**Use Case Requirements – Email Log**

**Preconditions**

1. All Users must be logged in.
2. Users must have the Admin role and have node access.

**Basic Flow**

1. The system loads the Email Log records with the following fields ordered by most recent email sent:
   1. Record Type
   2. Email Subject
   3. Sent Date
   4. Sent Time
   5. User
   6. Last Name
   7. First Name
   8. Email From
   9. Email To
   10. Email CC
   11. Email BCC
2. The user clicks on the expand button on the left most column to view the body of the email in the Grid Nested View.
3. The system displays the email body.

**Alternate Flow(s)**

*Filtering*

1. The user filters the information by entering text in the top of the column, clicking the filter icon, and selecting an appropriate filter.
   1. All columns except ‘Sent Time’ can be used to filter the data.
2. The system filters the records and reloads the list.

*Grouping*

1. The user groups the list by dragging a column to the top of the grid.
   1. All columns except ‘Sent Date’ and ‘Sent Time’ can be used to group the data.
2. The system groups the records and reloads the list.

*Sorting*

1. The user clicks the column title to sort by the grid information.
   1. All columns can be used to sort the grid.
2. The system resorts the records and reloads the list.

*Export to Excel*

1. The user optionally clicks the Ignore Paging checkbox.
2. The user clicks the Export to Excel button.
3. The system exports the displayed grid data and may prompt the user for further action based on their system configuration (Open or Save).
   1. If the Ignore Paging checkbox is checked, the system exports all data.

*Keyboard Accessible View*

1. The user clicks the ‘Keyboard Accessible View’ button.
2. The system changes the text of the button to “Interactive View”.
3. The system displays the Group By and Filter Column dropdown lists, the ‘Group’ button, the Filter Value textbox, and the ‘Filter’ button.

*Interactive View*

1. The user clicks the ‘Interactive View’ button.
2. The system changes the text of the button to “Keyboard Accessible View”.
3. The system hides the Group By and Filter Column dropdown lists, the ‘Group’ button, the Filter Value textbox, and the ‘Filter’ button.

*Filter Email Data by Date and/or Date Range*

1. The user types in a new Email Sent Date or uses the date picker to enter a new Email Sent Date.
   1. The user may optionally click the ‘Reset’ button to clear the Email Sent Date field.
2. The user may select a different range of days before and after the entered Email Sent Date.
3. The user clicks the ‘Submit’ button.
4. The system filters the data displayed.

*Reset Grid Display*

1. The user clicks the ‘Clear’ button.
2. The system sets the value of the Email Sent Date textbox to the default of today’s date and sets the value of the Date Range dropdown list to the default of “3 days”.
3. The system refreshes the grid using the default values.

**Post Conditions**

None