## SCR 8513

# CS Admin, phase 2 Wireframes, v.10.6 June 17

Excerpts

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Latest version: BSC CSadminPhase2.vsd

### **Summary**

This is the second of 2 documents for the redesign of CS admin. The first applied to the parts of the site that would launch in phase 1; this document applies to phase 2 (mostly provider pages, plus miscellaneous pages that did not make it into phase 1). Refer to the most recent set of phase 1 wireframes and the BRD for anything that is not addressed in this document.

#### **Notes**

**Sequence:** Pages are sequenced in this document in the same order they appear in the tab and subtab sequence.

All page numbering has changed since v.0 of this document.

Subtabs have changed on some tabs since the Phase 1 wireframes were completed.

Search: No search should be case-sensitive. No search results should be case-sensitive.

**Terminology:** This document uses the following terminology to distinguish the various parties involved:

### **BSC** personnel

**Rep** = Generic term for BSC employee CS Admin users, regardless of their authority level. But when used in juxtaposition with Admin and Super admin (such as on page CS12.4), Rep means an ordinary CS Admin user who lacks the additional authority of an Admin or Super Admin.

**Admin** = BSC employee CS Admin user in the second highest authority level. **Super Admin** = BSC employee CS Admin user in the very highest authority level.

### **Provider personnel**

**User** = Regular user in provider's office with no special privileges, who typically has an account manager at least nominally over them

**Account manager** = Person in provider's office who has more privileges than regular users

This design also draws an important distinction between a person and an organization. If a rep has a name or other info that would identify an individual human being who works at an organization, they would use the "Search a person" search widgets. If, however, the only search criteria the rep has to work with is for an organization, then they would use the "Search an organization" search widgets; from there they would drill down to find a person to spoof.

While there may be a few cases in which a provider consists of a single individual, we must design for the most likely case, not edge cases. Besides, even those individuals wear their organizational hats at certain times. So this document uses the following terminology:

**Person** = Generic term for account manager and/or user

**Organization** = Any kind of organization, including the business identity of a lone provider who has no staff

PIN vs. Tax ID Number (TIN): A PIN is not the same thing in the context of CS Admin that it is in other contexts, such as a bank's ATM. It is not a Personal Identification Number, but a Provider Identification Number. All a PIN does is identify the provider in the system. A PIN is associated with a single Tax ID, but a Tax ID can have zero to many PINs associated with it. PIN is a child to a Tax ID in a child-parent relationship. So if you are searching by PIN in CS admin, it will roll up to a single Tax ID. If searching by Tax ID in CS Admin, you can get a Tax ID with many PINs.

**Pressing enter** has the same effect as clicking the default selected button, typically Submit.

**Benefit Lookup**: This document does not include a Benefit Lookup page, because that page has already been redesigned in a separate project in summer 2007. That redesign has not yet been implemented. Until it is, we will continue to use the temporary pickup configuration described in the wireframes for Phase 1, except that we are now adding subtabs, as described on page 3 of this document.

### Revisions

See final pages for earlier revision history

### 6/19 v. 10.6 John Boykin

PV1 Search User account: Run Account type radio buttons horizontally

PV2 User Account Results:

- Add "Modify search" link (to replace the new "New search" link added in v. 10.5)
- Move the symbols key to above table

PV3a and PV3b provider profiles

- Add account manager's first name to "Spoof" link wording
- Move "500 characters maximum" message to above Notes box
- Add example of phone number format

### 6/18 v. 10.5 John Boykin

Revisions based on June 2009 usability testing, highlighted with red type in the annotations:

Spoofing indicator: Remove exclamation point

PV2 User account results:

- Replace search widget with link
- Eliminate duplicate listings

PV3a and PV3b provider profiles

- Replace link on account manager's name with new Profile link
- Specify format of long lists of tax IDs
- Move locked tax ID icon key above tax ID table
- Notes is no longer a required field
- Pointed out deviation from original spec about text inside Notes box

PV3b Provider users profile (account manager)

- Moved list of users' names below list of tax IDs
- Clarified spec about formatting of users' names
- Added spec about highlighting labels of problematic fields in error situations THROUGHOUT SITE

PV 3.1 Tax ID details: Pointed out need for PINs to be in numerical order

PV7.1 Tax ID details (lock/unlock Tax ID): Dialog box must be big enough so it does not scroll

### 4/06 v10.4 Ray Fowler

Pages 29 – Added PINs collumn to Locked IDs results

### 3/24 v10.3 Ray Fowler

Pages 18-19 - inserted third "address" line, added \* to the User ID label and added text to indicate that fields with \* are required

### 3/2 v10.2 Ray Fowler

Pages 8 - inserted the text "or" between the search options. User can search by either "name" or "number"

### 2/27 v10.1 Ray Fowler

Pages 8-9 - inserted the text "or" between the search options. User can search by either "name" or "number"

Pages 10,11,13 – Adjusted the "member number" from 3 digit to 2 digit.

Page 11- Added annotation E

Pages 16,17, 30, 31 – Changed the Account Status "Any" to "All". Also adjusted applicable annotations.

Page 17- Added additional status symbols for Registered and Pending and updated annotation "I"

Page 18 - Added "lock" symbol next to tax id in the profile, added annotation "R" and updated annotation "I"

Pages 18-19 – Removed provider name data from the "associated user" list. Added "extension" to phone fields

Page 19 – Made both the name and the user id the link in the "user's associated" section.

Page 20 – Add a "return to search results" link, added annotation "I" and updated annotation "B"

Page 25 – Adjusted the "return to search results" link to be consistent with pg. 20, updated annotation "C" "D" and "E". Made "users registered" links both the name and the user id.

Page 26 – Updated page to reflect how the Tax ID detail (unlock/lock) functions should work. Page is now named PV7.1

Page 30 – Added "Reports" link to sub nav.

Page 48 – Changed the "Status" radio buttons to check boxes

### 2/9 v10.0 Ray Fowler

Made changes per Kimberly Skuta's email

### 2/6 v9.9 Mick Lockey

Updated copy and applied BSC Online Style; corrected misspellings, fixed inconsistent headings, etc.

### 2/5 v9.8 Ray Fowler

Cleaned up page names for consistency and updated annotations

### /4 v.9.7 Ray Fowler

Reformatted content of page 25

Reformatted content of page 31 and added page "32"

