Register and edit a service

**SWIM Registry Usage Scenarios**

# Overview

This usage scenario explains how to register and edit a service of your organisation

# UC001: Register a new service

## Precondition

Logged in

Being the Organisational Editor of your organisation

Your organisation is registered

## Outcome

Please contact Registry Administrator if you do not have the right role or your organisation is not registered

## User Interaction

The **organisational editor** needs to execute the following actions.

### Register a new service

The editor needs to:

* Go to Services and following the link Add Service:



### Provide the required information

The editor needs to provide all required information:



NOTE: please collapse all filed on the right hand side related to **Service Categorisation, Publication and Image.**

Under Publication Scope the editor can choose the level of restriction:



Unrestricted: All information will be visible to **un**authenticated user on the homepage (i.e. without log in).

Partially Unrestricted: **Contact details will be hidden** from the unauthenticated user, but other information about the service will be visible on the homepage.

Restricted: All information about the service will only be visible to authenticated user

More detailed information can be provided under each service attribute:



Please collapse each of the Service attribute to provide the required information. Click Save when done.

# UC002: service validation

## Precondition

Service attributes are filled in and user considers the information is sufficient to move to Validation

## Outcome

* All required service information are completed – Service changes from Draft to Validation
* Missing required service information – Service remains being Draft and an error notification will be shown

## User Interaction

The editor needs to execute the following actions.

### Transition to validaiton

The editor needs to:

* Completed the required fields in different service attributes as described in the UC001 and click Validation:



When successful, the service will enter the phase Validation.

When failed, an error notification will be shown in red:



# UC003: edit a registered service

## Precondition

Being the Organisational Editor of your organisation

Your organisation is registered

You have registered at least one service

## Outcome

* Service information can be modified
* Workflow can be modified

## User Interaction

The user needs to execute the following actions.

### Edit service information

Go to the service and click the ‘pen’ icon:



Edit all fields that require modification:



Change the state of the service: Draft 🡨🡪Validation



Click Save when done.

**Service can also be Deleted when needed!**

### View current state and workflow

The current state of the service, workflow and Registration history can be seen at the bottom of the service page.

