

## User Guide for the Security & Intelligence Telco Navigator Process

URL for the website : <http://www1.procession.co.uk/sitnav>

Users created for the demonstration

John Smith (SI Unit Operator)

username = jsmith

password = Password1

Sarah Brown (GLU Administrator)

username = sbrown

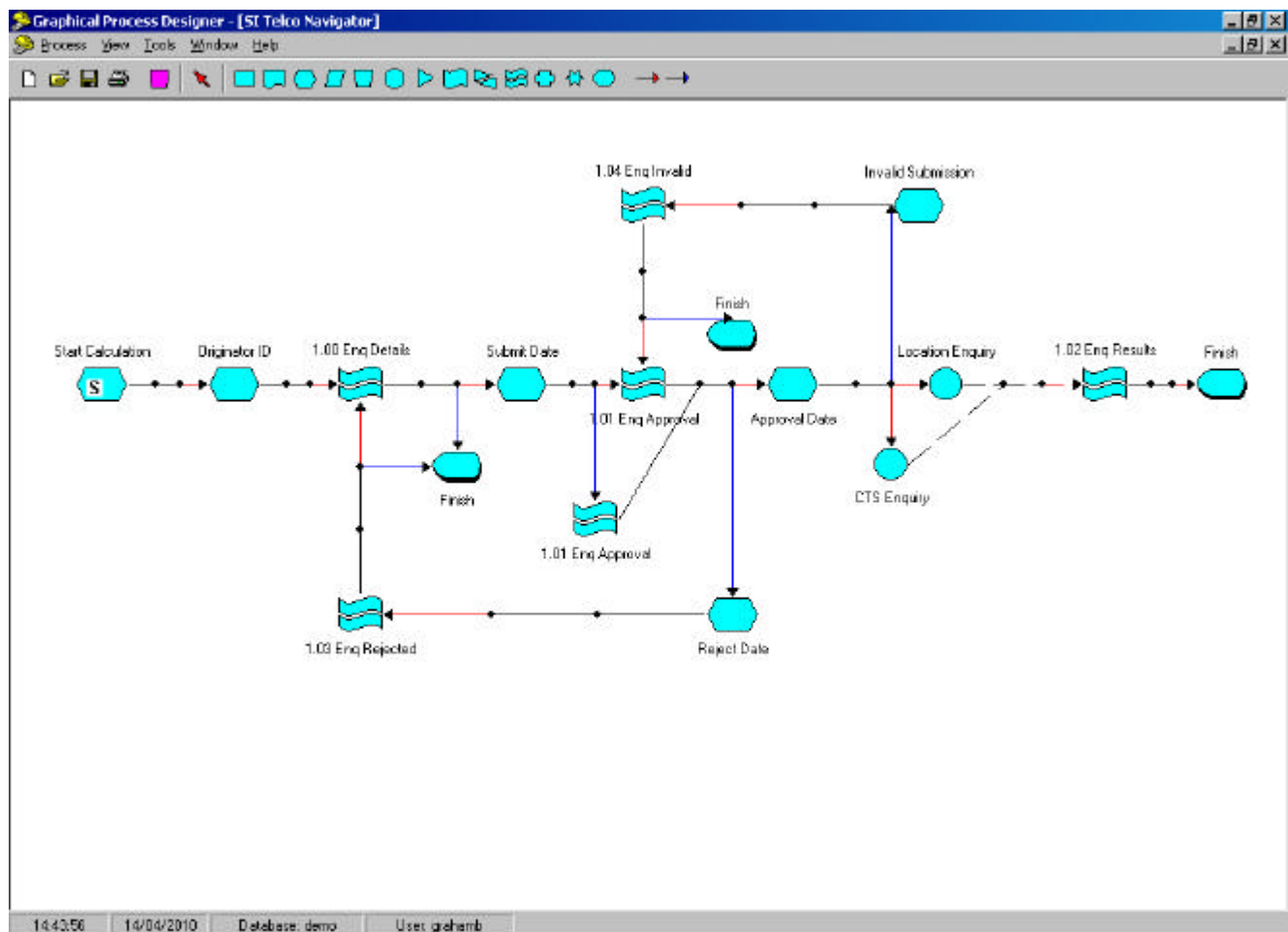
password = Password1

Thomas Black (GLU Administrator)

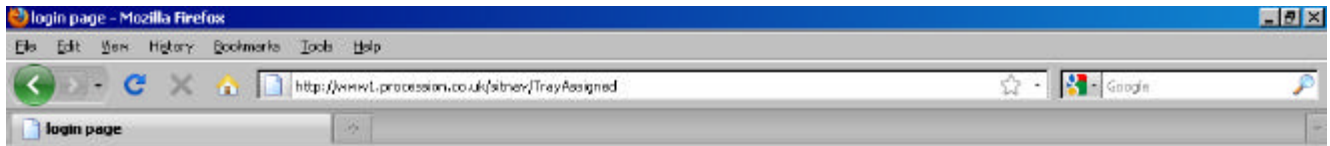
username = tblack

password = Password1

The GPD for the process.



Step 1 open a browser (Internet Explorer, Firefox, Chrome etc.) and go to the above url. You will be presented with a simple login screen.



