Assign Underwriter

Use case ID: UC 22, UC 23, UC 49, UC 78	
Feature: FEAT 6	
Analyst: Praveen Parimi	**Business Approval: 6/15/2015**
Version: 0.3	**Last Modified: 6/12/2015**

Description (Purpose/Context):

1. As an Underwriter Manager/Super User I want system to populate all the Departments (*), Type of Business's and Programs as I defined the authority, so that I can assign underwriters and assistant underwriters at authority level.
2. As an Underwriter Manager/Super User I want system to generate the list of underwriters and assistant underwriters based on search criteria so I can select and assign Underwriter/Assistant Underwriter to Branch Office location (city, state) based on authority.
3. As an Underwriter Manager/Super User, I want to do updates to underwriter assignments to existing branch office.
4. As an Underwriter Manager/Super User I want ability to Schedule future updates to Underwriter Manager/underwriters/ assistant /Assistant Underwriter Assignments.
5. As an Underwriter Manager/Super User I want ability to move underwriter assignments from one underwriter to another.

Business Rules:

Please refer to Business Rules Catalog in Solution Requirement Document for additional business rules.
1. Every internal underwriter role should always be defined.
2. Every Internal underwriter should always be associated with Department and/or Type of Business and/or Programs.
3. Every Active underwriter shall always have role defined and associated with at least one department.
4. If the Authority is for a General Product (i.e. Dept and TOB), an underwriter and assistant underwriter can only be assigned if that underwriter is already directly associated with the Department and TOB. (TOB's are Inherited from assigned Departments)
5. If the Authority is for a Specialty Program (i.e. Dept and TOB and Specialty Program), an underwriter and assistant underwriter can only be assigned if that underwriter is already directly associated with the Department and TOB. (TOB's are Inherited from assigned Departments)
6. If the Authority is for an Exclusive Program (i.e. Dept and TOB and Exclusive Program), an underwriter and assistant underwriter can only be assigned if that underwriter is already directly associated with the Department and TOB. (TOB's are Inherited from assigned Departments)

Data Definitions:

DD 8, DD 9, and DD 13: Please refer to Solution Requirement Document.

Dependencies:

Assign Underwriter

Pre Conditions:

1. SG Underwriters (Underwriter manager, Underwriters and Assistant Underwriters) should already exist in the system before being populated in search results.
2. All the SG Underwriters profile should be updated with their roles. I.e. Underwriter Manager, Underwriter and Assistant Underwriter.
3. Authorities in ABC Exhibit should already been defined before starting this activity.
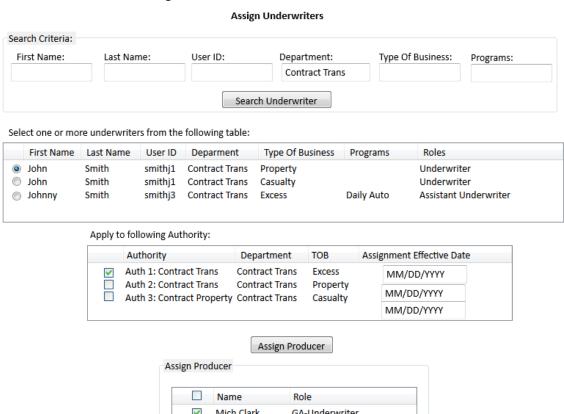
Requirements:

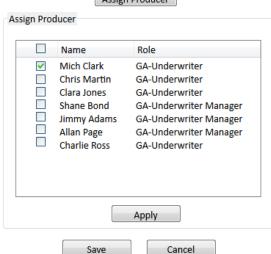Assign underwriters to Authority of an ABC Exhibit shall satisfy following requirements:
1. Provide ability to Search by First name and/or last name and/or User ID and/or Department and/or TOB (Type of business) and/or Program.
2. Irrespective of any criteria used for search system shall should always populate the list of underwriters with following information
   a. First Name
   b. Last Name
   c. User ID
   d. Department(s) they are assigned
   e. Type of Business(s) they are assigned
   f. Programs(s) they are assigned
   g. Roles
3. Based on User Role, provide the ability to assign underwriters to ABC Exhibit/Agent Number while editing or updating it.
4. User shall have ability to assign one underwriter to one or more authorities within an ABC Exhibit.
5. User shall have ability to assign one or more underwriters per authority.
6. User shall have ability to assign only one underwriter to one or more authorities within one ABC Exhibit.
7. User shall have ability to add Assignment Effective Date while assigning Underwriter(s).
8. User shall have ability to Assign Producer to an Underwriter if and only if Producer is already been assigned to ABC Exhibit.
9. User shall have ability to update existing underwriter assignments
   a. By removing the association between underwriter and authority
   b. By reassigning a new underwriter(s) for existing authority, in this case the previous assigned underwriter will be replaced by the new underwriter(s).
10. System should send notifications for identified groups for underwriter assignments/updates. (check for notification requirements)
11. If Underwriter or Assistant Underwriter is not found. Then Underwriter Manager should get a message notifying him/her to fill out the Snaps request and follow the External process.(check the Out of scope section for description)
    a. After Underwriter/Assistant Underwriter has been added to the correct LDAP Group, Underwriter Manager can search for this new person and add the person as underwriter/assistant underwriter using the search function.

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The wireframe below is for Assign Underwriters.

