



6.0 Administer the Broker

**Prepared by the
Information Technology Support Center**

REQUIREMENTS BASELINE

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Revision History

Date	Version	Description	Author
12/13/06	1.0	Draft Version	Jason Hase (ITSC)
3/12/08	2.0	Updated to new architecture	Lou Ansaldi (ITSC), Jason Holzbach
3/18/08	3.0	Updated to include initial registration of a State	Lou Ansaldi (ITSC), Jason Holzbach
3/20/08	4.0	Updated after Consortium review	Lou Ansaldi (ITSC), Jason Holzbach
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4/14/08	14	Updated after Consortium Review Table of Contents renumbered to be accurate REQUIREMENTS BASELINE ISSUE	Jason Holzbach, Lou Ansaldi (ITSC)
5/6/08	15	SIGNED OFF VERSION	Lou Ansaldi (ITSC), Jason Holzbach
7/3/08	16	Updated version number to Version 16 for updated Requirements Baseline reflecting approved changes from CCB #1 document. Changes included in this document are: Alternate Flow 6.6.6 and Exception Flow 6.7.1 During the functional requirements phase, the Consortium and ITSC determined there would be no pinging of the URI taking place. Therefore we removed Alternate Flow 6.6.6.2 and all of Exception Flow 6.7.1 from the document.	Lou Ansaldi (ITSC), Jason Holzbach

Version 18 – Requirements Baseline – 12-24-2008

		<p style="text-align: center;">Candidate Data Elements</p> <p>During Functional Requirements, ITSC put in some candidate data elements for the Connector table. This is now included in the technical design data model, so these have been struck from this Functional Requirement document in order to reduce the number of places that changes will have to be maintained.</p>	
7/24/08	17	<p style="text-align: center;">No Changes</p> <p>Updated version number to Version 17 for updated Requirements Baseline reflecting approved changes from CCB #2 document.</p>	Lou Ansaldi (ITSC), Jason Holzbach
12/24/08	18	<p style="text-align: center;">No Changes</p> <p>Updated version number to Version 18 for updated Requirements Baseline reflecting approved changes from CCB #3 document.</p>	Lou Ansaldi (ITSC), Jason Holzbach

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USE CASE NAME: 6.0 – Administer the Broker

6.1 Brief Description

This Use Case describes the process of maintaining and updating system users, including adding new users, deactivating users, updating user data and access, registering a new State, and registering a new Employer/TPA.

6.2 Actors

- 6.2.1 Broker
- 6.2.2 Broker Administrator
- 6.2.3 State Administrator
- 6.2.4 Employer/TPA Administrator

6.3 Pre-Conditions

- 6.3.1 The Broker Administrator has successfully launched the Broker Administration Tool
- 6.3.2 The State Administrator or Employer/TPA Administrator has successfully launched the Broker Administration Tool

6.4 Post-Conditions

- 6.4.1 The Broker Administrator, State Administrator or Employer/TPA Administrator has created a new system user
- 6.4.2 The Broker Administrator, State Administrator or Employer/TPA Administrator has deactivated a system user
- 6.4.3 The Broker Administrator, State Administrator or Employer/TPA Administrator has edited data or access for a system user
- 6.4.4 The Broker Administrator has registered a new State or Employer/TPA in the Connector “table”
- 6.4.5 The Broker Administrator, State Administrator or Employer/TPA Administrator has updated an entity’s/connector’s information in the Connector “table”

6.5 Basic Flow

- 6.5.1 The Broker Administrator is presented with the user roster, an option to edit a State/Employer, register a new State or register a new Employer/TPA. The State Administrator or Employer/TPA Administrator is presented with a user roster for the particular entity they represent and the ability to edit information on the entity.
- 6.5.2 The Broker Administrator, State Administrator or Employer/TPA Administrator enters, updates, or deletes the applicable information.

6.5.3 The Broker Administrator, State Administrator or Employer/TPA Administrator saves the update.

6.5.4 Use Case ends.

6.6 Alternate Flows

6.6.1 Create User

6.6.1.1 The Broker Administrator or State or Employer/TPA Administrator selects to create a new user.

6.6.1.2 The Broker Administrator or State or Employer/TPA Administrator enters and saves the necessary data, including roles, for the new user.

6.6.1.3 The Broker Administration Tool adds the new user.

6.6.1.4 Use Case ends.

6.6.2 Edit User Data or Permissions

6.6.2.1 The Broker Administrator selects existing user from user roster, or the State or Employer/TPA Administrator is presented with an option to edit its own set of users

6.6.2.2 The Broker Administrator or State or Employer/TPA Administrator edits the desired information for the selected user.

6.6.2.3 The Broker Administrator or State or Employer/TPA Administrator updates roles for the selected user.

6.6.2.4 The Broker Administration Tool saves changes to the selected user.

6.6.2.5 Use Case ends.

6.6.3 Deactivate User

6.6.3.1 The Broker Administrator marks existing user from user roster for deactivation, or the State or Employer/TPA Administrator is presented with an option to deactivate a user from its own set of users.

