**USE CASES**

BARANGAY SOUTH SIGNAL VILLAGE WEB-APP (EMPLOYEE MODULE)

## **Module 1: Barangay Employee Authentication**

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| **Use Case Number** | UC1.1 | |
| **Use Case Name:** | Log-in Barangay Employee Account | |
| **Actors:** | Employee Account: Administrator, Barangay Secretary, Captain, Request Manager, Concern Manager | |
| **Preconditions:** | Must have barangay employee account to login in Admin Portal | |
| **Postconditions:** | account should be verified as Barangay Employee | |
| **Flow of Activities** | **Actor** | **Flow of Activities:** |
| 1. Barangay Employee must go to the website for Administrator portal  2. Barangay Employee input credentials (email and password) and click log-in button | 1.1 Display *Admin Portal*  2.1 Display Barangay Employee Account Dashboard |
| **Alternate Flow:** | 2.1 If the Barangay Employee provided an incorrect email or password, then it will show a log-in error message. | |

## **Module 2: Manage Employee Account**

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| **Use Case Number** | UC2.1 | |
| **Use Case Name:** | Admin- Create Employee Account | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Administrator must be in the “Create Employee Account tab” to create an Employee Account | |
| **Postconditions:** | Employee Account should be created after being created by the Administrator  Information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator clicks add employee account tab.  2. Administrator inputs Barangay Employee details, Administrator clicks Create Account button | 1.1 Display Add Barangay Employee Account Form  2.1 Successfully added barangay employee account |
| **Alternate Flow:** | **At Step 2.1** If the Administrator does not fill in all the information properly and has the same existing email and phone number within the database, then an error message appears, and the wrong form will be highlighted. | |
| **Special Requirements:** |  | |

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| **Use case Number** | UC2.2 | |
| **Use Case Name:** | Deactivate Employee Account | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Administrator must be in “Active Barangay Employee Tab” to deactivate an Employee Account | |
| **Postconditions:** | Employee Account should be deactivated once the Administrator successfully performed account de-deactivation  Employee account information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator click “view” button  2. Administrator clicks deactivate account button  3. Administrator inputs his/her account password for confirmation | 1.1 to display “Barangay Employee Information Tab”  2.1 Display password confirmation of admin to deactivate account  3.1 Deactivates Barangay Employee Account to Barangay Employee Database |
| **Alternative flow** | At Step 3: If Administrator inputs wrong password as system prompts password confirmation, the barangay employee account will not be deactivated. | |

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| **Use case Number** | UC2.3 | |
| **Use Case Name:** | Reactivate Barangay Employee Account | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Must have a barangay employee deactivated account  Administrator must be in the “Deactivated Barangay Employee Tab” | |
| **Postconditions:** | Barangay Employee Account should be active once the Administrator successfully performed account reactivation  Employee account information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator clicks the “view” button  2.Administrator clicks Reactivate button  3. Administrator inputs his/her account password for confirmation | 1.1 to display “Barangay Employee Information  2.1 Display password confirmation of admin to Reactivate account  3.1 Reactivates Barangay Employee account to Barangay Employee Database |
| **Alternative flow** | At Step 3: Administrator inputs wrong password as system prompts password confirmation, the barangay employee account will not be Reactivated. | |

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| **Use Case Number** | UC2.4 | |
| **Use Case Name:** | Administrator Edits Employee Account | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Administrator must be in Active Barangay Employee Tab  Must have an Active Barangay Employee Account to edit. | |
| **Postconditions:** | Changes made by the administrator to the barangay employee account should be recorded.  information which will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator clicks edit button on a certain employee from the list  2. Administrator edits barangay employee information  3. Administrator clicks reset password button  4. Administrator clicks save button | 1.1 Display barangay employee personal information  2.1 Display Barangay Employee editable account information  3.1 Display required password format  4.1 Update Barangay Employee personal information to Barangay Employee Database |
| **Alternative flow** | **At Step 3** if the required password format for password reset is not met, new password will not be recorded and updated in the barangay database  **At Step 4** If the Administrator does not fill in all the information properly and has the same existing email and phone number within the database, then an error message appears, and the wrong form will be highlighted. | |

