**GS Database Specification**

**Make a Collection**

A user should be able to go through the database (or a subset of it - eg all Works dated before 1980) and select pictures for (say) an exhibition, or a book, and then save this collection.

Save Collection

Collections should be either dynamic (eg all Works for which a postcard has been printed - in which case the collection will change when more postcards are made) or static (eg a user-chosen selection).

**Reproductions**

List all the reproductions of a particular Original Work - its postcards, numbered prints, greetings cards etc.

**MerchItems**

List all of a particular type of merchandise item (eg all postcards) with images, prices etc.

**Numbered Prints**

List all the numbered prints for a particular ArtWork, with owners.

**Print a Certificate of Authentication**

**ArtWorkID Code**

123456

**Images**

-
is it possible to set up a drag and drop interface for entering images?

-
that copies and renames the image? (using the GSA ArtWorkID code)

-
ideally onto a list of images (not a single page)

Standard images are typically 350-600kb

The thumbnail should be in an approx 200 x 130 pixels box.

Batch file rename.

**Online access**

Can we set this up? For a limited access to the DB?

Eg users vote on pictures...

**Printing documents**

How much flexibility can be built in?

-catalogues, exhibition labels, price lists

**Users and Permission Levels**

All users have permissions of users in levels below them.

|  |  |
| --- | --- |
| God | All permissions.  Edit Access code. |
| SysAdmin | Create new users  Change other users' passwords  View other users' activities  Edit IntroTexts and other 'how-to' page messages. (is this possible without going into the Access code??)  View Bug reports |
| Director | Create/edit/delete entries in look-up tables.  Edit/delete sales records.  Delete ArtWorks, Contacts, ReproBatchs.  Change own password. |
| Curator | Create/edit/bin ArtWorks, Contacts, ReproBatchs  Create Sales |
| Staff | Create/edit/delete collections and searches |
| Viewer | View permissions only |
|  |  |
|  |  |

**Page Layout**

Every page has a consistent frame, which
o
ther
user Options:

* GSA name and logo
* 'Logged in as' [username] / Log out button / change password
* Menu of actions: ArtWorks, Contacts, ReproBatchs, Collections, Sales, Control Panel [Directors]
* Help button [visible iff there is any help text - calls a floating pop-up window??]
* Bug button [which calls a simple pop-up window in which the user can note bugs and request changes to the page]
* A space for Alerts (displayed in red), Confirmation texts etc.

Every page has editable (by Director) orientation fields:

* Title
* Subtitle
* A space for
  IntroTexts.

**System Rules**

All users must be logged in before they can use the database.

System displays a confirmation dialogue before any delete.

All interface help texts must be editable by SysAdmin level users (
can this be done
without going into the Access code???).

Iff: 'if and only if'.

Wildcards in searches: \*

**Use Cases**

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Create / Edit ArtWork** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

|  |  |
| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: | use enters Basic Data about a picture:  ArtWorkType  ArtWork Image1 (?? are images best entered through a dedicated drag-and-drop interface designed solely for this purpose?)  ArtWorkName  Date  DateUnsure  Period  Medium  Width  Height  Depth  Framed  Framing notes  Signed  ArtWorkDescription  Series  Motifs  DistinguishingMarks  ArtWorkNotes  PublicWorkNotes  ArtistNotes  OwnershipStatus  GSACollectionStatus  SaleStatus  Hi-resPhoto  NumberedPrint  user saves |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: | System generates ArtWorkID when a new record is created |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Find ArtWorks (simple)** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