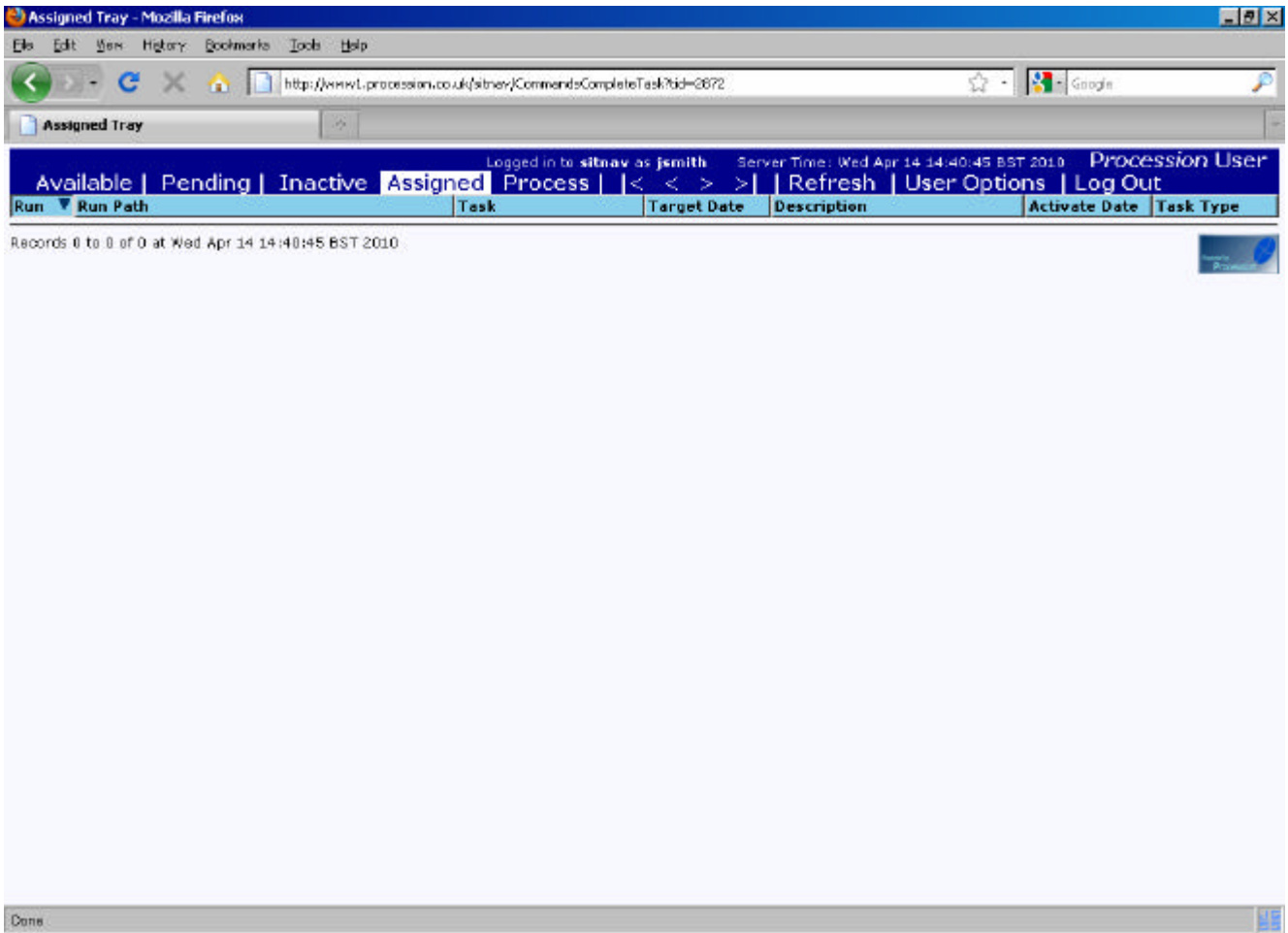
  
**Security & Intelligence Telco Navigation Login Page**

username

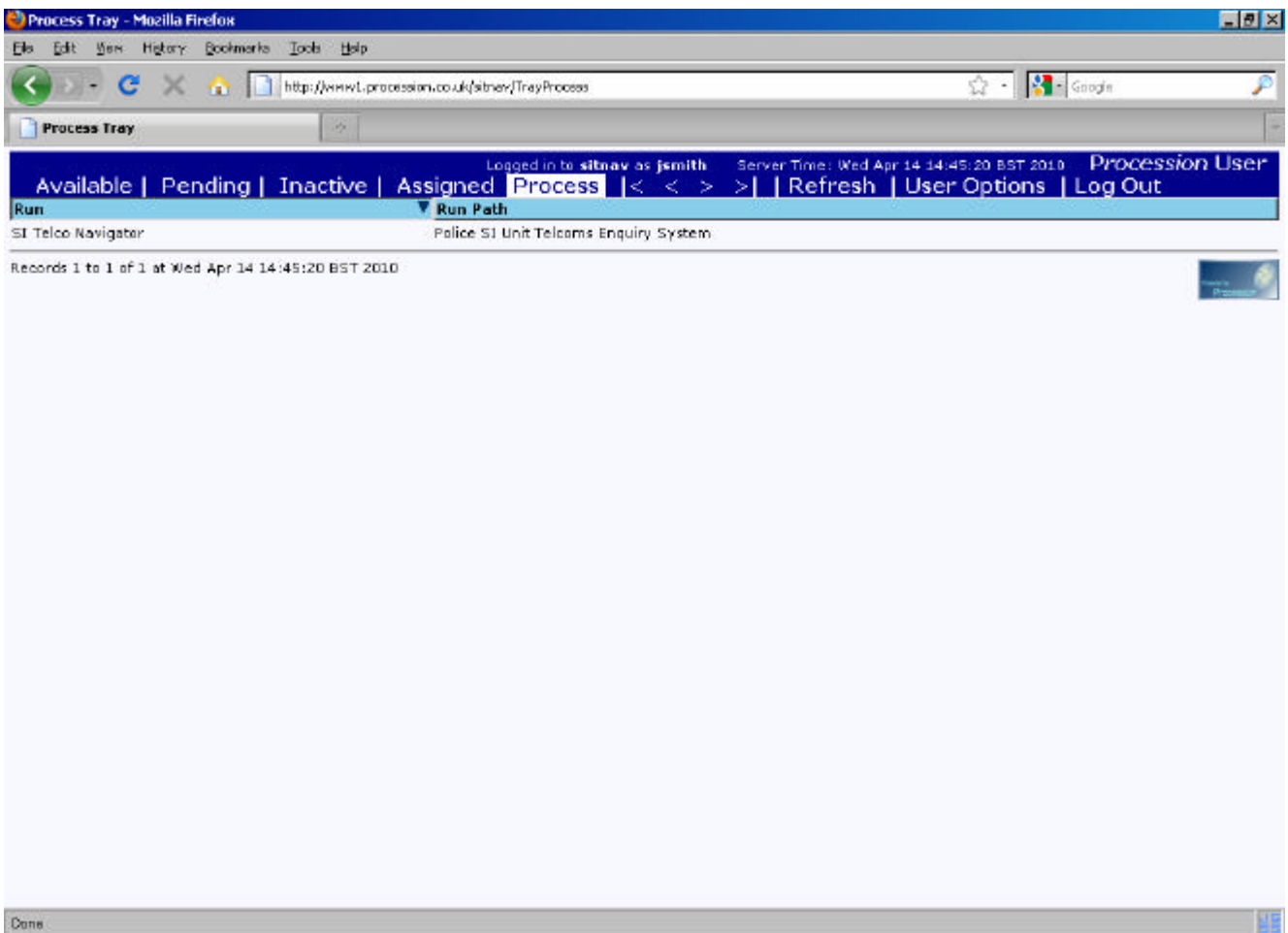
password



Enter jsmith into the username, enter his password and click "login". John Smith is the person who has the authority to start the Telco Navigator process. You will then be presented with his "assigned Tray".



The tray will be empty as no process has yet been started. To the right of the highlighted “Assigned” is the “Process” tab. Click on this to go to the Process Tray.



Left mouse click on the process and click again to start the process running. You will then be presented with the first form (Form 1.00 – Enquiry Details).

The screenshot shows a Mozilla Firefox browser window titled "Form 1.00 - Enquiry Details - Mozilla Firefox". The address bar contains the URL: <http://www1.procession.co.uk/sitnav/reports/sitnav1.00.jsp?nd=92388&id=2876>. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page title is "Form 1.00 - Enquiry Details".

At the top of the form, there are five buttons: Cancel, Close, Complete, Update, and Reset.

The form contains the following fields:

- Reference Number: SITNAVS238
- Date Request Initiated: 14/04/2010 14:56:25
- Originator: John Smith

Below these fields is a section titled "Enter Telephone Numbers" with a "Want to Search" checkbox. It includes navigation buttons (back, forward, search, add, delete) and a table with the following columns: Telephone Number, History, Start Date, End Date, and Location. The table body is currently empty.

