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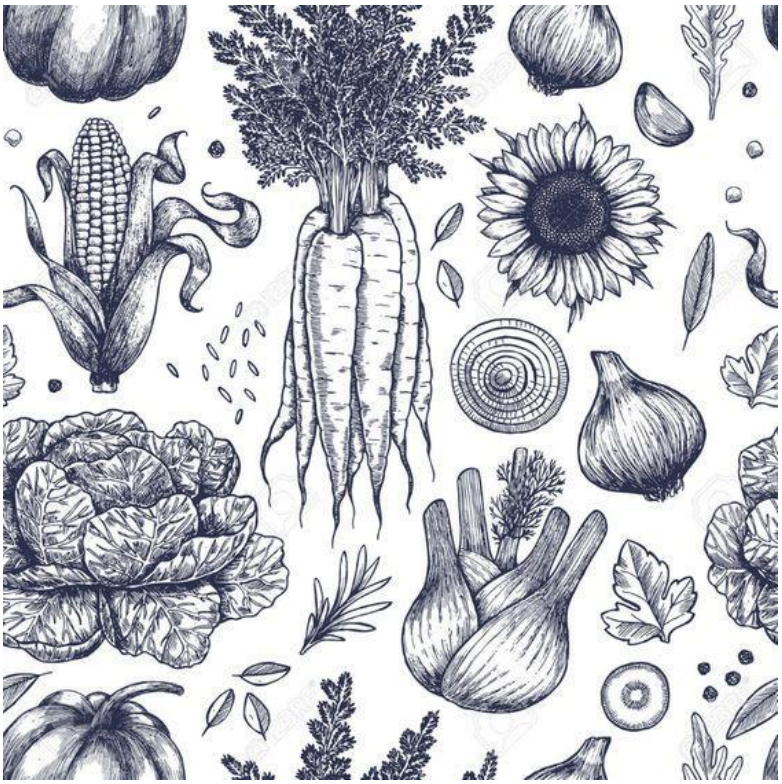
Business Requirement Specifications

Uganda's Fresh Fruit and Vegetable SPS Export Inspection System



REPUBLIC OF UGANDA
MINISTRY OF AGRICULTURE ANIMAL INDUSTRY & FISHERIES

Ministry of Trade, Industry & Cooperatives

Document Code: UG-EIS-BRS-004

0. Document Control

Document Name	Business Requirement Specifications		
Project Name	Facilitated Export of Fresh Fruit and Vegetables - Uganda		
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Public Partners	Ministry of Agriculture, Animal Industry and Fisheries Ministry of Trade, Industry and Cooperatives		
Author	Chris Holden		
Document Ref:	UG-EIS-BRS-004		

Purpose

The purpose of this document is to define the business requirement for a new application to manage the Sanitary and Phytosanitary (SPS) inspection process for Uganda's Fresh Fruits and Vegetables (FF&V) exports.

The application is expected to provide information sharing and consignment tracking capability through preparation, packing, inspection and export.

Revisions

Revision Date	Version	Summary of Changes	Changes Marked
09-Sep-22	001	None – 1st Version	NA
30-Sep-22	002	Updates following in-country meetings with stakeholders 13-16 September 2022	NA
24-Oct-22	003	Addition of flow diagrams	NA
18-Nov-22	004	Addition of Use Cases for Business Intelligence	NA

Distribution

Name	Title	Date of Issue	Version

Approval

Name	Signature	Date

Contents

1. Introduction

Purpose
The purpose of this document is to define the business requirements for a new application to manage the Sanitary and Phytosanitary (SPS) inspection process for Uganda's Fresh Fruits and Vegetables (FF&V) exports. The application is expected to provide information sharing and consignment tracking capability through preparation, packing, inspection, and export.

In-scope Business Processes
The in-scope business processes are listed below.

Use Case Ref.	Description
UG-EIS-0100	Send Weekly Pre-pack house Scheduling and Planning Form
UG-EIS-0150	Send Consignment Level Pre-pack house Scheduling and Planning Form
UG-EIS-0200	Approve Request for Inspection at Packhouse
UG-EIS-0300	Update Consignment - Quality Control Point 1 (QCP-1)
UG-EIS-0400	Update Consignment - Quality Control Point 2 (QCP-2)
UG-EIS-0500	Update Consignment - Quality Control Point 3 (QCP-3)
UG-EIS-0600	Issue Consignment Packhouse Inspection Report
UG-EIS-0700	Issue Consignment Border Inspection Report
UG-EIS–0800	Update Consignment Destination Arrival Report
UG-EIS–0900	Update Configuration Data
UG-EIS–1000	Run a Saved Report
UG-EIS–1100	Create a Scheduled Report
UG-EIS–1200	Design and Run an Ad Hoc Report
UG-EIS–1300	Design and Run a Dashboard

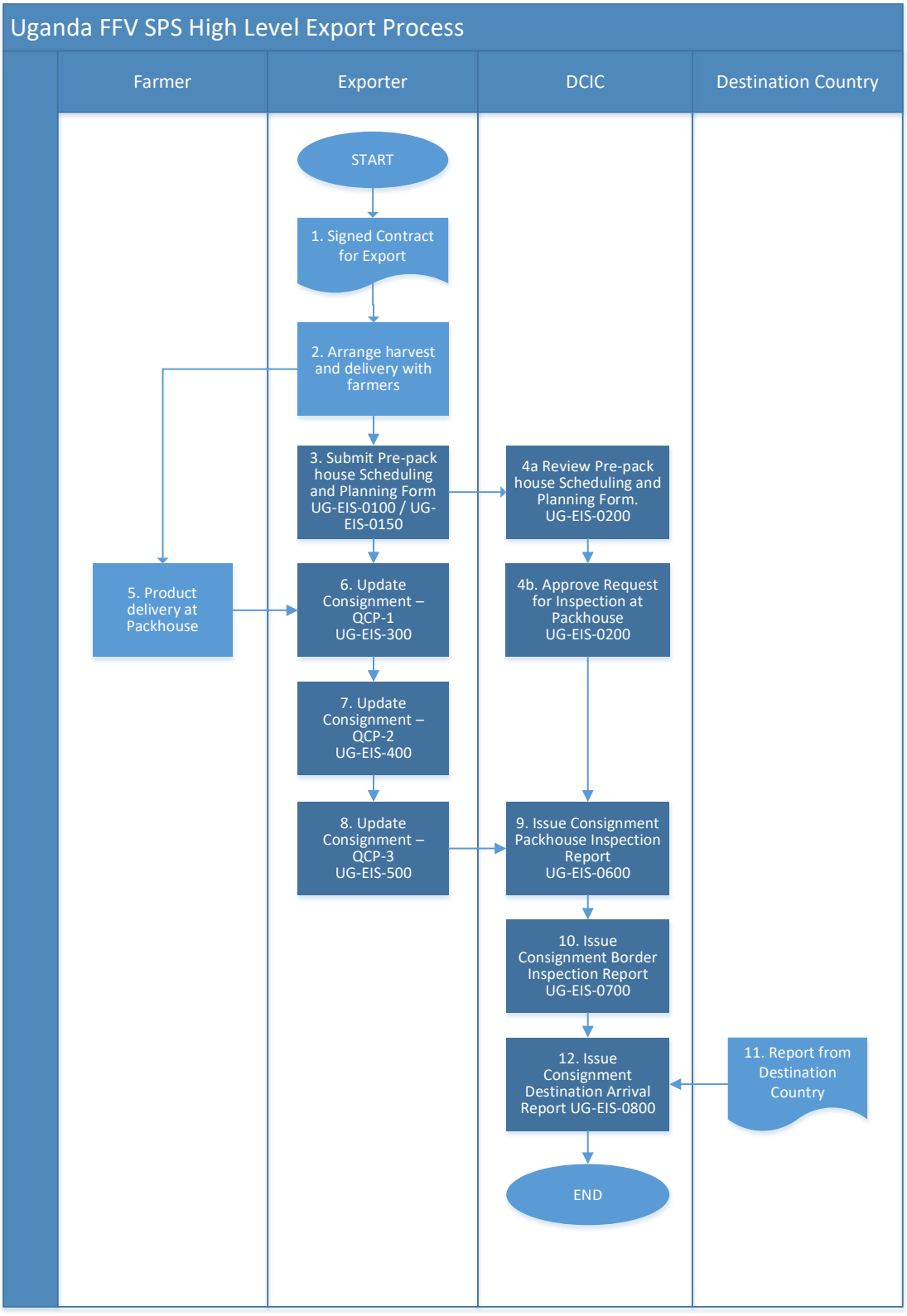
Essential System Features
A number of essential system features are outlined below, more detail will follow later in the design stage.

No.	Feature	Rationale
1	The system must be hosted in the cloud	• The physical environment is Kampala can be challenging with frequent violent rainstorms and associated power cuts. On premises hosting is likely to be difficult and require major investment • The project does not have a budget for IT infrastructure
2	The User Interface must be optimised to run on both desktop and mobile devices.	• Some users prefer to use desktops (especially if data entry is significant) • Other users rely exclusively on mobile devices to access online services • The use of mobile partly addresses the problem of regular power outages

3	The system must include push notifications and integration with WhatsApp	• Users already use WhatsApp to exchange information and organise activities. • Efficiency is likely to be improved if the system triggers actions using messaging
4	The system must include an intuitive Business Intelligence tool to support data analysis	• Analysis is expected to support a more data driven approach to risk management

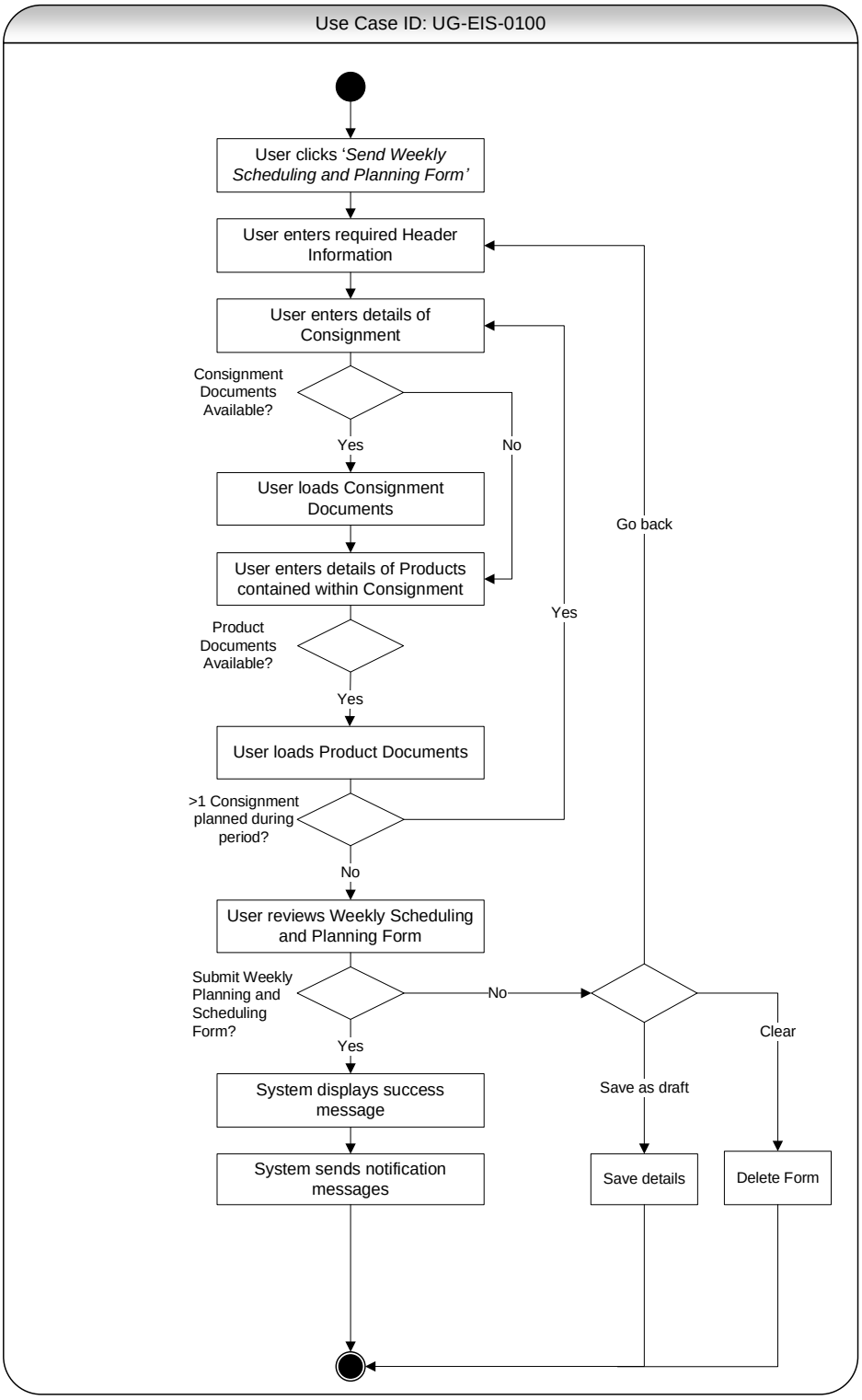
2. High Level Business Process

Diagram ID: HBP-001 High Level Business Process



3. UG-EIS-0100: Send Weekly Pre-pack house Scheduling and Planning Form

Diagram ID: UG-EIS-0100 - Send Weekly Pre-pack house Scheduling and Planning Form



Use Case ID: UG-EIS-0100: Send Weekly Pre-pack house Scheduling and Planning Form

Process Description	This process allows an Exporting Company to send a Weekly Pre-pack house Scheduling and Planning Form to the Department of Crop Inspection and Certification (DCIC) in preparation for forthcoming exports. **Goals:** ● To provided DCIC with advance information on intended exports ● To request appointments with inspectors for on-premises inspection prior to exports **Actor(s):** ● Exporter ● Department of Crop Inspection and Certification (DCIC) **Input summary:** Details of the intended exports **Output Summary:** Information for DCIC from an Export Company regarding: ● Schedule of forthcoming Consignments ● Requests for inspections at a defined Packhouse
Precondition	The exporter must be: ● Registered with DCIC ● Receiving supplies from farmers registered with DCIC ● Using packing houses registered with DCIC ● In possession of sufficient information regarding the intended exports
Basic Path	**UG-EIS-0100-01** **Step 1:** A User representing an Export Company (normally a quality controller or agronomist) logs onto the system **Step 2:** The User selects from the menu *"Send Weekly Pre-pack house Scheduling and Planning Form"* **ALT- UG-EIS-0100-02: User wishes to cancel an existing form** **ALT- UG-EIS-0100-03: User wishes to edit an existing form** **ALT- UG-EIS-0100-04: User wishes to clone an existing form** **Step 3:** The system automatically displays values associated with the User who has logged on. (Please note that definitive definitions of the data elements referred to in this Use Case are described in the attached Data Definition Document)

H-10	Export Company Name	Config Table 1	Auto: User Association
H-20	Export Company Export Registration Number	Config Table 1	Auto: Config Table

H-30	Export Company REX No.	Config Table 1	Auto: Config Table
H-40	Export Company Quality Controller / Agronomist	Config Table 1	Auto: User Association
H-50	Designation of the quality controller / agronomist	Config Table 1	Auto: User Association

Step 4: The User enters additional Header information.
(For definitive definitions use the Data Definition Document)

H-60	Packhouses Code	Config Table 2	Manual: LoV
H-70	Packhouses Name	Config Table 2	Auto: Config Table
H-80	Planning Window - Week No		Manual
H-90	Planning Window - Start Date		Date Picker
H-100	Planning Window - End Date		Date Picker

ALT- UG-EIS-0100-05: LoV is incomplete - required value cannot be selected

Step 5: The User enters information on Planned Consignments for the defined week (one record per Consignment)
(For definitive definitions use the Data Definition Document)

C-10	Consignment Number		System Generated
C-20	Mode of Transport Code	Config Table 5 Initially air only	Manual: LoV
C-30	Mode of Transport Name	Config Table 5	Auto: Config Table
C-40	Exit Point	Config Table 4	Manual: LoV
C-50	Airline Code	Config Table 6	Manual: LoV
C-60	Airline Name	Config Table 6	Auto: Config Table
C-70	Flight date and time		Manual: Picker
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Manual: LoV
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Auto: Config Table
C-100	Requested Inspection date and time		Manual: Picker

ALT- UG-EIS-0100-05: LoV is incomplete - required value cannot be selected

Step 6: The User adds any scanned supporting consignment documents available at this stage of the process together with relevant description
(For definitive definitions use the Data Definition Document)

CD-10	Consignment Document Code	Config Table 11	Manual: LoV
CD-20	Document Type Description	Config Table 11	Auto: Config Table
CD-30	Document Description		Manual

CD-40	Document Number		Manual
CD-50	Document Date		Date Picker
CD-60	Document Upload Date and Time		System Generated
CD-70	Document Scan		Manual

Step 7: The Exporter adds Product information to each of the planned consignments (one record per product / consignment combination),
(For definitive definitions use the Data Definition Document)

P-10	Product Number	Config Table 12	Manual: LoV
P-20	Product Name	Config Table 12	Auto: Config Table
P-30	Product HS code	Config Table 12	Auto: Config Table
P-40	Product HS description	Config Table 12	Auto: Config Table
P-50	Net Wight (Kg)		Manual

Step 8: The User adds any scanned supporting product documents available at this stage of the process together with relevant description
(For definitive definitions use the Data Definition Document)

PD-10	Product Document Code	Config Table 16	Manual: LoV
PD-20	Document Type Description	Config Table 16	Auto: Config Table
PD-30	Document Description		Manual
PD-40	Document Number		Manual
PD-50	Document Date		Date Picker
PD-60	Document Upload Date and Time		System Generated
PD-70	Document Scan		Manual

ALT- UG-EIS-0100-05: LoV is incomplete - required value cannot be selected

Step 9: The User reviews the Form

Step 10: The User submits the Form by pressing 'Submit'
The system creates unique Consignment Numbers for each consignment contained within the Form. The Consignment Status field associated with each one is updated to 'Submitted'.
(For definitive definitions use the Data Definition Document)

CS-10	Scheduling and Planning Form Status	Submitted / Draft	System Generated

ALT- UG-EIS-0100-06: User chooses not to submit the Form

Step 11: The User is shown a (printable) success message:
"Your Pre-pack house Scheduling and Planning Form has been successfully submitted". The following details are also included:

1. Name of Export Company

	2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Weekly Pre-pack House Scheduling and Planning Form 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Numbers (system generated. n>=1) 10. Consignment Statuses (1:1 Consignment Number) **Step 12:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 13:** The User may download a pdf copy of the data contained in the Form for future reference. This is modelled on the existing Form used during manual process (see Appendix A) **Step 14:** Use Case ends
Alternate	**ALT- UG-EIS-0100-02: User wishes to cancel an existing form** **Step 1:** The User searches for (or selects from a worklist) an existing form and clicks "Cancel". NB the User may only access Forms for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays the details of the existing Form in read only mode. It is not possible to cancel Forms containing Consignments that have progressed as far as Quality Control Point 1. **Step 3:** The User reviews the Form and selects the "Cancel Form" button at the bottom of the screen. **Step 4:** The system displays a confirmation message "Are you sure that you wish to Cancel this Form?" **Step 5:** The User either: Confirms that they wish to cancel the Form by pressing "Yes I wish to Cancel this Form" (s)he must enter their reasons before progressing to Step 6 or Presses "No I do not want to Cancel this Form" in which they progress to Step 8 **Step 6:** The system cancels the Form and pending inspection requests sent to DCIC Inspectors. Although the Form is cancelled the database maintains records of all activity related to it for historical purposes. The system displays a message "Your Pre-pack house Scheduling and Planning Form

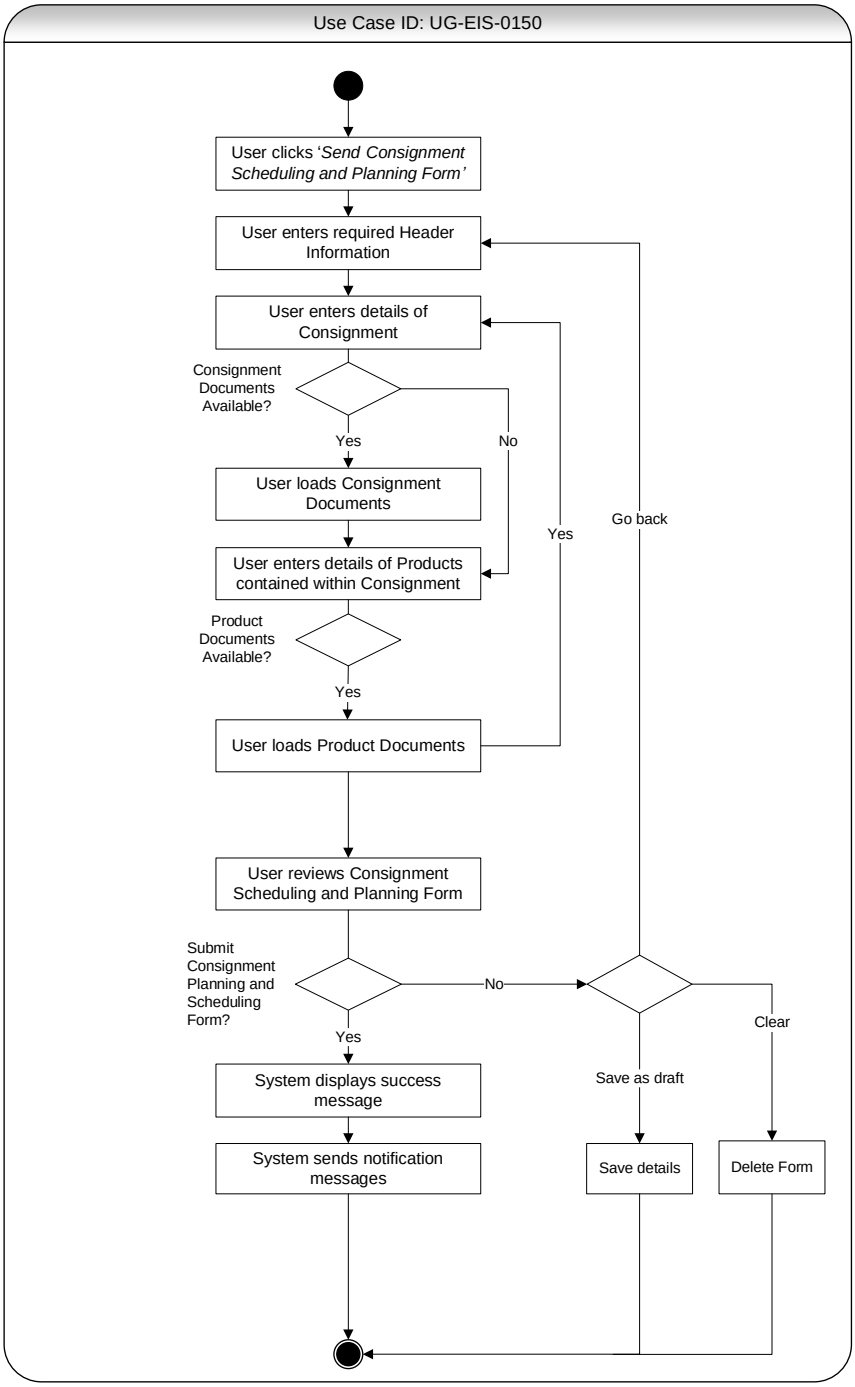
	has been successfully cancelled". The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Weekly Pre-pack House Scheduling and Planning Form 5. Transaction ID (system generated) 6. Transaction Version = 001 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Numbers (n>=1) 10. Consignment Statuses (1:1 Consignment Number) = Cancelled **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0100-03: User wishes to edit an existing form** **Step 1:** The User searches for (or selects from a worklist) an existing form and clicks "Edit". NB the User may only access Forms for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays the details of the existing Form It is not possible to edit details of Consignments on the Form that have progressed as far as Quality Control Point 1. Rules for editing fields match those within Basic Path UG-EIS-0100-01 may. **Step 3:** The User reviews the Form and selects the "Submit" button at the bottom of the screen, If the Form was saved as draft (i.e. has not been submitted to DCIC) the User proceeds to Step 6. If the Form has already been submitted to DCIC but an inspector has not yet accepted an inspection request the User proceeds to Step 6. If the Form has already been submitted to DCIC and an inspector has accepted an inspection request the User proceeds to Step 4. **Step 4:** The system displays a confirmation message "An inspector has already accepted an inspection request. Are you sure that you wish to Change this Form?" **Step 5:** The User confirms that they wish to change the Form by pressing "Yes I wish to Change this Form" (s)he must enter their reasons before progressing to Step 6 Otherwise, the User may press "No I do not want to Change this Form" in which case the Alternate Use Case Ends **Step 6:** The system modifies the Form. Although the Form is modified the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented. The system displays a message "Your Pre-pack house Scheduling and Planning Form

	has been successfully modified". The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Weekly Pre-pack House Scheduling and Planning Form 5. Transaction ID (system generated) 6. Transaction Version = Previous + 1 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Numbers (n>=1) 10. Consignment Statuses (1:1 Consignment Number) **Step 7:** Notification messages are automatically sent to the following: • Exporter Quality Controllers / Agronomists • DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0100-04: User wishes to clone an existing form** **Step 1:** The User searches for (or selects from a worklist) an existing form and clicks "Clone". NB the User may only access Forms for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays a copy of the existing Form (excluding uploaded documents). This "Clone" may be used to prepare a new Form. **Step 3:** The User continues from Step 3 the Basic Path UG-EIS-0100-01 **Step 4:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0100-05: LoV is incomplete - required value cannot be selected** **Step 1:** The User is unable to find a required value in LoV maintained by DCIC. **Step 2:** The User saves the Form as draft and contacts DCIC System Admin to update the LoV. **Step 3:** The User retrieves the draft From and continues with data entry from where (s)/he left off **Step 4:** Alternate Use Case Ends
Alternate	**ALT- UG-EIS-0100-06: User chooses not to submit the Form** **Step 1:** The User selects ● Go Back ● Clear ● Save as Draft **Step 2:** If 'Go Back' is selected the User returns to the draft form and may edit it.

