

# **Software Requirements Specification**

for

## **FG22 Enhancements to PS Form 3526 Periodicals Statement of Ownership**

**Version 1.7 Draft External**

**Prepared by Ruth Stock**

**Marketing Technology**

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## Revision History

Name	Date	Reason For Changes	Version
Ruth Stock	December 12, 2007	Initial Draft – Customer Meeting	1.0
Ruth Stock	December 20, 2007	Added CAT issues	1.0
Ruth Stock	February 14, 2008	Added minor changes requested by review on 2/4/2008: in sections 3.1 and 3.5. Added minor changes requested by Valerie Yates. These are formatting changes, requirement numbering and completing section 4.	1.1
Ruth Stock	February 20, 2008	Added minor clarifications suggested by Valerie Yates.	1.2
Ruth Stock	February 20, 2008	Reworded requirements 7, 8, 9 and 10 as suggested by Valerie Yates	1.3
Ruth Stock	February 26, 2008	Added requirements 33 and 34 per system feedback	1.4
Ruth Stock	February 26, 2008	Reword requirement 33. Split requirement 34 to requirement 34 and 35	1.5
Ruth Stock	May 27, 2010	Updated with SRS Number 433. Added to product perspective This draft SRS submitted on May 27, 2010 is for ROM Estimate. This SRS must be updated with developments since Feb. 2008 and will be submitted on June 11.	1.6
Ruth Stock	Aug 10, 2010	Updated with FG22 Periodicals to submit to Release 27.	1.7

## Review History

Name	Role	Version Reviewed	Date
PostalOne user group; MTAC 99 user group; BME Council	Owner; BMEU	1.0	2/4/2008
PostalOne user group; MTAC 99 user group; BME Council	Owner; BMEU	1.1 email	2/19/2008
MEI Peer Review	Review	1.1	2/20/2008
MEI Peer Review	Review	1.4	2/26/2008
CPP Interest Group (Publishers)	Review	1.6	3/12/2010
MTAC UG 1	Review	1.7	9/21/2010

# 1. Overall Description

## 1.1 Product Perspective

This document covers requirements that are follow up enhancements to the PostalOne Core PS Form 3526 Statement of Ownership for both the BMEU user and the Owner user in PostalOne. This draft SRS submitted on May 27, 2010 is for ROM Estimate. This SRS must be updated with developments since Feb. 2008 and will be submitted on June 11.

## 1.2 Impact Assessment

In order to achieve customer acceptance by publishers for the October 2008 filing season, these features should be available in Production before September 2008.

## 1.3 Product Features

For the owner, include the Periodical Title in the search function for the PS Form 3526. Lengthen the Issue Frequency field so that the exact verbiage of the published issue frequency can be accommodated.

Allow the user to decide if they want PostalOne to calculate circulation statistics.

Default the correct option for publication of the PS Form 3526 required or not required.

Enhance the transaction search for the statement of ownership.

Enhance the Excel and CSV downloads for the PS Form 3526.

Allow a draft document and track final document and revised final documents.

Include various other requirements.

The customers indicated in a meeting on 12/12/2007 and the PCSC agreed that the feature to allow a draft document and track final document and revised documents is the only must have feature in this document.

## 1.4 User Classes and Characteristics

The user classes are the owners who are publishers of the Periodicals and the BMEU Postal Service employees.

## 1.5 Operating Environment

The environment is PostalOne Core.

## 1.6 Design and Implementation Constraints

Not applicable.

## 1.7 User Documentation

On-line help for the owner will include the instructions for the PS Form 3526 Statement of Ownership, Management and Circulation. Release notes will include a description of the implemented enhancements.

## 1.8 Assumptions and Dependencies

These requirements are built as an addition to the PS Form 3526 Statement of Ownership, Management and Circulation implemented in release 15.

## 2. Section Deleted from External

## 3. System Features

### 3.1 Owner – Search Permit – Include More Information

#### 3.1.1 Description and Priority

For a permit type PE Periodicals or PP Pending Periodicals customers want to see the title, frequency and subscription price in the search results. Medium Priority

#### 3.1.2 Stimulus/Response Sequences

Sign on as owner. Select submit a form. Select Permit Search.

#### 3.1.3 Functional Requirements

REQ-1: For all permit types, in the permit search results, include the name on the permit record. If the permit type is PE Periodicals or PP Pending Periodicals the name is the Title of the publication.

REQ-2: For permit types, PE Periodicals or PP Pending Periodicals in the permit search results include the number of issues published annually and the annual subscription price [on the last entered PS Form 3526 Statement of Ownership, Management and Circulation]

### 3.2 Owner View or BMEU – enter 3526 – Issue frequency

#### 3.2.1 Description and Priority

Issue frequency in some cases requires more characters to describe. The issue frequency needs to match the published issue frequency. High priority.

