I. Screen Prototype at Select of Locators - Addresses Screen

04/13/2011 Major change approved for Addresses screen. Need the ability to add different types of addresses: POSTAL, INSTITUTION, LOCATION and INTERNATIONAL.

May need to scroll within the application to view the complete addresses screen.

Validate the following:
  a. The page displays as per web standards.
  b. Sort list as follows
     i. Primary (descending – Y should be first)
  c. (if multiple addresses) Click on Primary Indicator column (N) to reset the primary address (when multiple addresses are associated).
  d. Display in grids
     i. Update and QA Role – Edit
     ii. Admin Role – Edit, Remove (Primary address cannot be removed.)
  e. Paging will be available in the list grids to show five at a time. Keep the current sort order when paging.
Person / Organization Locators (Addresses)

f. Sorting – When you click a column header in a grid, check to see if the sort is currently on that column. If so, sort the list on that column ascending or descending (opposite of what it currently is). If not, sort the list on that column ascending. Dates sort include the month, day, and year.

g. The tab order should default as top to bottom left to right unless otherwise stated.

II. Click Add Address – Select Address Type Section is displayed. The screen will be refreshed based on the Address Type Selected.
III. **Selected Address Type = POSTAL**

IV. **Selected Address Type = INSTITUTION**
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V. Selected Address Type = LOCATION

VI. Selected Address Type = INTERNATIONAL
Validate the following:

1. Drop downs load correctly
   a. Type – SURVWEB_LOOKUP_VALUE table – LIST_NAME = LOCATOR CLASS TYPE
   b. City – Common Lookup – LOOKUP.ZIPS_USA
   c. State – Common Lookup – LOOKUP.ZIPS_USA – Display MO at the top of the list.
   d. Country – LOOKUP.LU_LOOKUPS – TYPE 1875
   e. Address Type – SURVWEB_LOOKUP_VALUE table – LIST_NAME = ADDRESS TYPE.
   f. LOCATION – SURVWEB_LOOKUP_VALUE table – LIST_NAME = LOCATION

2. No more than the maximum number of characters can be entered into the following fields:
   a. Address Line 1 - 33
   b. Address Line 2 – 32
   c. Address Line 3 – 64
   d. Address Line 4 – 64

3. Text Boxes - (LINE 1, LINE 2, ROUTING, NOTE)
   a. All text boxes transform text to uppercase on entry
   b. Trim all spaces from the beginning and end of textbox text before checking it for errors and before storing it in the database

4. Date Fields:  (BEGIN_DATE, END_DATE)
   a. Display should include label, entry field, calendar icon, and format [Label: ]
   b. The calendar controls works correctly.
   c. Display Invalid Date in red directly under the Date field that is not a valid date (i.e. does not have a valid month day year combination) as soon as the user leaves the field. Earliest valid date is 01011800.
   d. Date fields - listed above – 8 (must have day in this date so it must be exactly 8 digits)

5. Zip, City, State and County function as per web standards: MO should always be selected by default. At any time that a State other than MO is selected, City and ZIP should be selected from a dropdown also.

6. At initial add of address, when you click SAVE, validate entries and display the following error messages appropriately:
   a. Address Type selection area
      a. Address Type is required.
      b. Type is required.
      c. Begin Date cannot be prior to End Date.
      d. Begin Date cannot be future date.
      e. End Date cannot be future date.
      f. Begin Date cannot be prior to Person’s Date of Birth.
      g. End Date cannot be prior to Person’s Date of Birth.
   b. If POSTAL
      a. Line 1 is required.
Person / Organization Locators (Addresses)

b. City is required.
c. State is required.
d. Zip is required.
e. Country is required.
c. If INSTITUTION
a. Institution is required.
d. If LOCATION
a. LOCATION is required.
b. If IN STATE, city or county is required
c. If OUT OF STATE, state is required
d. If OUT OF COUNTRY, country is required.
e. If INTERNATIONAL
a. Country is required.
b. Address 1 is required.

7. After validation (POSTAL address only),
   a. Search and select a matched address in postal locator table. The address
      listing screen is returned with the address in the grid.
   b. Run address through geocoder and return Address Results screen.

   ————
   Address Verification:
   ————

   Original Address Entered:
   8120 DEER HAVEN
   JEFFERSON CITY, MO
   65101

   Select County [ ] and click here to use this address

   Or click on an address in the results below.

<table>
<thead>
<tr>
<th>Standardized Address</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>8120 DEER HAVEN CT JEFFERSON CITY, MO 65101-8443</td>
<td>COLE</td>
</tr>
<tr>
<td>8120 DEER HAVEN RD JEFFERSON CITY, MO 65101-8767</td>
<td>COLE</td>
</tr>
<tr>
<td>8120 DEER HAVEN RD JEFFERSON CITY, MO 65101-8766</td>
<td>COLE</td>
</tr>
<tr>
<td>8120 DEER HAVEN CT JEFFERSON CITY, MO 65101-9069</td>
<td>COLE</td>
</tr>
</tbody>
</table>

   *Sorted by closest match

   Reenter Address  | Exit Address Entry

i. Select an address link in the listing. The address listing screen is
   returned with the address in the grid.
ii. Enter a County and click click here to use this Address (Non
    standardized address). The address listing screen is returned with
    the address in the grid.
iii. Click Reenter Address. The Address Entry Screen is returned.
    Reenter address information and click Save.
iv. Click Exit Address Entry. The Address Listing screen is returned
    with no new addresses in the grid.