There is a "Comments" section with a large text input area.

At the bottom, there is a "Navigation Options" section with a dropdown menu currently set to "Submit Enquiry".

The status bar at the bottom left of the browser window shows "Done".

Click the Plus button to add the subject Telephone Numbers.

Form 1.00 - Enquiry Details

Cancel Close Complete Update Reset

Reference Number: SITNAV9238 Date Request Initiated: 14/04/2010 14:56:25 Originator: John Smith

Enter Telephone Numbers

Telephone Number	History	Start Date	End Date	Location
1 01494 761400	<input checked="" type="checkbox"/>	01/01/2010	01/02/2010	<input type="checkbox"/>
2 07908 224567	<input type="checkbox"/>			<input checked="" type="checkbox"/>
3 020 23167672	<input checked="" type="checkbox"/>			<input type="checkbox"/>

Warrant Sent

Comments

Navigation Options: Submit Enquiry

The History checkbox must be checked in order to enter dates (un-checking will clear the dates). The Telephone numbers are validated against a regular expression to comply with UK Telephone Number formats. The dates are validated to be in the correct format. The Warrant sent checkbox is a mandatory requirement (must be checked in order to complete the form). If you click the update, close or complete buttons the validation checks will be performed. Any errors with the validation are displayed to the user for any corrective action to be carried out.

