

Committee Management Use Case Specification: View Mailing Labels Report

Version 1.3

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REVISION HISTORY

Date	Version	Description of Change	Author
5/01/02	1.0	Shell for Krishna.	C Blizzard
5/20/02	1.1	Added brief description, data specs and activity diagram	K Collie
5/23/02	1.2	Updated based on comments from the team	K Collie
6/19/02	1.3	Updated based on comments from the CDR	K Collie

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1. Brief Description

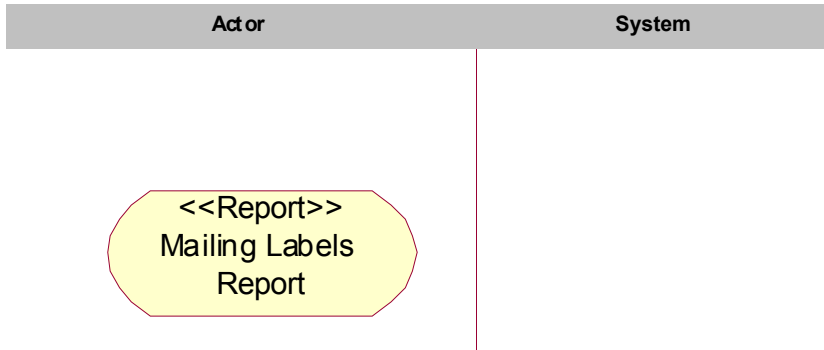
Mailing labels can be generated for a meeting, a slate, for a single appointment and for active committee members for a given date.

2. Pre-Conditions

Use Case Specification: Logon to Committee Management.

3. Flow of Events

3.1 Activity Diagram



3.2 Textual Flow

1. <<Report>> Mailing Labels Report. See Mailing Labels Parameters and Mailing Labels Repeating Parameters

3.3 Alternative Flows

None.

4. Data Specifications

4.1 Mailing Labels Parameter Elements

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Report Title	The title of the report. Allows the user to edit the title.	Char(50)	Required. Defaults to 'Meeting Roster'.	N/A
	N/A			

Element name	Description	Formatting	Edits	Data Conversion
Table/Column Name				
Acronym	A pick list of committee acronyms.	Char(6)	Required.	N/A
	Cmtes_t.nih_abbr_code			
Flex	A pick list of flex codes for the acronym selected in the acronym pick list.	Char(1)	Required.	N/A
	Cmtes_t.flex_code			
SRA Org	Indicates the branch or section holding the meeting.	Char(6)	Optional.	N/A
	Cmte_fed_staffs_t.meeting_org_acronym_code (foreign key meeting_agendas_t.fed_staff_num)			
SRA Flex	Indicates the SRA responsible for the meeting.	Char(1)	Optional.	N/A
	Cmte_fed_staffs_t.fed_staff_init_text (foreign key meeting_agendas_t.fed_staff_num)			
Meeting Start Date	Start date of a meeting. This is a pick list that lists all meetings for the federal staff person selected in the federal staff person pick list.	Date	Required.	N/A
	Meeting_agendas_t.start_date			
Agenda_seq_num	Unique meeting identifier. Derived from the selection the meeting start date.	NUMBER(6)	Hidden.	N/A
	Meeting_agendas_t.agenda_seq_num			
Address Type	List of different address types in the database.	CHAR(3)	Required.	N/A
	Person_addresses_t.addr_type_code			
Label Size	Different types of labels that can be selected by the user.	Avery labels	Required	N/A
	N/A			
Show Prefix	User can choose whether to display prefix.		Optional. – Check Box	N/A
	N/A			
Show Degrees	User can choose whether to display degree.		Optional. – Check Box	N/A
	N/A			
Show Cover/End Sheet	User can choose whether to display cover/end sheets.		Optional. – Check Box	N/A
	N/A			

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Slate Description	The description of the Slate	CHAR(120)	Optional.	N/A
	Cmte_slates_t.descrip			
Appointment Number	Number given to an individual who has been appointed to a committee.	NUMBER(8)	Optional. – Check Box	N/A
	Cmte_members_t.appointment_num			
As of date	Today's date	DATE Format: (mm/dd/yyyy)		N/A
	Sys_date			

4.2 Mailing Labels Cover and End Sheets

See Common Use Case Components, Data Specifications, Report Cover and End Sheets.