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| **Use Case Number** | UC2.5 | |
| **Use Case Name:** | Employe Edits Employee Account | |
| **Actors:** | Barangay Employee | |
| **Preconditions:** | Barangay Employee must be logged-in  Employee must be in Active Barangay Employee Tab  Must have an Active Barangay Employee Account to edit. | |
| **Postconditions:** | Changes made by the administrator to the barangay employee account should be recorded.  information which will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Employee clicks edit button on a certain employee from the list  2. Employee edits barangay employee information  3. Employee clicks reset password button  4. Employee clicks save button | 1.1 Display barangay employee personal information  2.1 Display Barangay Employee editable account information  3.1 Display required password format  4.1 Update Barangay Employee personal information to Barangay Employee Database |
| **Alternative flow** | **At Step 3:** if the required password format for password reset is not met, new password will not be recorded and updated in the barangay database  **At Step 4:**  If the Barangay Employee does not fill in all the information properly and has the same existing email and phone number within the database, then an error message appears, and the wrong form will be highlighted. | |

## **Module 3: Manage Resident Account**

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| **Use case Number** | UC3.1 | |
| **Use Case Name:** | Deactivate Barangay Resident Account | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Must have an existing Barangay Active Resident Account to deactivate  Administrator must be in Active Resident Account Tab | |
| **Postconditions:** | Barangay resident account should be deactivated once the administrator deactiv  Employee account information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator clicks the deactivate button from Active Resident Account Tab toggle or click “view” to display “Resident Employee Information to deactivate account.  2. Administrator inputs his/her account password for confirmation | 1.1 Display password confirmation of admin to deactivate account  2.1 Deactivates Barangay Resident to Barangay Employee Database |
| **Alternative flow** | At Step 2: Administrator inputs wrong password as system prompts password confirmation, the barangay resident account will not be deactivated. | |

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| **Use case Number** | UC3.2 | |
| **Use Case Name:** | Reactivate Barangay Resident Account | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Barangay Resident account must be listed as deactivated account  Administrator must be in Deactivated Resident Tab | |
| **Postconditions:** | Administrator should be verified as Barangay Employee Account  Employee account information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator clicks the Reactivate button from Deactivated Resident Tab to toggle or click “view” to display “Barangay Employee Information to Reactivate account.  2. Administrator inputs his/her account password for confirmation | 1.1 Display password confirmation of admin to Reactivate account  2.1 Reactivates Barangay Resident to Barangay Employee Database |
| **Alternative flow** | At Step 2: Administrator inputs wrong password as system prompts password confirmation, the barangay employee account will not be Reactivated. | |

## **Module 4: Manage Web-App**

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| **Use case Number** | UC4.1 | |
| **Use Case Name:** | Edit Homepage Banner | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Administrator must be in Manage Web Application Tab | |
| **Postconditions:** | Changes made by administrator in should apply successfully and appear at homepage  Employee account information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator clicks edit banner button  2. Click Update Banner #  3. After choosing image Click “Done” | 1.1 Display password homepage banners and recommended banner dimension  2.1 Display Upload File  3. Notify Uploaded banner is posted |

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| **Use case Number** | UC4.2 | |
| **Use Case Name:** | Edit Demography | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Administrator must be in Manage Web Application Tab | |
| **Postconditions:** | Updated demography should apply after administrator changes it and will reflect in “About Us” page  Employee account information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator clicks Edit Demography button 2. Edit Demography Field Inputs | 1.1 Display Editable Form for Update Demography  2.2 Save Changes to Demography to barangay Database |
| **Alternative flow** | At Step 2: If inputs incorrect data type in the input fields, it highlights the incorrect input and will not be saved. | |

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| **Use case Number** | UC4.3 | |
| **Use Case Name:** | Edit Contacts | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Administrator must be in Manage Web Application Tab | |
| **Postconditions:** | New contact information changes should be applied after administrator changes it and show new contact update in “Contact Page”  Employee account information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator must click the edit contact information button 2. Administrator edits contact information details | 1.1 displays contact information  2.2 Save Changes Contact Information to barangay Database |
| **Alternative flow** | At Step 2: If inputs incorrect data type in the input fields, it highlights the incorrect input and will not be saved. | |

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| **Use case Number** | UC 4.4 | |
| **Use Case Name:** | Update Barangay Officials | |
| **Actors:** | Administrator | |
| **Preconditions:** | Administrator must be logged-in  Administrator must be in Manage Web Application Tab | |
| **Postconditions:** | An updated barangay official list should be applied after the administrator edits it.  Employee account information will be stored in the Barangay Employee Database; additionally, information should be valid. | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Administrator must click the edit barangay official's button 2. Administrator changes committee names and images | 1.1 Name of barangay captain and list of barangays committee  2.2 Displays input field and attach image |