### 3.2.2 Stimulus/Response Sequences

Owner enter PS Form 3526 Statement of Ownership, Management and Circulation or BMEU enter PS Form 3526 Statement of Ownership, Management and Circulation. The system shall expand the issue frequency field to 300 alpha numeric characters to describe issue frequency.

### 3.2.3 Functional Requirements

REQ-3: On the PS Form 3526 Statement of Ownership, Management and Circulation, the system shall expand the issue frequency field to allow the owner to enter up to 300 alpha numeric characters to describe the issue frequency.

REQ-4: On the PS Form 3526 Statement of Ownership, Management and Circulation, the system shall expand the issue frequency field to allow the BMEU to enter up to 300 alpha numeric characters to describe the issue frequency.

REQ-5: On the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications), the system shall expand the issue frequency field to allow the owner to enter up to 300 alpha numeric characters to describe the issue frequency.

REQ-6: On the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications), the system shall expand the issue frequency field to allow the BMEU to enter up to 300 alpha numeric characters to describe the issue frequency.

## 3.3 Owner view or BMEU – enter 3526 – turn on PostalOne circulation calculation

### 3.3.1 Description and Priority

The PostalOne calculation of circulation on the 3526 Statement of Ownership, Management and Circulation shall be a user option. Medium priority.

### 3.3.2 Stimulus/Response Sequences

Currently the system automatically performs the circulation calculations to determine the values in boxes 15 b 1 and 2 and 15 d 1 and 2. Instead the requirement shall be that when the Owner or BMEU enters 3526 Statement of Ownership, Management and Circulation the user must turn on the calculation to obtain the PostalOne calculated circulation in item 15 of the form.

### 3.3.3 Functional Requirements

REQ-7: When the owner enters the PS Form 3526 Statement of Ownership, Management and Circulation, the system shall prompt the owner to select circulation calculations in item 15 of the form. If a negative response, the system shall leave blank the fields 15 b1 and b2 and 15 d1 and d2. If a positive response, the system shall calculate and

display the circulation numbers in the fields 15 b1 and b2 and 15 d1 and d2.

- REQ-8: When the BMEU user enters the PS Form 3526 Statement of Ownership, Management and Circulation, the system shall prompt the BMEU user to select circulation calculations in item 15 of the form. If a negative response, the system shall leave blank the fields 15 b1 and b2 and 15 d1 and d2. If a positive response, the system shall calculate and display the circulation numbers in the fields 15 b1 and b2 and 15 d1 and d2.
- REQ-9: When the owner enters the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications), the system shall prompt the owner to select circulation calculations in item 15 of the form. If a negative response, the system shall leave blank the fields 15 b1 and b2 and 15 d1 and d2. If a positive response, the system shall calculate and display the circulation numbers in the fields 15 b1 and b2 and 15 d1 and d2.
- REQ-10: When the BMEU user enters the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications), the system shall prompt the BMEU user to select circulation calculations in item 15 of the form. If a negative response, the system shall leave blank the fields 15 b1 and b2 and 15 d1 and d2. If a positive response, the system shall calculate and display the circulation numbers in the fields 15 b1 and b2 and 15 d1 and d2.

### **3.4 Enter PS Form 3526 – Default Publication of Statement of Ownership**

#### **3.4.1 Description and Priority**

On the PS Form 3526 Statement of Ownership, Management and Circulation default the value either “If the publication is a general publication, publication of this statement is required” or “publication not required.” (Medium Priority)

#### **3.4.2 Stimulus/Response Sequences**

The system shall use the values in the PE Periodical or PP Pending Periodical permit record to determine if publication is required. This only applies to the PS Form 3526 Statement of Ownership, Management and Circulation. For the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications) publication is required.

#### **3.4.3 Functional Requirements**

- REQ-11: On the PS Form 3526 Statement of Ownership, Management and Circulation, for the Owner or the BMEU users, if the value on the type PE or PP Permit for the type of application is General, then the system shall select the default check box for “If the publication is a general publication, publication of this statement is required.” The Owner or BMEU user may change this default value.
- REQ-12: On the PS Form 3526 Statement of Ownership, Management and Circulation, for the Owner or the BMEU users, if the value on the

type PE or PP Permit for the type of application is other than General, then the system shall select the default check box for "publication not required." The Owner or BMEU user may change this default value.

### **3.5 Additions to Statement of Ownership Report**

#### 3.5.1 Description and Priority

If the report is Statement of Ownership then there shall be different column headings and data on the search screen. (Medium priority.)

#### 3.5.2 Stimulus/Response Sequences

Owner signs in, selects reports, then Statement of Ownership Report.