The comments section is optional but if comments are entered they will be captured in a history table of comments relating to this instance of the process.

The navigation options at the end of the form are:

Submit Enquiry  
Cancel Enquiry

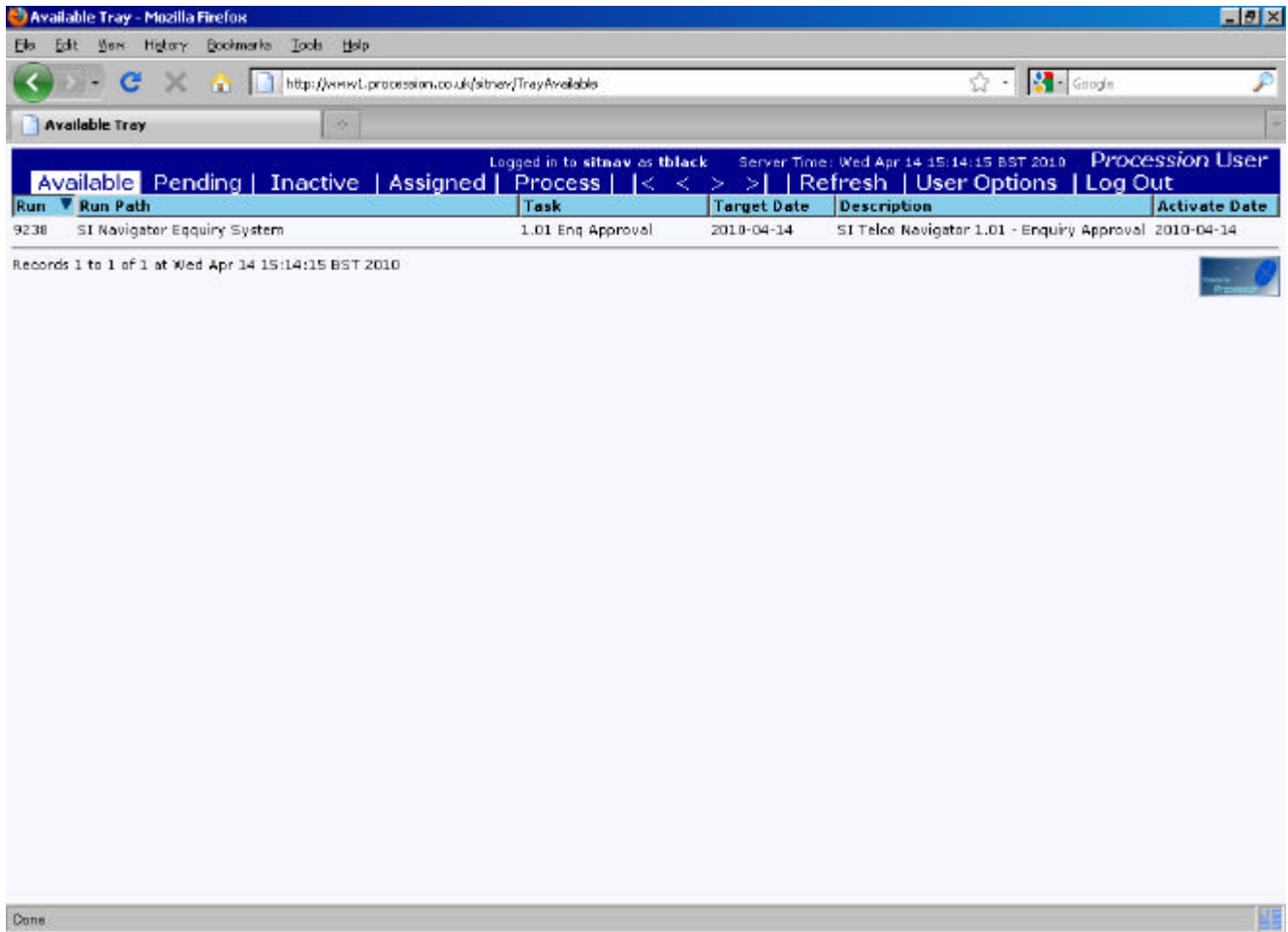
When the details have been entered, select “Submit Enquiry” and click the “Complete” button at the top of the form.

John Smiths assigned tray will now be empty and the process will now move on to the GLU (Form 1.01 – Enquiry Approval - see GPD above).

Click the “Log Out” tab at the top of this tray to go back to the “Login Page”

This time sign in as either sbrown or tblack as these users are authorised to approve the request.

You will notice that there is nothing in the assigned tray for either sbrown or tblack, this is because either of these users have the authority to carry out the next step so the work appears in the available tray. (far top left). Click on the Available tab and the process task will be here.



Click on the task to open the form. Once clicked the task is now assigned to this user and would not appear in the available tray unless “un-assigned” by their manager.

The GLU administrator can then approve or reject the request by selecting one of the navigation options. The user can also add comments at this stage. If rejecting then these comments may be for guidance etc.