	Go to Alternate Step 5 **Step 3:** If 'Clear' is selected the User: ● Receives a warning "You are about to clear your form. Do you want to proceed?". ● User confirms that they wish to clear the form ● Form is deleted Go to Alternate Step 5 **Step 4:** If 'Save as Draft is selected the User saves the Form in draft. The Form may be retrieved for later completion. Go to Alternate Step 5 **Step 5:** Alternate Use Case ends
Triggers	An Export Company, registered with DCIC wishes to send a Weekly Pre-pack house Scheduling and Planning Form to: ● Inform in advance DCIC of its intended exports ● Request the allocation of DCIC inspectors for Consignments
Post-conditions	The Export Company has successfully sent a Weekly Pre-pack house Scheduling and Planning Form to DCIC
Additional Information	None.

4. UG-EIS-0150: Send Consignment Level Pre-pack house Scheduling and Planning Form

Diagram ID: UG-EIS-0150 - Send Consignment Level Pre-pack house Scheduling and Planning Form



<table>
<tr><th colspan="2">Use Case ID: UG-EIS-0150: Send Consignment Level Pre-pack house Scheduling and Planning Form</th></tr>
<tr><td>Process Description</td><td>This process allows an Exporting Company to send a Consignment Level Pre-pack house Scheduling and Planning Form to the Department of Crop Inspection and Certification (DCIC) in preparation for forthcoming exports.
This may be in addition to / instead of the Weekly Pre-pack house Scheduling and Planning Form depending on circumstances

Goals:
● To provided DCIC with advance information on an intended export
● To request an appointment with an inspector for on-premises inspection prior to exports

Actor(s):
● Exporter
● Department of Crop Inspection and Certification (DCIC)

Input summary:
Details of the intended exports

Output Summary:
Information for DCIC from an Export Company regarding:
● An intended export consignment
● Requests for an inspection at a defined Packhouse</td></tr>
<tr><td>Precondition</td><td>The exporter must be:
● Registered with DCIC
● Receiving supplies from farmers registered with DCIC
● Using packing houses registered with DCIC
● In possession of sufficient information regarding the intended exports</td></tr>
<tr><td>Basic Path</td><td>UG-EIS-0150-01

Step 1: A User representing an Export Company (normally a quality controller or agronomist) logs onto the system

Step 2: The User selects from the menu “Send Consignment Level Pre-pack house Scheduling and Planning Form”
ALT- UG-EIS-0150-02: User wishes to cancel an existing form
ALT- UG-EIS-0150-03: User wishes to edit an existing form
ALT- UG-EIS-0150-04: User wishes to clone an existing form

Step 3: The system automatically displays the following values associated with the User:
(For definitive definitions use the Data Definition Document)

<table>
<tr><td>H-10</td><td>Export Company Name</td><td>Config Table 1</td><td>Auto: User Records</td></tr>
<tr><td>H-20</td><td>Export Company Export Registration Number</td><td>Config Table 1</td><td>Auto: Config Table</td></tr>
</table>
</td></tr>
</table>

H-30	Export Company REX No.	Config Table 1	Auto: Config Table
H-40	Export Company Quality Controller / Agronomist	Config Table 1	Auto: User Records
H-50	Designation of the quality controller / agronomist	Config Table 1	Auto: User Records

Step 4: The User enters information on the Planned Consignment
(For definitive definitions use the Data Definition Document)

H-60	Packhouses Code	Config Table 2	Manual: LoV
H-70	Packhouses Name	Config Table 2	Auto: Config Table

C-10	Consignment Number		System Generated
C-20	Mode of Transport Code	Config Table 5 Initially air only	Manual: LoV
C-30	Mode of Transport Name	Config Table 5	Auto: Config Table
C-40	Exit Point	Config Table 4	Manual: LoV
C-50	Airline Code	Config Table 6	Manual: LoV
C-60	Airline Name	Config Table 6	Auto: Config Table
C-70	Flight date and time		Manual: Picker
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Manual: LoV
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Auto: Config Table
C-100	Requested Inspection date and time		Manual: Picker

ALT- UG-EIS-0150-05: LoV is incomplete - required value cannot be selected

Step 5: The User adds any scanned supporting consignment documents available at this stage of the process together with relevant description
(For definitive definitions use the Data Definition Document)

CD-10	Consignment Document Code	Config Table 11	Manual: LoV
CD-20	Document Type Description	Config Table 11	Auto: Config Table
CD-30	Document Description		Manual
CD-40	Document Number		Manual
CD-50	Document Date		Date Picker
CD-60	Document Upload Date and Time		System Generated
CD-70	Document Scan		Manual

Step 6: The Exporter adds Product information to each of the Planned Consignment (one record per product)
(For definitive definitions use the Data Definition Document)

P-10	Product Number	Config Table 12	Manual: LoV
P-20	Product Name	Config Table 12	Auto: Config Table
P-30	Product HS code	Config Table 12	Auto: Config Table
P-40	Product HS description	Config Table 12	Auto: Config Table
P-50	Net Wight (Kg)		Manual

Step 7: The User adds any scanned supporting product documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

PD-10	Product Document Code	Config Table 16	Manual: LoV
PD-20	Document Type Description	Config Table 16	Auto: Config Table
PD-30	Document Description		Manual
PD-40	Document Number		Manual
PD-50	Document Date		Date Picker
PD-60	Document Upload Date and Time		System Generated
PD-70	Document Scan		Manual

ALT- UG-EIS-0150-05: LoV is incomplete - required value cannot be selected

Step 8: The User reviews the Form

Step 9: The User submits the Form by pressing 'Submit'

The system updates the status of the following Consignment Status field

(For definitive definitions use the Data Definition Document)

CS-10	Scheduling and Planning Form Status	Submitted / Draft	System Generated

ALT- UG-EIS-0150-06: User chooses not to submit the Form

Step 10: The User is shown a (printable) success message:

"Your Consignment Level Pre-pack house Scheduling and Planning Form has been successfully submitted". The following details are also included:

1. Name of Export Company
2. Export Registration Number of the Export Company
3. Username
4. Transaction Type = Consignment Pre-pack House Scheduling and Planning Form
5. Transaction ID (system generated)
6. Transaction Version = 001
7. Transaction Status = Submitted
8. Transaction Date/Time
9. Consignment Numbers (system generated. n=1)
10. Consignment Statuses (n=1)

Step 11: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists

	• DCIC Inspector (Packhouse) **Step 12:** The User may download a pdf copy of the data contained in the Form for future reference. This is modelled on the existing Form used during manual process (see Appendix A) **Step 13:** Use Case ends
Alternate	**ALT- UG-EIS-0150-02: User wishes to cancel an existing form** **Step 1:** The User searches for (or selects from a worklist) an existing form and clicks "Cancel". NB the User may only access for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays the details of the existing Form in read only mode. It is not possible to cancel Forms for Consignments that have progressed as far as Quality Control Point 1. **Step 3:** The User reviews the Form and selects the "Cancel Form" button at the bottom of the screen. **Step 4:** The system displays a confirmation message "Are you sure that you wish to Cancel this Form?" **Step 5:** The User either: Confirms that they wish to cancel the Form by pressing "Yes I wish to Cancel this Form" (s)he must enter their reasons before progressing to Step 6 or Presses "No I do not want to Cancel this Form" in which they progress to Step 8 **Step 6:** The system cancels the Form and pending inspection requests sent to DCIC Inspectors. Although the Form is cancelled the database maintains records of all activity related to it for historical purposes. The system displays a message "Your Pre-pack house Scheduling and Planning Form has been successfully cancelled. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Consignment Pre-pack House Scheduling and Planning Form 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Numbers (system generated. n=1) 10. Consignment Statuses (n=1)

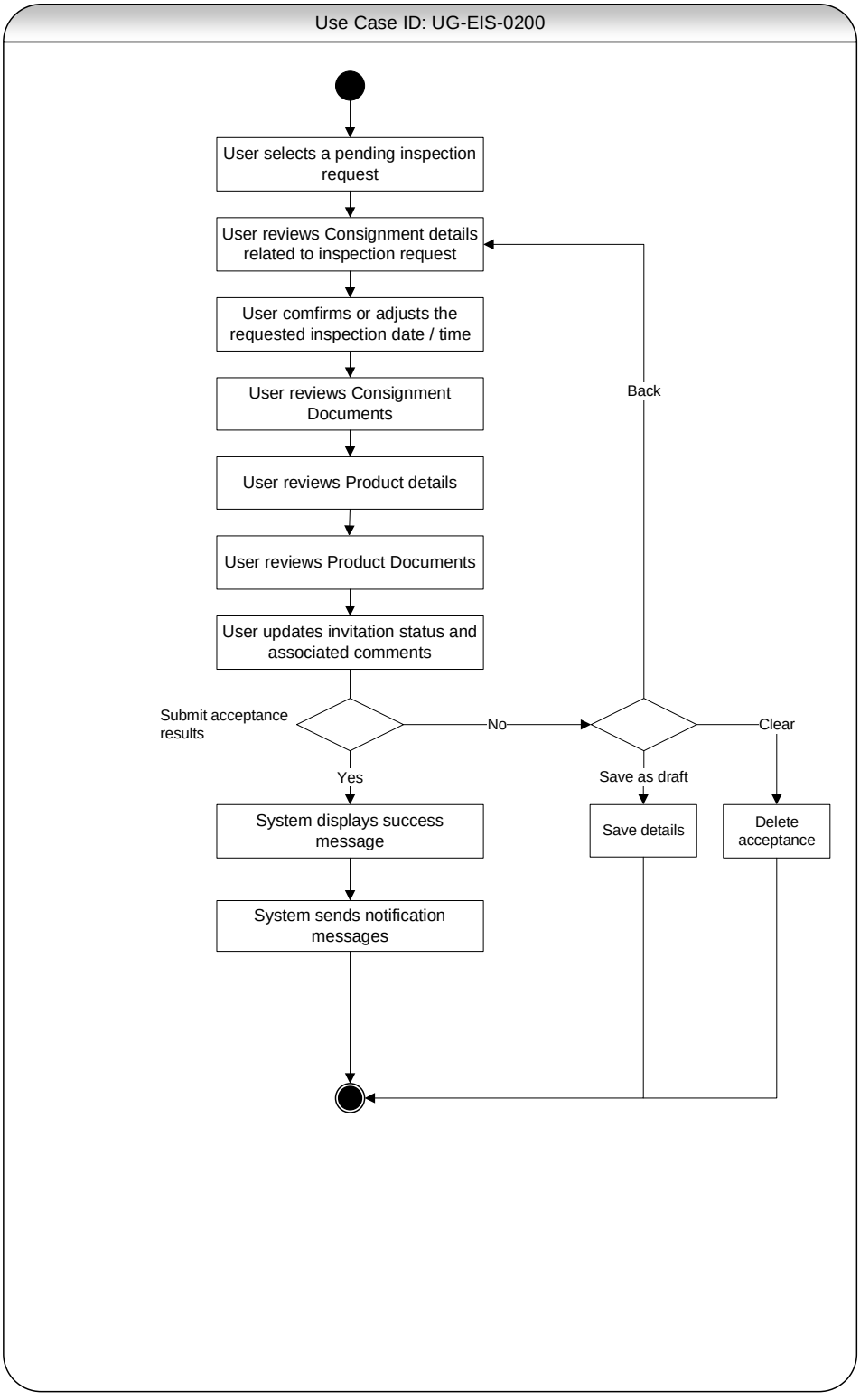
	Step 7: Notification messages are automatically sent to the following: • Exporter Quality Controllers / Agronomists • DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0150-03: User wishes to cancel an existing form** **Step 1:** The User searches for (or selects from a worklist) an existing form and clicks "Cancel". NB the User may only access for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays the details of the existing Form in read only mode. It is not possible to cancel Forms for Consignments that have progressed as far as Quality Control Point 1. **Step 3:** The User reviews the Form and selects the "Cancel Form" button at the bottom of the screen. **Step 4:** The system displays a confirmation message "Are you sure that you wish to Cancel this Form?" **Step 5:** The User either: Confirms that they wish to cancel the Form by pressing "Yes I wish to Cancel this Form" (s)he must enter their reasons before progressing to Step 6 or Presses "No I do not want to Cancel this Form" in which they progress to Step 8 **Step 6:** The system cancels the Form and pending inspection requests sent to DCIC Inspectors. Although the Form is cancelled the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented. The system displays a message "Your Pre-pack house Scheduling and Planning Form has been successfully cancelled. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Consignment Pre-pack House Scheduling and Planning Form 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Numbers (system generated. n=1) 10. Consignment Statuses (n=1) **Step 7:** Notification messages are automatically sent to the following:

	• Exporter Quality Controllers / Agronomists • DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0150-04: User wishes to clone an existing form** **Step 1:** The User searches for (or selects from a worklist) an existing form and clicks "Clone". NB the User may only access Forms for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays a copy of the existing Form (excluding uploaded documents). This "Clone" may be used to prepare a new Form. **Step 3:** The User continues from Step 3 the Basic Path UG-EIS-0150-01 **Step 4:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0150-05: LoV is incomplete - required value cannot be selected** **Step 1:** The User is unable to find a required value in LoV maintained by DCIC. **Step 2:** The User saves the Form as draft and contacts DCIC System Admin to update the LoV. **Step 3:** The User retrieves the draft From and continues with data entry from where (s)/he left off **Step 4:** Alternate Process Ends
Alternate	**ALT- UG-EIS-0150-06: User chooses not to submit the Form** **Step 1:** The User selects ● Go Back ● Clear ● Save as Draft **Step 2:** If 'Go Back' is selected the User returns to the draft form and may edit it. Go to Alternate Step 5 **Step 3:** If 'Clear' is selected the User: ● Receives a warning "You are about to clear your form. Do you want to proceed?". ● User confirms that they wish to clear the form ● Form is deleted Go to Alternate Step 5 **Step 4:** If 'Save as Draft is selected the User saves the Form in draft. The Form may be retrieved for later completion. Go to Alternate Step 5

	Step 5: Alternate Use Case ends
Triggers	An Export Company, registered with DCIC wishes to send a Consignment Level Pre-pack house Scheduling and Planning Form to: ● Inform in advance DCIC of its intended exports ● Request the allocation of DCIC inspectors for Consignments
Post-conditions	The Export Company has successfully sent a Consignment Level Pre-pack house Scheduling and Planning Form to DCIC
Additional Information	None.

5. UG-EIS-0200 Accept request for inspection at packhouse

Diagram ID: UG-EIS-0200 - Accept request for inspection at packhouse



<table>
<tr><td colspan="2">Use Case ID: UG-EIS-0200: Accept request for inspection at packhouse</td></tr>
<tr><td>Process Description</td><td>This process allows DCIC to accept the requests for inspection at a Packhouse received from an Exporter within the Weekly / Consignment Level Pre-pack house Scheduling and Planning Form.

Goal: To provide DCIC with the ability to accept requests for inspection at a Packhouse received from an Exporter

Actor(s):
● Department of Crop Inspection and Certification (DCIC)
● Exporter

Input summary:
Weekly or Consignment Level Pre-pack house Scheduling and Planning Form submitted by Exporter

Output Summary:
Accepted requests for inspection at a Packhouse</td></tr>
<tr><td>Precondition</td><td>The exporter must be:
● Registered with DCIC
● Receiving supplies from farmers registered with DCIC
● Using packing houses registered with DCIC
● Have submitted a Pre-pack house Scheduling and Planning Form to DCIC</td></tr>
<tr><td>Basic Path</td><td>UG-EIS-0200-01

Step 1: A DCIC User logs onto the system

Step 2: The User selects from a worklist a pending inspection request for a Pack House that (s)he is responsible for. Alternatively, where the assigned Inspector is unavailable, a replacement Inspector may search for a particular request by Transaction ID / Exporter Name
ALT- UG-EIS-0200-02: User wishes to cancel an existing acceptance of request for pack house inspection
ALT- UG-EIS-0200-03: User wishes to edit an existing acceptance of request for pack house inspection

Step 3 The User selects an individual Consignment to review. Requested inspection dates / times may be modified +/- n days / hours (configurable)) to allow the User to fit the inspection requests into his/her own schedule.
Consignment level data is as follows:
(For definitive definitions use the Data Definition Document)

<table>
<tr><td>C-10</td><td>Consignment Number</td><td></td><td>Read only</td></tr>
<tr><td>C-20</td><td>Mode of Transport Code</td><td>Config Table 5
Initially air only</td><td>Read only</td></tr>
<tr><td>C-30</td><td>Mode of Transport Name</td><td>Config Table 5</td><td>Read only</td></tr>
<tr><td>C-40</td><td>Exit Point</td><td>Config Table 4</td><td>Read only</td></tr>
</table>
</td></tr>
</table>

C-50	Airline Code	Config Table 6	Read only
C-60	Airline Name	Config Table 6	Read only
C-70	Flight date and time		Read only
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Read only
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Read only
C-100	Requested Inspection date and time		Read only
C-110	Confirmed Inspection date and time		Manual: Picker

Step 4 The User reviews any consignment level documentation available:
(For definitive definitions use the Data Definition Document)

CD-10	Consignment Document Code	Config Table 11	Read only
CD-20	Document Type Description	Config Table 11	Read only
CD-30	Document Description		Read only
CD-40	Document Number		Read only
CD-50	Document Date		Read only
CD-60	Document Upload Date and Time		Read only
CD-70	Document Scan		Read only

Step 5: The following consignment data is automatically added by the system:
(For definitive definitions use the Data Definition Document)

C-120	Assigned Inspector Name	Associated with Username	Auto: User Records
C-130	Assigned Inspector Number	Associated with Username	Auto: User Records
C-140	Assigned Inspector Tel.	Associated with Username	Auto: User Records
C-150	Assigned Inspector email	Associated with Username	Auto: User Records
C-160	Inspection Number		System Generated

Step 6: The User reviews the available product level data and documentation:
(For definitive definitions use the Data Definition Document)

P-10	Product Number	Config Table 12	Read only
P-20	Product Name	Config Table 12	Read only
P-30	Product HS code	Config Table 12	Read only
P-40	Product HS description	Config Table 12	Read only
P-50	Net Wight (Kg)		Read only

PD-10	Product Document Code	Config Table 16	Read only
PD-20	Document Type Description	Config Table 16	Read only
PD-30	Document Description		Read only
PD-40	Document Number		Read only
PD-50	Document Date		Read only
PD-60	Document Upload Date and Time		Read only
PD-70	Document Scan		Read only

Step 7: The User selects 'Accept' and may enter comments.
(For definitive definitions use the Data Definition Document)

CS-20	Packhouse Inspection Invitation -Status	Accept / Reject / Query	Manual-LoV
CS-30	Packhouse Inspection Invitation Comments		

The client is automatically sent a notification to inform them of the outcome.

ALT- UG-EIS-0200-04: Reject

ALT- UG-EIS-0200-05: Query

ALT- UG-EIS-0200-06: User chooses not to submit the Form

Step 8: The User is shown a (printable) success message:
"You have successfully accepted request(s) for inspection at the packhouse". The following details are also included:

1. Name of Export Company
2. Export Registration Number of the Export Company
3. Username
4. Transaction Type = Acceptance of request for inspection at packhouse
5. Transaction ID (system generated)
6. Transaction Version
7. Transaction Status = Submitted
8. Transaction Date/Time
9. Consignment Numbers (n>=1)
10. Consignment Statuses (1:1 Consignment Numbers)

Step 9: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists
- DCIC Inspector (Packhouse)

Step 10: The User may download a pdf copy of the data contained in the Form for future reference. This is modelled on the existing Form used during manual process (see Appendix A)

Step 11: Use Case ends

Alternate	**ALT- UG-EIS-0200-02: User wishes to cancel an existing acceptance of request for pack house inspection** **Step 1:** The User searches for (or selects from a worklist) an existing Acceptance and clicks “Cancel”. **Step 2:** The system displays the details of the existing Acceptance in read only mode. It is not possible to cancel Acceptances for Consignments that have progressed as far as Quality Control Point 1. **Step 3:** The User reviews the Acceptance and selects the “Cancel Acceptance” button at the bottom of the screen. **Step 4:** The system displays a confirmation message “Are you sure that you wish to Cancel this Acceptance?” **Step 5:** The User either: Confirms that they wish to cancel the Form by pressing “Yes I wish to Cancel this Form” (s)he must enter their reasons before progressing to Step 6 or Presses “No I do not want to Cancel this Form” in which they progress to Step 8 **Step 6:** The system cancels the acceptance, the database maintains records of all activity related to it for historical purposes. The system displays a message “Acceptance of request for pack house inspection has been successfully cancelled”. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Acceptance of request for inspection at packhouse 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Numbers (n>=1) 10. Consignment Statuses (1:1 Consignment Numbers) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0200-03: User wishes to edit an existing acceptance of request for pack house inspection** **Step 1:** The User searches for (or selects from a worklist) an existing Acceptance and clicks “Edit”.