## **Module 5: Online Request**

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| **Use Case Number** | UC5.1 | |
| **Use Case Name:** | Manage Services | |
| **Actors:** | Barangay Secretary | |
| **Preconditions:** | Secretary must be logged-in | |
| **Postconditions:** | Secretary should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary clicks the “Manage services” tab    2. Barangay Secretary sets a service as “active/inactive”    3. Barangay Secretary clicks “update” button.  4. Barangay secretary clicks “confirm”. | 1. Redirects to Manage services Page.  2. System prompts “active or inactive” choices in dropdown column.  3. Displays a successful update prompt.  4. system reflects the changes. |

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| **Use Case Number** | UC5.2 | |
| **Use Case Name:** | View Document Request | |
| **Actors:** | Barangay Secretary | |
| **Preconditions:** | Secretary must be logged-in | |
| **Postconditions:** | Secretary should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary clicks “Document Request” tab  2. Barangay Secretary downloads a file in PDF/Excel format  3. Barangay Secretary wants to view the information sent by the requestor  4. Barangay secretary clicks “confirm” | 1. Redirects to Document Request page    2.1 System automatically downloads the selected file.    3.1 Displays the information sent by the requestor.  4.1 system reflects the changes. |
| **Alternate flow:** |  | |

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| **Use Case Number** | UC5.3 | |
| **Use Case Name:** | Process document Request | |
| **Actors:** | Barangay Secretary | |
| **Preconditions:** | Secretary must be logged-in | |
| **Postconditions:** | Secretary should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary clicks “Process Document” tab    2. Barangay Secretary clicks a document from the list    3. Barangay Secretary clicks “reassign” button  4. Barangay secretary clicks “confirm reassign” request | 1.Redirects to “Process Document” page    2. System displays the information sent by the requestor.    3. System prompts with “reassign confirmation.”  4. system prompts “request is reassigned to barangay employee logged in” |
| **Alternate flow:** | 3.1 Barangay Secretary cancels reassign request.  3.2 System redirect to system information page | |

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| **Use Case Number** | UC 5.4 | |
| **Use Case Name:** | Approve Document Request | |
| **Actors:** | Barangay Secretary  Barangay Request Manager | |
| **Preconditions:** | Secretary/Request Manager must be logged-in | |
| **Postconditions:** | Secretary should be verified as Barangay Employee Account  Employee account information will be stored in the Barangay Employee Database | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary/ Barangay Request Manager click the Process Document Request.  2. Barangay Secretary/ Barangay Request Manager clicks the view of the request to be processed.  3. Barangay Secretary/ Barangay Request Manager changes the status of the Request Details | 1. Display list of Request  2. Display Request Details  3.1 Update the Request Details  3.2 Send email for updates to the resident |
| **Alternate flow:** | 2.1 If the request is invalid, the status will be changed to denied.  2.2 If the request is valid, the status will be changed to approved. | |

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| **Use Case Number:** | UC 5.5 | |
| **Use Case Name:** | Deny Document Request | |
| **Actors:** | Barangay Secretary  Barangay Concern Manager | |
| **Preconditions:** | Secretary/Concern Manager must be logged-in | |
| **Postconditions:** | Secretary/Concern should be verified as Barangay Employee Account  Employee account information will be stored in the Barangay Employee Database | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary/ Barangay Concern Manager click the Process Concern.  2. Barangay Secretary/ Barangay Concern Manager click the view of the concern to be processed.  3. Barangay Secretary/ Barangay Concern Manager forward the concern to necessary department  4. Barangay Secretary/ Barangay Concern Manager change the status of the Concern Details | 1. Display list of Concerns  2. Display Concern Details    3. Forwards and process’ the concern    4.1Update the Concern Details  4.2 Send email for updates to the resident. |
| **Alternate Flow:** | 2.1 If the concern is invalid, the status will be changed to denied.  2.2 If the concern is valid, the status will be changed to approved. | |