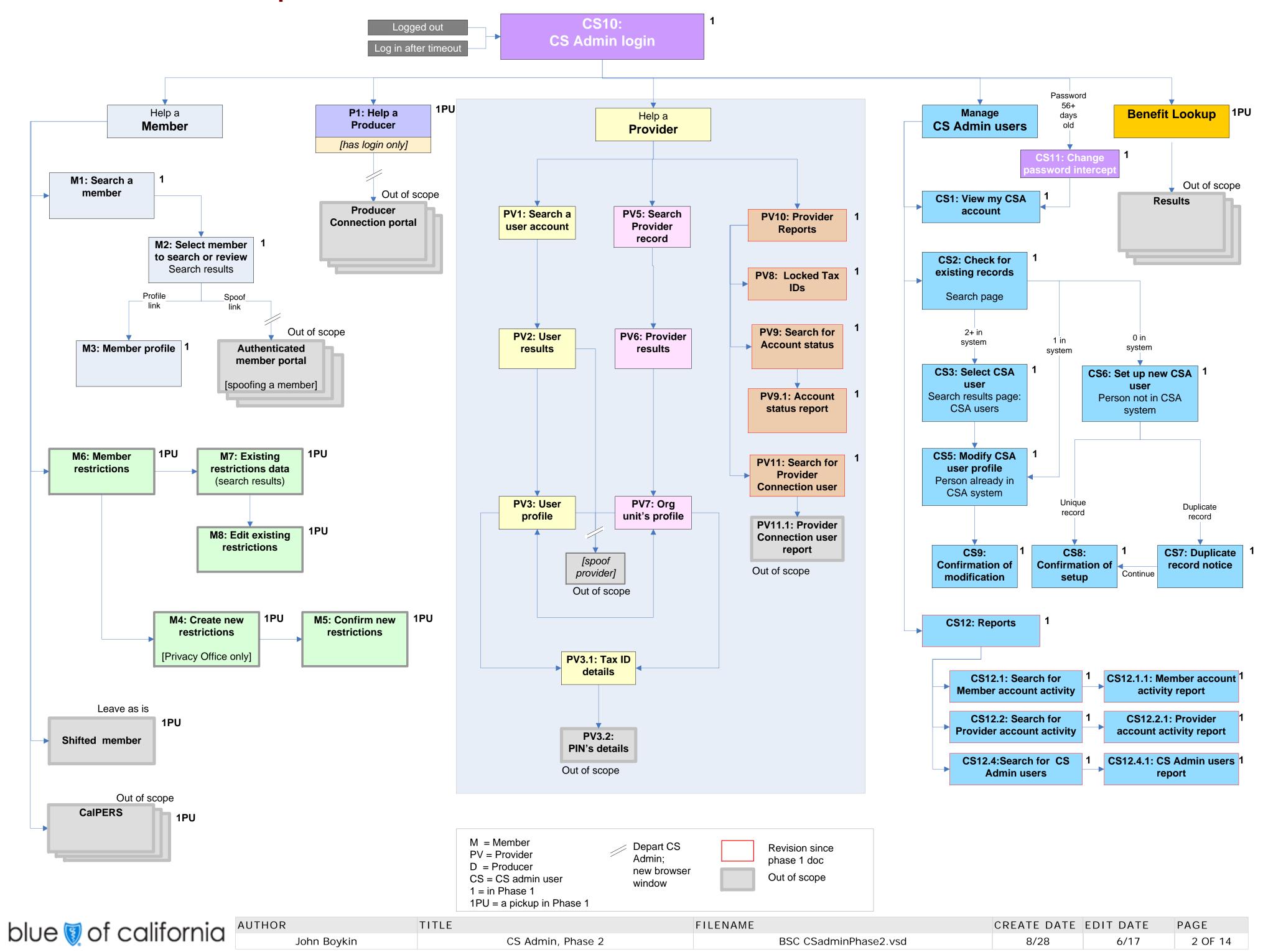
### 1/12 v.9.6 Ray Fowler

My Changes



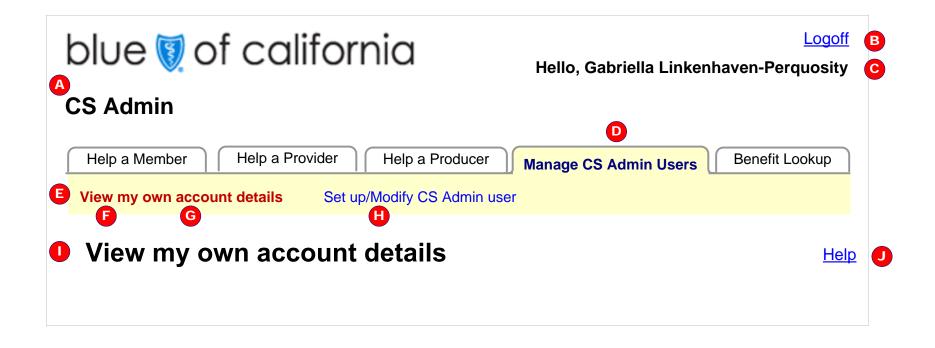
AUTHOR	TITLE	FILENAME	CREATE DATE	EDIT DATE	PAGE
John Boykin	CS Admin, Phase 2	BSC CSadminPhase2.vsd	8/28	6/17	1 OF 14

# **CS Admin new site map**

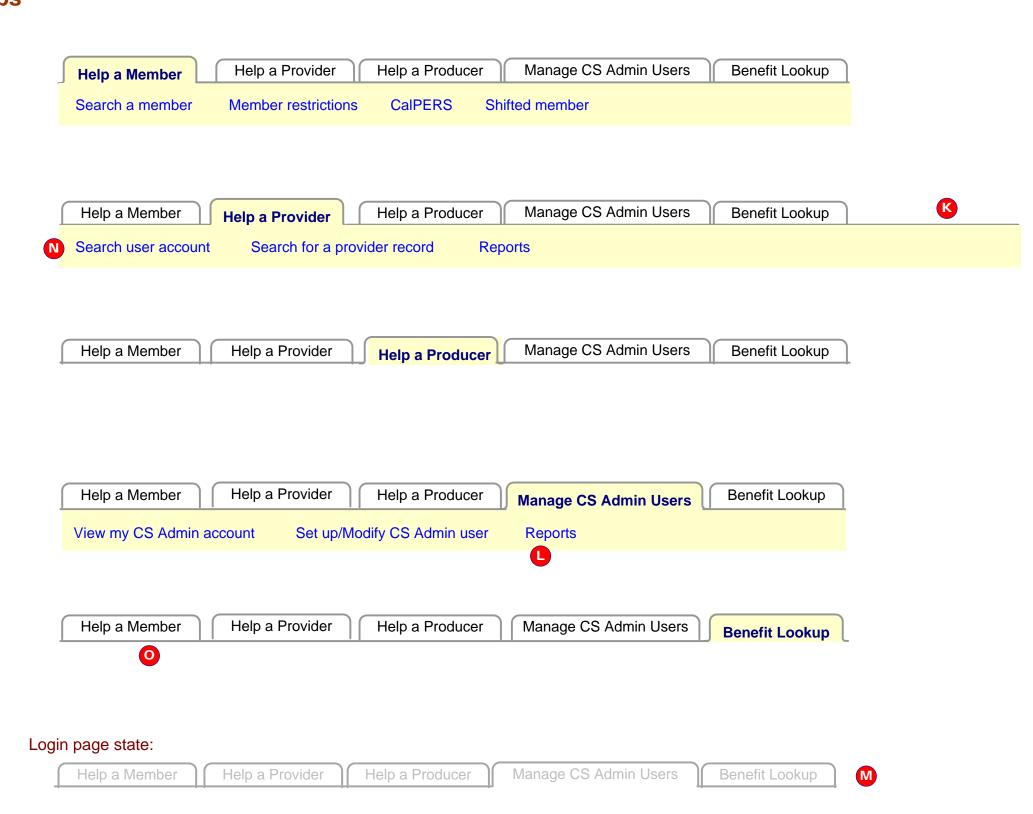


## Global elements: Top-of-page elements and tabs

### **Top-of-page elements**



### **Tabs**





TITLE FILENAME CREATE DATE EDIT DATE PAGE
John Boykin CS Admin, Phase 2 BSC CSadminPhase2.vsd 8/28 6/17 3 OF 14

#### **Description:**

An earlier draft of this page appeared in the wireframes document for Phase 1. Differences from the draft are highlighted in red.

This page describes elements that appear in multiple screens.

There is no global footer.

Each time a rep begins a session, CS Admin opens to whichever tab that rep had open most recently, no matter how far in the past their most recent session occurred.

The width of the subtab color area and of the horizontal line separating the tabs from the subtab area varies according to the width of the content of the individual page.

### Specifications:

- A "CS Admin" identifies the tool the rep is using, but is never the page title.
- B The Logoff link appears on every page except the login page.

  Link text: Logoff

**Effect:** Logs the rep off of this CS Admin session and presents the login screen.

On pages where the contents are wider than the tabs, the "Logoff" link and the greeting "Hello, [rep's name]" move to the right to the flush right with the rightmost edge of the contents.

**C** After the word "Hello," present the rep's full name. This element appears on every page except the login page.

On pages where the contents are wider than the tabs, the "Logoff" link and the greeting "Hello, [rep's name]" move to the right to the flush right with the rightmost edge of the contents.

- **D** The currently active tab is highlighted both typographically and with background color
- **E** Links on this line are called subtabs. Not all tabs have subtabs. Those that do have subtabs (e.g., Help a Member) use the same background color in the subtabs area as on the tab itself. Those that do not have subtabs (e.g., Help a Producer), have no background color in the subtabs area.
- **F** Each tab's default subtab (if it has subtabs at all) is in the leftmost position.
- **G** The currently active subtab (if the tap has any subtabs at all) is highlighted typographically.
- **H** Each subtab is a link leads to that subtab page.
- Page title will vary from page to page.
- **J** Not all pages will have Help. But this wireframe offers a placeholder for a Help link for whichever pages do have it.