Form 1.01 - Enquiry Approval - Mozilla Firefox

http://www1.procession.co.uk/sitnav/reports/sitnav1.01.jsp?rid=9238&id=2078

Form 1.01 - Enquiry Approval

Cancel Close Complete Update Reset

Reference Number: SITNAV9238 Date Request Initiated: 14/04/2010 14:56:25 Originator: John Smith

Requested Telephone Numbers

	Telephone Number	History	Start Date	End Date	Location
1	01494 761400	<input checked="" type="checkbox"/>	01/01/2010	01/02/2010	<input checked="" type="checkbox"/>
2	07908 224567	<input type="checkbox"/>			<input type="checkbox"/>
3	020 25167872	<input checked="" type="checkbox"/>			<input type="checkbox"/>

Warrant Sent:   
Warrant Recvd:

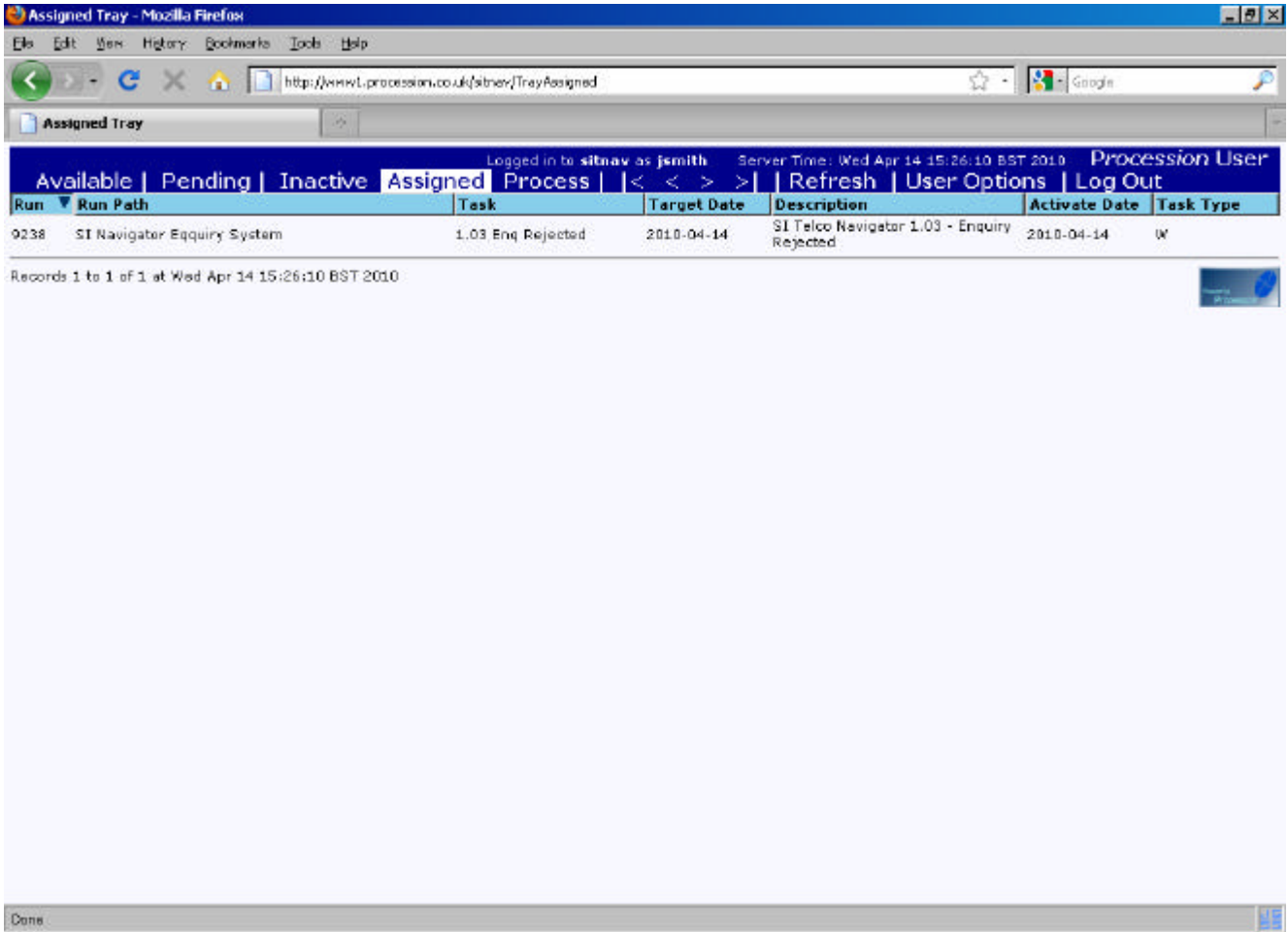
Comments

Rejected for inconsistency with the faxed warrant copy.