#### 3.5.3 Functional Requirements

REQ-13: When the owner selects the Statement of Ownership report, the system shall display on the report screen the additional column with header "Date Submitted." The system shall display the data for this column where date submitted is the date recorded by the system when the last Statement of Ownership for that year was submitted.

REQ-14: When the owner selects the Statement of Ownership report, the column header that reads "Issue Year" shall read "Year Filed." However, there shall be no change to the data in that column.

### **3.6 Statement of Ownership Excel and CSV reports**

#### 3.6.1 Description and Priority

The excel and CSV reports for PS Form 3526 Statement of Ownership, Management and Circulation or 3526 R Statement of Ownership, Management and Circulation (Requester Publications) shall have the form box numbers and letters on them. (Medium Priority)

#### 3.6.2 Stimulus/Response Sequences

Owner signs in and selects transactions. Owner searches by transaction type SOO. Owner selects Details and downloads either a CSV or an Excel file.

#### 3.6.3 Functional Requirements

REQ-15: The download Excel file for the Owner user shall have the box numbers and letters appearing for each row and column.

REQ-16: The download CSV file for the Owner user shall have the box numbers and letters appearing for each row and column.

REQ-17: The download Excel file for the Owner shall have all lines and all columns appearing even those with no data.

REQ-18: The download CSV file for the Owner user shall have all lines and all columns appearing even those with no data.

### 3.7 PS Form 3526 Document Status Requirements

#### 3.7.1 Description and Priority

For a single Periodical and filing year, the owner and the BMEU users shall be able to save the PS Form 3526 Statement of Ownership, Management and Circulation or PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications) in draft status, submit the PS Form 3526 Statement of Ownership, Management and Circulation or PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications) in final status and submit subsequent PS PS Form 3526 Statement of Ownership, Management and Circulation or PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications) in amended final status.

For a single Periodical and filing year, the owner and the BMEU users shall be able to save the PS Form 3526 R in draft status, submit the PS Form 3526R in final status and submit subsequent PS Form 3526R in amended final status. (High Priority)

#### 3.7.2 Stimulus/Response Sequences

Owner or BMEU signs on and enters a PS Form 3526 Statement of Ownership, Management and Circulation and the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications). The document can be saved as draft or submitted. If saved as draft, the document will be noted draft and will not be available for the compliance reports. If submitted as final, the document will be noted final and available for the compliance reports. An amended document can be saved as draft but will not be available for compliance reports. An amended document can be submitted and will become the final amended and the final document will be stored in document history.

#### 3.7.3 Functional Requirements

REQ-19: The system shall change the function of the save button to save the document in draft status. For a draft document there shall be no certification statement.

REQ-20: For the draft document, the system shall provide the notation at the bottom of the document: This is a draft document and is not yet reviewed or published.

REQ-21: The system shall not include draft documents in the compliance reports.

REQ-22: The system shall not add draft documents to document history.

REQ-23: Add a new submit button. The submit button will submit a Final document if the last document submitted was a draft document. The submit button shall submit a Final Amended document if the last document was a final document or a final amended document.

REQ-24: The Final Amended document requires a reason for amendment (300 alpha numeric and special character [punctuation] characters allowed).

- REQ-25: The system shall annotate the final amended document amended.
- REQ-26: When a final amended document is entered the previous document submitted (final or final amended) becomes a historical document. Historical documents are marked with the submission date time stamp in the signature line.
- REQ-27: On the final amended document the system shall provide a way to view the historical documents.
- REQ-28: The system shall allow the BMEU and owner users to view, edit, and submit the draft documents.
- REQ-29: The system shall display the document date submitted and year filed on the 3526 search screen.
- REQ-30: The system shall display the document date submitted and year filed on the 3526 Compliance Report.

### **3.8 Miscellaneous Requirements**

#### **3.8.1 Description and Priority**

These are individual requirements for the PS Form 3526 Statement of Ownership, Management and Circulation and the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications) and associated letters. (Medium Priority)

#### **3.8.2 Stimulus/Response Sequences**

These are individual requirements for the PS Form 3526 Statement of Ownership, Management and Circulation and the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications).

#### **3.8.3 Functional Requirements**

REQ-31: On the PS Form 3526 Statement of Ownership, Management and Circulation and the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications) for Owner and BMEU, in the signature field, the system shall allow the user to enter the name and the title of the signatory as an optional field.

REQ-32: The system shall provide a check box to indicate editor and managing editor fields are not required entries on the PS Form 3526 Statement of Ownership, Management and Circulation and the PS Form 3526 R Statement of Ownership, Management and Circulation (Requester Publications) for Mail Owner and BMEU employees. [The current method of entering NA in editor name and NA in the first address line is not acceptable.]

REQ-33: Internal Compliance Report Requirement

REQ-34: Internal Compliance Report Requirement

REQ-35: Internal Compliance Report Requirement