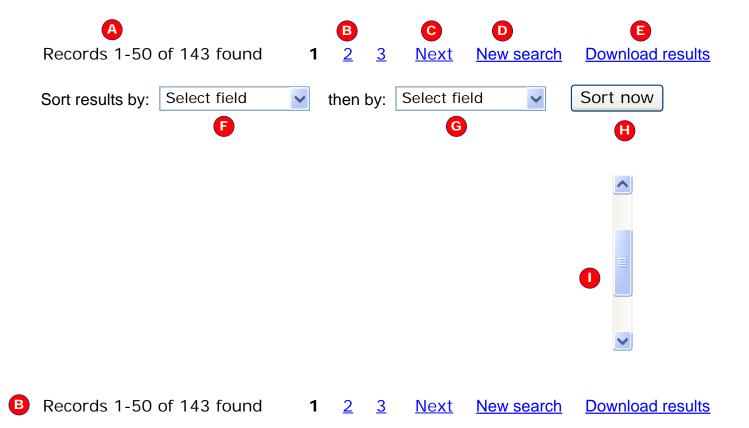
### Link text: Help

**Effect:** Spawn small pop-up window containing concise instructions pertinent to this page.

The "Help" link is always level with the page title and flush right with last tab. Unlike the "Logoff" link and the greeting "Hello, [rep's name]," the "Help" link does not move according to the width of the contents. Reason: Though the link is global in many senses, the content that it invokes is context-sensitive to the page it is on; so it should not run the risk of requiring horizontal scrolling to see in some cases.

- **K** On pages where the contents are wider than the tabs, the horizontal line beneath the tabs and at the subtab color area (if any) stretch as far as necessary to the right to match the width of the contents. The "Logoff" link and the greeting "Hello, [rep's name]" move to the right. Note that the tabs themselves do <u>not</u> stretch or shift location.
- L The subtabs of Manage CS Admin Users have changed since Phase 1.
- ${\bf M}$  The login page state is the default tab state when the user first arrives at CS Admin to login.
- **N** A "Search by user ID" subtab was added at the last minute before Phase 1 launched. It is now being removed.
- O Tabs have been removed from the Benefit Lookup tab

### Global elements: Search results elements





One of the single biggest problems with the old CS Admin was that reps were commonly inundated with hundreds or thousands of search results, a high percentage of which were duplicates. This duplication made search results unmanageable and often useless. So we are now eliminating all duplicate listings in search results (including duplicate listings that differ only in such trivia as capitalization).

This is a continuation of the preceding page describing elements that appear in multiple screens. This page is about elements in search results.

#### Specifications:

A Regardless of how many records are found, we offer a maximum of 50 records per screenful. No functionality is offered to change that quantity. Each set of search results includes a statement of the total number of records found and how many results are shown on the current page. Records are numbered 1-n. This document will use the example of 143 records found, broken into units of a maximum of 50 records per page. The makeup of the statement is:

Records [first record's number on this page] [hpyhen, if more than one record] [last record's number on this page] of [total number of records found] found

**B** Anytime there are more results than will fit on one page (i.e., 50), the system adds at both the top at the bottom of the listing a collection of links in the following form:

**1** <u>2</u> <u>3</u> <u>Next</u>

Each screenful of up to 50 search results is numbered 1-n. That collection of page numbers appears in the form shown here.

- The page number of the current screenful (1 in this example) is bold plain black text, not a link.
- Each page number other than the current page's is a link in underlined blue type. Clicking any page number leads to the screenful of results that it represents.

If there is only one screenful of results, these page numbers do not appear.

Once the user has proceeded to any screenful of results following the first, the collection of links is in this form:

Prior 1 2 3 Next

On the page containing the final batch of links, the option "Next" is omitted:

<u>Prior</u> <u>1</u> <u>2</u> **3** 

- **C** The "Next" Link appears only if:
  - there is more than one screenful of results and
  - the rep is <u>not</u> currently on the last screenful of results in the sequence.

Link text: Next

Effect: Leads to the next screenful of search results in the sequence

**D** Link text: New search

**Effect:** Leads back to the same search page in its default state that the rep just came from. (Which search page this is will vary depending on the context-- e.g., member, provider, rep, etc.. But this is the form in which the element will appear.)

- **E** Some search results include a link to download the results. Clicking that link launches a standard download procedure like we have currently, to download the current search results.
- E <u>Listboxes</u>: Search results appear in table form. Most results tables are sortable via a pair of listboxes. This gives reps much more control than sorting tables by a single column heading would give them. Each listbox has a listing for each column heading in the table (except that tables with an Action column are never sortable by Action). "Select field" is always the default state of both listboxes.

<u>Sequence</u>: Unless noted differently in a specific case, the default sort sequence of results is by last name, then by first name. When alphabetizing search results, ignore capitalization. (Currently, the system will list GENIFER before Adam.)

<u>Column heads</u>: The column head by which the table is currently sorted (first sort criterion) is highlighted, but search results tables are <u>not</u> sortable by clicking the column headings themselves..

<u>Memory</u>: The system remembers the rep's most recent sort, so results are still sorted the same way if the rep comes back to this page after having gone somewhere else (i.e., the rep's work is not lost).

<u>All records</u>: Note that a re-sort applies to all found records, not just to the ones shown on the current screenful of results.

**G** There are a few cases of search results tables that, because of their simplicity and likelihood of a small number of results, offer only a single listbox for sorting.

H Button text: Sort now

**Effect:** Re- sort the search results by the criteria specified in the listboxes to the left.

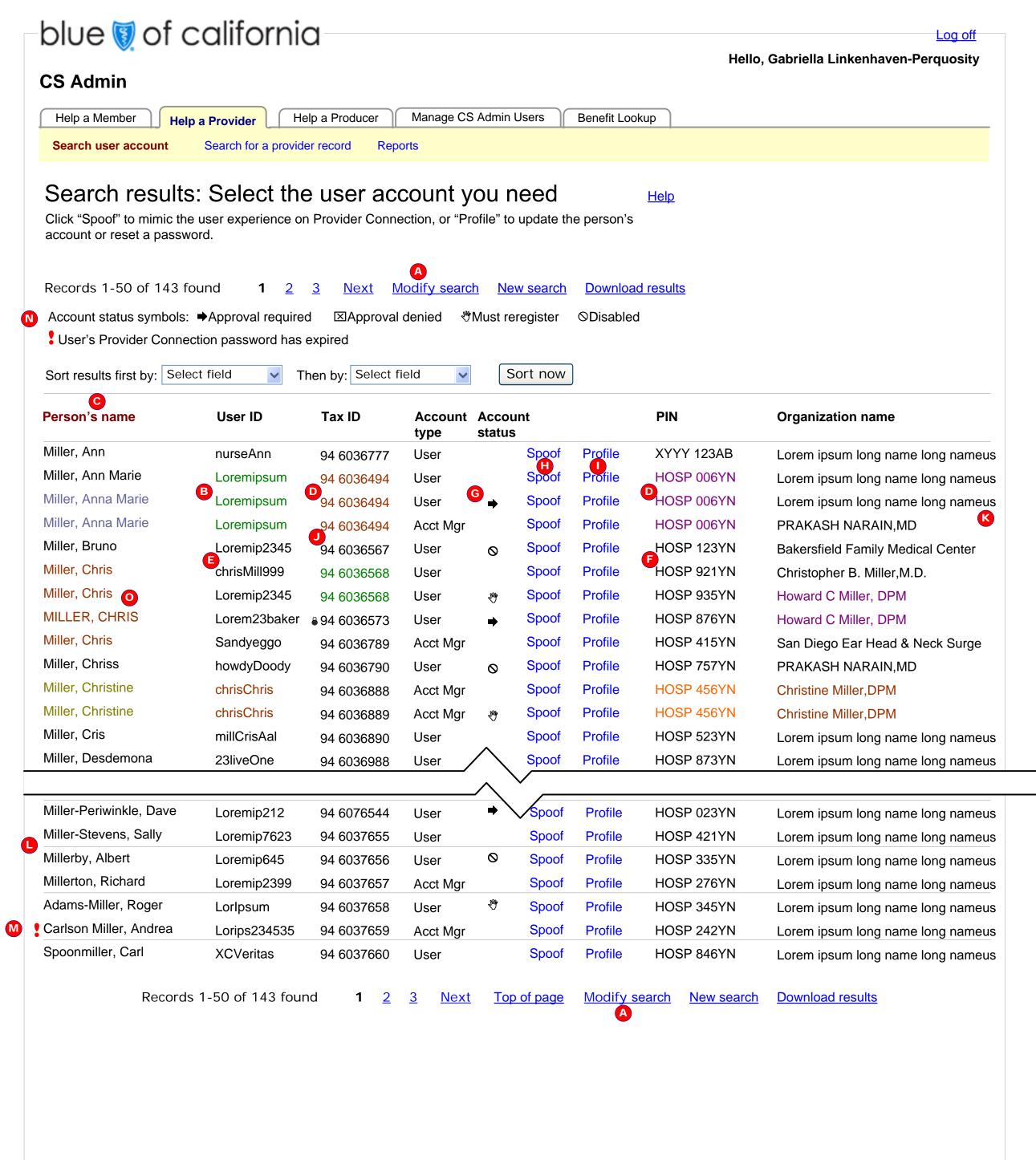
I If there are enough listings in the table to require scrolling (exact number TBD), then a vertical scrollbar appears at the right edge of the results listings. The scrollbar applies only to the listings themselves, not the column headers, so the column headers are always visible as the rep scrolls up and down through the results