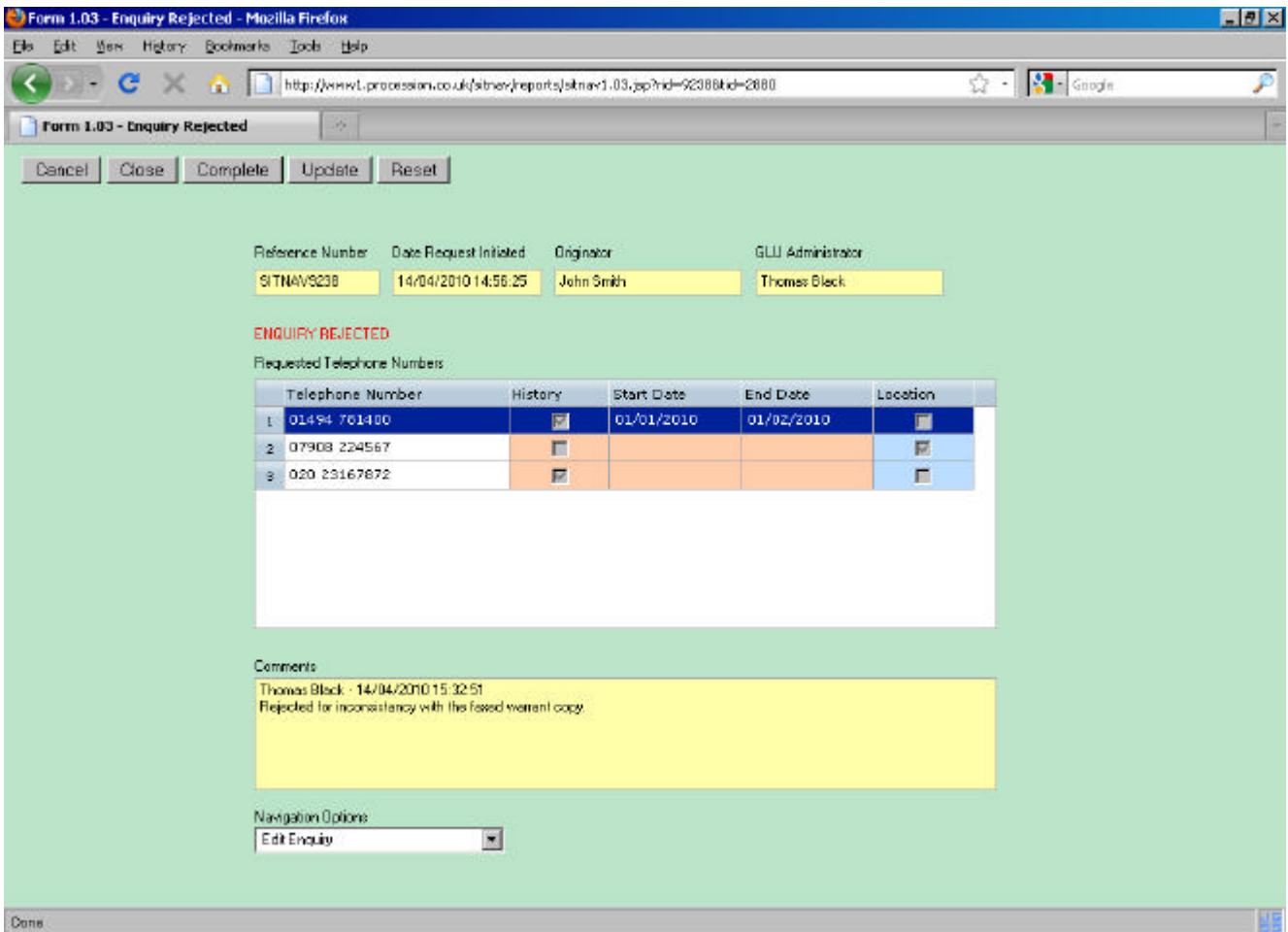
Navigation Options

Reject Enquiry

In this example the request has been rejected. When the complete button is clicked the process will now return to the originator. The GLU administrators assigned tray will now be empty. Click logout and re-login as jsmith (the originator). The process has now moved to the Form 1.03 – Enquiry Rejected.



Run this task to open the form.



You will see the comments from the GLU administrator have been time stamped and displayed to the originator. There are two options at this stage, one to return to the original form to edit the enquiry or cancel the enquiry. In this example Edit Enquiry is selected.

Form 1.00 - Enquiry Details - Mozilla Firefox

http://www1.procession.co.uk/sitnav/reports/sitnav1.00.jsp?rid=9238&id=2881

Form 1.00 - Enquiry Details

Cancel Close Complete Update Reset

Reference Number: SITNAV9238 Date Request Initiated: 14/04/2010 14:56:25 Originator: John Smith

Enter Telephone Numbers: Warrant Searched

	Telephone Number	History	Start Date	End Date	Location
1	01494 761400	<input checked="" type="checkbox"/>	01/01/2010	01/02/2010	<input type="checkbox"/>
2	07908 224567	<input type="checkbox"/>			<input checked="" type="checkbox"/>
3	020 23167872	<input checked="" type="checkbox"/>	12/2/2010	15/2/2010	<input type="checkbox"/>

Previous Comments: Thomas Black - 14/04/2010 15:32:51 Rejected for inconsistency with the faxed warrant copy.

Comments:

Navigation Options: Submit Enquiry

Corrections are made and the form re-submitted. Again you have to logout and this time you must login as the GLU administrator that rejected the enquiry first time around.