Step 2: The system displays the details of the existing Acceptance

It is not possible to edit the Acceptance if the Consignments has progressed as far as Quality Control Point 1.

Rules for editing fields match those within Basic Path UG-EIS-0200-01.

Step 3: The User reviews the Acceptance and selects the “Submit” button at the bottom of the screen,

Step 4: The system displays a confirmation message “Are you sure that you wish to Modify this Acceptance?”

Step 5: The User confirms that they wish to cancel the Acceptance by pressing “Yes I wish to Modify this Acceptance” and progresses to Step 6

Alternatively, the User may press “No I do not want to Modify this Acceptance” in which case go to Alternate Step 8

Step 6: The system modifies the Acceptance, although it is modified the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented.

The system displays a message “Your acceptance of request for pack house inspection has been successfully modified”. The following details are also included:

1. Name of Export Company
2. Export Registration Number of the Export Company
3. Username
4. Transaction Type = Acceptance of request for inspection at packhouse
5. Transaction ID (system generated)
6. Transaction Version = previous version +1
7. Transaction Status = Submitted
8. Transaction Date/Time
9. Consignment Number (n>=1)
10. Consignment Status (1:1 Consignment Number)

Step 7: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists
- DCIC Inspector (Packhouse)

Step 8: Alternate Use Case ends

Alternate

ALT- UG-EIS-0200-04: Reject

Step 1: The User enters explanatory text associated with the rejected inspection request.

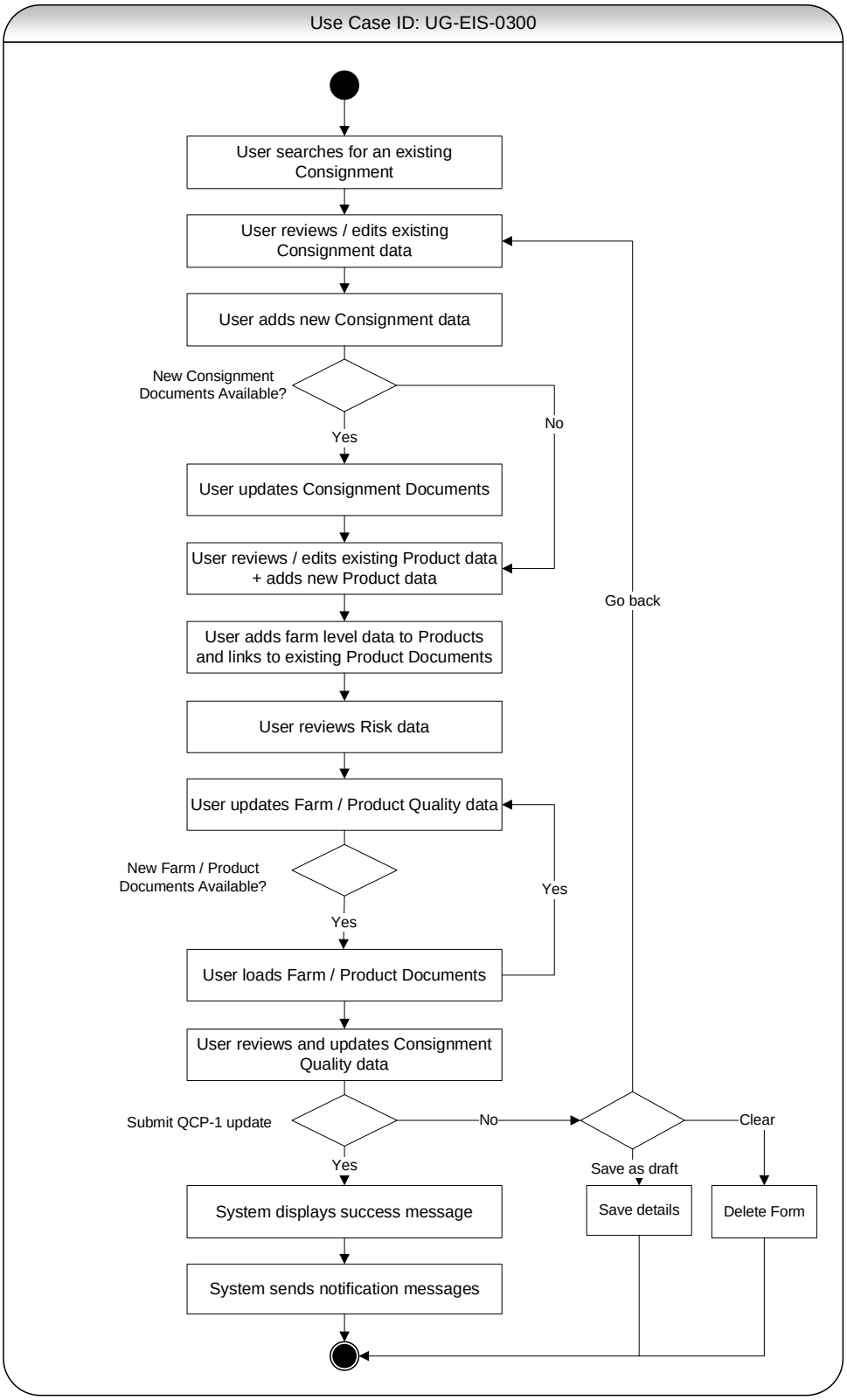
(For definitive definitions use the Data Definition Document)

CS-20	Packhouse Inspection Invitation -Status	Accept / Reject / Query	Manual-LoV
CS-30	Packhouse Inspection Invitation Comments		

	Step 2: The client is automatically sent a notification to inform them of the outcome. **Step 3:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0200-05: Query** **Step 1:** The User enters explanatory text to provide clarity on the nature of the query of the inspection request. **Step 2:** The client is automatically sent a notification to inform them of the outcome. **Step 3:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0200-06: User chooses not to submit the Form** **Step 1:** The User selects ● Go Back ● Clear ● Save as Draft **Step 2:** If 'Go Back' is selected the User returns to the draft Acceptance form and may edit it. Go to Alternate Step 5 **Step 3:** If 'Clear' is selected the User: ● Receives a warning "You are about to clear your acceptance form. Do you want to proceed?". ● User confirms that they wish to clear the form ● Form is deleted Go to Alternate Step 5 **Step 4:** If 'Save as Draft is selected the User saves the Form in draft. The Form may be retrieved for later completion. Go to Alternate Step 5 **Step 5:** Alternate Use Case ends
Triggers	DCIC receives a Pre-pack house Scheduling and Planning Form (Weekly or Consignment based) from an Export Company containing requests for DCIC inspection during Consignments
Post-conditions	The requests for inspection have been successfully accepted by DCIC.
Additional Information	None.

6. UG-EIS-0300 Update Consignment - Quality Control Point 1

Diagram ID: UG-EIS-0300: Update Consignment - Quality Control Point 1 (QCP-1)



Use Case ID: UG-EIS-0300: Update Consignment - Quality Control Point 1 (QCP-1)	
Process Description	This process allows Quality Controllers / Agronomists (employed by the Exporting Company) to update the details of a Consignment already defined within a Pre-pack house Scheduling and Planning Form (either Weekly or Consignment based). The update follows the completion of Quality Control Point 1. **Goal:** To allow the Exporting Company to create and share with DCIC a Quality Control Point 1 Consignment Update (QCP-1). **Actor(s):** ● Quality Controllers / Agronomists employed by Exporter ● Inspectors from Department of Crop Inspection and Certification (DCIC) **Input summary:** Consignment details contained within the Pre-pack house Scheduling and Planning Form submitted by Exporter **Output Summary:** Updated Consignment containing details of QCP-1.
Precondition	The Quality Controllers / Agronomists must be associated with an Exporting Company The exporter must be: ● Registered with DCIC ● Receiving supplies from farmers registered with DCIC ● Using packing houses registered with DCIC The exporter must have submitted a Pre-pack house Scheduling and Planning Form to DCIC
Basic Path	**UG-EIS-0300-01** **Step 1:** A Quality Controllers / Agronomists employed by Exporter logs onto the system **Step 2:** The User searches for (or selects from a worklist) a Consignment already defined within a Pre-pack house Scheduling and Planning Form submitted by the Export Company. **ALT- UG-EIS-0300-02: User wishes to cancel an existing QCP-1** **ALT- UG-EIS-0300-03: User wishes to edit an existing QCP-1** **Step 3:** The User reviews the Consignment details. **Step 4:** The User updates the Consignment details as required: The following Consignment data (contained in the Pre-pack house Scheduling and Planning Form) are displayed, Certain fields may be edited as described below: (For definitive definitions use the Data Definition Document)

Header Data

H-10	Export Company Name	Config Table 1	Read only
H-20	Export Company Export Registration Number	Config Table 1	Read only
H-30	Export Company REX No.	Config Table 1	Read only
H-40	Export Company Quality Controller / Agronomist	Config Table 1	Read only
H-50	Designation of the quality controller / agronomist	Config Table 1	Read only
H-60	Packhouses Code	Config Table 2	Read only
H-70	Packhouses Name	Config Table 2	Read only
H-80	Planning Window - Week No		Read only
H-90	Planning Window - Start Date		Read only
H-100	Planning Window - End Date		Read only

Consignment Data

C-10	Consignment Number		Read only
C-20	Mode of Transport Code	Config Table 5 Initially air only	Manual: LoV
C-30	Mode of Transport Name	Config Table 5	Auto: Config Table
C-40	Exit Point	Config Table 4	Manual: LoV
C-50	Airline Code	Config Table 6	Manual: LoV
C-60	Airline Name	Config Table 6	Auto: Config Table
C-70	Flight date and time		Manual: Picker
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Manual: Picker
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Auto: Config Table
C-100	Requested Inspection date and time		Read only
C-110	Confirmed Inspection date and time		Read only
C-120	Assigned Inspector Name	Associated with Username	Read only
C-130	Assigned Inspector Number	Associated with Username	Read only
C-140	Assigned Inspector Tel.	Associated with Username	Read only
C-150	Assigned Inspector email	Associated with Username	Read only
C-160	Inspection Number		Read only

Step 5 The User / System adds the following Consignment data
(For definitive definitions use the Data Definition Document)

Consignment Data

C-170	Country of Consignment Code	Config Table 8 =UG	Manual: LoV
C-180	Country of Consignment Name	Config Table 8 =Uganda	Auto: Config Table
C-190	Country of Destination Code	Config Table 8 <> UG	Manual: LoV
C-200	Country of Destination Name	Config Table 8 <> Uganda	Auto: Config Table
C-210	Packing List Status	Available / Not Available	Manual: LoV
C-220	Packing List Status Comments		Manual
C-230	MRL Testing Certificate Status	Available / Not Available	Manual: LoV
C-240	MRL Testing Certificate Status Comments		Manual
C-250	ePhyto Status	Available / Not Available	Manual: LoV
C-260	ePhyto Status Comments		Manual
C-270	Truck Hygiene Report Status	Available / Not Available	Manual: LoV
C-280	Truck Hygiene Report Status Comments		Manual

ALT- UG-EIS-0300-04: LoV is incomplete - required value cannot be selected

Step 6: The User adds any scanned supporting consignment documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

Consignment Document Data

CD-10	Consignment Document Code	Config Table 11	Manual-LoV
CD-20	Document Type Description	Config Table 11	Auto: Config Table
CD-30	Document Description		Manual
CD-40	Document Number		Manual
CD-50	Document Date		Manual
CD-60	Document Upload Date and Time		System Generated
CD-70	Document Scan		Manual

ALT- UG-EIS-0300-04: LoV is incomplete - required value cannot be selected

Step 7: The following Product data (contained in the Pre-pack house Scheduling and Planning Form) are displayed. The User may be edit certain fields to reflect the findings of Quality Control Point1.

(For definitive definitions use the Data Definition Document)

Product Data

P-10	Product Number	Config Table 12	Manual: LoV
P-20	Product Name	Config Table 12	Auto: Config Table
P-30	Product HS code	Config Table 12	Auto: Config Table
P-40	Product HS description	Config Table 12	Auto: Config Table
P-50	Net Wight (Kg)		Manual

Step 8: The User must add the following Farm level data to each existing Product record

(For definitive definitions use the Data Definition Document)

Farm Level Data

F-10	Traceability code	Config Table 3	Manual: LoV
F-20	Traceability description	Config Table 3	Auto: Config Table
F-30	No of packages		Manual
F-40	Type of package - Code	Config Table 13	Manual: LoV
F-50	Type of package - Description	Config Table 13	Auto: Config Table
F-60	Lot No		Manual
F-70	Gross Weight (Kg)		Manual
F-80	Net Wight (Kg)		Manual

ALT- UG-EIS-0300-04: LoV is incomplete - required value cannot be selected

Step 9:

The following risk data is auto-populated (according to attributes defined in advance by DCIC) into each existing Product record

(For definitive definitions use the Data Definition Document)

Risk Data

F-90	Farm Risk Level		Read only
F-100	Product Risk Level		Read only
F-110	Packhouse Risk Level		Read only
F-120	Exporter Risk Level		Read only
F-130	Overall Risk	Calculated	System Generated

It is anticipated that the allocation of risk ratings will be driven by analysis of data derived from the system during its first 6 months of operation. Until then risk settings will be 'Neutral'.

Step 10

The User enters information on his/her decisions on quality at the Farm/Product level in the following fields. Note individual product rejections do not necessarily lead to consignment level rejection)

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-10	Quality Control Point 1 - Status	Pass / Fail	Manual: LoV
FS-20	Quality Control Point 1 - Comments		Manual
FS-30	Quality Control Point 1 - Product Wastage Status		Manual: Select
FS-40	Quality Control Point 1 - Product Wastage Weight (Kg)		Manual
FS-50	Quality Control Point 1 - Reasons for Rejection	Config Table 14 Select >=1	Manual: LoV
FS-60	Quality Control Point 1 - Additional Information on Rejection		Manual

Step 11 The User adds any scanned supporting product documents available at this stage of the process together with relevant description
(For definitive definitions use the Data Definition Document)

Product Document Data

PD-10	Product Document Code	Config Table 16	Manual: LoV
PD-20	Document Type Description	Config Table 16	Auto: Config Table
PD-30	Document Description		Manual
PD-40	Document Number		Manual
PD-50	Document Date		Date Picker
PD-60	Document Upload Date and Time		System Generated
PD-70	Document Scan		Manual

Step 12: The User reviews QCP-1
The following Consignment Status information is available in read only format
(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-10	Scheduling and Planning Form Status	Submitted / Draft	Read only
CS-20	Packhouse Inspection Invitation -Status	Accept / Reject / Query	Read only
CS-30	Packhouse Inspection Invitation Comments		Read only

Step 13: The User updates the QCP-1 Consignment Status, adds any relevant comments and presses 'Submit'
(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-40	Quality Control Point 1 - Status	Pass / Fail	Manual-LoV
CS-50	Quality Control Point 1 - Comments		Manual

ALT- UG-EIS-0300-05: User chooses not to submit the Form

ALT- UG-EIS-0300-06: User chooses to reject the consignment

Step 14: The User is shown a (printable) success message:

"Your QCP-1 has been successfully submitted". The following details are also included:

1. Name of Export Company
2. Export Registration Number of the Export Company
3. Username
4. Transaction Type = QCP-1
5. Transaction ID (system generated)
6. Transaction Version
7. Transaction Status = Submitted
8. Transaction Date/Time
9. Consignment Number (n=1)
10. Consignment Status (n=1)

Step 15: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists
- DCIC Inspector (Packhouse)
- DCIC Inspection Manager (Airport)

Step 16: The User may download a pdf copy of QCP-1 for future reference. This is modelled on the existing Form used during manual process (see Appendix A)

Step 17: Use Case ends

Alternate

ALT- UG-EIS-0300-02: User wishes to cancel an existing QCP-1

Step 1: The User searches for (or selects from a worklist) an existing QCP-1 and clicks "Cancel". NB the User may only access for the Exporting Company to which (s)he is linked in the system.

Step 2: The system displays the details of the existing QCP-1 in read only mode.

It is not possible to cancel the QCP-1 for Consignments that have progressed as far as Quality Control Point 2.

Step 3: The User reviews the QCP-1 and selects the "Cancel QCP-1" button at the bottom of the screen.

Step 4: The system displays a confirmation message "Are you sure that you wish to Cancel this QCP-1?"

	Step 5: The User either: Confirms that they wish to cancel the Form by pressing “Yes I wish to Cancel this Form” (s)he must enter their reasons before progressing to Step 6 or Presses “No I do not want to Cancel this Form” in which they progress to Step 8 **Step 6:** The system cancels the QCP-1 and pending inspection requests sent to DCIC Inspectors. Although the QCP-1 is cancelled the database maintains records of all activity related to it for historical purposes. The system displays a message “Your QCP-1 has been successfully cancelled. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = QCP-1 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0300-03: User wishes to edit an existing QCP-1 Consignment Update** **Step 1:** The User searches for (or selects from a worklist) an existing QCP-1 and clicks “Edit”. NB the User may only access QCP-1 for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays the details of the existing QCP-1 It is not possible to edit the QCP-1 if the Consignment has progressed as far as Quality Control Point 2. Rules for editing fields match those within Basic Path UG-EIS-0300-01 may. **Step 3:** The User reviews the QCP-1 and selects the “Submit” button at the bottom of the screen, If the QCP-1 was saved as draft (i.e. has not been submitted to DCIC) the User proceeds to Step 6. If the QCP-1 has already been submitted to DCIC the User proceeds to Step 4. **Step 4:** The system displays a confirmation message “Are you sure that you wish to Change this QCP-1?”

	Step 5: The User confirms that they wish to change the QCP-1 by pressing “Yes I wish to Change this QCP-1” (s)he must enter their reasons before progressing to Step 6 Otherwise, the User may press “No I do not want to Change this QCP-1” in which case go to Alternate Step 8 **Step 6:** The system modifies the QCP-1, although the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented. The system displays a message “Your QCP-1 has been successfully modified”. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = QCP-1 5. Transaction ID (system generated) 6. Transaction Version = Previous Version + 1 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0300-04: LoV is incomplete - required value cannot be selected** **Step 1:** The User is unable to find a required value in LoV maintained by DCIC. **Step 2:** The User saves the Form as draft and contacts DCIC System Admin to update the LoV. **Step 3:** The User retrieves the draft From and continues with data entry from where (s)/he left off **Step 4:** Alternate Process Ends
Alternate	**ALT- UG-EIS-0300-05: User chooses not to submit the Form** **Step 1:** The User selects ● Go Back ● Clear ● Save as Draft **Step 2:** If ‘Go Back’ is selected the User returns to the draft form and may edit it. Go to Alternate Step 5

<table>
<tr><td></td><td>
Step 3: If ‘Clear’ is selected the User:

Receives a warning “You are about to clear your form. Do you want to proceed?”.
User confirms that they wish to clear the form
Form is deleted

Go to Alternate Step 5

Step 4: If ‘Save as Draft is selected the User saves the Form in draft. The Form may be retrieved for later completion.
Go to Alternate Step 5

Step 5: Alternate Use Case ends
</td></tr>
<tr><td>Alternate</td><td>
ALT- UG-EIS-0300-06: User Chooses to Reject the Consignment

Step 1: The User enters additional information regarding the reasons for the rejection and the steps required for the safe disposal of the consignment as follows:
(For definitive definitions use the Data Definition Document)

<table>
<tr><td>CS-120</td><td>Quality Control Point 3 - Status</td><td>Pass / Fail</td><td>Manual-LoV</td></tr>
<tr><td>CS-130</td><td>Quality Control Point 3 - Comments</td><td></td><td>Manual</td></tr>
<tr><td>CS-140</td><td>Quality Control Point 3 - Reasons for Rejection</td><td>Config Table 9 Select >=1</td><td>Manual-LoV</td></tr>
<tr><td>CS-150</td><td>Quality Control Point 3 - Additional Information</td><td></td><td>Manual</td></tr>
</table>
Step 2: The system automatically updates the statuses of all product / farm level quality data to Fail and calculates approximate wastage from the Net Weight field.
<table>
<tr><td>FS-10</td><td>Quality Control Point 1 - Status</td><td>Pass / Fail</td><td>Auto = Fail</td></tr>
<tr><td>FS-30</td><td>Quality Control Point 1 - Product Wastage Status</td><td></td><td>Auto = Yes</td></tr>
<tr><td>FS-40</td><td>Quality Control Point 1 - Product Wastage Weight (Kg)</td><td></td><td>Auto = F80 Net Weight</td></tr>
<tr><td>FS-50</td><td>Quality Control Point 1 - Reasons for Rejection</td><td></td><td>Auto = Consignment Level Rejection</td></tr>
</table>
Step 3: A Rejection Notice is automatically created in pdf format. This may be printed off if required or saved for future reference.