8. When you click Clear link, 1) clear out the entry fields in that section, and 2) clear
   out error messages in that section.

9. When you click Add to List link, validate the entry fields in that section.
Person / Organization Locators (Addresses)

a. If passes validation, add item to grid in a new row that has a Remove link sorted the same as prior to clicking the link, clear out note entry field, and clear out note error messages.
b. If fails validation, display error message(s) above entry fields in that section.

10. When you click Remove link, display the following popup.

![Windows Internet Explorer popup](image)

The selected address will be disassociated. Click OK to continue?

a. If the user clicks OK,
   1. Remove the row from the grid display and
   2. Clear out the entry fields in that section and
   3. Clear out error messages in that section.
b. If the user clicks Cancel, then do not remove the row from the grid display and do not clear any entry fields or error messages.

11. When you click Cancel button, redisplay Addresses screen with Add Address button at the top.

12. Validations to display messages to user will not be performed on Clear or Cancel

VII. **Click Edit in Address Grid – Only items stored in the SURVWEB_PARTY_LOCATOR table can be edited**
Person / Organization Locators (Addresses)

Validate the following:

1. When you click Edit link in the grid, the entry fields are displayed. Some fields cannot be edited. Those that may be edited are:
   a. Type
   b. Save as Sensitive
   c. Begin Date
   d. End Date
   e. Address Routing
2. In the grid, hide the Edit link and replace with Cancel on the selected address.
3. Addresses with SURVWEB_PARTY_LOCATOR.LOCATOR_CLASS_TYPE of BT SURVEILLANCE can only be changed by users that have BT access.
4. Text Boxes - (LINE 1, LINE 2, ROUTING, NOTE)
   a. All text boxes transform text to uppercase on entry
   b. Trim all spaces from the beginning and end of textbox text before checking it for errors and before storing it in the database
5. Date Fields: (BEGIN_DATE, END_DATE)
   a. Display should include label, entry field, calendar icon, and format [Label: (mmddyyyy) ]
   b. The calendar controls works correctly.
   c. Display •MMDDYYYY in red to the right of the Date field that is not a valid date (i.e. does not have a valid month day year combination) as soon as the user leaves the field. Earliest valid date is 01011800.
   d. Date fields - listed above – 8 (must have day in this date so it must be exactly 8 digits)
6. When you click Replace, validate entries and display the following error messages appropriately
   a. Address Type is required.
   b. Begin Date cannot be prior to End Date.
   c. Begin Date cannot be future date.
   d. End Date cannot be future date.
   e. Begin Date cannot be prior to Person’s Date of Birth.
   f. End Date cannot be prior to Person’s Date of Birth.
   g. Note is required.
   h. Information has been entered to add to list, click Add to List or Clear the information.
7. When you click Clear link, 1) clear out the entry fields in that section, and 2) clear out error messages in that section.
8. When you click Add to List link, validate the entry fields in that section.
   a. If passes validation, add item to grid in a new row that has a Remove link sorted the same as prior to clicking the link, clear out note entry field, and clear out note error messages.
   b. If fails validation, display error message(s) above entry fields in that section.
9. When you click Remove link, display the following popup.
a. If the user clicks OK,
   ii. Remove the row from the grid display and
   iii. Clear out the entry fields in that section and
   iv. Clear out error messages in that section.

b. If the user clicks Cancel, then do not remove the row from the grid display and do not clear any entry fields or error messages.

10. When you click Cancel link or Cancel button, redisplay Addresses screen with Add Address button at the top.

VIII. Database Routines

1. Information will be sorted in tables as shown below.

<table>
<thead>
<tr>
<th>LOCATION.LOCATOR</th>
<th>When locator is added to the database, a record is first inserted into LOCATION.LOCATOR where LOCATOR_TYPE indicates if it is a POSTAL, TELEPHONE or EMAIL. Then the child tables are populated.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PK</strong></td>
<td><strong>LOCATOR_ID</strong></td>
</tr>
<tr>
<td>PK</td>
<td>LOCATOR_ID</td>
</tr>
</tbody>
</table>
The address is then associated to the Person/Organization using the SURVWEB_PARTY_LOCATOR Table.

<table>
<thead>
<tr>
<th>SURVWEB.PARTY_LOCATOR</th>
<th>PK</th>
<th>PARTY_LOCATOR_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>FK1</td>
<td>LOCATOR_ID</td>
<td></td>
</tr>
<tr>
<td>FK2</td>
<td>PARTY_ID</td>
<td></td>
</tr>
<tr>
<td>PRIMARY_INDICATOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCATOR_CLASS_TYPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCATOR_TYPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEGIN_DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>END_DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENSITIVE_INDICATOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTRY_DATETIME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROUTING_INFO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTRY_USERID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST_CHANGED_DATETIME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST_CHANGED_USERID</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LOCATOR_CLASS_TYPE is HOME, BUSINESS, etc. The type assigned by the user.
LOCATOR_TYPE is POSTAL, TELEPHONE, EMAIL – The type of locator based on screen of entry.