Form 1.01 - Enquiry Approval - Mozilla Firefox

http://www1.procession.co.uk/sitnav/reports/sitnav1.01.jsp?nd=92388&id=2688

Form 1.01 - Enquiry Approval

Cancel Close Complete Update Reset

Reference Number: SITNAV5238 Date Request Initiated: 14/04/2010 14:56:25 Originator: John Smith

Requested Telephone Numbers

Telephone Number	History	Start Date	End Date	Location
1 01494 761400	<input type="checkbox"/>	01/01/2010	01/02/2010	<input type="checkbox"/>
2 07908 224567	<input type="checkbox"/>			<input type="checkbox"/>
3 020 25167872	<input type="checkbox"/>	12/02/2010	15/02/2010	<input type="checkbox"/>

Warrant Sent  Warrant Recvd

Previous Comments

Thomas Black - 14/04/2010 15:32:51  
Rejected for inconsistency with the faxed warrant copy.

John Smith - 14/04/2010 15:45:28  
Dates added to row three in compliance with the warrant.

Comments

Navigation Options: Approve Enquiry

This time the request is approved.

Assigned Tray - Mozilla Firefox

http://www1.procession.co.uk/sitnav/CommentsCompleteTask?id=2688

Assigned Tray

Logged in to **sitnav** as **tblack** Server Time: Wed Apr 14 15:38:32 BST 2010 **Procession User**

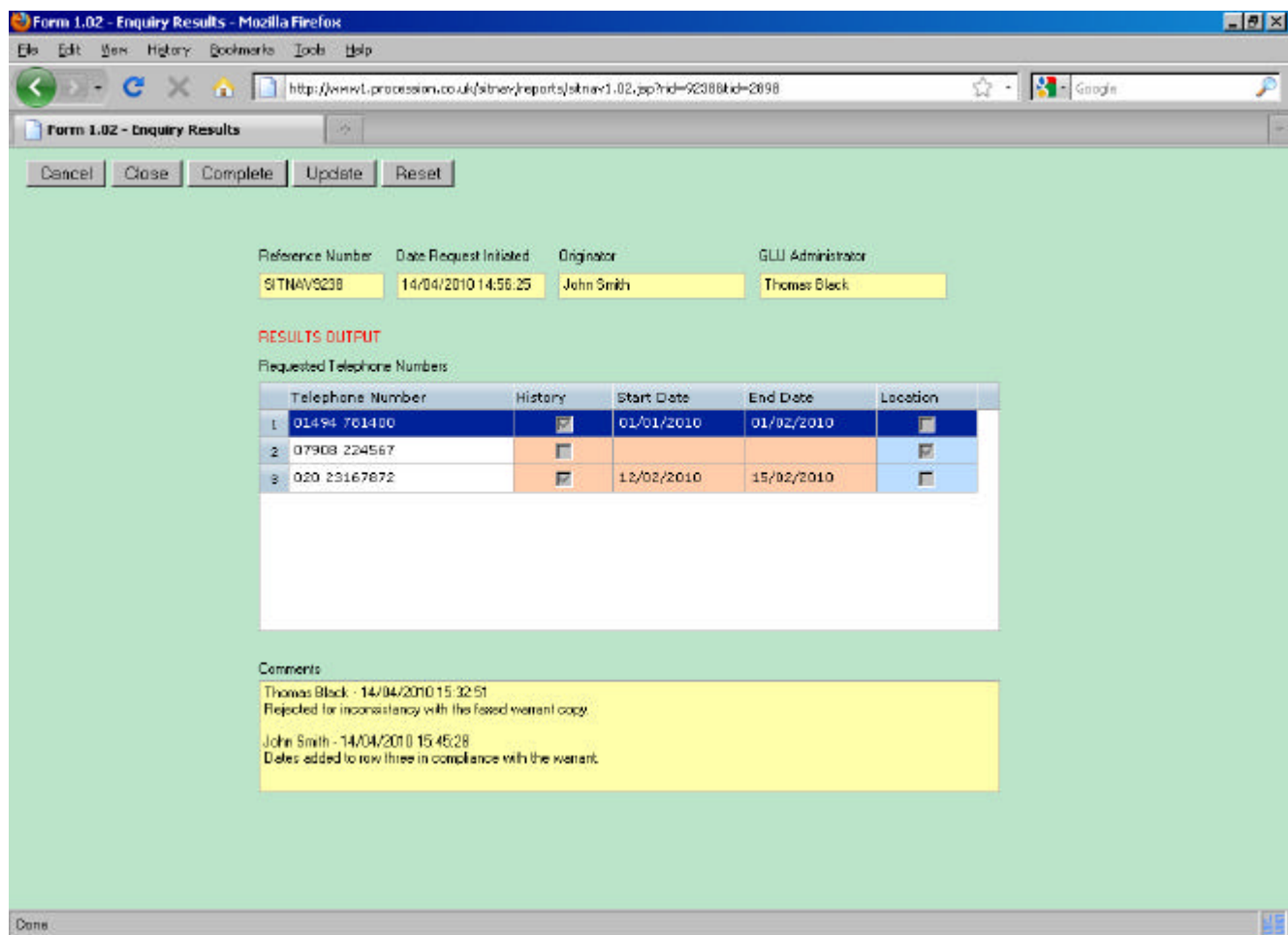
Available | Pending | Inactive | **Assigned** | Process | Refresh | User Options | Log Out