|  |  |
| --- | --- |
| Actor: | Viewer |
| Description: | System displays search fields. |
| Preconditions: |  |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects ArtWorks on main menu. |
| Normal Course of Events: | System displays a basic search panel, with criteria:   * ArtWorkName [   text,   including   basic   wildcards] * ArtWork ID   [number]   (not available if Name field is used) * Period [checkboxes for each   option   ] * OR DateFrom DateTo   [comboboxes] * ArtWork   Type [checkboxes for each   option] * Medium   [checkboxes for each   option] * Series   [checkboxes for each   option] * Motifs   [checkboxes for each   option]   User selects Search.   * If the search returns no artworks, the system   re   displays the   search panel   (populated)   with an   Alert   asking the user to use different criteria. * If the search returns a single artwork, the system displays it using   **View ArtWork**. * If the search   returns   more than one artwork, the system displays them using   **List ArtWorks**. |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: | Full Search - invokes **Find ArtWorks (full )**with fields populated.  **Save Search** |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Find ArtWorks (full)** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: | User sets search and display criteria for ArtWorks |
| Preconditions: |  |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects Full SearchArtWorks on main menu. |
| Normal Course of Events: | The system displays Search, Display and Sort criteria   |  |  |  | | --- | --- | --- | | Search criteria | Type of entry | Display  (default value) | | Text search | T ext - with basic wildcards | n/a | | Extend scope of text search [to Description, DistinguishingMarks, ArtWorkNotes, PublicWorkNotes  and ArtistNotes]: | RadioButtons:   * Title   only (default) * All Notes |  | | ArtWork ID  (not available if Text field is used) | number |  | | Period | checkboxes for each option | n/a | | DateFrom  (not available if Period is selected) | Years in drop-downs | n/a | | DateTo  (not available if Period is selected) | Years in drop-downs | n/a | | ArtWork Type | checkboxes for each option | n/a | | Medium | checkboxes for each option | n/a | | Width = > < | Number, with Radio buttons for operands | n/a | | Height = > < | Number, with Radio buttons for operands | n/a | | Series | checkboxes for each option | n | | Motifs | checkboxes for each option | n | | Framed | Checkbox | n | | Signed | Checkbox | n | | Has Description | Checkbox | n | | Has DistinguishingMarks | Checkbox | n | | Has ArtWorkNotes | Checkbox | n | | Has PublicWorkNotes | Checkbox | n | | Has ArtistNotes | Checkbox | n | |  |  |  | | OwnershipStatus | checkboxes for each option | n | | GSACollectionStatus | checkboxes for each option  (only available if OwnershipStatus=GSA) | n | | SaleStatus | checkboxes for each option  (only available if GSACollectionStatus=Public) | n | | Owner | Button to **SearchContacts** (ContactType=Owner) |  | |  |  |  | |  |  |  | |  |  |  | | Hi-resPhoto | Checkboxes | n | | ReproStatus | checkboxes for each option | n | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Sort Criteria   |  |  |  |  | | --- | --- | --- | --- | |  | Sort by: | Then by: | Then by: | | ArtWork Type | Radio button  (default) | Radio button | Radio button | | Name | Radio button | Radio button  (default) | Radio button | | Date | Radio button | Radio button | Radio button  (default) | | Medium | Radio button | Radio button | Radio button | | Series | Radio button | Radio button | Radio button | | Motifs | Radio button | Radio button | Radio button |   User selects Search.   * If the search returns no artworks, the system displays the page again   (populated)   with an Alert asking the user to use different criteria. * If the search returns a single artwork, the system displays it using   **View ArtWork**. * If the search   returns   more than one artwork, the system displays them using   **List ArtWorks**. |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: | **Sa ve Search** |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: | If checkboxes are unchecked, this means that search critierion is unspecified (not that the criterion is 'no')  ?? unless there is a way of having a 3-state selector: yes, no, unspecified?? |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **List Art Works** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Viewer |
| Description: |  |
| Preconditions: | Search, display and sort criteria have been set up (using **Find Artworks (simple or full )**or a saved search).  If there are no sort or display criteria, use defaults. |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects 'Search' |
| Normal Course of Events: | The system lists ArtWorks.  A panel with this data is given for all searches:   |  |  | | --- | --- | | **Name**View | ArtWorkID CB | | ArtWorkType: Medium (Width x Height [x Depth]) | Period (Date?) | | Description | ArtWorkImage2 | | ArtWork Notes (visible to Curators and above) | |   Notes :   * the ? in Date? appears iff DateUnsure=no. * CB is a check box, checked, which the user can uncheck * Iff user is a Curator,   View   is a   button   which invokes   **View Artwork**   The following lines of data are given if requested in display criteria:   |  | | --- | | Series | | Motifs | | Framed | | Signed | | DistinguishingMarks | | PublicWorkNotes | | ArtistNotes | | OwnershipStatus | | GSACollectionStatus | | SaleStatus | |  | | Hi-resPhoto | | ReproStatus | |  | |  | |  | |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: | **Save Search** - saves the search criteria (warning the user that any unchecked items will not be omitted in if the search is rerun)  **Save Collection** - saves the collection with any unchecked items omitted.  Redisplay - the list is redisplayed with any unchecked items omitted.  Change this search - returns to **Find ArtWorks ( simple or full)** with any fields populated. |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Save Collection** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

