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**NIH**

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# **Use Case Specification: Amend Trainee Appointment**

**Version 1.5**

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	Version: 1.5
Use Case Survey Amend Trainee	Date: 4/10/2003

## Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
17/May/2001	Draft	Draft Version	R. Reifsnider
04/June/2001	Draft	Incorporates comments from team review	R. Reifsnider
01/02/2003	1.2	Add flow diagram, data chart	S. Fitzgerald
03/12/2003	1.3	Numerous changes	S. Fitzgerald
3/28/03	1.4	Added business rule regarding how far back amendments can be made	S. Fitzgerald
4/08/03	1.5	Modified flow diagram to show the system display of the trainee appointment form, other minor edits.	S. Fitzgerald

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# Use Case Specification: Amend Trainee Appointment

## 1. Brief Description

This use case describes how a Principle Investigator (PI) or delegate at a grantee institution requests an amendment of a trainee appointment. The actor may also amend prior appointments. NIH will have the opportunity to 'accept' or 'reject' the amendment of a Trainee Appointment.

## 2. Pre-Conditions

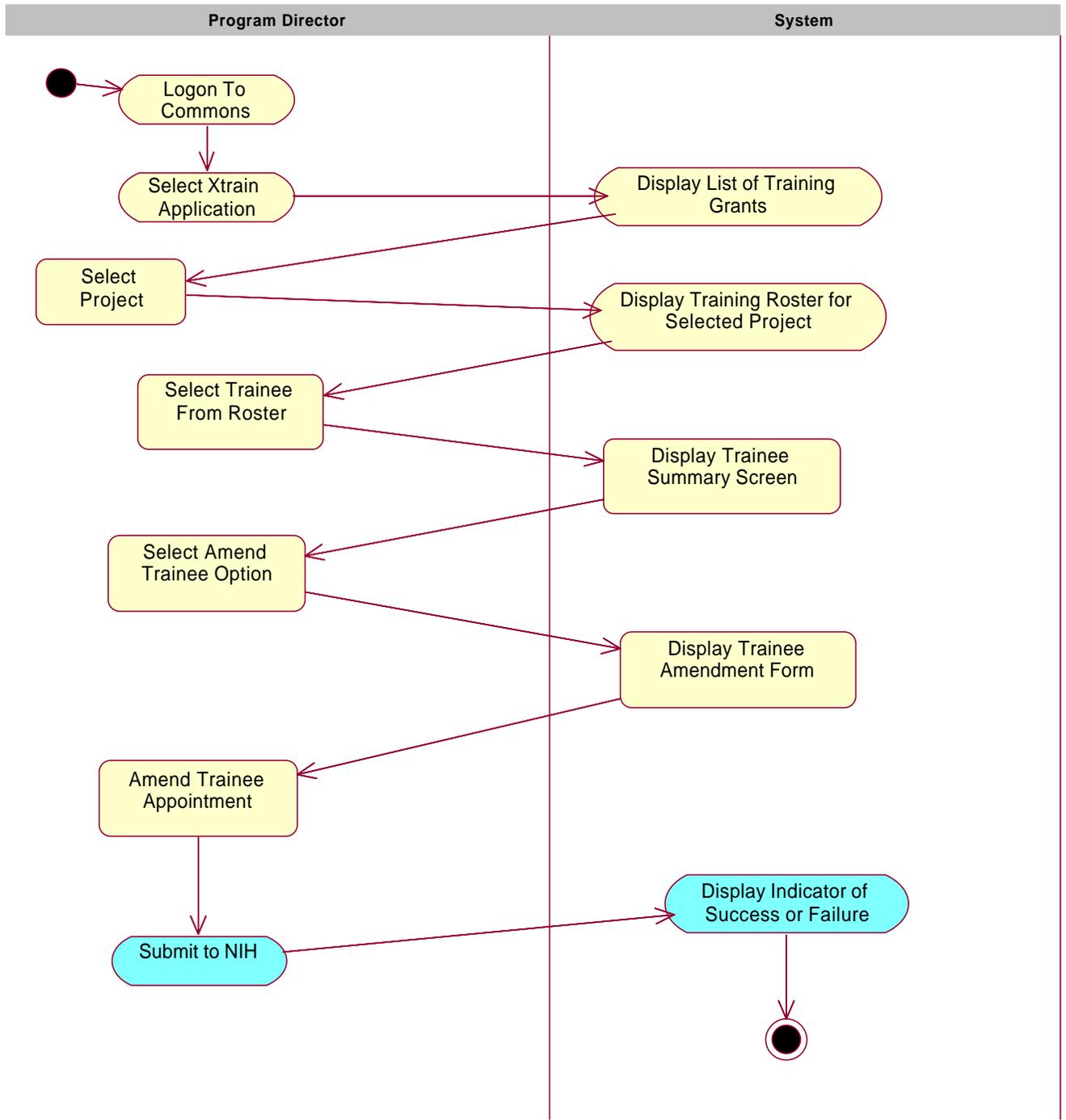
1. An amendment can only be made if the trainee is not terminated.
2. Actor has logged into Commons, and selected a project, and also chosen a trainee to work with.

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### 3. Flow of Events

#### 3.1 Basic Flow

##### 3.1.1 Diagram



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### 3.1.2 Amend Trainee Appointment Textual Flow

1. Select the X-Train option
2. <<include>> Use Case Select Project  
*Alternative Flow:* Invalid Request - No Projects
3. <<include>> Use Case Display Roster of Trainees  
*Alternative Flow:* Invalid Request - No Trainees
4. Select the trainee The user can select a trainee to amend from the Roster of Trainees if the status in the trainee roster is (expired, assigned, or submitted).
5. <<include>> Use Case Display Trainee Summary
6. Select the Amend Trainee Appointment option.
7. The system displays the Trainee Appointment form for the selected trainee. The most recent support year data is shown, but allows the actor to select a different support year via the trainee history block. .

Enter Form Data:

8. Make changes to the editable fields on the Trainee Appointment form.

The following fields are editable when selecting the Amend Trainee Option:

- a. FOT Code
- b. The trainees name
- c. The permanent mailing address of the trainee
- d. The period of appointment (start/end date)
- e. Stipend information for the trainee.

The above fields can be amended for the currently selected grant (the support year selected).

If the user wishes to Amend data for a different year, they must select the appropriate grant support year in the grant selection screen.

9. Submit the form to the system.
10. The system validates the Trainee Appointment data based on the business rules documented in the supplementary specification.
11. The system updates the Trainee Appointment information
12. The system updates the Trainee Appointment STATUS to submitted to

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reflect the request has been made to NIH. ~~This status will be made available to the user the next time the user navigates to the Roster of Trainees Screen.~~

13. <<include>> Use Case Display Roster of Trainees

14. The system displays an indicator of success.

### **3.2 Alternative Flows**

#### **3.2.1 Invalid Trainee Appointment Form Entry**

Data entered on the form is invalid.

1. The system redisplay the screen with the invalid entries marked and with an explanation of the problem. Business rules for potential exceptions are documented in the supplementary specification.
2. Continue with “Enter Form Data”

### **4. Post-Conditions**

1. The Amend Trainee Appointment request is submitted to NIH

### **5. Special Requirements**

#### **5.1 Data validation**

See supplementary specification for data validation and business rules.

### **Algorithms**

None.