Use Case Name: Users are able to Share Template(s) between Applications within the same Line of Business (LoB)

Use Case ID: (TEMPLATES\_004100)

Description: Changeset Editors are able to create Template(s) within the Application(s) they are aligned to. After a Changeset Editor creates a Template, they have the ability to make it available to be used in other Applications within the same LoB. This provides consistency in Template content used across Applications within the same LoB. It also reduces the level of effort between Changeset Editors trying to keep Template content current.

Line(s) of Business: All lines of business

Primary Actor(s): Changeset Editor

1. Users require the capabilities to share and receive Template(s) from other Applications within the same LoB to maintain consistency across content and reduce duplicated effort.

Secondary Actor(s): N/A

List of Abilities:

Users who share Template(s) with other Applications within their same LoB:

1. Users are able to filter and sort the Templates they’ve created, by Template Type and Template Label
2. Users are able to share Templates with one or more Applications under the same LoB.
3. Users are able to un-share Template(s) they’ve created with other Applications.
   1. If an un-shared Template in an ‘Active’ status is being used, it can still be used by the other Application. If an un-shared Template is in a ‘Draft’, ‘Completed’ or ‘Approved’ status, it cannot be used by the other Application.

Users who receive shared Template(s):

1. Users are able to receive Template(s) in their Application that have been shared from other Applications within their LoB.
   1. The Template recipient may not modify or delete the shared Template(s).
   2. If a shared Template is retired, it cannot be used to generate new letter instances.

Pre Conditions:

Template(s) shared with other Application(s) within the same LoB

1. The user has created ‘Active’ Templates within the Application they are aligned with.

Template(s) un-shared with other Application(s) within the same LoB

1. The user has shared ‘Active’ Template(s) they’ve created with other Application(s) within the same LoB.

Post Conditions:

Template(s) shared with other Application(s) within the same LoB

1. The Template(s) shared are now available to other Application(s) for use.
2. The user of the Application receiving the Template(s) is unable to edit or retire the shared Template(s).

Template(s) un-shared with other Application(s) within the same LoB

1. The receiving Application(s) are prevented from creating new letter instances utilizing the un-shared Template(s).

Main Flow/Use Case: Template(s) shared with other Application(s) within the same LoB

1. User views the Template(s) they’ve created in the Application they are aligned with.
2. User is able to sort and filter the Template(s) they’ve created.
3. User selects the Template(s) to be shared with other Application(s) within the same LoB.

Alternative Flow/Use Case: Template(s) un-shared with other Application(s) within the same LoB

1. User views the Template(s) they’ve created in the Application they are aligned with and have shared with other Application(s).
2. User indicates the Template(s) to be un-shared from other Application(s).

Notes: none