

SafeSeaNet Ecosystem

Appendix 3 - Simplified Access to Signed Task Forms

Business Requirements

Table of contents

1.

Objective of the change

3

2.

High-level requirements

3

3.

Service Requirements

3

~~1.~~

~~Background~~

~~3~~

~~2.~~

~~Objective of the change~~

~~3~~

~~3.~~

~~High-level requirements~~

~~3~~

~~4.~~

~~Service Requirements~~

~~3~~

Definitions and acronyms

- AO: Authorising Officer
- EO: Earth Observation
- EODC: Earth Observation Data Centre
- FO: Financial Officer
- POR: EODC Planning and ordering component

1. Objective of the change

The objective is to change the system so that the service providers can download their signed task forms from the EODC.

2. High-level requirements

The system shall include a new column in the Available Orders window, with a button that will download the task forms for that order.

The forms that will be downloaded will depend on the user permissions, for instance: a service provider will download only the task form associated with its approved acquisitions in that order whereas an EMSA planner will download all signed task forms associated with that order.

The EMSA planner will have the possibility to select if the providers receive a notification that the signed task forms are ready when the cart is approved by the AO.

3. Service Requirements

Title: Task Form column in Available Orders window

ID-0001	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: FUN
Application: EODC	Module:	

The system shall include a new column in the Available Orders table. Each row shall have a button to download the task forms associated with that cart.

Hovering over the button shall display "Download task forms".

The figure below shows the Available Orders window and current columns with buttons are highlighted as example.

Available orders

</

Acceptance criteria*: A column appears in Available Orders with a button to Download Task Forms. When hovering over the button, the right text appears.

Title: Task Form download permissions

ID-0002	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: FUN
Application: EODC	Module:	

The functionality to download task forms must take into account the user and its permissions when downloading the forms.

The users with the following profiles (note: in EODC the profiles have a one to one relation with roles and the same name) shall be able to **only download task forms** associated with their respective organization:

- "EODC Satellite Operator Administrative Representative"
- "EODC Satellite Operator System User"
- "EODC Service Provider Administrative Representative"
- "EODC Service Provider System User"

EMSA users with the profile "EODC Common Service Desk" shall be able to download all **task forms and task lists** associated with an order.

Acceptance criteria*:

- the correct task forms are downloaded for service provider / license provider profile (or role) in the system.
- The test conditions should include carts with multiple service providers and 1 license provider
- The test conditions should include carts representative of all service and license providers
- EMSA users shall be able to download all task forms and task lists associated with any order.

Title: Task Form button enabling – EMSA users

ID-0003	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: FUN
Application: EODC	Module:	

For EMSA users with the profile "EODC Common Service Desk":

- The Task Form button shall appear disabled (e.g. greyed out) if the task forms have not yet been generated for that order.
- The button must appear enabled once the "Start approval" phase is launched and must be possible to download the latest version of the forms while the order status is "FO Approval", "AO Approval" or "Approved".

Acceptance criteria*:

As an EMSA "EODC Common Service Desk" user,

- For carts where the order has not been sent for approval, the Task Form download button appears disabled.
- For carts where the order is in "FO Approval", "AO Approval" or "Approved", the Task Form download button appears enabled.

Title: Task Form button enabling – Service providers		
ID-0004	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: FUN
Application: EODC	Module:	
<p>For the following service provider profiles:</p> <ul style="list-style-type: none"> - "EODC Satellite Operator Administrative Representative" - "EODC Satellite Operator System User" - "EODC Service Provider Administrative Representative" - "EODC Service Provider System User" <p>The Task Form button shall appear disabled (e.g. greyed out) if the user does not have permissions to download the form and if the task forms have not yet been approved for that order.</p> <p>Upon approval of the order by the Authorizing officer, which means the order status is "Approved", the button must appear enabled and downloading of the forms should be possible.</p> <p>The moment the order is in "Approved" status, the button must appear enabled (no refreshing shall be required by the user) and it shall be possible to download the forms.</p>		
<p>Acceptance criteria*:</p> <p>For each of the service provider profiles:</p> <ul style="list-style-type: none"> - For carts where the order has not been approved by the authorizing officer, the Task Form download button appears disabled. - For carts where the order has been approved by the authorizing officer, the Task Form download button appears enabled. 		

