Input to Database for Verification  Description send username and password input to Employee Credentials Database for verification | |
| Input Data Flow  Username, password | |
| Output Data Flow  Credential verification, position verification | |
| Type of Process  ❑ Online ❑ Batch ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF username and password fields do not equal blank  IF username and password match the ones on record  THEN login  ELSE  IF attempts are greater than 5  THEN lock the user out  ELSE notify how many attempts are left  ENDIF  ENDIF  ELSE prompt for a username and password  ENDIF | |
| Refer to: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English ❑ Decision Table ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 2  Name Request Reports and Information Based on Position  Description Request reports and information based on position | |
| Input Data Flow  Credentials verification, archived contract forms, forecast reports, available contract forms | |
| Output Data Flow  Forecast reports, previous forecast reports, and forecasting information | |
| Type of Process  ❑ Online ❑ Batch ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF user is verified  FOREACH permissible report  Add report to list  RETURN list  ELSE  Permission Denied  ENDIF | |
| Refer to: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English ❑ Decision Table ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 3  Name    Complete Forecast Report  Description Complete Forecast Report | |
| **Input Data Flow**  Forecasting Period, YTD Revenue, Number of Contracts YTD, Projected Revenue, Number of Projected Contracts | |
| **Output Data Flow**  Completed Forecast Report (All Fields) | |
| Type of Process  ❑ Online                 ❑ Batch               ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF Submission IS NOT Completed        THEN Show Message Box, Error (Complete All Fields of Submission)  ELSE  VALIDATE input  Submit Submission to Forecast Data Store | |
| Refer to:   Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English      ❑ Decision Table        ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 4  Name Create New Contract  Description Create a new contract | |
| Input Data Flow  Credential verification, new contract information | |
| Output Data Flow  Filled contract form | |
| Type of Process  ❑ Online ❑ Batch ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF user is verified  ACCEPT contract fields from user  VALIDATE input  CREATE a new contract  SUBMIT contract to Available Contracts Data Store  ELSE  Permission Denied  ENDIF | |
| Refer to: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English ❑ Decision Table ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 5  Name    Request Delinquent Contract Information  Description  Request Delinquent Contract Information | |
| **Input Data Flow**  Contract Number, Position Verification, Employee Credentials, Delinquent Contract Forms | |
| **Output Data Flow**  Delinquent Contract Information (Contract Number, Due Date, Entry Date, Completion Date, Start Location, Necessary Processes, Current Location) | |
| Type of Process  ❑ Online                 ❑ Batch               ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF Entered Contract Number (from Supervisor) EQUALS Contract Number in Database        THEN Send Supervisor the relevant Delinquent Contract  ELSE        Show Message Box, Error (Delinquent Contract Not Found) | |
| Refer to:   Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English      ❑ Decision Table        ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 6  Name Update Delinquent Contract Information  Description Update delinquent contract information | |
| Input Data Flow  New contract location, progress, or expected completion date | |
| Output Data Flow  Updated contract location, progress, or expected completion date | |
| Type of Process  ❑ Online ❑ Batch ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF user requests to update a contract  ACCEPT updated contract fields from user  VALIDATE input  SUBMIT contract to Delinquent Contract Data Store  ELSE  Continue  ENDIF | |
| Refer to: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English ❑ Decision Table ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 7  Name    Choose a Contract to Manufacture  Description  Choose a Contract to Manufacture | |
| **Input Data Flow**  Available Contract Forms, Requests for Available Contracts (by Location) | |
| **Output Data Flow**  Available Contracts | |
| Type of Process  ❑ Online                 ❑ Batch               ❑ Manual | Subprogram/Function Name |
| Process Logic:  CHECK CONTRACTS DATABASE  IF Contract(s) EQUALS Available       THEN  Send Available Contracts to Requester  ELSE       Show Message Box, Information (No Available Contracts) | |
| Refer to:   Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English      ❑ Decision Table        ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 8  Name Update Contract  Description Apply changes to contract forms | |
| Input Data Flow  Updated contract fields | |
| Output Data Flow  Updated contract forms, complete contract forms | |
| Type of Process  ❑ Online ❑ Batch ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF user requests to update a contract  ACCEPT updated contract fields from user  VALIDATE input  SUBMIT contract to Available Contracts Data Store  IF contract is complete  FLAG as completed  ENDIF  ELSE  Continue  ENDIF | |
| Refer to: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English ❑ Decision Table ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 9  Name    Migrate Delinquent Contracts to Delinquent Contract Database  Description  Migrate Delinquent Contracts to Delinquent Contract Database | |
| **Input Data Flow**  Delinquent Contract Form(s) | |
| **Output Data Flow**  Delinquent Contract Information (Contract Number, Due Date, Entry Date, Completion Date, Start Location, Necessary Processes) | |
| Type of Process  ❑ Online                 ❑ Batch               ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF Delinquent Contract Form EQUALS Needs To Be Moved       THEN Move Delinquent Contract Form                FROM 'D3 Available Contracts' TO 'D5 Delinquent Contracts' | |
| Refer to:   Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English      ❑ Decision Table        ❑ Decision Tree | |
| Unresolved Issues: | |

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| Process Specification Form  Number 10  Name Migrate Completed Contracts to Archive Database  Description migrate completed contracts to archive database | |
| Input Data Flow  Completed contract forms | |
| Output Data Flow  Completed contract forms | |
| Type of Process  ❑ Online ❑ Batch ❑ Manual | Subprogram/Function Name |
| Process Logic:  IF contract is complete  SUBMIT the contract to Archived Contracts Data Store  ELSE  Continue  ENDIF | |
| Refer to: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❑ Structured English ❑ Decision Table ❑ Decision Tree | |
| Unresolved Issues: | |