|  |  |
| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User invokes **Save Collection** |
| Normal Course of Events: | System displays:  This saves the checked items in this list.   * Date [prefilled] * SearchTitle   [text box] * SearchNotes   [memo box]   User saves.  System creates new Collection.  System displays confirmation text. |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Save Search Criteria** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Search /display / sort criteria have been set. |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects **Save Search** |
| Normal Course of Events: | System displays:  This saves your search criteria - so if you run this search again after the archive has changed, you will get different result.   * Date [prefilled] * SearchTitle   [text box] * SearchNotes   [memo box] * Save Display criteria checkbox (default: yes) * Save Sort criteria checkbox (default: yes)   User saves.  System creates a new Saved Search.  System displays confirmation text. |
| Alternative Courses: | If the Search includes Private items, the system displays a warning and an additional check box: Include Private Items? (default: no) |
| Exceptions: |  |
| Other User Options: | Cancel |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Show Searches** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: | System displays a table of the users saved searches |
| Preconditions: |  |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects Saved Searches (on Control Panel, ArtWorks and Search pages) |
| Normal Course of Events: | Columns: Title, Date, SearchNotes, Check box  Table is sortable by clicking on the headers.  User selects a check box and selects 'search' |
| Alternative Courses: | User can select check boxes and Delete searches (system displays confirmation dialogue) |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: | System displays Alert message if user tries to 'search' with <> 1 check box selected. |

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| Use Case ID: |  | | |
| **Use Case Name:** | **Save sort / display criteria** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects save |
| Normal Course of Events: | Label: “Set these Sort and Display criteria as defaults.”  User selects checkboxes for 'Sort' and 'Display'.  User presses Save  System updates default search criteria.  This does not over-ride criteria in saved searches. |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **View Artwork** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: | Actor views data about an individual artwork |
| Preconditions: | Artwork is selected. |
| Postconditions: |  |
| Priority: |  |
| Trigger: | Actor selects **View** |
| Normal Course of Events: | System displays full data about an artwork:  Panel of basic data (same as in **List ArtWorks**)   |  |  | | --- | --- | | **Name** | ArtWorkID CB | | ArtWorkType: Medium (Width x Height [x Depth]) | Period (Date?) | | ArtWorkDescription | ArtWorkImage2 | | ArtWork Notes (visible to Curators and above) | |   And additional data:  Series  Motifs  Signed  DistinguishingMarks  ArtWorkNotes  PublicWorkNotes  ArtistNotes  Framed [if ArtWorkType=Painting or Sketch]  Framing notes  OwnershipStatus  GSACollectionStatus  SaleStatus  Owner  OwnershipNotes  Location  OnLoan  OnLoanTo [iff OnLoan=yes]  OnLoanFromDate [iff OnLoan=yes]  OnLoanToDate [iff OnLoan=yes]  Photograph  ReproStatus  [iff ArtWorkType=sketchbook OR notebook]  PagesNumber  BookType  BookDateFromDate  BookDateToDate  BookContents |
| Alternative Courses: | Create / Edit ReproBatch |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Bin ArtWork / Contact / Sale** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