Step 4: Notification messages are automatically sent to the following:

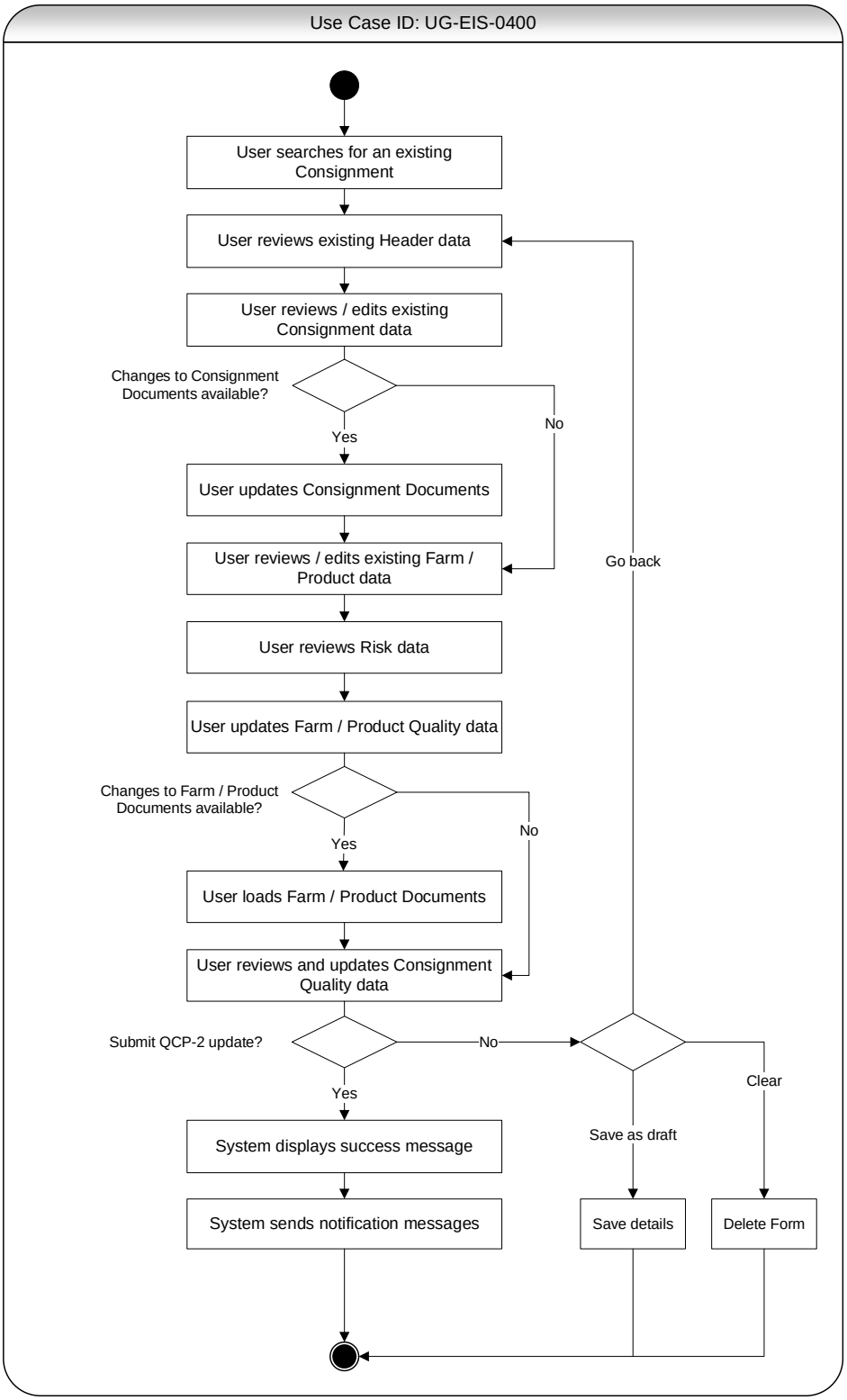
Exporter Quality Controllers / Agronomists
DCIC Inspector (Packhouse)
DCIC Inspection Manager (Airport)

Step 5: Alternate Use Case ends
</td></tr>
</table>

Triggers	Farmer / Exporter delivers product to a Packing House in preparation for export.
Post-conditions	The information related to Quality Control Point1 has been entered into the system.
Additional Information	None.

7. UG-EIS-0400 Update Consignment - Quality Control Point 2

Diagram ID: UG-EIS-0400: Update Consignment - Quality Control Point 2 (QCP-2)



Use Case ID: UG-EIS-400: Update Consignment - Quality Control Point 2 (QCP-2)	
Process Description	This process allows Quality Controllers / Agronomists (employed by the Exporting Company) to update the details of a Consignment that has already completed Quality Control Point 1 with further information from Quality Control Point 2. **Goal:** To allow the Exporting Company to create and share with DCIC a Quality Control Point 2 Consignment Update (QCP-2). **Actor(s):** ● Quality Controllers / Agronomists employed by Exporter ● Inspectors from Department of Crop Inspection and Certification (DCIC) **Input summary:** Consignment details contained within QCP-1 (If data from QCP-1 has not entered into the system it is possible to enter QCP-2 data directly) **Output Summary:** Updated Consignment containing details of QCP-2
Precondition	The Quality Controllers / Agronomists must be associated with an Exporting Company The exporter must be: ● Registered with DCIC ● Receiving supplies from farmers registered with DCIC ● Using packing houses registered with DCIC The exporter must have submitted at least a Planning and Scheduling Form to DCIC
Basic Path	**UG-EIS-0400-01** **Step 1:** A Quality Controllers / Agronomists employed by Exporter logs onto the system **Step 2:** The User searches for (or selects from a worklist) a Consignment Number (created upon submission of a Planning and Scheduling Form) **ALT- UG-EIS-0400-02: User wishes to cancel an existing QCP-2** **ALT- UG-EIS-0400-03: User wishes to edit an existing QCP-2** **Step 3:** The User reviews the Consignment details. **Step 4:** The User updates the Consignment details as required: The following Consignment data (contained in QCP-1) is displayed, certain fields may be edited as described below: (For definitive definitions use the Data Definition Document)

Header Data

H-10	Export Company Name	Config Table 1	Read only
H-20	Export Company Export Registration Number	Config Table 1	Read only
H-30	Export Company REX No.	Config Table 1	Read only
H-40	Export Company Quality Controller / Agronomist	Config Table 1	Read only
H-50	Designation of the quality controller / agronomist	Config Table 1	Read only
H-60	Packhouses Code	Config Table 2	Read only
H-70	Packhouses Name	Config Table 2	Read only
H-80	Planning Window - Week No		Read only
H-90	Planning Window - Start Date		Read only
H-100	Planning Window - End Date		Read only

Consignment Data

C-10	Consignment Number		Read only
C-20	Mode of Transport Code	Config Table 5 Initially air only	Manual: LoV
C-30	Mode of Transport Name	Config Table 5	Auto: Config Table
C-40	Exit Point	Config Table 4	Manual: LoV
C-50	Airline Code	Config Table 6	Manual: LoV
C-60	Airline Name	Config Table 6	Auto: Config Table
C-70	Flight date and time		Manual: Picker
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Manual: Picker
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Auto: Config Table
C-100	Requested Inspection date and time		Read only
C-110	Confirmed Inspection date and time		Read only
C-120	Assigned Inspector Name	Associated with Username	Read only
C-130	Assigned Inspector Number	Associated with Username	Read only
C-140	Assigned Inspector Tel.	Associated with Username	Read only
C-150	Assigned Inspector email	Associated with Username	Read only
C-160	Inspection Number		Read only
C-170	Country of Consignment Code	Config Table 8 =UG	Manual: LoV
C-180	Country of Consignment Name	Config Table 8 =Uganda	Auto: Config Table

C-190	Country of Destination Code	Config Table 8 <> UG	Manual: LoV
C-200	Country of Destination Name	Config Table 8 <> Uganda	Auto: Config Table
C-210	Packing List Status	Available / Not Available	Manual: LoV
C-220	Packing List Status Comments		Manual
C-230	MRL Testing Certificate Status	Available / Not Available	Manual: LoV
C-240	MRL Testing Certificate Status Comments		Manual
C-250	ePhyto Status	Available / Not Available	Manual: LoV
C-260	ePhyto Status Comments		Manual
C-270	Truck Hygiene Report Status	Available / Not Available	Manual: LoV
C-280	Truck Hygiene Report Status Comments		Manual

ALT- UG-EIS-0400-04: LoV is incomplete - required value cannot be selected

Step 5: The User adds any scanned supporting consignment documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

Consignment Document Data

CD-10	Consignment Document Code	Config Table 11	Manual-LoV
CD-20	Document Type Description	Config Table 11	Auto: Config Table
CD-30	Document Description		Manual
CD-40	Document Number		Manual
CD-50	Document Date		Manual
CD-60	Document Upload Date and Time		System Generated
CD-70	Document Scan		Manual

Step 6: The following Product data (contained in QCP-1) are displayed. The User may be edit certain fields to reflect the findings of the QCP-2.

If data from QCP-1 has not been entered the user may enter it directly in QCP-2

(For definitive definitions use the Data Definition Document)

Product Data

P-10	Product Number	Config Table 12	Manual: LoV
P-20	Product Name	Config Table 12	Auto: Config Table
P-30	Product HS code	Config Table 12	Auto: Config Table
P-40	Product HS description	Config Table 12	Auto: Config Table
P-50	Net Wight (Kg)		Manual

Farm Level Data

F-10	Traceability code	Config Table 3	Manual: LoV
F-20	Traceability description	Config Table 3	Auto: Config Table
F-30	No of packages		Manual
F-40	Type of package - Code	Config Table 13	Manual: LoV
F-50	Type of package - Description	Config Table 13	Auto: Config Table
F-60	Lot No		Manual
F-70	Gross Weight (Kg)		Manual
F-80	Net Wight (Kg)		Manual

ALT- UG-EIS-0400-04: LoV is incomplete - required value cannot be selected

Step 7:

The following risk data is auto-populated (according to attributes defined in advance by DCIC) into each existing Product record

(For definitive definitions use the Data Definition Document)

Risk Data

F-90	Farm Risk Level		Read only
F-100	Product Risk Level		Read only
F-110	Packhouse Risk Level		Read only
F-120	Exporter Risk Level		Read only
F-130	Overall Risk	Calculated	System Generated

It is anticipated that the allocation of risk ratings will be driven by analysis of data derived from the system during its first 6 months of operation. Until then risk settings will be 'Neutral'.

Step 8:

The User revies the existing Farm Level status data

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-10	Quality Control Point 1 - Status	Pass / Fail	Read only
FS-20	Quality Control Point 1 - Comments		Read only
FS-30	Quality Control Point 1 - Product Wastage Status		Read only
FS-40	Quality Control Point 1 - Product Wastage Weight (Kg)		Read only
FS-50	Quality Control Point 1 - Reasons for Rejection		Read only
FS-60	Quality Control Point 1 - Additional Information on Rejection		Read only

Step 9: The User enters his/her decisions on Quality at the Farm/Product level in the following fields. Note individual product rejections do not necessarily lead to consignment level rejection)

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-70	Quality Control Point 2 - Status	Pass / Fail	Manual: LoV
FS-80	Quality Control Point 2 - Comments		Manual
FS-90	Quality Control Point 2 - Product Wastage Status		Manual: Select
FS-100	Quality Control Point 2 - Product Wastage Weight (Kg)		Manual
FS-110	Quality Control Point 2 - Reasons for Rejection	Config Table 14 Select >=1	Manual: LoV
FS-120	Quality Control Point 2 - Additional Information on Rejection		Manual

Step 10: The User adds any scanned supporting product documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

Product Document Data

PD-10	Product Document Code	Config Table 16	Manual: LoV
PD-20	Document Type Description	Config Table 16	Auto: Config Table
PD-30	Document Description		Manual
PD-40	Document Number		Manual
PD-50	Document Date		Date Picker
PD-60	Document Upload Date and Time		System Generated
PD-70	Document Scan		Manual

Step 11: The User reviews the QCP-2

The following Consignment Status information is available on read only format

(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-10	Scheduling and Planning Form Status	Submiited / Draft	Read only
CS-20	Packhouse Inspection Invitation -Status	Accept / Reject / Query	Read only
CS-30	Packhouse Inspection Invitation Comments		Read only
CS-40	Quality Control Point 1 - Status	Pass / Fail	Read only
CS-50	Quality Control Point 1 - Comments		Read only

Step 12: The User updates the QCP-2 Consignment Status, adds any relevant comments and presses 'Submit'
(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-80	Quality Control Point 2 - Status	Pass / Fail	Manual-LoV
CS-90	Quality Control Point 2 - Comments		Manual

ALT- UG-EIS-0400-05: User chooses not to submit the Form

ALT- UG-EIS-0400-06: User chooses to reject the consignment

Step 13: The User is shown a (printable) success message:
"Your QCP-2 has been successfully submitted". The following details are also included:

1. Name of Export Company
2. Export Registration Number of the Export Company
3. Username
4. Transaction Type = QCP-2
5. Transaction ID (system generated)
6. Transaction Version = 001
7. Transaction Status = Submitted
8. Transaction Date/Time
9. Consignment Numbers (n=1)
10. Consignment Statuses (n=1)

Step 14: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists
- DCIC Inspector (Packhouse)

Step 15: The User may download a pdf copy of QCP-2 for future reference. This is modelled on the existing Form used during manual process (see Appendix A)

Step 16: Use Case ends

Alternate

ALT- UG-EIS-0400-02: User wishes to cancel an existing QCP-2

Step 1: The User searches for (or selects from a worklist) an existing QCP-2 and clicks "Cancel". NB the User may only access for the Exporting Company to which (s)he is linked in the system.

Step 2: The system displays the details of the existing QCP-2 in read only mode.
It is not possible to cancel the QCP-2 for Consignments that have progressed as far as Quality Control Point 3.

Step 3: The User reviews the QCP-2 and selects the "Cancel QCP-2" button at the bottom of the screen.

	Step 4: The system displays a confirmation message “Are you sure that you wish to Cancel this QCP-2?” **Step 5:** The User either: Confirms that they wish to cancel the Form by pressing “Yes I wish to Cancel this Form” (s)he must enter their reasons before progressing to Step 6 or Presses “No I do not want to Cancel this Form” in which they progress to Step 8 **Step 6:** The system cancels the QCP-2 and pending inspection requests sent to DCIC Inspectors. Although the QCP-2 is cancelled the database maintains records of all activity related to it for historical purposes. The system displays a message “Your QCP-2 has been successfully cancelled. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = QCP-2 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Numbers (n=1) 10. Consignment Statuses (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0400-03: User wishes to edit an existing QCP-2** **Step 1:** The User searches for (or selects from a worklist) an existing QCP-2 and clicks “Edit”. NB the User may only access QCP-2 for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays the details of the existing QCP-2 It is not possible to edit the QCP-2 if the Consignment has progressed as far as Quality Control Point 3. Rules for editing fields match those within Basic Path UG-EIS-0400-01. **Step 3:** The User reviews the QCP-2 and selects the “Submit” button at the bottom of the screen, If the QCP-2 was saved as draft (i.e. has not been submitted to DCIC) the User proceeds to Step 6. If the QCP-2 has already been submitted to DCIC the User proceeds to Step 4.

	Step 4: The system displays a confirmation message “Are you sure that you wish to Change this QCP-2?” **Step 5:** The User confirms that they wish to change the QCP-2 by pressing “Yes I wish to Change this QCP-2” (s)he must enter their reasons before progressing to Step 6 Otherwise, the User may press “No I do not want to Change this QCP-2” in which case go to Alternate Step 8 **Step 6:** The system modifies the QCP-2, although the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented. The system displays a message “Your QCP-2 has been successfully modified”. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = QCP-2 5. Transaction ID (system generated) 6. Transaction Version = Previous Version + 1 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Numbers (n=1) 10. Consignment Statuses (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0400-04: LoV is incomplete - required value cannot be selected** **Step 1:** The User is unable to find a required value in LoV maintained by DCIC. **Step 2:** The User saves the Form as draft and contacts DCIC System Admin to update the LoV. **Step 3:** The User retrieves the draft From and continues with data entry from where (s)/he left off **Step 4:** Alternate Process Ends
Alternate	**ALT- UG-EIS-0400-05: User chooses not to submit the Form** **Step 1:** The User selects ● Go Back ● Clear ● Save as Draft **Step 2:** If ‘Go Back’ is selected the User returns to the draft form and may edit it.

Go to Alternate Step 5

Step 3: If 'Clear' is selected the User:

- Receives a warning "You are about to clear your form. Do you want to proceed?".
- User confirms that they wish to clear the form
- Form is deleted

Go to Alternate Step 5

Step 4: If 'Save as Draft is selected the User saves the Form in draft. The Form may be retrieved for later completion.

Go to Alternate Step 5

Step 5: Alternate Use Case ends

Alternate

ALT- UG-EIS-0400-06: User Chooses to Reject the Consignment

Step 1: The User enters additional information regarding the reasons for the rejection and the steps required for the safe disposal of the consignment as follows:

(For definitive definitions use the Data Definition Document)

CS-80	Quality Control Point 2 - Status	Pass / Fail	Manual-LoV
CS-90	Quality Control Point 2 - Comments		Manual
CS-100	Quality Control Point 2 - Reasons for Rejection	Config Table 9 Select >=1	Manual-LoV
CS-110	Quality Control Point 2 - Additional Information		Manual

Step 2: The system automatically updates the statuses of all product / farm level quality data to Fail and calculates approximate wastage from the Net Weight field.

(For definitive definitions use the Data Definition Document)

FS-70	Quality Control Point 2 – Status	Pass / Fail	Auto = Fail
FS-90	Quality Control Point 2 - Product Wastage Status		Auto = Yes
FS-100	Quality Control Point 2 - Product Wastage Weight (Kg)		Auto = F80 Net Weight
FS-110	Quality Control Point 2 - Reasons for Rejection		Auto = Consignment Level Rejection

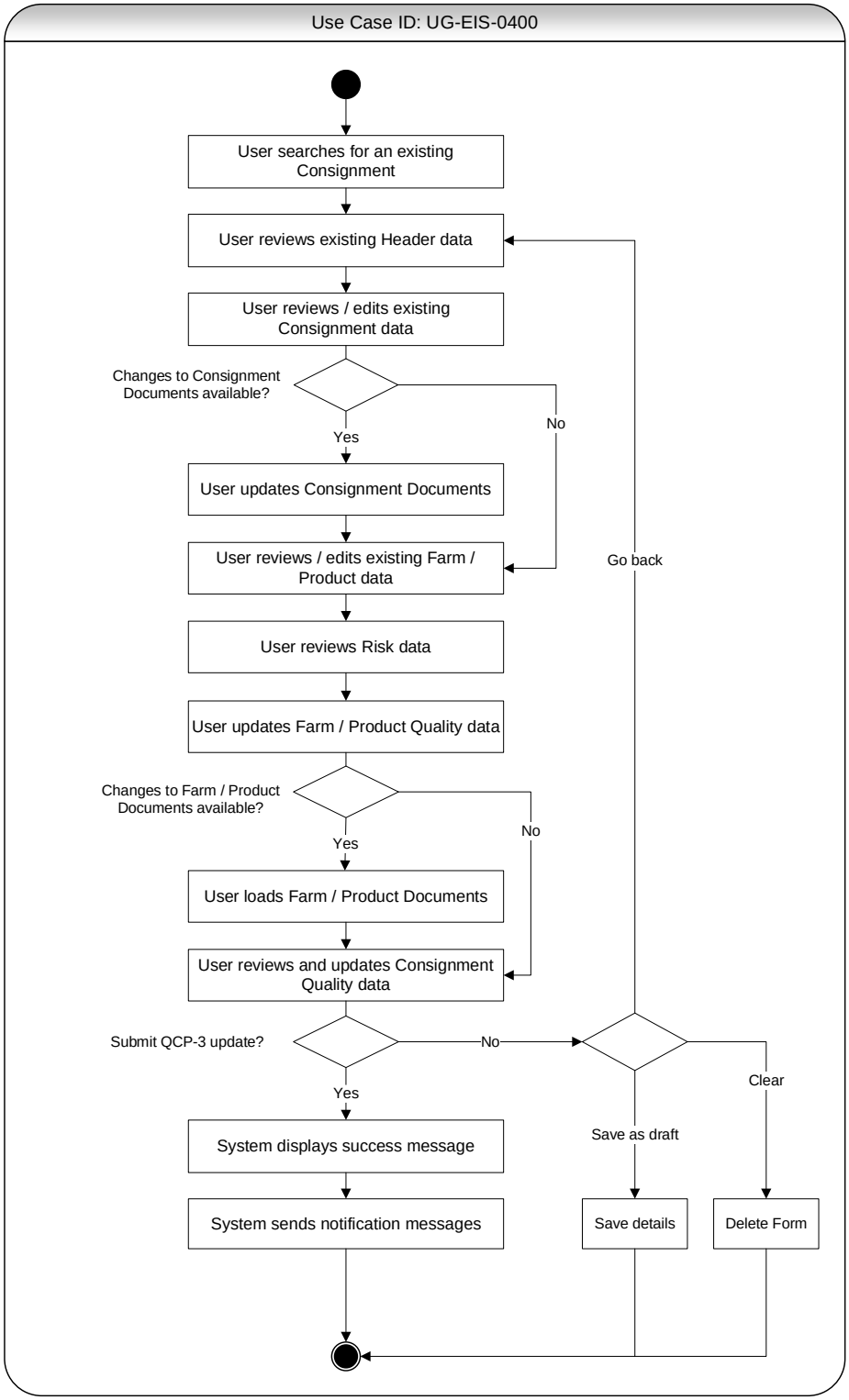
Step 3: A Rejection Notice is automatically created in pdf format. This may be printed off if required or saved for future reference.

Step 4: Notification messages are automatically sent to the following:

	● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) ● DCIC Inspection Manager (Airport) **Step 5:** Alternate Use Case ends
Triggers	User wishes to enter data on Quality Control Point 2 into the system
Post-conditions	The information related to Quality Control Point 2 has been entered into the system.
Additional Information	None.

8. UG-EIS-0500 Update Consignment - Quality Control Point 3

Diagram ID: UG-EIS-500: Update Consignment - Quality Control Point 3



Use Case ID: UG-EIS-500: Update Consignment - Quality Control Point 3	
Process Description	This process allows Quality Controllers / Agronomists (employed by the Exporting Company) to update the details of a Consignment that has already completed Quality Control Point 2 with further information from Quality Control Point 3. **Goal:** To allow the Exporting Company to create and share with DCIC a Quality Control Point 3 Consignment Update (QCP-3). **Actor(s):** ● Quality Controllers / Agronomists employed by Exporter ● Inspectors from Department of Crop Inspection and Certification (DCIC) **Input summary:** Consignment details contained within QCP-2 (If data from QCP-2 has not entered into the system it is possible to enter QCP-3 data directly) **Output Summary:** Updated Consignment containing details of QCP-3
Precondition	The Quality Controllers / Agronomists must be associated with an Exporting Company The exporter must be: ● Registered with DCIC ● Receiving supplies from farmers registered with DCIC ● Using packing houses registered with DCIC The exporter must have submitted at least a Planning and Scheduling Form to DCIC
Basic Path	**UG-EIS-0500-01** **Step 1:** A Quality Controllers / Agronomists employed by Exporter logs onto the system **Step 2:** The User searches for (or selects from a worklist) a Consignment Number (created upon submission of a Planning and Scheduling Form) **ALT- UG-EIS-0500-02: User wishes to cancel an existing QCP-3** **ALT- UG-EIS-0500-03: User wishes to edit an existing QCP-3** **Step 3:** The User reviews the Consignment details. **Step 4:** The User updates the Consignment details as required: The following Consignment data (contained in QCP-2) is displayed, Certain fields may be edited as described below: (For definitive definitions use the Data Definition Document)

Header Data

H-10	Export Company Name	Config Table 1	Read only
H-20	Export Company Export Registration Number	Config Table 1	Read only
H-30	Export Company REX No.	Config Table 1	Read only
H-40	Export Company Quality Controller / Agronomist	Config Table 1	Read only
H-50	Designation of the quality controller / agronomist	Config Table 1	Read only
H-60	Packhouses Code	Config Table 2	Read only
H-70	Packhouses Name	Config Table 2	Read only
H-80	Planning Window - Week No		Read only
H-90	Planning Window - Start Date		Read only
H-100	Planning Window - End Date		Read only

Consignment Data

C-10	Consignment Number		Read only
C-20	Mode of Transport Code	Config Table 5 Initially air only	Manual: LoV
C-30	Mode of Transport Name	Config Table 5	Auto: Config Table
C-40	Exit Point	Config Table 4	Manual: LoV
C-50	Airline Code	Config Table 6	Manual: LoV
C-60	Airline Name	Config Table 6	Auto: Config Table
C-70	Flight date and time		Manual: Picker
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Manual: Picker
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Auto: Config Table
C-100	Requested Inspection date and time		Read only
C-110	Confirmed Inspection date and time		Read only
C-120	Assigned Inspector Name	Associated with Username	Read only
C-130	Assigned Inspector Number	Associated with Username	Read only
C-140	Assigned Inspector Tel.	Associated with Username	Read only
C-150	Assigned Inspector email	Associated with Username	Read only
C-160	Inspection Number		Read only
C-170	Country of Consignment Code	Config Table 8 =UG	Manual: LoV
C-180	Country of Consignment Name	Config Table 8 =Uganda	Auto: Config Table

C-190	Country of Destination Code	Config Table 8 <> UG	Manual: LoV
C-200	Country of Destination Name	Config Table 8 <> Uganda	Auto: Config Table
C-210	Packing List Status	Available / Not Available	Manual: LoV
C-220	Packing List Status Comments		Manual
C-230	MRL Testing Certificate Status	Available / Not Available	Manual: LoV
C-240	MRL Testing Certificate Status Comments		Manual
C-250	ePhyto Status	Available / Not Available	Manual: LoV
C-260	ePhyto Status Comments		Manual
C-270	Truck Hygiene Report Status	Available / Not Available	Manual: LoV
C-280	Truck Hygiene Report Status Comments		Manual

ALT- UG-EIS-0500-04: LoV is incomplete - required value cannot be selected

Step 5: The User adds any scanned supporting consignment documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

Consignment Document Data

CD-10	Consignment Document Code	Config Table 11	Manual-LoV
CD-20	Document Type Description	Config Table 11	Auto: Config Table
CD-30	Document Description		Manual
CD-40	Document Number		Manual
CD-50	Document Date		Manual
CD-60	Document Upload Date and Time		System Generated
CD-70	Document Scan		Manual

Step 6: The following Product and Farm level data (contained in QCP-2) are displayed. The User may be edit certain fields to reflect the findings of the QCP-3.

