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| VIP – Phase 1 |
| User Story |
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**Revision History**

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| **Issuer** | **Date** | **Reason For Changes** |
| Michele Streeter | Jun 12, 2019 | Initial Draft |
| Sharath Giridhar | Oct 18, 2019 | Updated document based on meeting with Michele on Oct 17, 2019 |
| Michele Streeter | Oct 18, 2019 | Minor modifications |
| Michele Streeter | Oct 28, 2019 | Updates |

# Overview

Phase 1 will provide the overall search, filter and view functionality, but with limited data sources that will be expanded in Phase 2.

1. Search function by field values and/or keyword search.
2. Display results in a grid with ability to drill down into details.
3. Ability to export search results to Excel.
4. Security framework to limit access to sensitive information.
   1. Security level defined for each field (1,2,3)
   2. Security level and access rights (Read/Write) defined by Business Class (e.g. Med Mal) for each User
5. Data Maintenance function to enter Verdicts into VIP via Excel upload and/or data entry screen.
6. Ability to import fields from e-mail generated by Verdict Search.

# User Interface

## Standard Grid Functionality

1. Columns are configurable (include/exclude, re-sequence, group by)
2. Each column will have sort and the following filter options:
   1. Numeric fields: <, >, in between, =
   2. Date fields: date range
   3. Text fields: contains, begins with, ends with, does not contain
3. Horizontal scroll will freeze columns specified for that screen. Frozen columns cannot be re-sequenced / excluded.
4. Vertical scroll will freeze the headers.
5. Rows can be expanded or collapsed if applicable for that screen.

## Menu Options

1. Phase 1:
   1. User Management
   2. Search View (default view)
   3. Data Management (ability to Add, Edit, Delete, Import Cases)
2. Phase 2:
   1. Aggregation Reports
   2. Reference Tables
      1. Maintain the set of values for each drop-down field
      2. Configure meta data (e.g. data sensitivity by field)

# C:\Users\mstreeter\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F870EEE7.tmpSearch View

1. Column Headers can include any of the Data Entry Fields as shown in [VIP – Field List](https://transre.sharepoint.com/sites/VIPProjectSite/Shared%20Documents/VIP%20-%20Field%20List.docx?web=1)
2. Upon entry, the Search View will display a list of all Trials in VIP, sorted by descending Verdict Amount.
3. The grid can be customized (and remembered for that user) by moving, grouping, adding/removing columns. On subsequent login, previous (latest) customization to be loaded by default.
4. Data will be limited based on user’s access rights.
5. The current Search and Filter selections can be saved (named) and retrieved (re-execute the saved selections).
6. Results can be exported to Excel.

## Search/Filter

1. Use the **Enter Search Criteria** box to enter a keyword search which will match to text in any field.
   1. Ability to use AND/OR features. For example, result set will include data that matches as follows:
      1. “Jones” AND “lawyer” – both must be found in a Trial
      2. (“Jones” OR “John”) AND “lawyer” – either name can be found, but “lawyer” must also be found in a Trial
   2. Wildcards can be used in search (e.g. “ABC\*D” will match a value with “ABC” and “D” after “ABC”).
2. The left side shows the number of matching Trials and a list of Fields that can be used for filtering the data.
   1. Dates can be entered via From and To date range.
   2. Amounts can be entered via a range bar.
   3. Text (including drop-down) values will start out collapsed (Click “-“ to collapse after opening):
      1. Click on the “+” to show the list of values found in VIP along with the number of cases containing that value.
         1. Click the check box next to each value to be used in the filter.
         2. Once a filter has been selected, a Clear option will appear under the Field Name so that the selections can be cleared with one click.
   4. The results in the grid will be updated as soon as each filter option is selected (i.e. no need for an APPLY button).
3. The Search Criteria will work in conjunction with the Filters on the left, so they will work together to limit the data displayed in the grid.

## Search Results

1. Display one row per Trial with a match (e.g. if the Defendant matches, show each Case and Trial for that Defendant).
2. Data values that match the Keyword Search criteria will be displayed in bold.
3. Hover on a field to show additional information:
4. Hover over Defendant to show list of all Defendants for the same Case/Trial
5. Hover over Comments to show full comment
6. Other…
7. Click on a row will bring up the detail for the Trial in the data entry format.
8. The following columns will be Frozen:
   1. Verdict Amount
   2. Award State
   3. Plaintiff Name (all names will be displayed, comma separated)
9. The following columns will be in the Default View:
   1. TBD…

# Data Management

1. The system will maintain the following meta data for each field for each **Trial**:
   1. Last Update Date – date/time stamp
   2. Last Update By - user id
   3. Last Update Source - Manual, Excel filename, E-mail information, etc
2. The following additional Actions are available:
   1. Import – Bring up dialog box to select an Excel file to Import.
   2. Add – Bring up the Trial Data Entry screen.
   3. Export – Export all Trial Data for highlighted Trial(s) to Excel.
   4. Merge – Highlight multiple Trials to be merged into one Trial.
      1. Select which fields to keep from each Trial
   5. Check for Duplicates – Execute process to highlight duplicates (similar to determination made by Import via Excel and Mailbox)
   6. Manage Duplicates – Display list of potential duplicates with ability to take the following actions:
      1. Merge
      2. Delete
      3. Remove Potential Duplicate indicator
   7. Delete – Soft Delete highlighted Trial(s).
   8. Edit – Double click on a row to open the Edit screen.
3. To be confirmed: Trials will also be added via an event-driven process that will monitor a specified mailbox to import Trials e-mailed by Verdict Search.
4. Data Management will open with a List View with one row per **Trial.**
5. The following columns will be Frozen:
6. Case Number
7. Case Type (all values will be displayed, comma separated)
8. Verdict Amount
9. Award State
10. Plaintiff Name (all names will be displayed, comma separated)
    1. The following columns will be in the Default View:
11. Verdict Date
12. Settlement Date
13. Last Update Date
14. Last Update By
15. Last Update Source



## Add Trial

## Import From Excel

1. A pop-up will allow the user to select the Excel file to be imported.
2. The source of the Trial will indicate the Name of the Excel file, the User importing it and the date/time stamp of the Import action.

## Auto Import from Mailbox

1. Verdict Search will send e-mails with Trial information to a specific Mailbox. These e-mails will automatically populate VIP.
2. The source of the Trial will indicate the Subject (or other information) of the e-mail, Last Update By = “e-mail” and the date/time stamp of e-mail import action.

## Duplicate Trial Processing (from Excel or Mailbox)

1. VIP will identify if an imported Trial is potentially a duplicate by matching on all the following fields:
   1. Plaintiff (flag if at least one Plaintiff matches)
   2. Award State
   3. Verdict Date (within 7 days)
2. The Trial Number of the potential duplicate will be linked to the imported Trial and both Trials will be flagged as potential duplicates.