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### **PV2 Provider: User Account Results**



#### Description

This page gives the results from the Search for a User Account page, PV1. See discussion of standard search results elements at beginning of this document.

We want to eliminate duplicate listings in the search results.

### **Specifications**

A [NEW 6-19-09] Do not repeat search widgets at the top of the page. Instead, offer "Modify search" link that reloads PV1 Search User Account page, populated with the entries the user made last time they were on it. This differs from the "New search" link, which loads the same page with all fields blank. Note that the intro has been revised due to the removal of the search widget.

- **B** [NEW 6-18-09] This mockup shows duplicate entries (same user ID, but different Tax ID). Prevent such duplicate entries. Reps will be able to see a user's various tax IDs on your profile page.
- **C** The column header by which the table is currently sorted first is highlighted. The default sort is by Person's name. The second sort level is by User ID, alphabetically. In both cases, ignore capitalization. The third sort level is by Tax ID.
- **D** This table uses the same typographical color treatment as described on the "Color" page (15), except that in this table the color treatment applies only to the following columns: Person's name, User ID, Tax ID, PIN, and Provider name.

All user IDs, Tax IDs, and PINs listed in Individual results are clickable, regardless of the colors of their type. They are underlined on mouseover. With the User ID column and the PIN column, any instances of identical adjacent listings are highlighted in colored type. Use the same color of type in the two columns when the multiple listings are for the same person (e.g., in this wireframe example, user ID Loremipsum and PIN HOSP 006UN are for the same person, so they have the same color of type in both columns). But different sets of repetitions within either column get different colors of type.

- E Link text: [user ID] (underlined on mouseover)
  Effect: Leads to that person's individual profile page
- F PIN column appears only if PIN was a search criterion.

  Link text: [PIN] (underlined on mouseover)

  Effect: leads to PIN Detail page (PV3.2)
- **G** "Account Status" column contains only icons representing various account statuses. Any given listing may have 1 icon or no icon. No listing would have more than one icon. Show icons for the following anomalies:

Approval required Must re-register
Approval denied Disabled
Registered Pending

The placeholder icons shown are for illustration purposes only. Actual art TBD. Mousing over any icon brings up a Tool Tip defining what the icon stands for.

HOSP 023YN User Spoof

HOSP 421YN User → = Approval required

HOSP 335YN Acct Mgr Spoof

Only the icons that are actually used on the current page are shown in the key below listings.

H Link text: Spoof

Effect: Clicking Spoof launches a spoofing session for that individual.

I Link text: Profile

**Effect:** leads to that person's individual Profile page (PV3x). The Profile page will load in the same window.

- J Link text: [Tax ID] (underlined on mouseover) Effect: Load the Tax ID Detail Page PV3.1
- **K** The name displayed as the one the user registered with. Truncate any organization name longer than 35 characters.
- L Last-name hits are grouped under the following groups and in the following sequence:
- Exact matches
- Compound last names that <u>begin with</u> the search string
- Non-compound last names that <u>begin with</u> the search string
- Compound last names that include the search string in any position other than the beginning
- Non-compound last names that include the search string in any position other than the beginning

Each group is separated from each other group by a horizontal line. If any group has no listings, that group is omitted and its space closed up.

**M** If the person's Provider Connection password has expired, an indicator appears next to their name. Mousing over it brings up a ToolTip explanation:



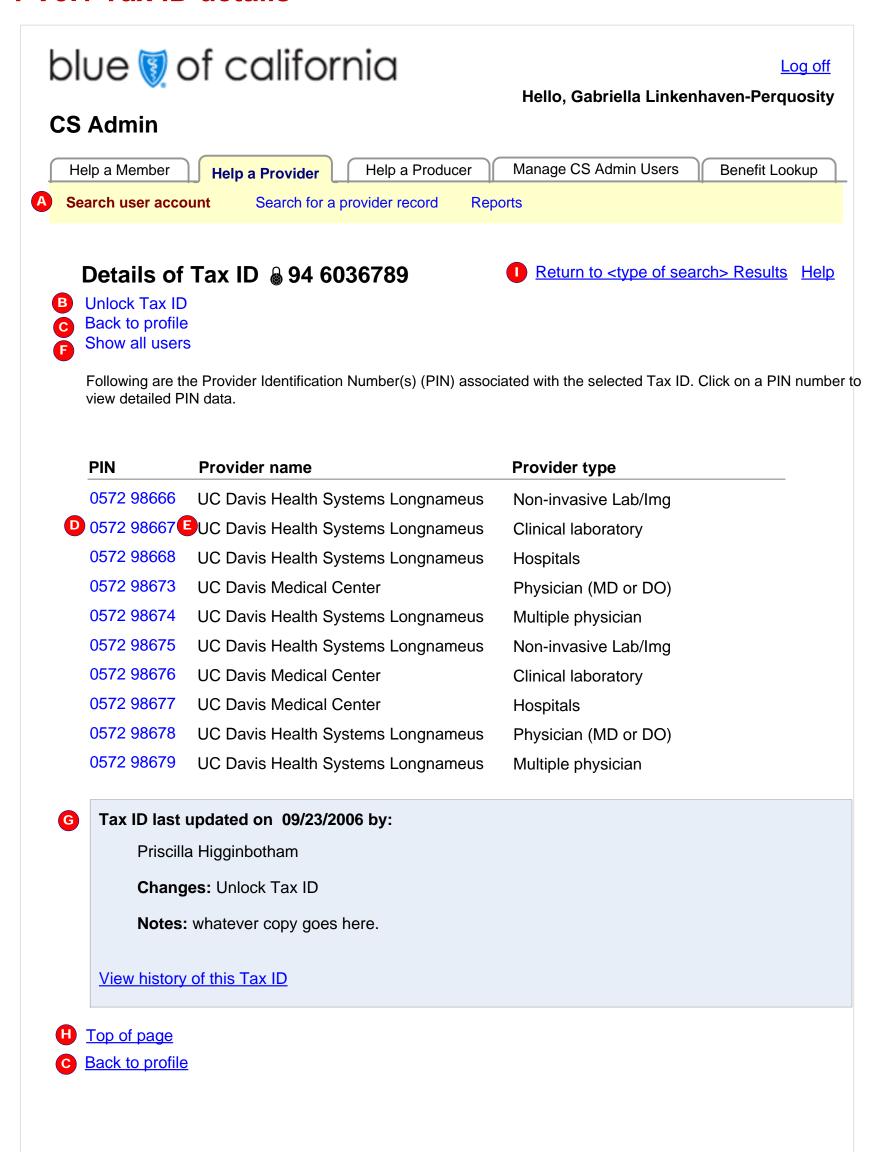
**N** The various "Account status" symbols indicating status are explained by the key above [NOTE: We moved this placement 6-19-09] the results table. Include only symbols actually used in this particular set of search results. List of Account Status Symbols:

- →Approval required ⊠Approval denied ®Registered ∜Must reregister ⊗Disabled ®Pending
- O Ignore capitalization in sequencing results.