(For definitive definitions use the Data Definition Document)

Product Data

P-10	Product Number	Config Table 12	Manual: LoV
P-20	Product Name	Config Table 12	Auto: Config Table
P-30	Product HS code	Config Table 12	Auto: Config Table
P-40	Product HS description	Config Table 12	Auto: Config Table
P-50	Net Wight (Kg)		Manual

Farm Level Data

F-10	Traceability code	Config Table 3	Manual: LoV
F-20	Traceability description	Config Table 3	Auto: Config Table
F-30	No of packages		Manual
F-40	Type of package - Code	Config Table 13	Manual: LoV
F-50	Type of package - Description	Config Table 13	Auto: Config Table
F-60	Lot No		Manual
F-70	Gross Weight (Kg)		Manual
F-80	Net Wight (Kg)		Manual

Step 7:

The following risk data is auto-populated (according to attributes defined in advance by DCIC) into each existing Product record

(For definitive definitions use the Data Definition Document)

Risk Data

F-90	Farm Risk Level		Read only
F-100	Product Risk Level		Read only
F-110	Packhouse Risk Level		Read only
F-120	Exporter Risk Level		Read only
F-130	Overall Risk	Calculated	System Generated

It is anticipated that the allocation of risk ratings will be driven by analysis of data derived from the system during its first 6 months of operation. Until then risk settings will be 'Neutral'.

Step 8: The User reviews the existing Farm Level status data (from QCP-1 and QCP-2)

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-10	Quality Control Point 1 - Status	Pass / Fail	Read only
FS-20	Quality Control Point 1 - Comments		Read only
FS-30	Quality Control Point 1 - Product Wastage Status		Read only
FS-40	Quality Control Point 1 - Product Wastage Weight (Kg)		Read only
FS-50	Quality Control Point 1 - Reasons for Rejection		Read only
FS-60	Quality Control Point 1 - Additional Information on Rejection		Read only
FS-70	Quality Control Point 2 - Status		Read only

FS-80	Quality Control Point 2 - Comments		Read only
FS-90	Quality Control Point 2 - Product Wastage Status		Read only
FS-100	Quality Control Point 2 - Product Wastage Weight (Kg)		Read only
FS-110	Quality Control Point 2 - Reasons for Rejection		Read only
FS-120	Quality Control Point 2 - Additional Information on Rejection		Read only

Step 9:

The User enters information on his/her decisions on quality at the Farm/Product level in the following fields. Note individual product rejections do not necessarily lead to consignment level rejection)

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-130	Quality Control Point 3 - Status	Pass / Fail	Manual: LoV
FS-140	Quality Control Point 3 – Comments		Manual
FS-150	Quality Control Point 3 - Product Wastage Status		Manual: Select
FS-160	Quality Control Point 3 - Product Wastage Weight (Kg)		Manual
FS-170	Quality Control Point 3 - Reasons for Rejection	Config Table 14 Select >=1	Manual: LoV
FS-180	Quality Control Point 3 - Additional Information on Rejection		Manual

ALT- UG-EIS-0500-04: LoV is incomplete - required value cannot be selected

Step 10: The User adds any scanned supporting product documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

Product Document Data

PD-10	Product Document Code	Config Table 16	Manual: LoV
PD-20	Document Type Description	Config Table 16	Auto: Config Table
PD-30	Document Description		Manual
PD-40	Document Number		Manual
PD-50	Document Date		Date Picker
PD-60	Document Upload Date and Time		System Generated
PD-70	Document Scan		Manual

Step 11: The User reviews a summary of QCP-3
The following Consignment Status information is available on read only format
(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-10	Scheduling and Planning Form Status	Submitted / Draft	Read only
CS-20	Packhouse Inspection Invitation -Status	Accept / Reject / Query	Read only
CS-30	Packhouse Inspection Invitation Comments		Read only
CS-40	Quality Control Point 1 - Status	Pass / Fail	Read only
CS-50	Quality Control Point 1 - Comments		Read only
CS-80	Quality Control Point 2 - Status	Pass / Fail	Read only
CS-90	Quality Control Point 2 - Comments		Read only

Step 12: The User updates the QCP-3 Consignment Status, adds any relevant comments and presses 'Submit'
(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-120	Quality Control Point 3 - Status	Pass / Fail	Manual-LoV
CS-130	Quality Control Point 3 - Comments		Manual

ALT- UG-EIS-0500-05: User chooses not to submit the Form

ALT- UG-EIS-0500-06: User chooses to reject he consignment

Step 13: The User is shown a (printable) success message:
"Your QCP-3 has been successfully submitted". The following details are also included:

1. Name of Export Company
2. Export Registration Number of the Export Company
3. Username
4. Transaction Type = QCP-3
5. Transaction ID (system generated)
6. Transaction Version
7. Transaction Status = Submitted
8. Transaction Date/Time
9. Consignment Numbers (system generated. n=1)
10. Consignment Statuses (n=1)

Step 14: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists
- DCIC Inspector (Packhouse)

	Step 15: The User may download a pdf copy QCP-3 for future reference. This is modelled on the existing Form used during manual process (see Appendix A) **Step 16:** Use Case ends
Alternate	**ALT- UG-EIS-0500-02: User wishes to cancel an existing QCP-3** **Step 1:** The User searches for (or selects from a worklist) an existing QCP-3 and clicks “Cancel”. NB the User may only access for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays the details of the existing QCP-3 in read only mode. It is not possible to cancel the QCP-3 for Consignments that have progressed as the Consignment Packhouse Inspection Report. **Step 3:** The User reviews the QCP-3 and selects the “Cancel QCP-3” button at the bottom of the screen. **Step 4:** The system displays a confirmation message “Are you sure that you wish to Cancel this QCP-3?” **Step 5:** The User either: Confirms that they wish to cancel the Form by pressing “Yes I wish to Cancel this Form” (s)he must enter their reasons before progressing to Step 6 or Presses “No I do not want to Cancel this Form” in which they progress to Step 8 **Step 6:** The system cancels the QCP-3 and pending inspection requests sent to DCIC Inspectors. Although the QCP-3 is cancelled the database maintains records of all activity related to it for historical purposes The system displays a message “Your QCP-3 has been successfully cancelled. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = QCP-3 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Numbers (n=1) 10. Consignment Statuses (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends

Alternate	**ALT- UG-EIS-0500-03: User wishes to edit an existing QCP-3** **Step 1:** The User searches for (or selects from a worklist) an existing QCP-3 and clicks “Edit”. NB the User may only access QCP-3 for the Exporting Company to which (s)he is linked in the system. **Step 2:** The system displays the details of the existing QCP-3 It is not possible to edit the QCP-3 if the Consignment has progressed as far as Consignment Packhouse Inspection. Rules for editing fields match those within Basic Path UG-EIS-0500-01. **Step 3:** The User reviews the QCP-3 and selects the “Submit” button at the bottom of the screen, If the QCP-3 was saved as draft (i.e. has not been submitted to DCIC) the User proceeds to Step 6. If the QCP-3 has already been submitted to DCIC the User proceeds to Step 4. **Step 4:** The system displays a confirmation message “Are you sure that you wish to Change this QCP-3?” **Step 5:** The User confirms that they wish to change the QCP-3 by pressing “Yes I wish to Change this QCP-3” (s)he must enter their reasons before progressing to Step 6 Otherwise, the User may press “No I do not want to Change this QCP-3” in which case go to Alternate Step 8 **Step 6:** The system modifies the QCP-3, although the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented. The system displays a message “Your QCP-3 has been successfully modified”. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = QCP-3 5. Transaction ID (system generated) 6. Transaction Version = Previous Version +1 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Numbers (n=1) 10. Consignment Statuses (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends

<table>
<tr><td>Alternate</td><td>ALT- UG-EIS-0500-04: LoV is incomplete - required value cannot be selected

Step 1: The User is unable to find a required value in LoV maintained by DCIC.

Step 2: The User saves the Form as draft and contacts DCIC System Admin to update the LoV.

Step 3: The User retrieves the draft From and continues with data entry from where (s)/he left off

Step 4: Alternate Process Ends</td></tr>
<tr><td>Alternate</td><td>ALT- UG-EIS-0500-05: User chooses not to submit the Form

Step 1: The User selects
● Go Back
● Clear
● Save as Draft

Step 2: If ‘Go Back’ is selected the User returns to the draft form and may edit it.
Go to Alternate Step 5

Step 3: If ‘Clear’ is selected the User:
● Receives a warning “You are about to clear your form. Do you want to proceed?”.
● User confirms that they wish to clear the form
● Form is deleted
Go to Alternate Step 5

Step 4: If ‘Save as Draft is selected the User saves the Form in draft. The Form may be retrieved for later completion.
Go to Alternate Step 5

Step 5: Alternate Use Case ends</td></tr>
<tr><td>Alternate</td><td>ALT- UG-EIS-0500-06: User Chooses to Reject the Consignment

Step 1: The User enters additional information regarding the reasons for the rejection and the steps required for the safe disposal of the consignment as follows:
(For definitive definitions use the Data Definition Document)

<table>
<tr><td>CS-120</td><td>Quality Control Point 3 - Status</td><td>Pass / Fail</td><td>Manual-LoV</td></tr>
<tr><td>CS-130</td><td>Quality Control Point 3 - Comments</td><td></td><td>Manual</td></tr>
<tr><td>CS-140</td><td>Quality Control Point 3 - Reasons for Rejection</td><td>Config Table 9
Select >=1</td><td>Manual-LoV</td></tr>
<tr><td>CS-150</td><td>Quality Control Point 3 - Additional Information</td><td></td><td>Manual</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><td></td><td>
Step 2: The system automatically updates the statuses of all product / farm level quality data to Fail and calculates approximate wastage from the Net Weight field.
(For definitive definitions use the Data Definition Document)

<table>
<tr><td>FS-130</td><td>Quality Control Point 3 - Status</td><td>Pass / Fail</td><td>Auto = Fail</td></tr>
<tr><td>FS-150</td><td>Quality Control Point 3 - Product Wastage Status</td><td></td><td>Auto = Yes</td></tr>
<tr><td>FS-160</td><td>Quality Control Point 3 - Product Wastage Weight (Kg)</td><td></td><td>Auto = F80 Net Weight</td></tr>
<tr><td>FS-170</td><td>Quality Control Point 3 - Reasons for Rejection</td><td></td><td>Auto = Consignment Level Rejection</td></tr>
</table>

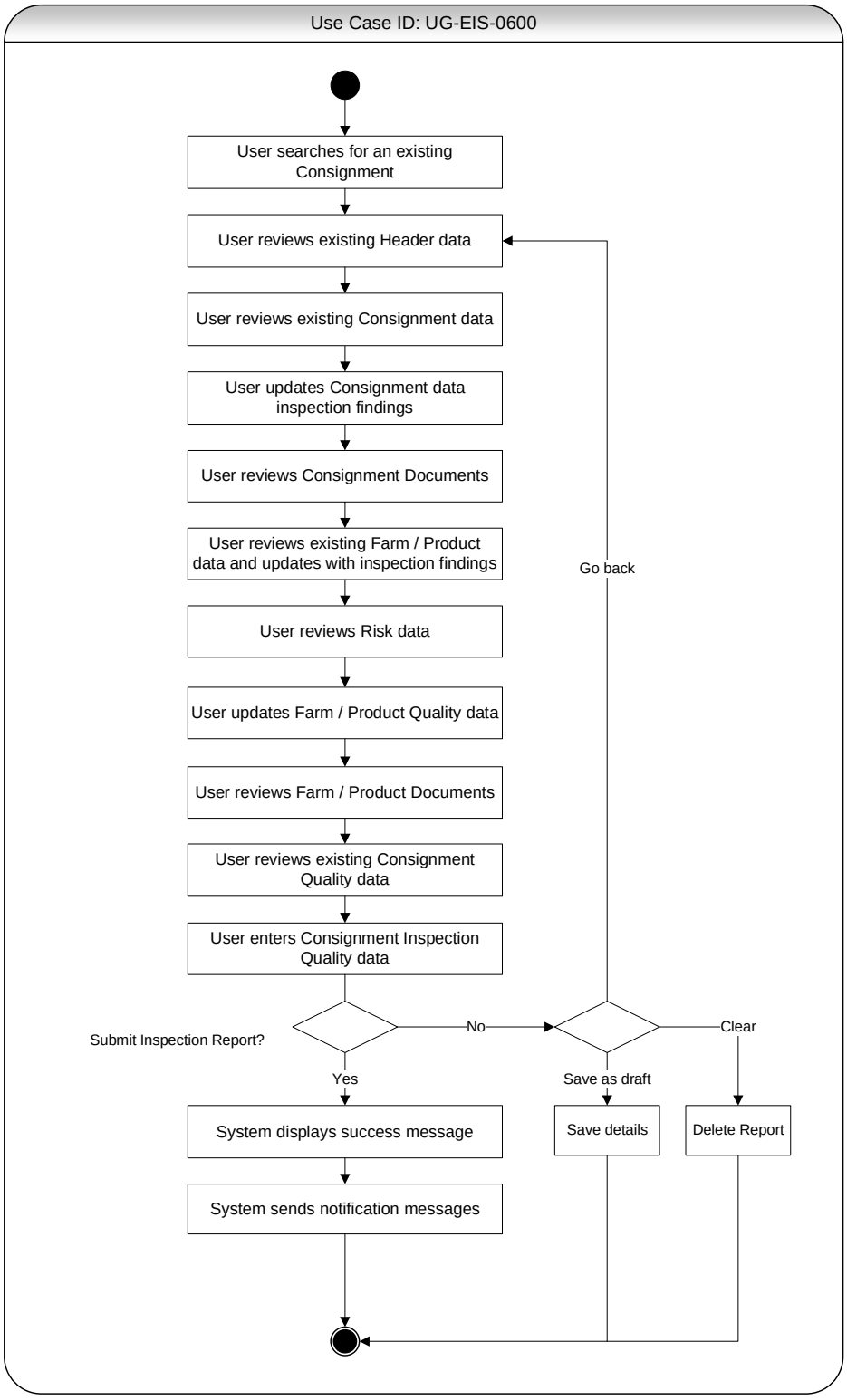
Step 3: A Rejection Notice is automatically created in pdf format. This may be printed off if required or saved for future reference.

Step 4: Notification messages are automatically sent to the following:
● Exporter Quality Controllers / Agronomists
● DCIC Inspector (Packhouse)
● DCIC Inspection Manager (Airport)

Step 5: Alternate Use Case ends
</td></tr>
<tr><td>Triggers</td><td>Exporter wishes to enter data on Quality Control Point 3 into the system,</td></tr>
<tr><td>Post-conditions</td><td>The information related to Quality Control Point 3 has been entered into the system.</td></tr>
<tr><td>Additional Information</td><td>None.</td></tr>
</table>

9. UG-EIS-0600 Issue Consignment Packhouse Inspection Report

Diagram ID: UG-EIS-600: Issue Consignment Packhouse Inspection Report



<table>
<tr><th colspan="2">Use Case ID: UG-EIS-600: Issue Consignment Packhouse Inspection Report</th></tr>
<tr><td>Process Description</td><td>This process allows a DCIC Inspector to issue a report following a consignment inspection at the packhouse.

Goal: To allow the DCIC Inspector to issue a report using as much pre-existing information as possible to minimise the data entry overhead.

Actor(s):
● Inspectors from Department of Crop Inspection and Certification (DCIC)

Input summary:
Consignment details contained within the most recent Quality Control Point (1,2 or 3 depending on circumstances)

Output Summary:
Issued Consignment Packhouse Inspection Report</td></tr>
<tr><td>Precondition</td><td>The exporter must be:
● Registered with DCIC
● Receiving supplies from farmers registered with DCIC
● Using packing houses registered with DCIC
The exporter must have submitted a Quality Control Point form (1,2 or 3)</td></tr>
<tr><td>Basic Path</td><td>UG-EIS-0600-01

Step 1: A DCIC Inspector logs onto the system

Step 2: The User searches for (or selects from a worklist) the Consignment to be inspected (consignment must have completed at least one Pack house check).
ALT- UG-EIS-0600-02: User wishes to cancel an existing Consignment Packhouse Inspection Report
ALT- UG-EIS-0600-03: User wishes to edit an existing Consignment Packhouse Inspection Report

Step 3: The User reviews the Consignment details.

Step 4: The User updates the Consignment details to reflect the findings of the Inspection.
The following Consignment data, contained in the most recent Quality Control Point (QCP) is displayed, Certain fields may be edited as described below:
(For definitive definitions use the Data Definition Document)

Header Data
<table>
<tr><td>H-10</td><td>Export Company Name</td><td>Config Table 1</td><td>Read only</td></tr>
<tr><td>H-20</td><td>Export Company Export Registration Number</td><td>Config Table 1</td><td>Read only</td></tr>
<tr><td>H-30</td><td>Export Company REX No.</td><td>Config Table 1</td><td>Read only</td></tr>
</table>
</td></tr>
</table>

H-40	Export Company Quality Controller / Agronomist	Config Table 1	Read only
H-50	Designation of the quality controller / agronomist	Config Table 1	Read only
H-60	Packhouses Code	Config Table 2	Read only
H-70	Packhouses Name	Config Table 2	Read only
H-80	Planning Window - Week No		Read only
H-90	Planning Window - Start Date		Read only
H-100	Planning Window - End Date		Read only

Consignment Data

C-10	Consignment Number		Read only
C-20	Mode of Transport Code	Config Table 5 Initially air only	Manual: LoV
C-30	Mode of Transport Name	Config Table 5	Auto: Config Table
C-40	Exit Point	Config Table 4	Manual: LoV
C-50	Airline Code	Config Table 6	Manual: LoV
C-60	Airline Name	Config Table 6	Auto: Config Table
C-70	Flight date and time		Manual: Picker
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Manual: Picker
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Auto: Config Table
C-100	Requested Inspection date and time		Read only
C-110	Confirmed Inspection date and time		Read only
C-120	Assigned Inspector Name	Associated with Username	Read only
C-130	Assigned Inspector Number	Associated with Username	Read only
C-140	Assigned Inspector Tel.	Associated with Username	Read only
C-150	Assigned Inspector email	Associated with Username	Read only
C-160	Inspection Number		Read only
C-170	Country of Consignment Code	Config Table 8 =UG	Manual: LoV
C-180	Country of Consignment Name	Config Table 8 =Uganda	Auto: Config Table
C-190	Country of Destination Code	Config Table 8 <> UG	Manual: LoV
C-200	Country of Destination Name	Config Table 8 <> Uganda	Auto: Config Table

C-210	Packing List Status	Available / Not Available	Manual: LoV
C-220	Packing List Status Comments		Manual
C-230	MRL Testing Certificate Status	Available / Not Available	Manual: LoV
C-240	MRL Testing Certificate Status Comments		Manual
C-250	ePhyto Status	Available / Not Available	Manual: LoV
C-260	ePhyto Status Comments		Manual
C-270	Truck Hygiene Report Status	Available / Not Available	Manual: LoV
C-280	Truck Hygiene Report Status Comments		Manual

ALT- UG-EIS-0600-04: LoV is incomplete - required value cannot be selected

Step 5: The User may view any scanned supporting consignment documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

Consignment Document Data

CD-10	Consignment Document Code	Config Table 11	Read only
CD-20	Document Type Description	Config Table 11	Read only
CD-30	Document Description		Read only
CD-40	Document Number		Read only
CD-50	Document Date		Read only
CD-60	Document Upload Date and Time		Read only
CD-70	Document Scan		Read only

Step 6: The following Product and Farm level data (contained in the most recent QCP) are displayed. The User may edit certain fields to reflect the findings of the Consignment Packhouse Inspection.

(For definitive definitions use the Data Definition Document)

Product Data

P-10	Product Number	Config Table 12	Manual: LoV
P-20	Product Name	Config Table 12	Auto: Config Table
P-30	Product HS code	Config Table 12	Auto: Config Table
P-40	Product HS description	Config Table 12	Auto: Config Table
P-50	Net Wight (Kg)		Manual

Farm Level Data

F-10	Traceability code	Config Table 3	Manual: LoV
F-20	Traceability description	Config Table 3	Auto: Config Table
F-30	No of packages		Manual

F-40	Type of package - Code	Config Table 13	Manual: LoV
F-50	Type of package - Description	Config Table 13	Auto: Config Table
F-60	Lot No		Manual
F-70	Gross Weight (Kg)		Manual
F-80	Net Wight (Kg)		Manual

Step 7:

The following risk data is auto-populated (according to attributes defined in advance by DCIC) into each existing Product record

(For definitive definitions use the Data Definition Document)

Risk Data

F-90	Farm Risk Level		Read only
F-100	Product Risk Level		Read only
F-110	Packhouse Risk Level		Read only
F-120	Exporter Risk Level		Read only
F-130	Overall Risk	Calculated	System Generated

It is anticipated that the allocation of risk ratings will be driven by analysis of data derived from the system during its first 6 months of operation. Until then risk settings will be 'Neutral'.