4.3 Mailing Labels Body Elements

4.3.1 Person Name

Element name	Description	Formatting	Edits	Data Conversion
	Table/Column Name			
Name	The name of the meeting attendee.	Char(150). Dependent on 'Force Upper Case' Parameter.	Left justified. The name and degree information is concatenated. See Algorithms, Formatting the Attendee's Name.	N/A
	Mrst_prsn.last_name, Mrst_prsn.first_name, Mrst_prsn.mi_name			
Title	Outputs the title of the attendee.	Char(240). Dependent on 'Force Upper Case' Parameter.	Left Justified. Outputs on line after the name. Line is collapsed if no title exists.	N/A
	Mrst_prsn.title			

4.3.2 Person Address

The person's address can be found in the person_addresses_t table, using the person_id as the foreign key to the mrst_prsn view.

See Common Use Case Components, Data Specifications, Person Address Data Elements.

5. Post-Conditions

The Mailing Labels Report has been generated.

6. Special Requirements

6.1 Data Validation

None.

6.2 Algorithms

None.

6.3 Requirements

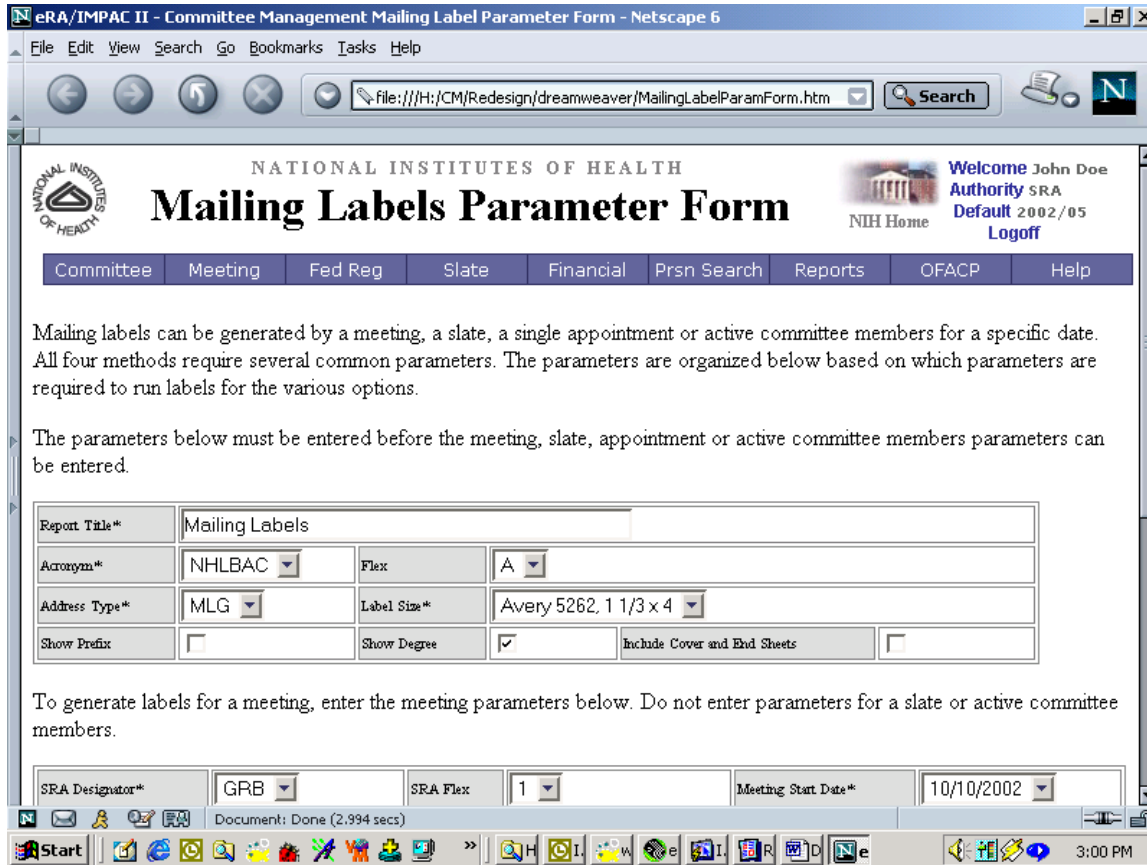
None.