Assign Underwriters

Search Criteria:

First Name:	Last Name:	User ID:	Department:	Type Of Business:	Programs:
			Contract Trans		

Search Underwriter

Select one or more underwriters from the following table:

	First Name	Last Name	User ID	Deparment	Type Of Business	Programs	Roles
⦿	John	Smith	smithj1	Contract Trans	Property		Underwriter
○	John	Smith	smithj1	Contract Trans	Casualty		Underwriter
○	Johnny	Smith	smithj3	Contract Trans	Excess	Daily Auto	Assistant Underwriter

Apply to following Authority:

	Authority	Department	TOB	Assignment Effective Date
☑	Auth 1: Contract Trans	Contract Trans	Excess	MM/DD/YYYY
☐	Auth 2: Contract Trans	Contract Trans	Property	MM/DD/YYYY
☐	Auth 3: Contract Property	Contract Trans	Casualty	MM/DD/YYYY

Assign Producer

Assign Producer

☐	Name	Role
☑	Mich Clark	GA-Underwriter
☐	Chris Martin	GA-Underwriter
☐	Clara Jones	GA-Underwriter
☐	Shane Bond	GA-Underwriter Manager
☐	Jimmy Adams	GA-Underwriter Manager
☐	Allan Page	GA-Underwriter Manager
☐	Charlie Ross	GA-Underwriter

Apply

Save   Cancel

Assign Underwriter

Wireframe Functionality Description:

#	Field Title	Source	Valid Value	Default Value	Rule	Size	Required?	Editable?
1.	Last Name	User Input		Blank		N/A	Optional	Yes
2.	First Name	User Input		Blank		N/A	Optional	Yes
3.	User ID	User Input		Blank	Alphanumeric characters are allowed	N/A	Optional	Yes
4.	Department	User Input	Any authorized departments.	Blank		N/A	Optional	Yes
5.	Type of Business	User Input	Any authorized type of business.	Blank		N/A	Optional	Yes
6.	Program	User Input	Any authorized programs.	Blank		N/A	Optional	Yes

#	Button / Link	Action	Requirements	Business Rule

1	Search Underwriter	Populate and display the search results.	1. Ability to select only one record from the result list.
			 2. Display the following information of SG Internal Underwriter in response:
			    a. Last Name
			    b. First Name
			    c. User ID
			    d. Department
			    e. Type of Business
			    f. Programs
			    g. Roles
			 3. Display all the authorities from the ABC Exhibit/Agent Number with following info.
			    a. Authority
			    b. Department
			    c. Type of Business
			    d. Program
			    e. Assignment effective date
			 4. Ability to select authorities and assign Underwriters Manager/ Underwriters/Assistant Underwriters
			 5. Error message if the search results are NULL.	

#	Button / Link	Action	Requirements	Business Rule
2	Assign Producer	Populate the list of Producers associated with ABC Exhibit.	1. Ability to select one or more producers and associate with the selected Underwriter(s). a. Name b. Role(s)	
3	Save		Save all the Information.	
4	Cancel	Cancel the operation	Ability to cancel the current operation.	

Underwriter Assignments

Agent Number: AB7CD

	Authority	Department	TOB	Program Name	Role	Name
☐	Auth 1:Contract Trans	Contract Trans	Excess		Underwriter	John Smith
☐	Auth 2:Contract Trans	Contract Trans	Property		Assistant Underwriter	Bill Smith
☐	Auth 3:Contract Trans	Contract Trans	Casualty		Underwriter	John Smith
☑	Auth 4:Contract Property	Contract Property	Property		Underwriter	John Smith
☐	Auth 4:Contract Property	Contract Property	Property		Assistant Underwriter	Bill Smith
☐	Auth 5:Contract Property	Contract Property	Property	Auto Risks	Underwriter Manager	Bob Marly

[Reassign] [Remove] [Cancel & Go Back to ABC Exhibit]

#	Button / Link	Action	Requirements	Business Rule
1	Update Underwriter Assignments	Populate and display all the SG underwriters assigned to the selected ABC Exhibit.	1. Display the Agent Number of selected ABC Exhibit. 2. Ability to select one or more records from the result list. 3. Display the following information of Authorities and assigned SG Internal Underwriter in response: a. Authority b. Department c. Type of Business d. Programs e. Roles f. SG Internal Underwriter Name 4. Error message if the search results are NULL.	

#	Button / Link	Action	Requirements	Business Rule
2	Reassign	Display the Assign Underwriter page.	1. Ability to reassign the selected SG Underwriter assigned to the ABC Exhibit. 2. Display the Assign Underwriter page. (Assign Underwriter button)	
3	Remove		Ability to remove the selected SG Underwriter assigned to the ABC Exhibit.	
4	Cancel	Cancel the operation	Cancel the current operation and take back to activity origin screen/page.	

Acceptance Criteria:

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Non-Functional Requirements:

Please refer to Non Functional Requirements Document.

Notes:

1. In COPDR Project whenever Underwriters are referenced please note we refer to Internal SG Underwriters.
2. Consider Underwriter Managers (or above) , Underwriters and Assistant Underwriters for Underwriter Assignments
3. (*) is to identify MANDATORY data required to complete the activity.

Out of Scope for this Story:

External process

1. Snaps request process is a request form that needs to be filled out and sent it to SIC Help Desk by Underwriter Manager or Underwriter Administrative Assistant to add new underwriter into LDAP UW Group and once the process is complete the requester will get an email notification from SIC help desk. (It's a mandatory process and Out of Scope for COPDR Project).
2. Underwriter Manager would validate that Underwriter, Assistant underwriter are added in System.

Document History:

Version	Date	Author	Comments
0.1	6/4/2015	Praveen Parimi	Initial draft.
0.2	6/15/2015	Praveen Parimi	Business Stakeholders Approval.
0.3	6/12/2015	Praveen Parimi	Troika Approval.