6.6.3.2 The Broker Administration Tool requests confirmation of deactivation of the selected user.

6.6.3.3 The Broker Administrator or Employer/TPA Administrator verifies deactivation.

6.6.3.4 The Broker Administration Tool marks the user as inactive while maintaining a record of the user for historical purposes.

6.6.3.5 Use Case Ends.

6.6.4 Edit Entity Information

6.6.4.1 The Broker Administrator selects an Entity/Connector for which want to edit information in the Connector “table”, or State or Employer/TPA Administrator is presented with an option to edits its own Entity/Connector information.

- 6.6.4.2 The Broker Administrator edits the desired information for the selected entity, including the contact information and active status, or State or Employer/TPA Administrator edits its own Entity/Connector information.
- 6.6.4.3 The Broker Administration Tool saves changes to the selected entity.
- 6.6.4.4 Use Case ends.

- 6.6.5 Register a New Entity/Connector
 - 6.6.5.1 The Broker Administrator selects the option to create a new Entity/Connector in the Connector Table
 - 6.6.5.2 The Broker Administrator enters a new Entity/Connector and all of the information required to activate a Entity in the system (see Other Notes for candidate data elements)
 - 6.6.5.3 The Broker Administrator saves the information
 - 6.6.5.4 The Broker Administration Tool adds the new Entity.
 - 6.6.5.5 The Broker Administrator adds the Entity Administrator user (See Alternate Flow 6.6.1).
 - 6.6.5.6 Use Case Ends.

- 6.6.6 Enter or Update URI in Connector Table
 - 6.6.6.1 The Broker Administrator or State or Employer/TPA Administrator enters a new or modified URI in the Connector “table”.
 - ~~6.6.6.2 The Broker Administration Tool pings the entered URI to ensure validity.~~
 - 6.6.6.3 The Broker Administrator or State or Employer/TPA Administrator saves the new entry.
 - 6.6.6.4 Use Case Ends.

- ~~6.6.7 Create a New Employer that exists in the System~~
 - ~~6.6.7.1 The State Administrator examines at the all the employers in the System~~
 - ~~6.6.7.2 The State Administrator chooses an existing employer.~~
 - ~~6.6.7.3 The Broker Administration Tool adds a new record that indicates that State does business with that Employer.~~
 - ~~6.6.7.4 Use Case Ends.~~

- ~~6.6.8 Create a New Employer that does not exist in the System~~
 - ~~6.6.8.1 The State Administrator examines all the employers in the System.~~
 - ~~6.6.8.2 The State Administrator does not find the employer in the System so they create a New Employer.~~

- ~~6.6.8.3 The State Administrator enters the information on that employer.~~
- ~~6.6.8.4 The Broker Administration Tool adds a new Employer record~~
- ~~6.6.8.5 The Broker Administration Tool adds a new record that indicates that State does business with that Employer.~~
- ~~6.6.8.6 The State Administrator adds a new Employer Administrator to the Employer Record (See Alternate Flow 6.6.1).~~
- ~~6.6.8.7 Use Case Ends~~

6.7 Exception Flows

- ~~6.7.1 The Broker cannot successfully ping the URI
 - ~~6.7.1.1 The Broker indicates that the entered URI is invalid~~
 - ~~6.7.1.2 The Broker allows the user to enter a URI 2 more times~~
 - ~~6.7.1.3 If after the 3rd entry the URI still fails, the Broker indicates to the user that they must change their mode to “Pull”~~
 - ~~6.7.1.4 Use Case Ends~~~~

6.8 Business Rules

See Roles Matrix.

6.9 Correspondence

N/A

6.10 Screen Layouts

6.11 Other Notes

We know that we have to administer the certificates. We need to write up a process document for certificate administration in system requirements.

Users when added to the system will be assigned roles, and roles will have a set of permissions associated with them

The state and employer/TPA can only update their own entity/connector “table” attributes, and each is responsible for doing so

Initial registration of an entity/connector will be accomplished by the Broker Administrator as part of the Participation Agreement process; subsequent updates will be “owned” by the given entity/connector (and Broker Administrator).

The state “owns” the relationship between the state and the employers and TPAs (this relationship is already stored in the state systems).

A Unique ID is the mechanism to identify a Connector for file destination purposes, and is used in the SOAP header for all file transfers

The Broker Administrator will set-up the Unique ID for each participating entity/connector

~~Candidate Data Elements for an Entity/Connector “table”:~~

~~“Connector” Table Columns: State Abbreviation/Unique Id (Required), Employer/TPA Unique ID, Mode (Push or Pull), URI/Target Namespace (Required if Mode=Push), Contact E Mail, Contact Telephone, Contact Name, Employer or State Indicator (Required), Created By (Required), Created Date (Required), Modified By, Modified Date, Begin Date, End Date, Security related elements~~

6.12 Unresolved Issues

6.13 Glossary