AUTHOR TITLE FILENAME CREATE DATE EDIT DATE PAGE

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### **PV3.1 Tax ID details**



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### **Description:**

This is a page rather than a pop-up, since it will often contain more information than would be appropriate for a pop-up. It is reached by clicking a Tax ID on

- a person's profile (PV3a or PV3b)
- PV7, Tax ID Detail (continued) page

### **Specifications:**

- A Whatever subtab was highlighted on the page the rep came from is highlighted again on this page.
- **B** There are three possible states involving the Tax ID's lock status. What any given rep sees depends on both the status and that rep's authority level.

### State 1 (Reps with security level XXX or higher, Tax ID not locked)

### **Details of Tax ID 94 6036789**

Lock Tax ID

Back to profile

Show all users

Clicking "Lock Tax ID" link spawns the Lock Tax ID box discussed in the context of the page PV7, Tax ID Detail (continued) page. After the rep successfully locks the Tax ID, the display changes (without reloading the entire page) to State 2.

### State 2 (Reps with security level XXX or higher, Tax ID locked)

### **Details of Tax ID §** 94 6036789

Unlock Tax ID Back to profile Show all users

Clicking "Unlock Tax ID" link spawns the Unlock Tax ID box discussed in the context of the page PV7, Tax ID Detail (continued) page. After the rep unlocks the Tax ID successfully, the display changes (without reloading the entire page) to State 1

### State 3 (Reps with lower security level, tax ID locked)

### **Details of Tax ID 94 6036789**

Back to profile Show all users

Note that in State 3, the "Lock/Unlock Tax ID" link is not available. The rep with a low security level will not see this link. See PV7, Tax ID Detail (continued) page, for a description of how both the locking and unlocking functions work.

C Link text: Back to profile

**Effect:** Returns to the profile page PV3x that the rep was just on.

This link will only be available if the user entered this page via PV2

- D Clicking any PIN spawns the pop-up window PV3.2, PIN details with the details about that specific PIN. [6-18-09] NOTE that PINs are supposed to be in numerical order from top to bottom, as shown. The current build has them in random order.
- E This is CAPS data, so we display only one record per Tax ID.
- F Link text: Show all users

**Effect:** Loads page PV7, Tax ID Detail (continued) page for the unit having this PIN. That page shows users who registered with this Tax ID.

- **G** History box works exactly the same way here on as described on page M3 Member account. See explanation there. But note that on this page only, the box's heading is "Latest update of this Tax ID..." rather than "...of this profile..."
- H Link text: Top of page

**Effect:** Anchor link, displays top of current page.

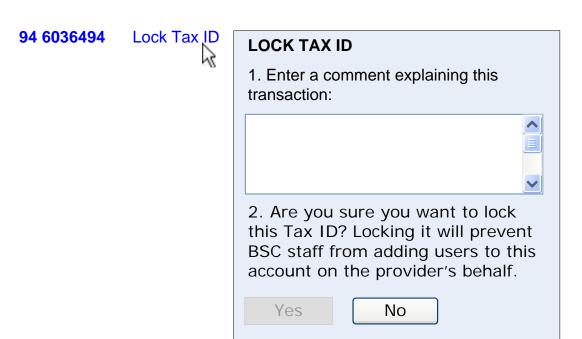
I Link text: "Return to User Account Search Results" or "Return to Provider Record Search Results" Effect: Reloads provider record search results, PV6, or user account search results, PV2, page exactly as it was when rep was there just before coming to this page

The link title is dependent on the initial user task. If they were conducting a search on a User Account, the link would be "Return to User Account Search Results". If the user was conducting a search for a Provider Record, the link would be "Return to Provider Record Search Results."

## PV7.1: Tax ID Detail (lock/unlock tax id)

### Locking a Tax ID

For those reps with appropriate authority to change Tax ID lock status at all, clicking the "Lock Tax ID" link spawns a small dialog box very close to it:



The "Yes" action button is grayed out until at least one character is typed in in this text entry box.

- If the rep clicks "Yes" while the button is grayed out, a Tool Tip message appears telling them to enter a comment first.
- If the rep clicks "Yes" after entering a comment, the dialog box closes and the the "lock" icon ( ) is placed to the left of the tax id and the "Lock Tax ID" link is replaced with wording indicating that that Tax ID is now locked (State 2):

### **94 6036494** Unlock Tax ID

• If the rep clicks "No," the transaction is canceled and the checkbox returns to its original state (State 1).

The comment entered here appears in an account's history and on page PV8 Locked Tax ID Report.

[6-18-09] This dialog box and the "Unlock tax ID" dialog box must each be big enough to fit all of its contents without scrolling. In the current build, the box is too small, so the action buttons fall below the fold.

### **Unlocking a Tax ID**

If the Tax ID is currently locked, every rep will see a lock icon ( ) and a statement that it is locked.

 For reps who lack the authority to change Tax ID lock status, they will not see the Lock/Unlock link:

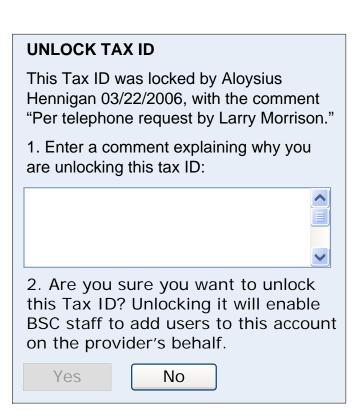
94 6036494

• For reps who have the authority to change Tax ID lock status, the statement will be a link (State 2):

**94 6036494** Unlock Tax ID

If a rep with the appropriate authority clicks the link, a small dialog box is spawned very close to it:





The "Yes" action button is grayed out until at least one character is typed in the text entry box.

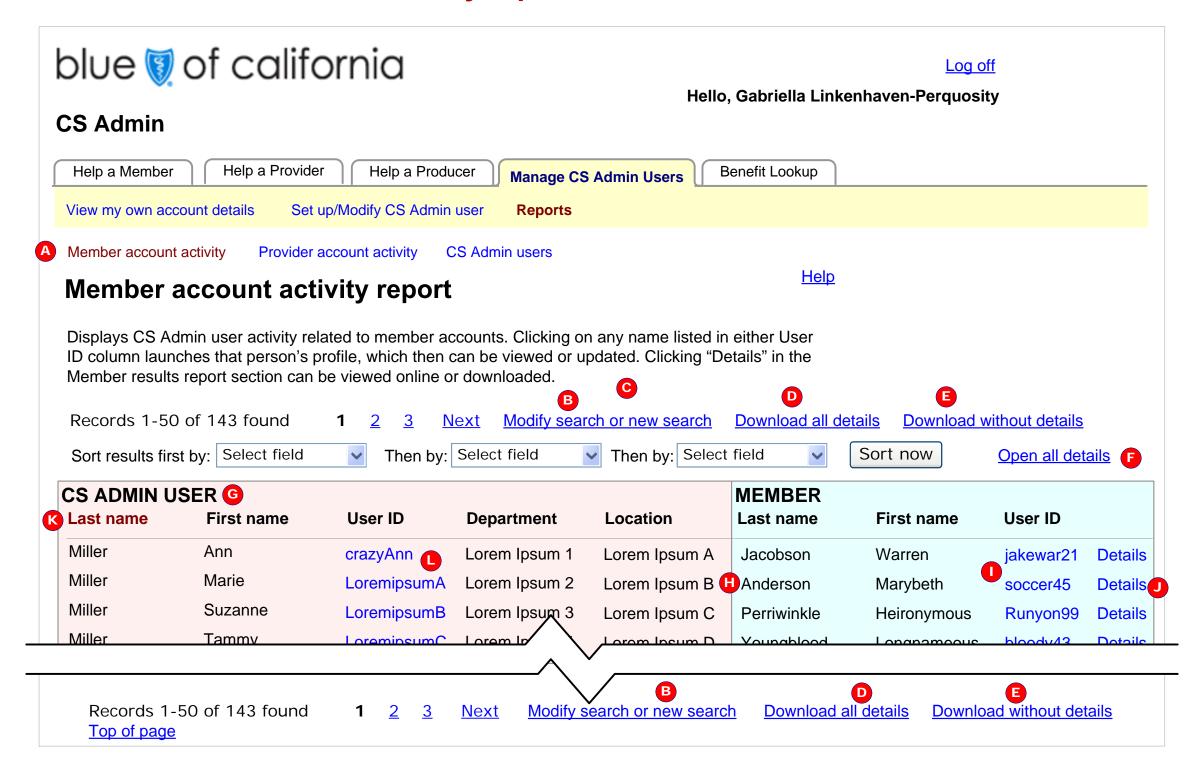
- o If the rep clicks "Yes" while the button is grayed out, a Tool Tip message appears telling them to enter a comment first.
- If the rep clicks "Yes" after entering a comment, the dialog box closes and the lock icon and "Tax ID is locked" statement are replaced with a "Lock Tax ID" link (State 1):