Step 8: The User reviews the existing Farm Level status data (from the most recent QCP)

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-10	Quality Control Point 1 - Status	Pass / Fail	Read only
FS-20	Quality Control Point 1 - Comments		Read only
FS-30	Quality Control Point 1 - Product Wastage Status		Read only
FS-40	Quality Control Point 1 - Product Wastage Weight (Kg)		Read only
FS-50	Quality Control Point 1 - Reasons for Rejection		Read only
FS-60	Quality Control Point 1 - Additional Information on Rejection		Read only
FS-70	Quality Control Point 2 - Status		Read only
FS-80	Quality Control Point 2 - Comments		Read only
FS-90	Quality Control Point 2 - Product Wastage Status		Read only

FS-100	Quality Control Point 2 - Product Wastage Weight (Kg)		Read only
FS-110	Quality Control Point 2 - Reasons for Rejection		Read only
FS-120	Quality Control Point 2 - Additional Information on Rejection		Read only
FS-130	Quality Control Point 3 - Status		Read only
FS-140	Quality Control Point 3 - Comments		Read only
FS-150	Quality Control Point 3 - Product Wastage Status		Read only
FS-160	Quality Control Point 3 - Product Wastage Weight (Kg)		Read only
FS-170	Quality Control Point 3 - Reasons for Rejection		Read only
FS-180	Quality Control Point 3 - Additional Information on Rejection		Read only

Step 9: The User enters information on his/her decisions on quality at the Farm/Product level in the following fields. Note individual product rejections do not necessarily lead to consignment level rejection)
(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-190	Packhouse Inspection - Status	Pass / Fail	Manual: LoV
FS-200	Packhouse Inspection - Comments		Manual
FS-210	Packhouse Inspection - Product Wastage Status		Manual: Select
FS-220	Packhouse Inspection - Product Wastage Weight (Kg)		Manual
FS-230	Packhouse Inspection - Reasons for Rejection	Config Table 14 Select >=1	Manual: LoV
FS-240	Packhouse Inspection - Additional Information on Rejection		Manual
FS-250	Packhouse Inspection - Instructions to Exporter of Rejected Consignment	Config Table 15	Manual: LoV
FS-260	Packhouse Inspection - Further Instructions on Rejected Consignment		Manual

ALT- UG-EIS-0600-04: LoV is incomplete - required value cannot be selected

Step 10: The User may also review, but not edit, the product level documentation
(For definitive definitions use the Data Definition Document)

Product Document Data

PD-10	Product Document Code	Config Table 16	Read only
PD-20	Document Type Description	Config Table 16	Read only
PD-30	Document Description		Read only
PD-40	Document Number		Read only
PD-50	Document Date		Read only
PD-60	Document Upload Date and Time		Read only
PD-70	Document Scan		Read only

Step 11: The User reviews a summary of the Inspection Report
The following Consignment Status information is available in read only format
(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-10	Scheduling and Planning Form Status	Submitted / Draft	Read only
CS-20	Packhouse Inspection Invitation -Status	Accept / Reject / Query	Read only
CS-30	Packhouse Inspection Invitation Comments		Read only
CS-40	Quality Control Point 1 - Status	Pass / Fail	Read only
CS-50	Quality Control Point 1 - Comments		Read only
CS-80	Quality Control Point 2 - Status	Pass / Fail	Read only
CS-90	Quality Control Point 2 - Comments		Read only
CS-120	Quality Control Point 3 - Status		Read only
CS-130	Quality Control Point 3 - Comments		Read only

Step 12: The User updates the Inspection Consignment Status, adds any relevant comments and presses 'Submit'
(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-160	Packhouse Inspection - Status	Pass / Fail / Query	Manual-LoV
CS-170	Packhouse Inspection - Comments		Manual

	The client is automatically sent a notification to inform them of the outcome. **ALT- UG-EIS-0600-05: Reject** **ALT- UG-EIS-0600-06: Query** **ALT- UG-EIS-0600-07: User chooses not to submit the Form** **Step 13:** The User is shown a (printable) success message: "Your packhouse inspection report has been successfully submitted". The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Consignment Packhouse Inspection Report 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 14:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) ● DCIC Inspection Manager (Airport) **Step 15:** The User may download a pdf copy of the data contained in the Consignment Packhouse Inspection Report for future reference. This is modelled on the existing Inspection Report used during manual process (see Appendix A) **Step 16:** Use Case ends
Alternate	**ALT- UG-EIS-0600-02: User wishes to cancel an existing Consignment Packhouse Inspection Report** **Step 1:** The User searches for (or selects from a worklist) an existing Consignment Packhouse Inspection Report and clicks "Cancel". **Step 2:** The system displays the details of the existing Consignment Packhouse Inspection Report in read only mode. It is not possible to cancel the Consignment Packhouse Inspection Report for Consignments that have progressed as far as the Consignment Border Inspection stage. **Step 3:** The User reviews the Consignment Packhouse Inspection Report and selects the "Cancel Consignment Packhouse Inspection Report" button at the bottom of the screen. **Step 4:** The system displays a confirmation message "Are you sure that you wish to Cancel this Consignment Packhouse Inspection Report?"

	Step 5: The User either: Confirms that they wish to cancel the Form by pressing “Yes I wish to Cancel this Inspection Report” (s)he must enter their reasons before progressing to Step 6 or Presses “No I do not want to Cancel this Inspection Report” in which they progress to Step 8 **Step 6:** The system cancels the Consignment Packhouse Inspection Report, although the database maintains records of all activity related to it for historical purposes. The system displays a message “Your Consignment Packhouse Inspection Report has been successfully cancelled. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Consignment Packhouse Inspection Report 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0600-03: User wishes to edit an existing Consignment Packhouse Inspection Report** **Step 1:** The User searches for (or selects from a worklist) an existing Consignment Packhouse Inspection Report and clicks “Edit”. **Step 2:** The system displays the details of the existing Consignment Packhouse Inspection Report It is not possible to edit the Consignment Packhouse Inspection Report if the Consignment has progressed as far as the Consignment Border Inspection stage. Rules for editing fields match those within Basic Path UG-EIS-0600-01. **Step 3:** The User reviews the Consignment Packhouse Inspection Report and selects the “Submit” button at the bottom of the screen, If the Consignment Packhouse Inspection Report was saved as draft the User proceeds to Step 6. If the Consignment Packhouse Inspection Report has already been submitted to proceeds to Step 4. **Step 4:** The system displays a confirmation message “Are you sure that you wish to Change this Consignment Packhouse Inspection Report?”

	Step 5: The User confirms that they wish to change the Consignment Packhouse Inspection Report by pressing “Yes I wish to Change (s)he must enter their reasons before progressing to Step 6 Otherwise, the User may press “No I do not want to Change this Consignment Packhouse Inspection Report” in which case go to Step 8 **Step 6:** The system modifies the Consignment Packhouse Inspection Report, although the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented. The system displays a message “Your Consignment Packhouse Inspection Report has been successfully modified”. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Consignment Packhouse Inspection Report 5. Transaction ID (system generated) 6. Transaction Version = Previous Version +1 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0600-04: LoV is incomplete - required value cannot be selected** **Step 1:** The User is unable to find a required value in LoV maintained by DCIC. **Step 2:** The User saves the Report as draft and contacts DCIC System Admin to update the LoV. **Step 3:** The User retrieves the draft From and continues with data entry from where (s)/he left off **Step 4:** Alternate Process Ends
Alternate	**ALT- UG-EIS-0600-05: Reject** **Step 1:** The User chooses to reject the consignment. **Step 2:** The User enters information regarding the reasons for the rejection and the steps required for the safe disposal of the consignment as follows: (For definitive definitions use the Data Definition Document)

	CS-160	Packhouse Inspection - Status	Pass / Fail / Query	Manual: LoV
	CS-170	Packhouse Inspection - Comments		Manual
	CS-180	Packhouse Inspection - Reasons for Rejection	Config Table 9 Select >=1	Manual: LoV
	CS-190	Packhouse Inspection - Additional Information on Rejection		Manual
	CS-200	Packhouse Inspection - Instructions to Exporter of Rejected Consignment	Config Table 10	Manual: LoV
	CS-210	Packhouse Inspection - Further Instructions on Rejected Consignment		Manual

Step 3: The system automatically updates the statuses of all product / farm level quality data to Fail and calculates approximate wastage from the Net Weight field. (For definitive definitions use the Data Definition Document)

FS-190	Packhouse Inspection - Status	Pass / Fail	Auto = Fail
FS-210	Packhouse Inspection - Product Wastage Status		Auto = Yes
FS-220	Packhouse Inspection - Product Wastage Weight (Kg)		Auto = F80 Net Weight
FS-230	Packhouse Inspection - Reasons for Rejection		Auto = Consignment Level Rejection

Step 4: An Interception Notice is automatically created in pdf format. This may be printed off if required or saved for future reference. This is modelled on the existing Interception Notice used during manual process (see Appendix A)

Step 5: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists
- DCIC Inspector (Packhouse)
- DCIC Inspection Manager (Airport)

Step 6: Alternate Use Case ends

Alternate

ALT- UG-EIS-0600-06: Query

Step 1: The User enters explanatory text to provide clarity on the nature of the query

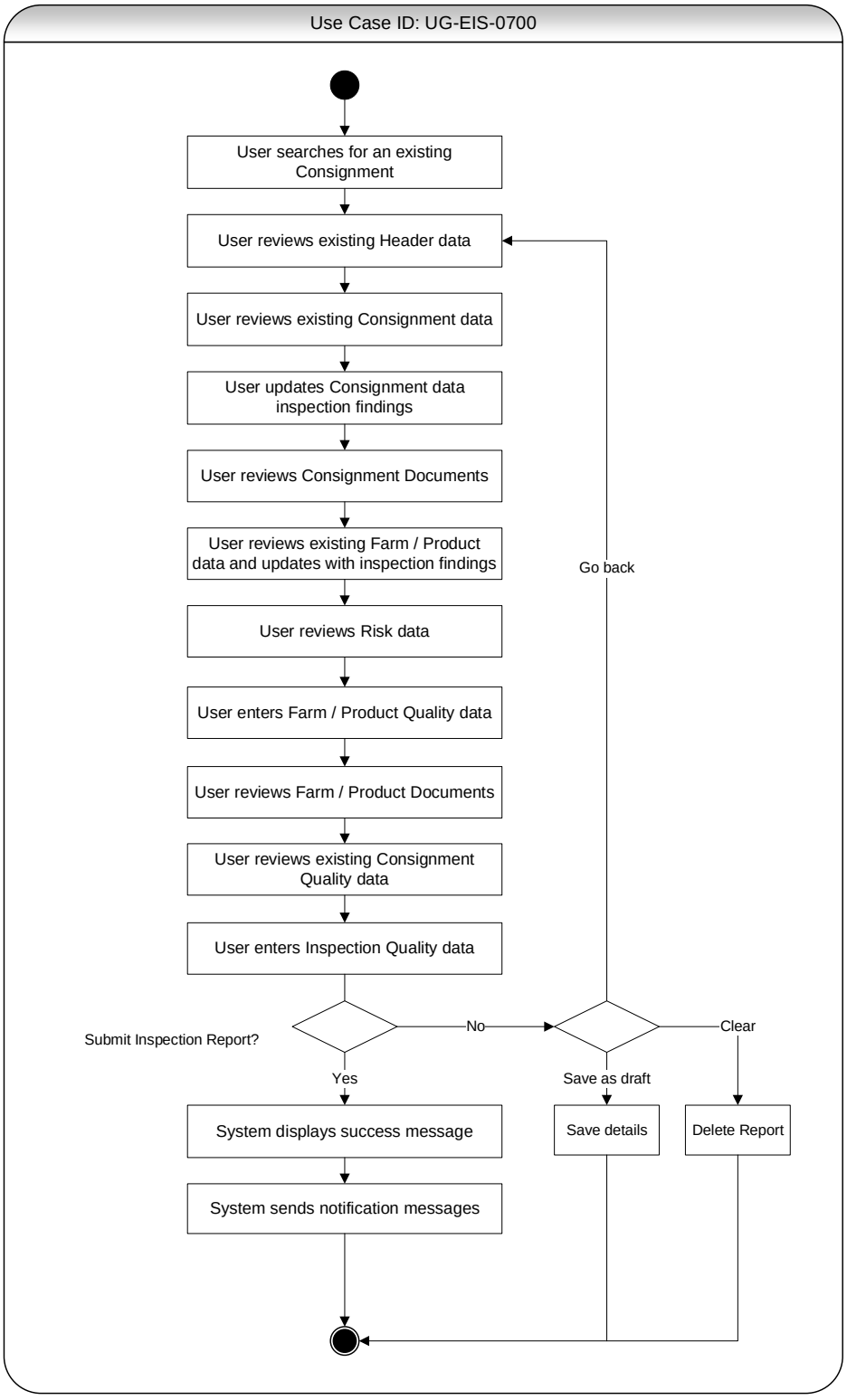
Step 2: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists
- DCIC Inspector (Packhouse)
- DCIC Inspection Manager (Airport)

	Step 3: The Consignment remains under Query until it is modified by the User **Step 4:** Alternative Use Case Ends
Alternate	**ALT- UG-EIS-0600-07: User chooses not to submit the Report (at this time)** **Step 1:** The User selects ● Go Back ● Clear ● Save as Draft **Step 2:** If 'Go Back' is selected the User returns to the draft Report and may edit it. Go to Alternate Step 5 **Step 3:** If 'Clear' is selected the User: ● Receives a warning "You are about to clear your form. Do you want to proceed?". ● User confirms that they wish to clear the form ● Report is deleted Go to Alternate Step 5 **Step 4:** If 'Save as Draft is selected the User saves the Report in draft. The Report may be retrieved for later completion. Go to Alternate Step 5 **Step 5:** Alternate Use Case ends
Triggers	The DCIC Inspector is available to conduct the Consignment Packhouse Inspection
Post-conditions	Consignment Packhouse Inspection Report is issued
Additional Information	None.

10.UG-EIS-0700 Issue Consignment Border Inspection Report

Diagram ID: UG-EIS-700: Issue Consignment Border Inspection Report



<table>
<tr><th colspan="2">Use Case ID: UG-EIS-700: Issue Consignment Border Inspection Report</th></tr>
<tr><td>Process Description</td><td>This process allows a DCIC Inspector to issue a report following a consignment inspection at the border (in most cases Entebbe International Airport)

Goal: To allow the DCIC Inspector to issue a report using as much pre-existing information as possible to minimise the data entry overhead.

Actor(s):
● Inspectors from Department of Crop Inspection and Certification (DCIC) at the border

Input summary:
Consignment details contained within the most recent Consignment update (QCP-1, QCP-2, QCP-3 or the Packhouse Inspection Report)

Output Summary: Issued Consignment Border Inspection Report</td></tr>
<tr><td>Precondition</td><td>The exporter must be:
● Registered with DCIC
● Receiving supplies from farmers registered with DCIC
● Using packing houses registered with DCIC
The exporter must have submitted a Quality Control Point (1,2 or 3)</td></tr>
<tr><td>Basic Path</td><td>UG-EIS-0700-01

Step 1: A DCIC Inspector at the border logs onto the system

Step 2: The User searches for (or selects from a worklist) a Consignment Number (created upon submission of a Planning and Scheduling Form)
ALT- UG-EIS-0700-02: User wishes to cancel an existing Consignment Border Inspection Report
ALT- UG-EIS-0700-03: User wishes to edit an existing Consignment Border Inspection Report

Step 3: The User reviews the Consignment details.

Step 4: The User updates the Consignment details to reflect the findings of the Inspection.
The following Consignment data (contained in the most recent quality check is displayed, Certain fields may be edited as described below:
(For definitive definitions use the Data Definition Document)

Header Data
<table>
<tr><td>H-10</td><td>Export Company Name</td><td>Config Table 1</td><td>Read only</td></tr>
<tr><td>H-20</td><td>Export Company Export Registration Number</td><td>Config Table 1</td><td>Read only</td></tr>
<tr><td>H-30</td><td>Export Company REX No.</td><td>Config Table 1</td><td>Read only</td></tr>
</table>
</td></tr>
</table>

H-40	Export Company Quality Controller / Agronomist	Config Table 1	Read only
H-50	Designation of the quality controller / agronomist	Config Table 1	Read only
H-60	Packhouses Code	Config Table 2	Read only
H-70	Packhouses Name	Config Table 2	Read only
H-80	Planning Window - Week No		Read only
H-90	Planning Window - Start Date		Read only
H-100	Planning Window - End Date		Read only

Consignment Data

C-10	Consignment Number		Read only
C-20	Mode of Transport Code	Config Table 5 Initially air only	Manual: LoV
C-30	Mode of Transport Name	Config Table 5	Auto: Config Table
C-40	Exit Point	Config Table 4	Manual: LoV
C-50	Airline Code	Config Table 6	Manual: LoV
C-60	Airline Name	Config Table 6	Auto: Config Table
C-70	Flight date and time		Manual: Picker
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Manual: Picker
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Auto: Config Table
C-100	Requested Inspection date and time		Read only
C-110	Confirmed Inspection date and time		Read only
C-120	Assigned Inspector Name	Associated with Username	Read only
C-130	Assigned Inspector Number	Associated with Username	Read only
C-140	Assigned Inspector Tel.	Associated with Username	Read only
C-150	Assigned Inspector email	Associated with Username	Read only
C-160	Inspection Number		Read only
C-170	Country of Consignment Code	Config Table 8 =UG	Manual: LoV
C-180	Country of Consignment Name	Config Table 8 =Uganda	Auto: Config Table
C-190	Country of Destination Code	Config Table 8 <> UG	Manual: LoV
C-200	Country of Destination Name	Config Table 8 <> Uganda	Auto: Config Table

C-210	Packing List Status	Available / Not Available	Manual: LoV
C-220	Packing List Status Comments		Manual
C-230	MRL Testing Certificate Status	Available / Not Available	Manual: LoV
C-240	MRL Testing Certificate Status Comments		Manual
C-250	ePhyto Status	Available / Not Available	Manual: LoV
C-260	ePhyto Status Comments		Manual
C-270	Truck Hygiene Report Status	Available / Not Available	Manual: LoV
C-280	Truck Hygiene Report Status Comments		Manual

ALT- UG-EIS-0700-04: LoV is incomplete - required value cannot be selected

Step 5: The User may view any scanned supporting consignment documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

Consignment Document Data

CD-10	Consignment Document Code	Config Table 11	Read only
CD-20	Document Type Description	Config Table 11	Read only
CD-30	Document Description		Read only
CD-40	Document Number		Read only
CD-50	Document Date		Read only
CD-60	Document Upload Date and Time		Read only
CD-70	Document Scan		Read only

Step 6: The following Product and Farm level data (contained in the most recent quality check) are displayed. The User may be edit certain fields to reflect the findings of the Border Packhouse Inspection.

(For definitive definitions use the Data Definition Document)

Product Data

P-10	Product Number	Config Table 12	Manual: LoV
P-20	Product Name	Config Table 12	Auto: Config Table
P-30	Product HS code	Config Table 12	Auto: Config Table
P-40	Product HS description	Config Table 12	Auto: Config Table
P-50	Net Wight (Kg)		Manual

Farm Level Data

F-10	Traceability code	Config Table 3	Manual: LoV
F-20	Traceability description	Config Table 3	Auto: Config Table
F-30	No of packages		Manual

F-40	Type of package - Code	Config Table 13	Manual: LoV
F-50	Type of package - Description	Config Table 13	Auto: Config Table
F-60	Lot No		Manual
F-70	Gross Weight (Kg)		Manual
F-80	Net Wight (Kg)		Manual

Step 7:

The following risk data is auto-populated (according to attributes defined in advance by DCIC) into each existing Product record

(For definitive definitions use the Data Definition Document)

Risk Data

F-90	Farm Risk Level		Read only
F-100	Product Risk Level		Read only
F-110	Packhouse Risk Level		Read only
F-120	Exporter Risk Level		Read only
F-130	Overall Risk	Calculated	System Generated

It is anticipated that the allocation of risk ratings will be driven by analysis of data derived from the system during its first 6 months of operation. Until then risk settings will be 'Neutral'.

Step 8: The User reviews the existing Farm Level status data (from the most recent quality check)

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-10	Quality Control Point 1 - Status	Pass / Fail	Read only
FS-20	Quality Control Point 1 - Comments		Read only
FS-30	Quality Control Point 1 - Product Wastage Status		Read only
FS-40	Quality Control Point 1 - Product Wastage Weight (Kg)		Read only
FS-50	Quality Control Point 1 - Reasons for Rejection		Read only
FS-60	Quality Control Point 1 - Additional Information on Rejection		Read only
FS-70	Quality Control Point 2 - Status		Read only
FS-80	Quality Control Point 2 - Comments		Read only
FS-90	Quality Control Point 2 - Product Wastage Status		Read only

FS-100	Quality Control Point 2 - Product Wastage Weight (Kg)		Read only
FS-110	Quality Control Point 2 - Reasons for Rejection		Read only
FS-120	Quality Control Point 2 - Additional Information on Rejection		Read only
FS-130	Quality Control Point 3 - Status		Read only
FS-140	Quality Control Point 3 - Comments		Read only
FS-150	Quality Control Point 3 - Product Wastage Status		Read only
FS-160	Quality Control Point 3 - Product Wastage Weight (Kg)		Read only
FS-170	Quality Control Point 3 - Reasons for Rejection		Read only
FS-180	Quality Control Point 3 - Additional Information on Rejection		Read only
FS-190	Packhouse Inspection - Status		Read only
FS-200	Packhouse Inspection - Comments		Read only
FS-210	Packhouse Inspection - Product Wastage Status		Read only
FS-220	Packhouse Inspection - Product Wastage Weight (Kg)		Read only
FS-230	Packhouse Inspection - Reasons for Rejection		Read only
FS-240	Packhouse Inspection - Additional Information on Rejection		Read only
FS-250	Packhouse Inspection - Instructions to Exporter of Rejected Consignment		Read only
FS-260	Packhouse Inspection - Further Instructions on Rejected Consignment		Read only

Step 9: The User enters information on his/her decisions on quality at the Farm/Product level in the following fields. Note individual product rejections do not necessarily lead to consignment level rejection)

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-270	Border Inspection - Status	Pass / Fail / Query	Manual: LoV
FS-280	Border Inspection - Comments		Manual
FS-290	Border Inspection - Product Wastage Status		Manual: Select
FS-300	Border Inspection - Product Wastage Weight (Kg)		Manual
FS-310	Border Inspection - Reasons for Rejection	Config Table 14 Select >=1	Manual: LoV
FS-320	Border Inspection - Additional Information on Rejection		Manual
FS-330	Border Inspection - Instructions to Exporter of Rejected Consignment	Config Table 15	Manual: LoV
FS-340	Border Inspection - Further Instructions on Rejected Consignment		Manual

ALT- UG-EIS-0700-04: LoV is incomplete - required value cannot be selected

Step 10: The User may also review, but not edit, the product level documentation (For definitive definitions use the Data Definition Document)

Product Document Data

PD-10	Product Document Code	Config Table 16	Read only
PD-20	Document Type Description	Config Table 16	Read only
PD-30	Document Description		Read only
PD-40	Document Number		Read only
PD-50	Document Date		Read only
PD-60	Document Upload Date and Time		Read only
PD-70	Document Scan		Read only

Step 11: The User reviews a summary of the Inspection Report
The following Consignment Status information is available on read only format (For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-10	Scheduling and Planning Form Status	Submitted / Draft	Read only
CS-20	Packhouse Inspection Invitation -Status	Accept / Reject / Query	Read only
CS-30	Packhouse Inspection Invitation Comments		Read only
CS-40	Quality Control Point 1 - Status	Pass / Fail	Read only

CS-50	Quality Control Point 1 - Comments		Read only
CS-80	Quality Control Point 2 - Status	Pass / Fail	Read only
CS-90	Quality Control Point 2 - Comments		Read only
CS-120	Quality Control Point 3 - Status		Read only
CS-130	Quality Control Point 3 - Comments		Read only
CS-160	Packhouse Inspection - Status		Read only
CS-170	Packhouse Inspection - Comments		Read only

Step 12: The User indicates that the Consignment has passed the Inspection, adds any relevant comments and presses 'Approve'.