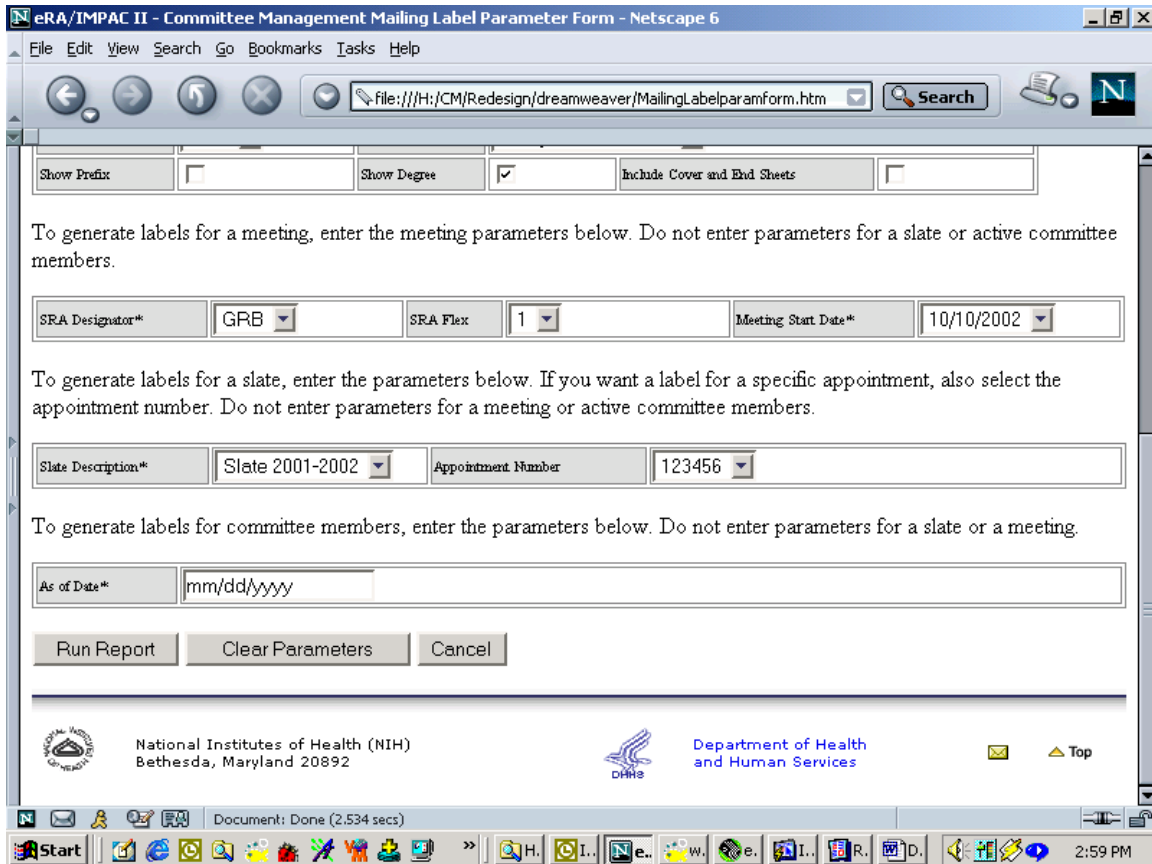
6.4 Other Requirements

None.

6.5 Sample Screen

6.5.1 Parameter Form





6.5.2 Sample Report

Since the Mailing Labels Report is an existing report in CM, a sample report is attached to assist with properly laying out this report.

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