Run	Run Path	Task	Target Date	Description	Activate Date	Task Type
9244	Retrieve History Details	2.00 History	2010-04-14	SI Telco History 2.00 - History	2010-04-14	N
9243	Retrieve Location Details	3.00 Location	2010-04-14	SI Telco Location 3.00 - Location	2010-04-14	N

Records 1 to 2 of 2 at Wed Apr 14 15:38:32 BST 2010

There are now two tasks that appear in the administrators assigned tray. These represent the electronic requests to the legacy systems and when both are completed (ie results generated) the process will move onto the final form 1.02 – Enquiry Results.

To move the process on click on each task and this time select “complete task” as these are not user completed tasks (user forms). When both tasks have been completed then logout and log back in as jsmith to see the final form.



Obviously we are not connecting to any legacy system so we cannot display any meaningful results here in this demo.

This is a screenshot from our web manager (standard part of the Procession suite) that shows the audit trail for the process.

Tasks for Process History Run - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www1.procession.co.uk/sitnav/manager/ManagerTraysHistoryTasksPage?rid=9238&status=2&mdir=1&col=2

Logged in to sitnav as grahamb Server Time: Wed Apr 14 15:55:14 BST 2010 Procession Manager

Process History Close

Tasks for Process History Run 9238 Records 1 to 20 of 20

Priority	Task	Type	Name	Description	State	Time Taken	Started	Target Date	End Date	Performer
2874	Calculation	Start Calculation	SI Telco Navigator - Start Calculation	SI Telco Navigator - Start Calculation	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2875	Calculation	Originator ID	SI Telco Navigator - Capture Originator ID	SI Telco Navigator - Capture Originator ID	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2876	Web Content	1.00 Enq Details	SI Telco Navigator 1.00 - Enquiry Details	SI Telco Navigator 1.00 - Enquiry Details	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2877	Calculation	Submit Date	SI Telco Navigator - Capture Enquiry Submit Date	SI Telco Navigator - Capture Enquiry Submit Date	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2878	Web Content	1.01 Enq Approval	SI Telco Navigator 1.01 - Enquiry Approval	SI Telco Navigator 1.01 - Enquiry Approval	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	tblack
2879	Calculation	Reject Date	SI Telco Navigator - Capture Enquiry Reject Date	SI Telco Navigator - Capture Enquiry Reject Date	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	tblack
2880	Web Content	1.03 Enq Rejected	SI Telco Navigator 1.03 - Enquiry Rejected	SI Telco Navigator 1.03 - Enquiry Rejected	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2881	Web Content	1.00 Enq Details	SI Telco Navigator 1.00 - Enquiry Details	SI Telco Navigator 1.00 - Enquiry Details	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2882	Calculation	Submit Date	SI Telco Navigator - Capture Enquiry Submit Date	SI Telco Navigator - Capture Enquiry Submit Date	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2883	Web Content	1.01 Enq Approval	SI Telco Navigator 1.01 - Enquiry Approval	SI Telco Navigator 1.01 - Enquiry Approval	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	tblack
2884	Calculation	Reject Date	SI Telco Navigator - Capture Enquiry Reject Date	SI Telco Navigator - Capture Enquiry Reject Date	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	tblack
2885	Web Content	1.03 Enq Rejected	SI Telco Navigator 1.03 - Enquiry Rejected	SI Telco Navigator 1.03 - Enquiry Rejected	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2886	Web Content	1.00 Enq Details	SI Telco Navigator 1.00 - Enquiry Details	SI Telco Navigator 1.00 - Enquiry Details	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2887	Calculation	Submit Date	SI Telco Navigator - Capture Enquiry Submit Date	SI Telco Navigator - Capture Enquiry Submit Date	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2888	Web Content	1.01 Enq Approval	SI Telco Navigator 1.01 - Enquiry Approval	SI Telco Navigator 1.01 - Enquiry Approval	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	tblack
2889	Calculation	Approval Date	SI Telco Nav - Enquiry Approval Date and Details	SI Telco Nav - Enquiry Approval Date and Details	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	tblack
2890	Sub Process	Location Enquiry	SI Telco Location Details Process	SI Telco Location Details Process	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	tblack
2893	Sub Process	CTS Enquiry	SI Telco History Details Process	SI Telco History Details Process	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	tblack
2898	Web Content	1.02 Enq Results	SI Telco Navigator 1.02 - Enquiry Results	SI Telco Navigator 1.02 - Enquiry Results	Complete	0 S	2010-04-14	2010-04-14	2010-04-14	jsmith
2899	Finish	Finish	Finish after successful enquiry	Finish after successful enquiry	Complete	0 S	2010-04-14			jsmith

Records 1 to 20 of 20 at Wed Apr 14 15:55:14 BST 2010

Done

Time data stored is down to the second (only displayed as the date in this view)