**94 6036494** Lock Tax ID

o If the rep clicks "No," the transaction is canceled and the presentation returns to its original state (Stage 2).

The comment entered here appears in an account's history and on page PV8 Locked Tax ID Report.

## **CS12.1.1: Member account activity report**





TITLE CS Admin, Phase 2 FILENAME

activity, after having made at least one valid entry in the form field. The results table defaults to State 1 (details closed). See next page for other possible states.

This page is reached by clicking the Search button on the page CS12.1, Search for Member account

#### Specifications:

Description:

A Link text: Member spoofing

Effect: loads CS12.1 Search for Member account activity. See page CS12, Reports, for description of this line of links.

**B** Link text: Modify search or new search

Effect: loads CS12.1 Search for Member account activity, populated with all search criteria the rep entered on their previous search.

- **C** The search widget is not repeated on this report page, because it would take up too much room.
- D This page's pair of download links differ from the standard download link used with other search results in CS Admin.

Link text: Download all details

Effect: Launches standard download process of a version of this report that includes all details (i.e., in State 3).

E Link text: Download without details

Effect: Launches standard download process of a version of this report that omits the details (i.e., each listing is in State 1).

F Link text: Open all details

Effect: Changes display of all listings from default State 1 to State 3. See the following page for details.

**G** The data in the left side of this table all applies to reps who have spoofed. The data in the right side all applies to members whom they have spoofed. To keep them clearly separate, each side is set over a different light-colored background and has a prominent section head ("CS ADMIN USER" for one side and "MEMBER" for the other side) above the column headers.

If the rep has clicked "Open all details," this background shading is used only in the header and not within the main body of the table:

H Regardless of how many times any given rep has spoofed any given member, there will only ever be one listing on the surface for that unique combination of a rep and a member. The number of spoofing sessions for that combination is revealed only into details (State 1).

Suppose a given member has been spoofed by three different reps, one of whom has spoofed him five times. There would be only three listings on the surface, one for each unique combination of member and rep.

**Link text:** [member's user ID]

**Effect:** Load this member's profile within CS Admin (M3: Member profile).

Note that this table includes two User ID columns: one for the CS admin user who did the spoofing, and one for the member who was spoofed.

Link text: Details

Effect: Changes only the listing on which the clicked link appears, from State 1 to State 2. The link toggles to

Clicking either the close box or the link itself returns that listing from State 2 to State 1 and toggles the link back to "Details."

- K If the rep searched by CS Admin user field(s), the default sort for the results is by CS Admin user's
  - If the rep searched by member field(s), the default sort is by member's last name.

If the rep searched by both CS Admin user field(s) and member field(s),, the default sort is by CS Admin user's last name.

L The CS admin user's user ID is a link only if the rep viewing this report is an Admin or Super Admin. Link text: [rep's user ID]

Effect: Loads the listed rep's profile, CS5, Modify CSA user profile

Note that this table includes two User ID columns: one for the CS admin user who did the spoofing, and one for the member who was spoofed.

<del>-</del>	CREATE DATE	EDIT DATE	PAGE
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## CS12.1.1: Member account activity report (cont.)

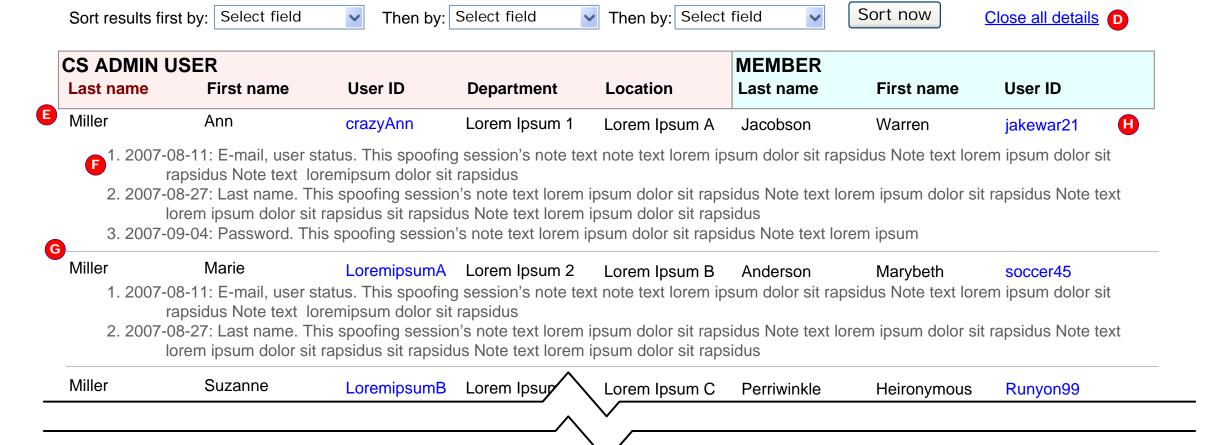
### **State 1 (details closed -- default)**

Miller	Ann	crazyAnn	Lorem Ipsum 1	Lorem Ipsum A	Jacobson	Warren	jakewar21	Details
Miller	Marie	LoremipsumA	Lorem Ipsum 2	Lorem Ipsum B	Anderson	Marybeth	soccer45	Details
Miller	Suzanne	LoremipsumB	Lorem Ipsum 3	Lorem Ipsum C	Perriwinkle	Heironymous	Runyon99	Details
Miller	Tammy	LoremipsumC	Lorem Ipsum 4	Lorem Ipsum D	Youngblood	Longnameous	bloody43	Details

### **State 2 (details open)**

	Miller	Ann	crazyAnn	Lorem Ipsum 1	Lorem Ipsum A	Jacobson	Warren	jakewar21	Details	
A	Miller	Marie	LoremipsumA	Lorem Ipsum 2	Lorem Ipsum B	Anderson	Marybeth	soccer45	⊠ Close	C
<ol> <li>1. 2007-08-11: E-mail, user status. This spoofing session's note text note text lorem ipsum dolor sit rapsidus Note text lorem ipsum dolor sit rapsidus</li> <li>2. 2007-08-27: Last name. This spoofing session's note text lorem ipsum dolor sit rapsidus Note text lorem ipsum dolor sit rapsidus Note text lorem ipsum dolor sit rapsidus</li> <li>3. 2007-09-04: Password. This spoofing session's note text lorem ipsum dolor sit rapsidus Note text lorem ipsum</li> </ol>										
	Miller	Suzanne	LoremipsumB	Lorem Ipsum 3	Lorem Ipsum C	Perriwinkle	Heironymous	Runyon99	Details	
	Miller	Tammy	LoremipsumC	Lorem Ipsum 4	Lorem Ipsum D	Youngblood	Longnameous	bloody43	Details	

### State 3 (All details open)





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#### **Description:**

These are the different states in which the presentation may appear.