(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-220	Border Inspection - Status	Pass / Fail / Query	Manual-LoV
CS-230	Border Inspection - Comments		Manual

The client is automatically sent a notification to inform them of the outcome.

ALT- UG-EIS-0700-05: Reject

ALT- UG-EIS-0700-06: Query

ALT- UG-EIS-0700-07: User chooses not to submit the Report

Step 13: The User is shown a (printable) success message:
"Your Consignment Border Inspection Report has been successfully submitted". The following details are also included:

1. Name of Export Company
2. Export Registration Number of the Export Company
3. Username
4. Transaction Type = Consignment Border Inspection Report
5. Transaction ID (system generated)
6. Transaction Version = 001
7. Transaction Status = Submitted
8. Transaction Date/Time
9. Consignment Number (n=1)
10. Consignment Status (n=1)

Step 14: Notification messages are automatically sent to the following:

- Exporter Quality Controllers / Agronomists
- DCIC Inspector (Packhouse)
- DCIC Inspection Manager (Airport)

Step 15: A Certificate of Conformity is automatically created in pdf format. This may be printed off if required or saved for future reference. This is modelled on the existing Certificate of conformity used during manual process (see Appendix A)

	Step 16: Use Case ends
Alternate	**ALT- UG-EIS-0700-02: User wishes to cancel an existing Consignment Border Inspection Report** **Step 1:** The User searches for (or selects from a worklist) an existing Consignment Border Inspection Report and clicks “Cancel”. **Step 2:** The system displays the details of the existing Consignment Border Inspection Report in read only mode. It is not possible to cancel the Consignment Border Inspection Report for Consignments that have progressed as far as the Consignment Destination Arrival Report stage. **Step 3:** The User reviews the Consignment Border Inspection Report and selects the “Cancel Consignment Border Inspection Report” button at the bottom of the screen. **Step 4:** The system displays a confirmation message “Are you sure that you wish to Cancel this Consignment Border Inspection Report?” **Step 5:** The User either: Confirms that they wish to cancel the Inspection Report by pressing “Yes I wish to Cancel this Form” (s)he must enter their reasons before progressing to Step 6 or Presses “No I do not want to Cancel this Inspection Report” in which case they progress to Step 8 **Step 6:** The system cancels the Consignment Border Inspection Report, although the database maintains records of all activity related to it for historical purposes. The system displays a message “Your Consignment Border Inspection Report has been successfully cancelled. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Consignment Border Inspection Report 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Cancelled 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends

Alternate	**ALT- UG-EIS-0700-03: User wishes to edit an existing Consignment Border Inspection Report** **Step 1:** The User searches for (or selects from a worklist) an existing Consignment Border Inspection Report and clicks “Edit”. **Step 2:** The system displays the details of the existing Consignment Border Inspection Report It is not possible to edit the Consignment Border Inspection Report if the Consignment has progressed as far as the Consignment Destination Arrival Report stage. Rules for editing fields match those within Basic Path UG-EIS-0700-01. **Step 3:** The User reviews the Consignment Border Inspection Report and selects the “Submit” button at the bottom of the screen, If the Consignment Border Inspection Report was saved as draft the User proceeds to Step 6. If the Consignment Border Inspection Report has already been submitted to proceeds to Step 4. **Step 4:** The system displays a confirmation message “Are you sure that you wish to Change this Consignment Border Inspection Report?” **Step 5:** The User confirms that they wish to change the Consignment Border Inspection Report by pressing “Yes I wish to Change the Consignment Border Inspection Report” (s)he must enter their reasons before progressing to Step 6 Otherwise, the User may press “No I do not want to Change this Consignment Border Inspection Report” in which case go to Step 8 **Step 6:** The system modifies the Consignment Border Inspection Report, although the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented. The system displays a message “Your Consignment Border Inspection Report has been successfully modified”. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Consignment Border Inspection Report 5. Transaction ID (system generated) 6. Transaction Version = Previous Version + 1 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse)

<table>
<tr><td></td><td>Step 8: Alternate Use Case ends</td></tr>
<tr><td>Alternate</td><td>ALT- UG-EIS-0700-04: LoV is incomplete - required value cannot be selected

Step 1: The User is unable to find a required value in LoV maintained by DCIC.

Step 2: The User saves the Report as draft and contacts DCIC System Admin to update the LoV.

Step 3: The User retrieves the draft From and continues with data entry from where (s)/he left off

Step 4: Alternate Process Ends</td></tr>
<tr><td>Alternate</td><td>ALT- UG-EIS-0700-05: Reject

Step 1: The User chooses to reject the consignment.

Step 2: The User enters information regarding the reasons for the rejection and the steps required for the safe disposal of the consignment as follows:
(For definitive definitions use the Data Definition Document)

<table>
<tr><td>CS-220</td><td>Border Inspection - Status</td><td>Pass / Fail / Query</td><td>Manual: LoV</td></tr>
<tr><td>CS-230</td><td>Border Inspection - Comments</td><td></td><td>Manual</td></tr>
<tr><td>CS-240</td><td>Border Inspection - Reasons for Rejection</td><td>Config Table 9 Select >=1</td><td>Manual: LoV</td></tr>
<tr><td>CS-250</td><td>Border Inspection- Additional Information on Rejection</td><td></td><td>Manual</td></tr>
<tr><td>CS-260</td><td>Border Inspection - Instructions to Exporter of Rejected Consignment</td><td>Config Table 10</td><td>Manual: LoV</td></tr>
<tr><td>CS-270</td><td>Border Inspection - Further Instructions on Rejected Consignment</td><td></td><td>Manual</td></tr>
</table>

Step 3: An Interception Notice is automatically created in pdf format. This may be printed off if required or saved for future reference. This is modelled on the existing Interception Notice used during manual process (see Appendix A)

Step 4: Notification messages are automatically sent to the following:
● Exporter Quality Controllers / Agronomists
● DCIC Inspector (Packhouse)
● DCIC Inspection Manager (Airport)

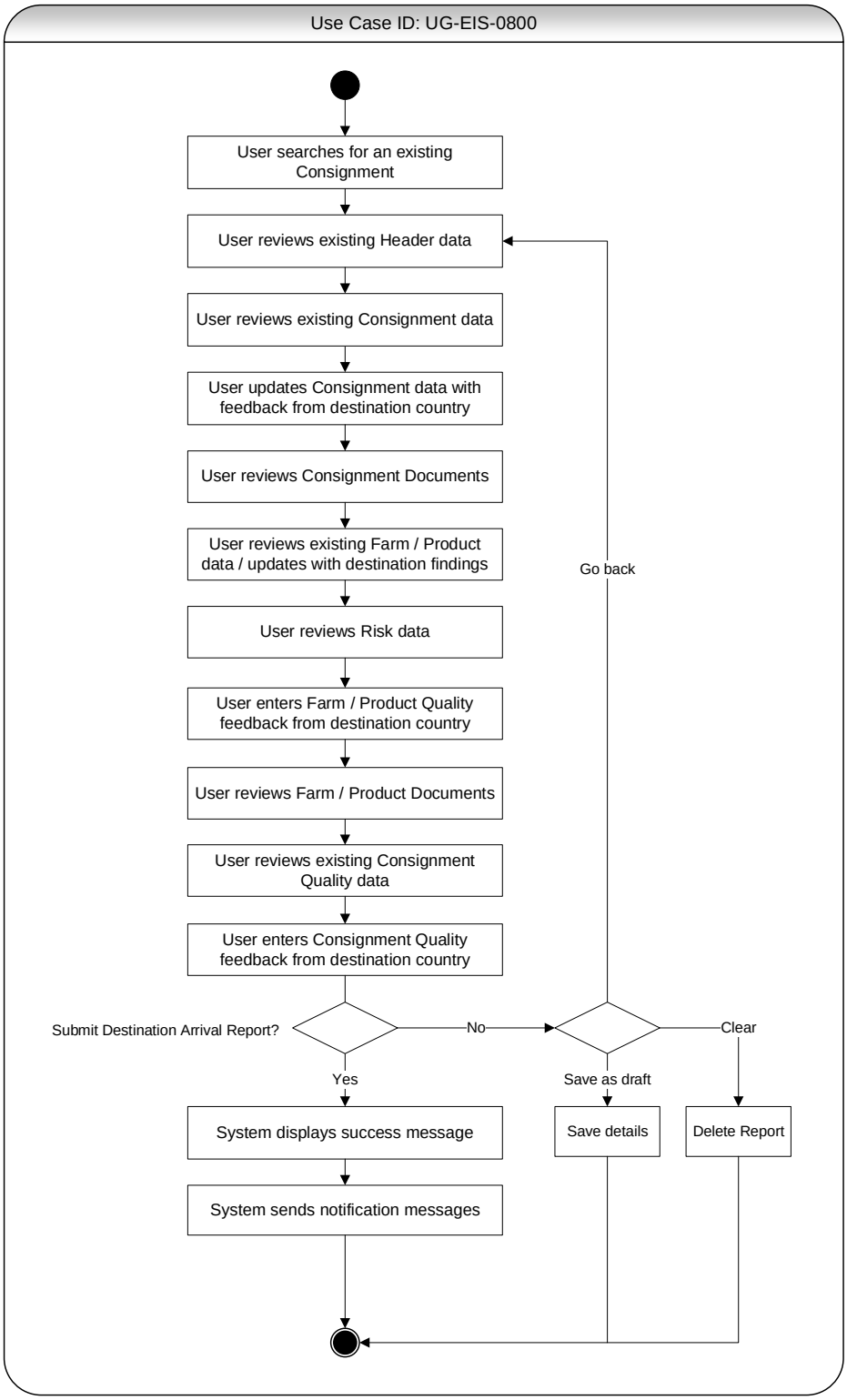
Step 5: Alternate Use Case ends</td></tr>
<tr><td>Alternate</td><td>ALT- UG-EIS-0700-06: Query

Step 1: The User enters explanatory text to provide clarity on the nature of the query</td></tr>
</table>

	Step 2: Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) ● DCIC Inspection Manager (Airport) **Step 3:** The Consignment remains under Query until it is modified by the User **Step 4** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0700-07: User chooses not to submit the Report** **Step 1:** The User selects ● Go Back ● Clear ● Save as Draft **Step 2:** If 'Go Back' is selected the User returns to the draft Report and may edit it. Go to Alternate Step 5 **Step 3:** If 'Clear' is selected the User: ● Receives a warning "You are about to clear your form. Do you want to proceed?". ● User confirms that they wish to clear the form ● Report is deleted Go to Alternate Step 5 **Step 4:** If 'Save as Draft is selected the User saves the Report in draft. The Report may be retrieved for later completion. Go to Alternate Step 5 **Step 5:** Alternate Use Case ends
Triggers	The DCIC Inspector is available to conduct the Consignment Border Inspection
Post-conditions	Consignment Border Inspection Report is issued
Additional Information	None.

11. UG-EIS-0800 Update Consignment Destination Arrival Report

Diagram ID: UG-EIS-800: Issue Consignment Destination Arrival Report



<table>
<tr><td colspan="2">Use Case ID: UG-EIS-800: Issue Consignment Destination Arrival Report</td></tr>
<tr><td>Process Description</td><td>This process allows a DCIC Inspector to update the consignment following the completion of formalities in the destination country. This enables the consignment lifecycle to be completed and builds data richness when risk analysis is carried out.

Goal: To allow the DCIC Inspector to close the consignment lifecycle using as much pre-existing information as possible to minimise the data entry overhead.

Actor(s):
● Inspectors from Department of Crop Inspection and Certification (DCIC)

Input summary:
Consignment details contained within the Consignment Packhouse and / or Border Inspection Report.

Output Summary: Finalised set of consignment quality data stored for inclusion in future analysis</td></tr>
<tr><td>Precondition</td><td>The consignment must have undergone DCIC inspection at the packhouse and / or border prior to export and have undergone inbound processing in the country of destination.</td></tr>
<tr><td>Basic Path</td><td>UG-EIS-0800-01

Step 1: A DCIC Inspector logs onto the system

Step 2: The User searches for (or selects from a worklist) the Consignment to be updated (consignment must have completed DCIC inspection at the packhouse and / or border)
ALT- UG-EIS-0800-02: User wishes to edit an existing Consignment Destination Arrival Report

Step 3: The User reviews the Consignment details.

Step 4: The User updates the Consignment details to reflect feedback from competent authorities in the country of destination.
The following Consignment data (contained in the most recent quality check is displayed, Certain fields may be edited as described below:
(For definitive definitions use the Data Definition Document)

Header Data
<table>
<tr><td>H-10</td><td>Export Company Name</td><td>Config Table 1</td><td>Read only</td></tr>
<tr><td>H-20</td><td>Export Company Export Registration Number</td><td>Config Table 1</td><td>Read only</td></tr>
<tr><td>H-30</td><td>Export Company REX No.</td><td>Config Table 1</td><td>Read only</td></tr>
<tr><td>H-40</td><td>Export Company Quality Controller / Agronomist</td><td>Config Table 1</td><td>Read only</td></tr>
<tr><td>H-50</td><td>Designation of the quality controller / agronomist</td><td>Config Table 1</td><td>Read only</td></tr>
</table></td></tr>
</table>

H-60	Packhouses Code	Config Table 2	Read only
H-70	Packhouses Name	Config Table 2	Read only
H-80	Planning Window - Week No		Read only
H-90	Planning Window - Start Date		Read only
H-100	Planning Window - End Date		Read only

Consignment Data

C-10	Consignment Number		Read only
C-20	Mode of Transport Code	Config Table 5 Initially air only	Manual: LoV
C-30	Mode of Transport Name	Config Table 5	Auto: Config Table
C-40	Exit Point	Config Table 4	Manual: LoV
C-50	Airline Code	Config Table 6	Manual: LoV
C-60	Airline Name	Config Table 6	Auto: Config Table
C-70	Flight date and time		Manual: Picker
C-80	Exit Handler Code	Config Table 7 Initially DAS / ENAS	Manual: Picker
C-90	Exit Handler Name	Config Table 7Initially DAS / ENAS	Auto: Config Table
C-100	Requested Inspection date and time		Read only
C-110	Confirmed Inspection date and time		Read only
C-120	Assigned Inspector Name	Associated with Username	Read only
C-130	Assigned Inspector Number	Associated with Username	Read only
C-140	Assigned Inspector Tel.	Associated with Username	Read only
C-150	Assigned Inspector email	Associated with Username	Read only
C-160	Inspection Number		Read only
C-170	Country of Consignment Code	Config Table 8 =UG	Read only
C-180	Country of Consignment Name	Config Table 8 =Uganda	Read only
C-190	Country of Destination Code	Config Table 8 <> UG	Manual: LoV
C-200	Country of Destination Name	Config Table 8 <> Uganda	Auto: Config Table
C-210	Packing List Status	Available / Not Available	Read only
C-220	Packing List Status Comments		Read only
C-230	MRL Testing Certificate Status	Available / Not Available	Read only

C-240	MRL Testing Certificate Status Comments		Read only
C-250	ePhyto Status	Available / Not Available	Read only
C-260	ePhyto Status Comments		Read only
C-270	Truck Hygiene Report Status	Available / Not Available	Read only
C-280	Truck Hygiene Report Status Comments		Read only

ALT- UG-EIS-0800-04: LoV is incomplete - required value cannot be selected

Step 5: The User may view any scanned supporting consignment documents available at this stage of the process together with relevant description

(For definitive definitions use the Data Definition Document)

Consignment Document Data

CD-10	Consignment Document Code	Config Table 11	Read only
CD-20	Document Type Description	Config Table 11	Read only
CD-30	Document Description		Read only
CD-40	Document Number		Read only
CD-50	Document Date		Read only
CD-60	Document Upload Date and Time		Read only
CD-70	Document Scan		Read only

Step 6: The following Product and Farm level data (contained in the most recent quality check) are displayed. The User may be edit certain fields to reflect the findings of the Border Packhouse Inspection.

(For definitive definitions use the Data Definition Document)

Product Data

P-10	Product Number	Config Table 12	Read only
P-20	Product Name	Config Table 12	Read only
P-30	Product HS code	Config Table 12	Read only
P-40	Product HS description	Config Table 12	Read only
P-50	Net Wight (Kg)		Manual

Farm Level Data

F-10	Traceability code	Config Table 3	Read only
F-20	Traceability description	Config Table 3	Read only
F-30	No of packages		Manual
F-40	Type of package - Code	Config Table 13	Manual: LoV
F-50	Type of package - Description	Config Table 13	Auto: Config Table
F-60	Lot No		Read only
F-70	Gross Weight (Kg)		Manual
F-80	Net Wight (Kg)		Manual

Step 7:

The following risk data is auto-populated (according to attributes defined in advance by DCIC) into each existing Product record

(For definitive definitions use the Data Definition Document)

Risk Data

F-90	Farm Risk Level		Read only
F-100	Product Risk Level		Read only
F-110	Packhouse Risk Level		Read only
F-120	Exporter Risk Level		Read only
F-130	Overall Risk	Calculated	System Generated

Step 8: The User reviews the existing Farm Level status data (from the most recent quality check)

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-10	Quality Control Point 1 - Status	Pass / Fail	Read only
FS-20	Quality Control Point 1 - Comments		Read only
FS-30	Quality Control Point 1 - Product Wastage Status		Read only
FS-40	Quality Control Point 1 - Product Wastage Weight (Kg)		Read only
FS-50	Quality Control Point 1 - Reasons for Rejection		Read only
FS-60	Quality Control Point 1 - Additional Information on Rejection		Read only
FS-70	Quality Control Point 2 - Status		Read only
FS-80	Quality Control Point 2 - Comments		Read only
FS-90	Quality Control Point 2 - Product Wastage Status		Read only
FS-100	Quality Control Point 2 - Product Wastage Weight (Kg)		Read only
FS-110	Quality Control Point 2 - Reasons for Rejection		Read only
FS-120	Quality Control Point 2 - Additional Information on Rejection		Read only
FS-130	Quality Control Point 3 - Status		Read only
FS-140	Quality Control Point 3 - Comments		Read only

FS-150	Quality Control Point 3 - Product Wastage Status		Read only
FS-160	Quality Control Point 3 - Product Wastage Weight (Kg)		Read only
FS-170	Quality Control Point 3 - Reasons for Rejection		Read only
FS-180	Quality Control Point 3 - Additional Information on Rejection		Read only
FS-190	Packhouse Inspection - Status		Read only
FS-200	Packhouse Inspection - Comments		Read only
FS-210	Packhouse Inspection - Product Wastage Status		Read only
FS-220	Packhouse Inspection - Product Wastage Weight (Kg)		Read only
FS-230	Packhouse Inspection - Reasons for Rejection		Read only
FS-240	Packhouse Inspection - Additional Information on Rejection		Read only
FS-250	Packhouse Inspection - Instructions to Exporter of Rejected Consignment		Read only
FS-260	Packhouse Inspection - Further Instructions on Rejected Consignment		Read only
FS-270	Border Inspection - Status		Read only
FS-280	Border Inspection - Comments		Read only
FS-290	Border Inspection - Product Wastage Status		Read only
FS-300	Border Inspection - Product Wastage Weight (Kg)		Read only
FS-310	Border Inspection - Reasons for Rejection		Read only
FS-320	Border Inspection - Additional Information on Rejection		Read only
FS-330	Border Inspection - Instructions to Exporter of Rejected Consignment		Read only
FS-340	Border Inspection - Further Instructions on Rejected Consignment		Read only

Step 9:

The User enters feedback from destination on quality at the Farm/Product level in the following fields.

(For definitive definitions use the Data Definition Document)

Farm Level Status Data

FS-350	Destination Inspection - Status	Pass / Fail / Query	Manual: LoV
FS-360	Destination Inspection - Status		Manual
FS-370	Destination Inspection - Product Wastage Status		Manual: Select
FS-380	Destination Inspection - Product Wastage Weight (Kg)		Manual
FS-390	Destination Inspection - Reasons for Rejection	Config Table 14 Select >=1	Manual: LoV
FS-400	Destination Inspection - Additional Information on Rejection		Manual
FS-410	Destination Inspection - Instructions to Exporter of Rejected Consignment	Config Table 15	Manual: LoV
FS-420	Destination Inspection - Further Instructions on Rejected Consignment		Manual

ALT- UG-EIS-0800-04: LoV is incomplete - required value cannot be selected

Step 10: The User adds any scanned supporting product documents providing information on the arrival quality checks together with relevant description

(For definitive definitions use the Data Definition Document)

Product Document Data

PD-10	Product Document Code	Config Table 16	Manual: LoV
PD-20	Document Type Description	Config Table 16	Auto: Config Table
PD-30	Document Description		Manual
PD-40	Document Number		Manual
PD-50	Document Date		Date Picker
PD-60	Document Upload Date and Time		System Generated
PD-70	Document Scan		Manual

Step 11: The User reviews a summary of the Destination Arrival Report

The following Consignment Status information is available on read only format

(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-10	Scheduling and Planning Form Status	Submitted / Draft	Read only
CS-20	Packhouse Inspection Invitation -Status	Accept / Reject / Query	Read only
CS-30	Packhouse Inspection Invitation Comments		Read only
CS-40	Quality Control Point 1 - Status	Pass / Fail	Read only
CS-50	Quality Control Point 1 - Comments		Read only
CS-80	Quality Control Point 2 - Status	Pass / Fail	Read only
CS-90	Quality Control Point 2 - Comments		Read only
CS-120	Quality Control Point 3 - Status		Read only
CS-130	Quality Control Point 3 - Comments		Read only
CS-160	Packhouse Inspection - Status		Read only
CS-170	Packhouse Inspection - Comments		Read only
CS-280	Destination Inspection - Status		Read only
CS-290	Destination Inspection - Comments		Read only

Step 12: The User updates the Consignment with information from the destination and adds any relevant comments and presses 'Submit'.
(For definitive definitions use the Data Definition Document)

Consignment Status Data

CS-280	Destination Inspection - Status	Pass / Fail / Query	Manual-LoV
CS-290	Destination Inspection - Comments		Manual
CS-300	Destination Inspection - Reasons for Rejection	Config Table 9 Select >=1	Manual-LoV
CS-310	Destination Inspection - Additional Information on Rejection		Manual
CS-320	Destination Inspection - Instructions to Exporter of Rejected Consignment	Config Table 10	Manual-LoV
CS-330	Destination Inspection - Further Instructions on Rejected Consignment		Manual

ALT- UG-EIS-0800-06: User chooses not to submit the Report

Step 13: The User is shown a (printable) success message:
"Your Consignment Destination Arrival Report have been successfully submitted".
The following details are also included:

	1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Destination Arrival Report 5. Transaction ID (system generated) 6. Transaction Version 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 14:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) ● DCIC Inspection Manager (Airport) **Step 15:** A Consignment Destination Arrival Report is automatically created in pdf format. This may be printed off if required or saved for future reference. This is modelled on the existing Certificate of conformity used during manual process (see Appendix A) **Step 16:** Use Case ends
Alternate	**ALT- UG-EIS-0800-02 User wishes to edit an existing Consignment Destination Arrival Report** **Step 1:** The User searches for (or selects from a worklist) an existing Consignment Destination Arrival Report and clicks “Edit”. **Step 2:** The system displays the details of the existing Consignment Destination Arrival Report Rules for editing fields match those within Basic Path UG-EIS-0800-01. **Step 3:** The User reviews the Consignment Destination Arrival Report and selects the “Submit” button at the bottom of the screen, If the Consignment Destination Arrival Report was saved as draft the User proceeds to Step 6. If the Consignment Destination Arrival Report has already been submitted to proceeds to Step 4. **Step 4:** The system displays a confirmation message “Are you sure that you wish to Change this Consignment Destination Arrival Report?” **Step 5:** The User confirms that they wish to change the Consignment Destination Arrival Report by pressing “Yes I wish to Change the Consignment Destination Arrival Report” (s)he must enter their reasons before progressing to Step 6 Otherwise, the User may press “No I do not want to Change this Consignment Destination Arrival Report” in which case go to Step 8

	Step 6: The system modifies the Destination Arrival Arrival Report, although the database maintains records of all activity related to it for historical purposes - a new version of the transaction is created and the version number is incremented. The system displays a message “Your Consignment Destination Arrival Report has been successfully modified”. The following details are also included: 1. Name of Export Company 2. Export Registration Number of the Export Company 3. Username 4. Transaction Type = Destination Arrival Report 5. Transaction ID (system generated) 6. Transaction Version = Previous Version + 1 7. Transaction Status = Submitted 8. Transaction Date/Time 9. Consignment Number (n=1) 10. Consignment Status (n=1) **Step 7:** Notification messages are automatically sent to the following: ● Exporter Quality Controllers / Agronomists ● DCIC Inspector (Packhouse) **Step 8:** Alternate Use Case ends
Alternate	**ALT- UG-EIS-0800-02: User chooses not to submit the Arrival Report** **Step 1:** The User selects ● Go Back ● Clear ● Save as Draft **Step 2:** If ‘Go Back’ is selected the User returns to the draft report and may edit it. Go to Alternate Step 5 **Step 3:** If ‘Clear’ is selected the User: ● Receives a warning “You are about to clear your report. Do you want to proceed?”. ● User confirms that they wish to clear the report ● Report is deleted Go to Alternate Step 5 **Step 4:** If ‘Save as Draft is selected the User saves the Report in draft. The Report may be retrieved for later completion. Go to Alternate Step 5 **Step 5:** Alternate Use Case ends
Triggers	The DCIC Inspector is available to update the Consignment Destination details
Post-conditions	Consignment is updated with Destination details. It\s lifecycle in now complete and it will be available for reference purposes only.
Additional Information	None.

