

Business Express

Minority Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE), Locally Based Enterprise (LBE), and Emerging Business Enterprise (EBE) Certification

CONTENT INVENTORY (v 1.0)

- S067: Minority Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE), Locally Based Enterprise (LBE), and Emerging Business Enterprise (EBE) Certification Search
- S067a: Minority Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE), Locally Based Enterprise (LBE), and Emerging Business Enterprise (EBE) Certification Search Results

Document Control & Revision History

Document

Title of Document	Content Inventory
Purpose	The Content Inventory provides a single repository of the verbiage for communication presented via the user interface, organized by item.
Location	[Sharepoint location]
PMO ID No.	[PMO ID No.]

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Reviewer	Signature/ Initials	Date
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Enter Name Here (Final Approver)		mm/dd/yy

Change Details

Version	Change Highlights	Author	Date
1.0	First draft	Tony Bennett	09/15/09
1.1	Updated with Screen IDs	Misha Edara	09/15/09
1.2	Updated Screens & Content	Tony Bennett	09/16/09

1. S067 - MINORITY BUSINESS ENTERPRISE (MBE) OR WOMAN OWNED BUSINESS ENTERPRISE (WBE), LOCALLY BASED ENTERPRISE (LBE), AND EMERGING BUSINESS ENTERPRISE (EBE) CERTIFICATION SEARCH 5

2. S067A - MINORITY BUSINESS ENTERPRISE (MBE) OR WOMAN OWNED BUSINESS ENTERPRISE (WBE), LOCALLY BASED ENTERPRISE (LBE), AND EMERGING BUSINESS ENTERPRISE (EBE) CERTIFICATION SEARCH RESULTS 8

- 1. S067 - Minority Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE), Locally Based Enterprise (LBE), and Emerging Business Enterprise (EBE) Certification Search**

1. Screen S067

The screenshot shows the NYC Business Express website interface. At the top, there is a navigation bar with links for Residents, Business, Visitors, Government, Office of the Mayor, Search, Email Updates, and Contact Us. Below this is a secondary navigation bar with links for Sign In, Create New Account, and Set Text Size (A A A). The main header features the NYC Business Express logo, a Wizard button, an Index button, a search bar with a GO button, and icons for Home Page, How To Guide, and Feedback.

The main content area is titled "Minority Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE), Locally Based Enterprise (LBE), and Emerging Business Enterprise (EBE) Certification". Below the title, there are "Recent Inquiries" and "Cancel" buttons. A text prompt asks the user to provide information to inquire on the status of MBE, WBE, LBE, and EBE. There are two input forms: one for "Employer Identification Number (EIN)" and one for "Social Security Number (SSN)". Each form has a "Help" button and a "Search" button. At the bottom of the form area, there are "Recent Inquiries" and "Cancel" buttons.

Numbered callouts (1-14) are placed throughout the page to highlight specific UI elements:

- 1: Title of the certification page
- 2: Recent Inquiries button
- 3: Cancel button
- 4: Text prompt for inquiry
- 5: EIN label
- 6: EIN input field
- 7: EIN input field
- 8: Search button for EIN
- 9: SSN label
- 10: SSN input field
- 11: SSN input field
- 12: Search button for SSN
- 13: Recent Inquiries button
- 14: Cancel button

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2. Content

ID	Name	Type	Final Text	Condition	Action
1	Minority Woman Business Enterprise (MWBE)	Heading Page		Always Display	N/A
2	Recent Inquiries button	Button		Always Display	Continue Process
3	Cancel button	Button		Always Display	Quit Process
4	ECB Violation Information	Text Instruction		Always Display	N/A
5	Help Text	Graphic Link		Always Display	
6	Employer Identification Number (EIN)	Text Label		Always Display	N/A
7	Employer Identification Number (EIN)	Text Field		Always Display	Input Data
8	Search button	Button		Always Display	Continue Process
9	Help Text	Graphic Link		Always Display	
10	Name	Text Label		Always Display	
11	Social Security Number (SSN)	Text Field		Always Display	Input Data
12	Search button	Button		Always Display	Continue Process
13	Recent Inquiries button	Button		Always Display	Navigation
14	Cancel button	Button		Always Display	Navigation



2. S067a - Minority Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE), Locally Based Enterprise (LBE), and Emerging Business Enterprise (EBE) Certification Search Result

1. Screen S067a

The screenshot shows the NYC Business Express website interface. At the top, there is a navigation bar with links for Residents, Business, Visitors, Government, Office of the Mayor, Search, Email Updates, and Contact Us. Below this is a secondary navigation bar with links for Sign In, Create New Account, and Set Text Size (A A A). The main header features the NYC Business Express logo, a Wizard button, an Index button, a search bar with a GO button, and icons for Home Page, How To Guide, and Feedback.

The main content area is titled "Minority Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE), Locally Based Enterprise (LBE), and Emerging Business Enterprise (EBE) Certification". Below the title are three buttons: Recent Inquiries, Business Inquiry, and Search Again. The main content displays a table of certification details for "Tony's Pizza".

Business Name	Tony's Pizza
Certificate Type	MBE
Application/Certification Status	Approved
Last Status Change Date	04/13/2009
Status Description	Approved and a letter is sent out to the applicant notifying of the approval
Most Recent Certification Period	04/13/2009 to 04/12/2009

At the bottom of the page, there is a footer with the copyright notice "© 2009, The City of New York - Business Express" and links for Contact Us, FAQs, Privacy Statement, and Site Map.

2. Content

ID	Name	Type	Final Text	Condition	Action
1	Environmental Control Board (ECB) Violations	Heading Page		Always Display	
2	Recent Inquiries	Button		Always Display	Navigation
3	Business Inquiry	Button		Always Display	Navigation
4	Search Again	Button		Always Display	Navigation
5	Business Name	Table Header			
6	Business Name	System Generated Text		Always Display	N/A
7	Certificate Type	Text Label		Always Display	N/A
8	Certificate Type	System Generated Text		Always Display	N/A
9	Application/Certification Status	Text Label		Always Display	N/A
10	Application/Certification Status	System Generated Text		Always Display	N/A
11	Last Status Change Date	Text Label		Always Display	N/A
12	Last Status Change Date	System Generated Text		Always Display	N/A
13	Status Description	Text Label		Always Display	N/A
14	Status Description	System Generated Text		Always Display	N/A
15	Most Recent Certification Period	Text Label		Always Display	N/A
16	Most Recent Certification Period	System Generated Text		Always Display	N/A
17	Recent Inquiries	Button		Always Display	
18	Business Inquiry	Button		Always Display	Navigation



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Search Again

Button

Always Display

Navigation