#### Specifications:

**A** When a Details link has been clicked, that rep's spoofing activity details are listed as shown here. A light color background (that differs from the other two colored backgrounds on this page) appears behind the information to highlight it and tie it all together. The shaded background does <u>not</u> appear if the "Open all details" link has been clicked, since its usefulness would be lost if they were behind every list.

**B** Each member spoofing episode is listed in order, with most recent at top. The first line of each listing is indented from its master listing. If a note runs more than one line, the second and any subsequent lines are indented further.

Each note is numbered if there is more than one note. If there is only one note, it is not numbered. The sequence of data points are: note number (if any), date, concise summary of what happened, note text (if any).

Note text appears verbatim as entered at the time of the spoofing session.

If there is no note for a particular spoofing session, only the other data points appear.

C Link text: Close

Effect: Clicking either the close box or the link itself returns that listing from State 2 to State 1 and toggles the link back to "Details."

#### State 3 (All details open)

This state is presented only if the rep has clicked the "Open all details" link above the results table.

- **D** The "Open all details" link toggles to "Close all details." Clicking "Close all details" link returns all listings on the page back to default State 1.
- **E** The colored background appears only behind the column headers, not within the body of the table.
- **F** Details text is in gray type with no bold, so it is less prominent than the non-details info.
- **G** A thin gray horizontal line separates each listing.
- H The rightmost column, which otherwise would show either a "Details" link or ☑ Close, is omitted.

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### Old revision history of this document

### v.0.1 John Boykin First draft

v. 1.0 John Boykin Revisions based on feedback from Ryan Shields to split the search functionalities; reports 1/21 added; too many ad hoc changes here and there to list

### 1/22 v. 2.0 John Boykin

- Added new designs of some pages that the Phase 1 wireframes treated as temporary pickups: Login, Member Restrictions, Producer. Version 1.0 of this Phase 2 document already offered redesigns of other pages that had been marked as temporary pickups in the Phase 1 wireframes: Search providers, Spoof from username, and Reports. Benefit Lookup will remain a temporary pickup until the summer 2007 redesign of Benefit Lookup is implemented. Shifted members was treated as a temporary pickup in Phase 1; since so few reps use it, it will be a permanent pickup.
- Updated Help a Member subtabs: Removed Reports (since all reports are now under Manage CS Admin Users tab), replaced Restrictions with New Restrictions and Existing Restrictions.
- Revised site map to reflect redesigned Member Restrictions flow
- PV3a Provider person's profile and PV3b, Provider person's profile (account manager): Added reset password functionality
- Sent out only non-provider pages as v. 2.0

### v. 3.0 John Boykin

Site map: Added CS7, Duplicate record notice

#### v. 4.0 John Boykin 5/19 v. 4.1 John Boykin

Revisions too extensive to list, based on decisions made in phase 1 and feedback from Kimberly Skuta

#### v. 4.2 John Boykin

Added new design for PV9.1, Report: Self-Registration Accounts

Miscellaneous minor corrections in subtabs and site map

#### 6/27 v. 5.0 John Boykin

Deleted the following pages from document:

- CS10: Login page
- Shifted members

#### Throughout:

- Replaced term "Member restrictions" with "Member restrictions"
- Added Sort button to search results tables
- Replaced 10 prior searches with 5 prior searches
- Replaced status quo's offer to show first 2000 records with 200 records
- Replaced "Who uses CS Admin" wording with "CS Admin users"

This cover page, Terminology note: Added Admin and Super Admin; distinguished ordinary Rep from them Site map: Reconfigured Member restrictions pages

Miscellaneous issues: Removed discussions about duplicate registrations and unregistering an account Help a Member tab:

- Combined New restrictions and Existing restrictions into a single Member Restrictions subtab
- Revised restrictions workflow and added workflow diagram
- Changed page titles
- Resequenced pages

PV3x Provider: Person's profile (both user and account manager):

- Combined Tax IDs and PINs in a single table
- Added sort capability to that table
- Added text entry box for notes about changes being made

PV3.1 Tax ID Details: Added intro

PV4 Search an organization: Replaced registration status listbox with checkboxes and added "Any" as an option

PV6 Provider organizational results:

- Replaced Registration status list box with checkboxes.
- Specified what happens if you click a Tax ID or PIN.
- Specified search results sort order
- Added note about where the comment entered in the Block Tax ID dialog box appears.

PV7 Provider organizational unit's details: Added anchor links

PV8: Locked TIN report: Replaced Tax ID Update sample info and added annotation about it

CS12.1 Query: Member account activity: Added \* to Last activity date range as the only required field. added details to annotation about calendars.

CS12.1.1 Report: Member account activity: Added column for name of member who was spoofed.

CS12.2 Query: Provider account activity: Added five search fields for who was spoofed

CS12.2.1 Report: Provider account activity:

- Removed PIN column
- Added provider name column
- Added provider user ID to details box

CS 12.4 Query: CS Admin users:

- Changed page title and subtab wording
- Changed user types
- Added two sub-privileges under May help providers

CS12.4.1 Report: CS admin users:

- Changed column and from "Disabled?" to "Status," added "Active," and specified typographic treatment
- Changed user types

#### v. 6.0 John Boykin

Changed SCR number

### Throughout:

- Changed 2-digit privacy number to 3-digit member number
- Replaced term "inactive account" with "disabled account"

Member tab: changed "Privacy restrictions" to "Member restrictions"

### M6, Member restrictions search:

- Added Subscriber number field and format specs for dates
- Removed middle name field

M7, Member restrictions results:

- Added subscriber number field and format specs for dates
- Changed format of dates in results example
- Removed middle name field

### M8, Member restrictions data page:

- Removed ability to edit any field except dates
- Added date format note
- Removed middle name field

- M4, Create new member restrictions: Added spec about Cancel button
- Removed middle name field

M5, Confirm new member restrictions:

- Changed format of dates in results example
- Removed middle name field

PV1, Provider person search: Revised wording of first name, last name, and organization name field labels

### PV2, Provider person search results:

- Revised wording of first name, last name, and organization name field labels in search widget
- Moved PIN column and added a note about when it appears
- Removed option to include near matches
- Corrected abbreviation for account manager in Account Type column
- Added footnote explaining password expiration icon
- Added words to password expiration icon's rollover

PV3a, provider, Person's profile (user):

- Replaced PIN with Tax ID
- Added registration and business type in top half of page
- Removed PIN and Business type columns from table
- Removed checkboxes for locking tax IDs

PV3b, provider, Account managers profile:

- Made page like individual user's profile, PV3 and revised annotations pointing out differences accordingly
- Removed right-click spoofing functionality

PV4, Search organization: Removed registration status as a search criterion

PV7, Provider: Organizational unit's details:

- Added sample claims access indicators
- Changed disabled account indicator to match the one used for organizations in search results

	•			
•	Removed righ	t-click spoo	ofina funct	ionality



#### 8/11 v. 7.1 John Boykin

Added page about download procedure

#### 8/11 v. 7.0 John Boykin

PV1: Search a person:

- Replaced listbox with checkboxes for Registration status
- Removed prior search functionality

PV2 Provider: Person's results:

- Made Tax ID a link
- Made provider name not clickable
- Clarified wording accompanying password expiration icon
- Changed destination of PIN link

PV3a Provider: Person's profile (user): Added Tool Tip text for Spoof link

PV3b Provider: Person's profile (account manager): Removed right-click functionality from user listing

PV3.1, PINs for Tax ID: Changed lock/unlock Tax ID functionality

PV3.2 PIN's details: Changed to pick up existing

PV4, Search an organization: Removed prior search functionality

PV6: Provider Organizational Results:

- Removed locking functionality
- Moved description of locking functionality to PV7, Provider: Organizational units details
- Removed prior search functionality

PV7, Provider: Organizational units details

- Rearranged placement of elements
- Made Tax ID more prominent
- Eliminated Tax ID section