Title: Task Forms zip		
ID-0005	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: FUN
Application: EODC	Module:	
<p>When more than 1 task form has to be downloaded, the forms have to be zipped together.</p>		
<p>Acceptance criteria*: when a user from EMSA presses Download Task Forms, a zip file is created with all task forms and task lists associated with that order. This must work while the order is under FO and AO approval (forms are not yet signed) and also after AO approval (forms are already electronically signed).</p>		

Title: Providers approval notification option		
ID-0006	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: FUN
Application: EODC	Module:	
<p>At the time of planning, on the Tasking window that appears when "Start Tasking" is selected, a new option should be added for the planner to select if the providers should receive a notification when the cart is approved.</p> <p>The options for notification should be as follow:</p> <ul style="list-style-type: none"> - Providers delivery notification: ticked by default - Countries delivery notification: unticked by default - FO delivery notification: ticked by default - AO delivery notification: unticked by default 		

- Approval notification to providers: ticked by default

Tasking

Service Types

Service Name	Service Type Description	Provider 1	Provider 2	Created by	Created on
OP06-EVS-1.4.4-C...	CLS EVS Service 1.4.4 (with D...	Automatic	CLS-S	XX_PHILIPPE.CAR...	2020-12-08 17:18...
OP06-OPT-ACT-EV...	Optical Airbus ACT + EVS Ser...	AIRBUS-OPT-L	AIRBUS-OPT-S	FREITSO	2020-11-30 16:17...
OP06-CSN-1.4.4-E...	EDISOFT CSN Service 1.4.4 (...)	Automatic	EDISOFT-S	XX_PHILIPPE.CAR...	2020-11-25 11:26...
OP06-CSN-1.4.4-E...	EGEOS CSN Service EICD 1.4....	Automatic	E-GEOS-S	XX_PHILIPPE.CAR...	2020-11-25 10:43...
OP06-OPT-ACT-EV...	EUSI ACT and EVS Service Ei...	EUSI-L	EUSI-S	XX_PHILIPPE.CAR...	2020-10-20 15:07...
OP06-EVS-1.4.4-E...	EGEOS EVS Service EICD 1.4....	Automatic	E-GEOS-S	FREITSO	2020-09-16 15:16...

Providers Delivery notification ☒ Countries Delivery notification ☐ FO Delivery notification ☒ AO Delivery notification ☐

Order Label:

Providers Delivery Time...

Countries Delivery Time...

Budget:

Service Framework Cont...

Licence Framework Con...

Operation:

Mode:

To add: Providers approval notification

Acceptance criteria*: the options in the Tasking window appear with the default values selected as described

Title: Order approval notification e-mail

ID-0007	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: FUN
Application: EODC	Module:	

If the "Providers approval notification" option has been selected in the Tasking window, the system shall automatically send an email notification when the order has been approved by an Authorising Officer.

The e-mail shall be sent to license and service providers with acquisitions approved in the cart, the same way that the "Request for Confirmation" emails are sent when a new cart is uploaded.

The e-mail shall have the following content:

- **Sender Identification:** EMSA <csn-dc@emsa.europa.eu>
- **Subject:** Cart <Task Form Number> with Cart label: <cart label> has been approved
- **To:** E-mail of the provider.
- **CC:** EOPlanning@emsa.europa.eu (configurable email address)

- **Email body:**
"Dear <provider name>,"

Scenes in cart
<Task Form Number>, Order Label: <Cart label>

have been approved and the signed task forms are now available from the CSN Data Centre Planning and Ordering interface.

The date of approval is: <AO approval date>

Please note that this is an automated e-mail and it is not monitored for incoming messages."

Field

Acceptance criteria*: the emails sent after AO approval are sent to the correct provider and each email follows the template above. A copy of the email is received by EOPlanning@emsa.europa.eu. This must be tested with carts that have more than two providers confirming the carts (at least 1 license provider and 2 service providers).

Field

Title: Order approval notification e-mail rules

ID-0008	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: TEC
Application: EODC	Module:	

The "Order approval notification" shall have the same basic functional and non-functional requirements as the other e-mail notifications already in the system (e.g. Providers delivery notification). For instance in terms of logging or editing of the e-mail template content (with field names). In case of editing, if not currently possible, it shall be made possible to edit the e-mail template content by an EMSA administrator (Testing team), based on e.g. database table or configuration file, re-read upon component re-start.

Operations documentation shall be updated accordingly.

Acceptance criteria*: Code review that shows all e-mail notifications use the same module or functionalities. For testing the editing, EMSA administrator should check that email content matches the content in the configuration files/tables and that, after updating the configuration files/tables and performing component re-start, the emails contain the new content.
The Operations documentation contains information on how to perform the above actions.

Title: Documentation formatting

ID-0009	JIRA*: EODC4G-	Priority*: Must have
Service*: EO services	Sub-service:	Type*: TEC
Application: EODC	Module:	

The Documentation shall be sent to EMSA in MS Word format with track changes of all the changes to the document.

Acceptance criteria*: Documents must be delivered in MS Word format and with track changes.