12. UG-EIS-0900 Update Configuration Data

Use Case ID: UG-EIS-900: Update Configuration Data	
Process Description	This process allows a DCIC Admin to update configuration tables holding data for the List of Values used by the system. **Goal:** To enable a DCIC Admin User to update configuration tables to ensure that the system can kept up to date **Actor(s):** ● Admin Users from Department of Crop Inspection and Certification (DCIC) **Input summary:** Requirement to change a configuration table **Output Summary:** Updated configuration table
Precondition	The User must possess DCIC Admin rights
Basic Path	**UG-EIS-0900-01** **Step 1:** A DCIC Admin User logs onto the system **Step 2:** The User searches for (or selects from a worklist) a configuration table to update **Step 3:** The User opens the configuration table that (s)he wishes to modify (table details follow this Use Case). **Step 4:** The User adds a new record in the table respecting the defined structure and formatting **ALT- UG-EIS-0900-02: User modifies an existing record** **Step 5:** The User reviews the new version of the table **Step 6:** The User selects 'Submit' **ALT- UG-EIS-0900-03: User chooses not to proceed** **Step 7:** The System updates the table **Step 8:** Use Case Ends
Alternate	**UG-EIS-0900-02: User Modifies an Existing Record** **Step 1:** The User selects a record or records in the table to modify

	Step 2: The User may choose to update or deactivate the record. **Step 3:** The System updates or deactivates the record. If deactivated it may no longer be selected by private sector users and DCIC Inspectors in the courses of their work. Information on all modifications is retained for historical purposes. **Step 4:** User Case Ends
Alternate	**ALT- UG-EIS-0900-3: User chooses not to proceed** **Step 1:** The User selects ● Go Back ● Clear the modification **Step 2:** If 'Go Back' is selected the User returns to the table and may edit it further Go to Alternate Step 4 **Step 3:** If 'Clear the modification' is selected the User: ● Receives a warning "You are about to clear the modification. Do you want to proceed?". ● User confirms that they wish to clear the modification ● Modification is deleted **Step 4:** Alternate Use Case ends
Triggers	It is necessary to update a configuration table for operational reasons.
Post-conditions	The configuration table is updated
Additional Information	Sample configuration tables are included in the section below

13. Configuration Tables

Configuration Table 1: Export Company		
Ref	**Field Name**	**Notes**
CONF-EXC-0010	Export Company Name	From NPPO.
CONF-EXC-0020	Export Company Registration No.	From NPPO
CONF-EXC-0030	Export Company REX No.	Issued by EU – managed by Uganda Revenue Authority
CONF-EXC-0040	Export Company Address 1	
CONF-EXC-0050	Export Company Address 2	
CONF-EXC-0060	Export Company City	
CONF-EXC-0070	Export Company Country	= UG
CONF-EXC-0080	Export Company Digital Address	
CONF-EXC-0090	Export Company Telephone Number	
CONF-EXC-0100	Export Company Mobile Number	
CONF-EXC-0110	Export Company Email Info	
CONF-EXC-0120	Export Company Associated Users	Select from Usernames of Agronomists / Quality Inspectors
CONF- EXC 0130	Export Company WhatsApp End Points	For notifications via API
CONF-EXC-0140	Export Company Associated Packhouse Codes	Linked Pack House Codes
CONF-EXC-0150	Export Company Associated Traceability Codes	linked Traceability Codes
CONF-EXC-0160	Exporter Assigned Risk	Defined by DCIC 0 = Neutral 1 = Low 2 = Medium 3 = High 4 = Very High
CONF-EXC-0170	Exporter System Code	Unique code issued by system

Configuration Table 2: Packing House		
Ref	**Field Name**	**Notes**
CONF-PKH-0010	Packing House Name	From NPPO
CONF-PKH-0020	Packing House Registration No.	From NPPO
CONF-PKH-0030	Packing House - Address 1	
CONF-PKH-0040	Packing House - Address 2	
CONF-PKH-0050	Packing House - City	
CONF-PKH-0060	Packing House - Country	UG
CONF-PKH-0070	Packing House - Digital Address	
CONF-PKH-0080	Packing House - Telephone Number	
CONF-PKH-0090	Packing House - Mobile Number	
CONF-PKH-0100	Packing House - Email Info	
CONF- PKH-0110	Packing House - Usernames of Inspectors	Select from Usernames
CONF-PKH-0120	Packing House - WhatsApp End Points	Notifications via API
CONF-PKH-0130	Packing House - Assigned Risk	Defined by DCIC 0 = Neutral 1 = Low 2 = Medium 3 = High 4 = Very High
CONF-PKH-0140	Packing House System Code	Unique code issued by system

Configuration Table 3: Farmer Traceability		
Ref	**Field Name**	**Notes**
CONF-TCB-0010	Traceability Code	Issued by NPPO (High Risk) and Exporter (Low Risk)
CONF-TCB-0020	Issuer of Traceability Code	Select: NPPO Exporter
CONF-TCB-0030	Farmer First Name	
CONF-TCB-0040	Farmer Last Name	
CONF-TCB-0050	Farmer National ID No.	
CONF-TCB-0060	Farmer - Address 1	
CONF-TCB-0070	Farmer - Address 2	
CONF-TCB-0080	Farmer - Village	
CONF-TCB-0090	Farmer - County	
CONF-TCB-0100	Farmer - District	
CONF-TCB-0110	Farmer - Country	= UG
CONF-TCB-0120	Farmer - Digital Address	
CONF-TCB-0130	Farmer - Telephone Number	
CONF-TCB-0140	Farmer - Mobile Number	
CONF-TCB-0150	Farmer - Email Info	
CONF-TCB-0160	GPS coordinates	Decimal degrees
CONF-TCB-0170	Crop(s) Product No	Select Product No (n>=1)
CONF-TCB-0180	Crop(s) Product Description	Linked to Product No
CONF-TCB-0190	Acreage	
CONF-TCB-0200	Farmer - Assigned Risk	Defined by DCIC 0 = Neutral 1 = Low 2 = Medium 3 = High 4 = Very High
CONF-TCB-0210	Farmer - System Code	Unique code issued by system

Configuration Table 4: Exit Point		
Ref	**Field Name**	**Notes**
CONF-EXI-0010	Exit Point Code	Exit-01 Exit-02 Exit-03
CONF-EXI-0020	Exit Point - Description.	Initially = Entebbe International Airport Include land borders in later phase
CONF-EXI-0030	Exit Point - Usernames of Inspectors	Select from Usernames
CONF-EXI-0040	Exit Point - WhatsApp End Points	Notifications via API
CONF-EXI-0050	Exit Code – System Code	Unique code issued by system

Configuration Table 5: Mode of Transport		
Ref	**Field Name**	**Notes**
CONF-MOT-0010	Mode of Transport - Code	Mode-01 Mode-02
CONF-MOT-0020	Mode of Transport - Description.	Air transport (initially only air) Road transport
CONF-MOT-0030	IPPC code	Subset: 4 3
CONF-MOT-0040	Mode of Transport – Valid Exit Point Codes	Initially Exit-01 (Entebbe International Airport)
CONF-MOT-0050	Mode of Transport – Link to Airlines	Airline details required? True False
CONF-MOT-0060	Exit Code – System Code	Unique code issued by system

Configuration Table 6: Airline		
Ref	**Field Name**	**Notes**
CONF-AIR-0010	Airline Code	e.g. EK ET FZ KL KQ QR SN TK UR WB
CONF-AIR-0020	Airline Name	e.g. Emirates Ethiopian Airways Fly Dubai KLM Kenya Airways Qatar Airways Brussels Airlines Turkish Airlines Uganda Airlines
CONF-AIR-0030	Airline System Code	Unique code issued by system

Configuration Table 7: Exit Handlers		
Ref	**Field Name**	**Notes**
CONF-GHL-0010	Exit Handlers - Code	Ground-01 Ground -02
CONF-GHL-0020	Exit Handlers - Description.	DAS ENAS
CONF-GHL-0030	Exit Points	(Initially Entebbe)
CONF-GHL-0040	Exit Handler System Code	Unique code issued by system

Configuration Table 8: Country		
Ref	**Field Name**	**Notes**
CONF-CNY-010	Country Code	ISO 3166 Alpha-2 Code e.g. UG NL FR
CONF-CNY-020	Country Name	Uganda Netherlands France
CONF-CNY-0030	Country System Code	Unique code issued by system

Configuration Table 9: Consignment Level Reasons for Rejection		
Ref	**Field Name**	**Notes**
CONF-CRJ-010	Consignment Rejection Reason Code	CREJ-001 CREJ-002 CREJ-003 CREJ-004 CREJ-005 CREJ-006 CREJ-007 CREJ-008
CONF- CRJ-020	Consignment Rejection Reason Description	Presence of Quarantine Pests Presence of other pests Presence of microbial hazards Breach of pesticide MRLs Breach of contaminant maximum levels Failure to meet minimum quality standards Non-compliant packaging / labelling Other
CONF- CRJ-0030	Consignment Rejection System Code	Unique code issued by system

Configuration Table 10: Consignent Rejection – Instructions to Exporters		
Ref	**Field Name**	**Notes**
CONF-CIE-010	Consignment Rejection Instructions Code	CITE-001 CITE-002 CITE-003 CITE-004
CONF- CIE -020	Consignment Rejection Instructions to Exporters Description	Return to exporter Incinerate Fumigate Other
CONF- CIE -0030	Consignment Rejection System Code	Unique code issued by system

Configuration Table 11: Consignment Document Type		
Ref	**Field Name**	**Notes**
CONF-CDC-010	Consignment Document Type Code	CD-001 CD-002 CD-003 CD-004 CD-005 CD-006
CONF-CDC-020	Document Type Description	Air Waybill Bill of Lading Maximum Residue Limit Report Packing List Phytosanitary Certificate Other
CONF-CDC-0030	Consignment Document System Code	Unique code issued by system

Configuration Table 12: Product		
Ref	**Field Name**	**Notes**
CONF-PRD-010	Product Number	E.g 01 02 03 04 05.
CONF-PRD-020	Product Name	E.g. Garden Egg Hot Pepper Birds Eye Chili Mango Passion Fruit
CONF-PRD-030	Product HS code	E.g. 07093000 07096000 08045000 08109000
CONF-PRD-040	Product HS description	Aubergines (egg-plants) Fruits of the genus Capsicum or of the genus Pimenta Guavas, mangoes and mangosteens Other
CONF-PRD-050	Product - Assigned Risk	Defined by DCIC 0 = Neutral 1 = Low 2 = Medium 3 = High 4 = Very High
CONF-PRD-060	Product – System Code	Unique code issued by system

Configuration Table 13: Package Type		
Ref	**Field Name**	**Notes**
CONF-PKG-010	Package Code	Subset of IPPC codes BG BX PA PX SA
CONF-PKG-020	Package Description	Bag Box Packet Pallet Sack
CONF-PKG-0030	Package System Code	Unique code issued by system

Configuration Table 14: Product / Farm Level Reasons for Rejection		
Ref	**Field Name**	**Notes**
CONF-PRJ-010	Product / Farm Rejection Reason Code	PREJ-001 PREJ-002 PREJ-003 PREJ-004 PREJ-005 PREJ-006 PREJ-007 PREJ-008 PREJ-009
CONF- PRJ-020	Product / Farm Rejection Reason Description	Presence of Quarantine Pests Presence of other pests Presence of microbial hazards Breach of pesticide MRLs Breach of contaminant maximum levels Failure to meet minimum quality standards Non-compliant packaging / labelling Non-compliant product traceability documentation Other
CONF- PRJ-0030	Product / Farm Rejection System Code	Unique code issued by system

Configuration Table 15: Product / Farm Rejection – Instructions to Exporters		
Ref	**Field Name**	**Notes**
CONF-PIE-010	Product / Farm Rejection Instructions Code	PITE-001 PITE-002 PITE-003 PITE-004
CONF- PIE -020	Product / Farm Rejection Instructions to Exporters Description	Return to exporter Incinerate Fumigate Other
CONF- PIE -0030	Product / Farm Rejection System Code	Unique code issued by system

Configuration Table 16: Product Document Type		
Ref	**Field Name**	**Notes**
CONF-PDC-010	Product Document Code	PD-001 PD-002 PD-003 PD-004 PD-005
CONF-PDC-020	Product Document Description	Harvest slip Product report from destination CA Scouting records Spraying records Other
CONF-PDC-0030	Product Document System Code	Unique code issued by system

14. Business Intelligence (BI)

Use Case ID: UG-EIS-1000: Use of BI System	
Process Description	This functionality allows authorised users from DCIC and the private sector to analyse data held on the system database. **Goal:** To enable authorised users to analyse data held on the system database. **Actor(s):** ● Department of Crop Inspection and Certification (DCIC) ● Exporter **Input summary:** Understanding of data required **Output Summary:** Report or dashboard displaying desired data in desired format
Precondition	The User must possess appropriate rights to access the BI module
Basic Path	**UG-EIS-1000-01 – Run a Saved Report** **Step 1:** The User selects the report repository containing the saved report **ALT - UG-EIS-1000-02 – Create an Ad Hoc Report** **ALT - UG-EIS-1000-03 – Create and Run a Dashboard** **Step 2:** The User selects the saved report **Step 3:** The User enters any necessary parameters into the filter prompt **ALT - UG-EIS-1000-04 – Create a Scheduled Report** **Step 4:** The system executes the report **Step 5:** The User may choose to print the report or export it in one of the following formats: 1. HTML 2. PDF 3. CSV 4. RTF 5. XLS 6. TXT 7. XML 8. ODF **Step 6:** Use Case ends
Alternate	**ALT - UG-EIS-1000-02 – Create an Ad Hoc Report** **Step 1:** The User selects the ad hoc report option

	Step 2: The User selects the desired report type as follows: 1. List 2. Cross-tab 3. Chart **Step 3:** The User selects data items for inclusion in the report **Step 4:** The User creates special fields such a summaries or functions **Step 5:** The User defines filter(s) if necessary to be applied to report data **Step 6**: The system executes the reoprt **Step 7**: The User adjust the report contents as follows: 1. Add or remove Data Items 2. Adjust filter 3. Adjust summaries or functions 4. Group data 5. Sort data **Step 8:** The User formats report as follows: 1. Apply formats to data 2. Change display order of rows / columns 3. Resize rows / columns 4. Rename displayed data items 5. Change Chart type 6. Add Title / Sub-title **Step 9:** The User may choose to print the report or export it in one of the following formats: 1. HTML 2. PDF 3. CSV 4. RTF 5. XLS 6. TXT 7. XML 8. ODF **Step 10:** The User saves report for future use **Step 11:** The Use Case Ends.
Alternate	**ALT - UG-EIS-1000-03 – Create and Run a Dashboard** **Step 1:** The User selects the create a dashboard option **Step 2:** The User creates a dashboard frame and title **Step 3:** The User selects content for inclusion in the dashboard as follows: 1. Existing reports 2. Existing dashboards

	3. Explanatory text 4. Images 5. Url's referencing external content 6. Filter prompts **Step 4:** The User formats dashboard as follows: 1. Apply formats to data 2. Change display order of rows / columns 3. Resize rows / columns 4. Rename displayed data items 5. Change Chart type 6. Add Title / Sub-title **Step 5:** The User prints dashboard if required **Step 6**: The User embeds dashboard in HTML page if required **Step 7**: The User saves the dashboard for future use **Step 8:** The Use Case Ends
Alternate	**ALT-UG-EIS-1000-04 – Create a Scheduled Report** **Step 1:** The User selects the the saved report **Step 2:** The User may choose to define a schedule as follows: 1. Single event at a future time / date 2. Multiple events at a defined interval (minutes / hours / days) 3. Calendar event occurring on defined (times / days / dates) **Step 3:** The User enters any necessary parameters into the filter prompt **Step 4:** The User defines the name and selects the format of the saved file: 1. HTML 2. PDF 3. CSV 4. RTF 5. XLS 6. TXT 7. XML 8. ODF **Step 5:** The User creates email notification list for automatic report distribution **Step 6:** Use Case Ends
Triggers	The User wishes to analyse data held within the system database
Post-conditions	Report or dashboard displaying desired data in desired format
Additional Information	The data views for private sector users will be limited to their own organisation.

Appendix A

MAAIF – NPPO
WEEKLY PRE-INSPECTION SCHEDULING AND PLANNING FORM
VOLUME 2.0
To be completed by packhouse quality controllers and shared with assigned agricultural inspectors

Week:
XXXX

Company details:

Export Company name	Export registration #	Consignment location Packhouse facility/ Name	Quality controller name

Export schedule and planning details:

Commodity for export	Product HS code	Estimated flight time and date	Airline	Name of Exit Handler (ENAS/ DAS)	Total estimated product weight (net weight) (Kgs)	Expected inspection date	Requested inspection time

Guidance:

1. Quality controllers/agronomists at packhouses should endeavor to **complete this form weekly** once export orders have been confirmed.
2. The form should be **sent to assigned agricultural inspectors at the beginning of every week**, to enable adequate planning and timing for inspection.
3. Agricultural inspectors should endeavor to confirm the inspection in advance to quality controllers.

XXXXXX – insert quality controller / agronomist name

Date:

XXXXXX - insert Export company name

HORTICULTURE EXPORT INSPECTION RECORDS

PACKHOUSE INSPECTION CHECKLIST

GENERAL INFORMATION			
Inspector Name		Quality controller	
Inspector No		Contact	
Exporter/Packhouse		Inspection start time	
Inspection date		E-phyto certificate No:	

INSPECTION INFORMATION								
No	Parameter				Response			
1	Inspection No *(Taken number from the pre-planning application request)*							
2	Inspector confirms pre-inspection schedule *(Yes/No)*	Confirmed shipment *(Yes/No)*			Confirmed date of shipment		Confirmed time of shipment	
3	Exporter pre-inspection conducted				Yes		No	
4	Packhouse inspection level *(conducted by quality controllers/agronomists)*				Level 1	Level 2		Level 3
5	**HS CODE**	**Commodity (s) for Export**	**Farmer Traceability code (s)**	**Risk level**	**No of packages**	**Lot No (s):**	**Gross weight**	**Net weight *(in Kgs or mt)***
6	Availability of packing list				Yes		No	
7	Packaging review				Leveled Not leveled/deformed			
8	MRL testing certificate *(Where applicable - Critical to High risk crops)*				Present	Absent		N/A
9	Country of Export							
10	Inspection Outcome *(Tick accordingly)*				Approved		Rejected	
11	Awarded Phytosanitary certificate *(Tick accordingly)*				Approved		Rejected	
12	Truck hygiene review comments							

13	Commodity wastage	Commodity name	Amount wasted (quality)	Amount rejected/intercepted	Reason/cause of wastage or rejection

14	Key compliance comments				
15	Recommendations				
16	Inspection end date		Inspection end time		

Agriculture Inspector

Signature ..... Date .....

swisscontact

MINISTRY OF AGRICULTURE ANIMAL INDUSTRY & FISHERIES
REPUBLIC OF UGANDA

GLOBAL ALLIANCE FOR TRADE FACILITATION

HORTICULTURE EXPORT INSPECTION RECORDS
AIRPORT INSPECTION CHECKLIST

GENERAL INFORMATION			
Inspector Name			
Exporter *(Token Number)*		E-phyto certificate No:	
Inspection date		Inspection start time	

INSPECTION INFORMATION							
No	**Parameter**				**Response**		
1	Inspection No						
2	**HS CODE**	**Commodity (s) for Export**	**Risk level *(High/low)***	**No of packages**	**Gross weight *(In Kgs/Mts)***	**Net weight (*unit in Kgs/mts)***	
3	Inspected?				Yes	No	
4	MRL testing certificate *(Where required - (Critical for High-risk Crops)*				Present	Absent	Not applicable
10	Packaging review (Tick accordingly)				Leveled	Not leveled/deformed	
11	Country of Export						
12	Clearance Outcome (Tick accordingly)				Accepted	Rejected	
13	Commodity Interception	**Commodity**		**Amount intercepted**	**Reason/cause of wastage**		

14	Key compliance comments			
15	Recommendations			
16	Airport clearance end date		Airport Clearance end time	

Airport Inspector name:

Signature ..... Date .....

HORTICULTURE EXPORT INSPECTION RECORDS

FINAL DESTINATION CHECKLIST

GENERAL INFORMATION			
Inspector Name		Quality controller	
Inspector No		Contact	
Exporter/Packhouse		Airway bill No:	
Date		E-phyto certificate No.	

INSPECTION INFORMATION							
No	Parameter				Response		
1	Consignment arrived at final destination				Yes	No	
2	Date of Arrival						
3	Commodities tested on arrival				Yes	No	
4	HS CODE	Exported Commodity	No. of Packages	# Accepted packages	# Rejected packages	Reason for rejection	Payment cleared / received (Yes / No)
5	Country of Export						
6	Comment/Review						

Completed by …… Title ……

Signature …… Date ……