PV8, Locked Tax ID report: Modified lock/unlock functionality

#### Throughout Provider Reports section:

- Replaced wording "Query:" with "Search for" in page titles
- Changed action button wording to "Search"
- Removed "Download Report" button from search pages
- Made user IDs links to profile pages
- Changed listbox default selections to All departments and All locations
- Changed download link into two separate links
- Changed wording of New report link

CS12: CSA Reports: Removed "Reports:" from beginning of link wording

CS12.1: Search for Member account activity: Changed page title

CS12.1.1, Member account activity:

- Split table into 2 clearly separate sections
- Split members name into two separate columns
- Removed Latest Activity and Times columns
- Added member user ID column
- Added mockup of State 3, All details open
- States 2 and 3:
  - Numbered line items
  - Removed member name, subscriber ID, and user ID
  - Changed wording of Close link

CS 12.2: Search for Provider account activity: Added note about organization name

### CS12.2.1: Provider account activity

- Same changes as for CS12.1.1, Members spoofing activity (see note above)-- plus:
- Removed provider name, tax ID, PIN, end user ID from states 2 and 3

CS12.4: Search for CS Admin users

- Added latest activity fields
- Changed some radio buttons to checkboxes and specified defaults
- Added All privileges and No privileges, and grayed out subprivileges in default state
- Added radio buttons for how many records to show in the report

CS12.4.1, CS admin users report

- Added privileges column
- Changed word "Authority" to "Privileges" in details
- Removed helping producers as a privilege in details
- Added annotation specifying where details notes come from
- Added account creation date and latest login date in details



TITLE John Boykin CS Admin, Phase 2 FILENAME

# 8/28

### CREATE DATE EDIT DATE 6/17

Throughout: Replaced term "Provider self-service" with "Provider Connection user"

Spoofing Indicator page: Added new spec about trying to start a new spoofing session without having exited the old one Added updates to the following Phase 1 pages:

CS1: View my CSA account

9/2

- CS 5: Modify current CSA account
- CS6: Set new CSA user
- CS 11: Change password intercept

P1, Producer: Put all Producer Connection activity in a new browser window

PV2, Provider: Person's Results:

- Changed registration status to checkboxes
- Clarify cross-reference to discussion of how disabled accounts are shown
- Added specification for truncating long provider names

v. 8.0 John Boykin

PV3a Provider, Person's profile

- Added notes about what happens if there is no account manager
- Specified which organization's name gets shown
- Added note about adding close box to expanded history of profile box

PV3.1 Details of Tax ID 9999999

- Changed page title
- Removed Business type column
- Added note about CAPS data
- Added link to PV7, provider: Organizational Unit's Details
- Added history box and "Top of page" anchor link

PV4: Search an organization

- Added note about CAPS
- Removed business type
- Added two more listboxes for provider type
- Changed spec to call for all fields to be cleared when rep returns to this page

PV6: Provider organizational results:

- Made same changes to search widget as described above for PV4, plus removed Registration status
- Specified that PIN column appears only if PIN was part of search criteria
- Removed registration status column
- Added Provider type column
- Removed possibility of multiple listings of same Tax ID or PIN
- Updated comparison between old and new

PV7: Provider Organizational unit's details:

- Removed PIN and Latest login
- Removed option to Show user IDs only
- Removed profile history

PV8: Locked TIN Report

- Removed duplicate tax ID's
- Removed PIN column
- Added note that comment in dialogue box appears on page PV 3.1 PV9: Search for registration status

Changed page title

- Added "Registration date Range" line On Registration status line, replaced listbox with checkboxes
- PV9.1 Registration status report

- Changed page title
- Renamed column headings to User's name and User ID
- Made user's name a link
- Added note about which provider name is displayed
- CS1, CS5, CS6, and CS11: Added spec about the Password guidelines link

CS5, Modify current CSA user profile: Added spec about Top of the page link CS 12.1 Search for Member account activity, and CS 12.2: Search for provider spoofing activity:

- Removed requirement that last activity be specified
- Added spec about lack of date
- Revised spec about calendars
- CS 12.4.1: CS admin users report
- Removed privileges column from table
- Added Latest login column to table

Removed horizontal Latest Login line from details (State 2)

BSC CSadminPhase2.vsd

### 9/24 v. 9.0 John Boykin

Throughout:

- Replaced term "Provider portal" with "Provider Connection"
- Replaced term "spoofing activity" with "account activity"

Benefit Lookup: Added description of top-of-page revisions

Global elements: Tabs:

- Removed subtabs from Benefit Lookup tab
- Added note about "Search by user ID" subtab

Global elements: Search results: Added paragraph about duplicate listings

PV1: Search a person

- Deleted Provider Registration link
- Moved User ID field up

PV2, Provider: Person's results

- Moved User ID field
- Specified page refreshes if rep clicks checkbox to include disabled accounts
- Changed "Provider name" to "Organization name"
- Revised notes about groups of names and organization names

- Removed "Send e-mail" link
- Removed Provider type column

PV3a, Provider: Person's profile (user):

- Made password success message more prominent
- Revised annotation about Tax IDs

PV3b, Provider: Person's profile (account manager)

- Removed "Send e-mail" link
- Added tax ID number to "Users associated with..." heading
- Added note about display options for "Users associated with..." section
- Removed Provider type column

PV3.1, Tax ID details: Expand note about "Show all users" link

PV4: : Search an organization: Removed Provider Registration link

PV6, Provider organizational results:

- Expanded description
- Changed "Provider name" to "Organization name"
- Eliminated key to symbols that no longer appear
- Specified where displayed name comes from

PV7, Provider: Organizational unit's details: Added spec about page refreshes

CS1: View my CSA account; CS5: Modify current CS admin user profile: CS6: Set a new CS admin user: Expanded note about the new privileges

CS12.1.1 Member account activity report:

- Added "Sort now" action button
- Corrected note about "Download all details" link

CS 12.2: Search for provider account activity: Added user ID field

CS 12.2.1: Provider Activity report: Added "Sort now" action button CS 12.4: Search for CS Admin users:

Added user ID field

Various corrections in annotations

CS12.4.1 CS Admin users report: Added "Sort now" action button

### 9/30 v. 9.1 John Boykin

Throughout: Inserted pages from Phase 1 that are referred to in Phase 2 annotations

Member restrictions section:

- Added note to right of subscriber number field
- Replaced term "9-digit subscriber number" with "Subscriber number"
- Replaced term "3-digit system number" with "3-digit member number"

PV 1: Provider: Search a person: Revised intro text, changed spec to clearing form every time

PV 2 Provider: Person's results: Removed "TIN locked" from list of registration status possibilities

PV 3a: Provider: Person's profile (user)

- Added New search link
- Made Notes box bigger and added message inside of box
- Tweaked description text and corrected note about the Tax ID section
- PV7: Provider: Organizational unit's details: Added "New search" link
- PV11: Search for Provider Connection user: Removed "Report Index" link
- CS5: Modify current CS admin user profile: Modified note about privileges CS6: Set up new CS admin user: Modified note about privileges
- CS 12.1.1: Member account activity report (cont.): Added summary to each note in details section
- CS 12.2.1: Provider account activity report (cont.): Added summary to each note in details section
- Benefit Lookup: Removed Document link

### 12/8 v. 9.5 John Boykin

PV3.1, Tax ID details: Eliminated "Show all users" column from table and made it a single link above the intro

PV 6, Provider organizational results: Removed status listbox

### 10/28 v. 9.4 John Boykin

Global elements, Search results elements: Added info/links line below search results

CS1: View my CSA account: Moved Password guidelines link and revised annotation about it

PV3a and b:

- Removed second sort listbox
- Added line below table explaining lock icon

PV6, Provider organizational search results: Corrected note about lock icon

PV 9.1: Registration status report: Added "Records...found" to info/links line below search results

### 10/06 v. 9.3 John Boykin

PV1, Search a person; PV9 Search by registration status: Changed spec for what happens if "Any" registration status is chosen

### 10/06 v. 9.2 John Boykin

Removed "Printer friendly version" link from Benefit Lookup & corrected SCR number

