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| General Information | |
| Use Case ID Number : UC110  Subject Area : Add Employee from Admin Program  Description: A manager adds an employee to the system. | Responsible Analyst: Sasha Iliyn |

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| Requirements/Feature Trace | |
| **REQ#** | Requirements Name and / or Short Description |
| 011 | The system shall allow the entering of employees. |
| 011.1 | The system shall allow the user to add an employee. |
| 011.2 | The system shall allow the user to remove an employee. |
| 011.3 | The system shall allow the user to search for an employee. |

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| Revision History | | |
| Author | **Date** | **Comments** |
| Sasha Iliyn | 3/14/2016 | First draft. |
| Phillip Smith | 3/14/2016 | Added pre-conditions |
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| **Insertion Points in other Use Cases** | | |
| Use Case Name | **Use Case Number** | **Step Inserted After** |
| N/A | N/A | N/A |

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| **Actors** | | |
| **Actor Name** | **P/S** | **Brief Description** |
| Manager | P | Manager has the ability to add a new employee. |
| Administrator Program | S | The system add the new employee. |
| Database | S | The database the administrator program communicates with. |

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| **Pre-Conditions** | |
| # | Description |
| 01 | Administrative program logged in |

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| **Start Stimulus** |
| Administrator selects employees and then selects add. |

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| **Use Case Main Course Steps** | | | |
| **Number** | **Description** | **Adds/Alt UC Name/Number** | **Bus Rule(s)#** |
| 01 | Manager attempts to perform an action |  |  |
| 02 | System displays that the Employee Information form. |  |  |
| 03 | Manager enters in employee’s information. |  |  |
| 04 | Manager selects “submit” or clicks enter. |  |  |
| 07 | System checks to make sure required fields are filled in. |  |  |
| 08 | System adds new employee. |  |  |

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| **Exception Conditions** | | |
| **Exception Situations** | **Action(s) on Exception** | **Adds/Alt Use Case #** |
| Missing First name | System displays message “First name is required. Please enter it.” then returns to the employee information form. |  |
| Missing Username | System displays message “Username is required. Please enter it.” then returns to the employee information form. |  |
| Missing Password | System displays message “Password is required. Please enter it.” then returns to the employee information form. |  |
| Missing Phone Number | System displays message “Phone number is required. Please enter it.” then returns to the employee information form. |  |
| Missing Authorization Level | System displays message “Authorization level is required. Please enter it.” then returns to the employee information form. |  |

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| Post-Conditions | |
| **#** | **Description** |
| 1 | New employee is added to the system. |
| 2 | No change. |

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| **Candidate Objects** | | |
| **Class/Object Name** | **Descriptions** | **Possible**  **attributes** |
| User | Manager | Username, ID, etc. |
| Employee Info | Adds new employee information | First name, Username, password, etc. |

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| **Assumptions** | | | | | |
| **#** | **Assumption** | **Date**  **Raised** | **Raised**  **By** | **Date**  **Verified** | **Verified By** |
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| **Issues** | | | | | |
| **#** | **Issue** | **Date**  **Raised** | **Raised**  **By** | **Date**  **Verified** | **Verified By** |
| 1 | Manager fills out every field in the employee information form. | 2/29/16 | Snap Members |  |  |

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| **Other Comments** | | |
| **Author** | **Comment** | **Date** |
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| Frequency of Execution |
| **Frequency:**  Minimum: 0 Maximum: 30 Average: 15 (OR)Fixed:  **Per:** Hour:Day:  This one. Week:  Month:  Day:  Other: |

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| **Timing Information** | | | | | | | |
| **#** | **At/**  **Between** | **Step(s)** | **Timing**  **Unit** | **Minimum** | **Average** | **Maximum** | **Comments** |
| 1 | Between | 01/08 | seconds | 1 | 1.5 | 2 |  |
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| **Volume Information** | | | | | | |
| **#** | **Step #** | **Unit of**  **Measure** | **Minimum** | **Average** | **Maximum** | **Comments** |
| 1 | 04/07 | bytes |  | 4k |  |  |
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| **Alternate Course General Information** |
| Alternate Course Name: Invalid New Employee Submission  Alternate Course Number:  Parent Use Case Name: Add Employee  Parent Use Case Number:  Description:  Reason for Execution: Non Exception:  Exception:  Exception #:  Start(Trigger) Stimulus:  Type of Execution (optional): Manual:  Automatic: |

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| Insertion Point |
| Step Inserted After |
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| Pre-Conditions | |
| 1. | Manager enters employee attributes. |

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| Alternate Course Steps | | | |
| **#** | **Step Description** | **Adds/Alt Use Case #** | **Business Rule(s)#** |
| 1. | User is prompted with a missing first name. |  |  |
| 2. | User is prompted with a missing username. |  |  |
| 3. | User is prompted with a missing password. |  |  |
| 4. | User is prompted with a missing phone number. |  |  |
| 5. | User is prompted with a missing authorization level. |  |  |

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| Post-Conditions | |
| 1. | User enters first name, username, password, phone number, authorization level, etc. |