|  |  |
| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: | User selects 'delete'  The record is marked 'binned' and is hidden from all users below Director level. |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **View / Delete / Restore Binned Records** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

|  |  |
| --- | --- |
| Actor: | Director |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: | User selects records to display:  - by date  - by user  - by type  System displays a list of binned records.  User selects all / none / individual records  User selects Delete |
| Alternative Courses: | User selects Restore records  System changes 'binned' status to no. |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: | What if a new record has been created with the same data in a field whose data must be unique? (eg ArtWorkName) |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Create / Edit Contact** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: | User enters Contact data. |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Create / Edit Sketch Book Data** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: | An ArtWork with Type 'sketchbook' is selected |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: |  |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Sell Item** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

|  |  |
| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: | The ArtWork's OwnershipStatus is changed to 'Disposed' and is locked. |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: | User enters sale data  ItemType (radio buttons for each type)  SaleDate  Purchaser  TicketPrice  SalePrice  SalesCommission  NetRevenue  Agent  OwnershipNotes  User saves  System creates SaleID |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Create / Edit ReproBatch** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Director |
| Description: |  |
| Preconditions: | An ArtWork is selected. |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects |
| Normal Course of Events: | System displays  ReproBatchName  ArtWorkID  ArtWorkImage2  ArtWorkName  ArtWorkType  editable fields:  ReproImage1  ReproImage2  ItemType  ReproNumber  Limited Edition  ReproDate  DesignCost  ReproCost  OtherCosts  CostPerItem  ContentNotes  PrintingSpec  Designer  Maker  ArtworkLocation  ReproBatchNotes  SalesDescription  ItemNotes |
| Alternative Courses: | If no ArtWork is selected, the system goes to |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **View ReproBatches** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: |  |
| Alternative Courses: | Create New  Edit - Select ArtWork |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Report Bug** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Viewer |
| Description: | User writes a bug report / performance request |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects Bug button |
| Normal Course of Events: | System displays a pop-up window, with:  Username [prefilled]  Date [prefilled]  PageName [prefilled]  BugHelpText (instructions to user)  Priority (radio buttons: Critical / Major / Minor [default] )  Title  UserNotes  Save / Discard buttons |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: | The user should be able to see the page under the pop-up while they are writing the bug report. |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **View / Log Bugs** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Director |
| Description: | Director views a list of bug reports / performance requests |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: | User selects 'View Bugs' on Director's control panel |
| Normal Course of Events: | System displays a table of bugs.  Date / Username / PageName / Priority / Status  Title / UserNotes  DirectorNotes [editable]  DeveloperNotes [editable]  Status can be: New, Unclear/Invalid, Confirmed, Fixed, Won't Fix |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| Use Case Name: | **List Reproductions** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: | List all the reproductions of a particular Original Work - its postcards, numbered prints, greetings cards etc. |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: |  |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Print Certificate** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: |  |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| --- | --- | --- | --- |
| Use Case ID: |  | | |
| **Use Case Name:** | **Export Data** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| --- | --- |
| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: |  |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes and Issues: |  |

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| Use Case ID: |  | | |
| **Use Case Name:** | **SearchContacts** | | |
| Created By: | SE | Last Updated By: |  |
| Date Created: | 2.8.16 | Date Last Updated: |  |

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| Actor: | Curator |
| Description: |  |
| Preconditions: | Logged in |
| Postconditions: |  |
| Priority: |  |
| Trigger: |  |
| Normal Course of Events: |  |
| Alternative Courses: |  |
| Exceptions: |  |
| Other User Options: |  |
| Special Requirements: |  |
| Assumptions: |  |
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