**Module 6: Online Concern**

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| **Use Case Number** | UC 6.1 | |
| **Use Case Name:** | Approve Document Request | |
| **Actors:** | Barangay Secretary  Barangay Concern Manager | |
| **Preconditions:** | Secretary/Concern Manager must be logged-in | |
| **Postconditions:** | Secretary should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| **1.** Barangay Secretary clicks on “View Concern”.  **2.** Barangay Secretary downloads a file in PDF/Excel Format.  3. Barangay Secretary clicks on the “View” button below the “Action:” table. | 1. Redirects to View Concern Page.  2. System automatically downloads the selected file.  3. Redirects to the “Information” page. |
| **Alternate flow:** |  | |

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| **Use Case Number** | UC 6.2 | |
| **Use Case Name:** | Process Concern | |
| **Actors:** | Barangay Secretary  Barangay Concern Manager | |
| **Preconditions:** | Secretary/Concern Manager must be logged-in | |
| **Postconditions:** | Secretary should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary clicks on “Process Concern” tab.  2. Barangay Secretary clicks on the “Process” button below the “Action:” table.  3. Barangay Secretary clicks “reassign” button  4. Barangay Secretary clicks “confirm reassign” request. | 1. Redirects to Process Concern Page.  2. Redirects to the “Information” page  3. System prompts with “reassign confirmation.”  4. system prompts “request is reassigned to barangay employee logged in” |
| **Alternate flow:** | 3.1 Barangay Secretary cancels reassign request.  3.2 System redirect to system information page | |

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| **Use Case Number** | UC 6.3 | |
| **Use Case Name:** | Update Concern | |
| **Actors:** | Barangay Secretary  Barangay Concert Manager | |
| **Preconditions:** | Secretary/Concern Manager must be logged-in | |
| **Postconditions:** | Secretary/Concern Manager should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary clicks on “Process Concern” tab.  2. Barangay Secretary clicks on the “Process” button below the “Action:” table.  3. Barangay Secretary clicks “process” button  4. Barangay Secretary clicks on “Update Request” button.  5. Barangay Secretary clicks on “update concern.” | 1. Redirects to Process Concern Page.  2. Redirects to the “Information” page  3. System prompts show 3 choices.  4. System prompt shows “Update Concern”.  51 System prompts to enter password of barangay secretary. 5.2 redirects to the “information” page of the concern. |
| **Alternate flow:** |  | |

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| **Use Case Number** | UC 6.4 | |
| **Use Case Name:** | Deny Concern | |
| **Actors:** | Barangay Secretary  Barangay Concern Manager | |
| **Preconditions:** | Secretary/Concern Manager must be logged-in | |
| **Postconditions:** | Secretary/Concern should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary clicks on “Process Concern” tab.  2. Barangay Secretary clicks on the “Process” button below the “Action:” table.  3. Barangay Secretary clicks “process” button  4. Barangay Secretary clicks on “Deny Request” button.  5. Barangay Secretary clicks on “save changes.” | 1. Redirects to Process Concern Page.  2. Redirects to the “Information” page  3. Redirects to “Information” Page.  4. System prompts shows “Deny Request”.  5.1 System prompts to enter the password of barangay secretary.  5.2 redirects to “process concerns” page. |
| **Alternate flow:** |  | |

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| **Use Case Number** | UC 6.5 | |
| **Use Case Name:** | Close Concern | |
| **Actors:** | Barangay Secretary  Barangay Concern Manager | |
| **Preconditions:** | Secretary/Concern Manager must be logged-in | |
| **Postconditions:** | Secretary/Concern Manager should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Secretary clicks on “Process Concern” tab.  2. Barangay Secretary clicks on the “Process” button below the “Action:” table.  3. Barangay Secretary clicks “process” button  4. Barangay Secretary clicks on “Close Concern” button.  5. Barangay Secretary clicks on “save changes” | 1. Redirects to Process Concern Page.  2. Redirects to the “Information” page  3. Redirects to “Information” Page.  4. System prompts shows “Close Concern”.  5. System prompts to enter the password of barangay secretary.  5.2 Redirects back to the “Process Concern” Page. |
| **Alternate flow:** |  | |

**Module 7: Generating Report**

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| **Use Case Number:** | UC 7.1 | |
| **Use Case Name:** | Barangay Data Report | |
| **Actors:** | Barangay Captain | |
| **Preconditions:** | Barangay Captain must be logged-in | |
| **Postconditions:** | Barangay Captain should be verified as Barangay Employee Account | |
| **Flow of Activities:** | **Actor** | **System** |
| 1. Barangay Captain goes to the Admin Portal.  2. Barangay Captain inputs account credentials to login.  3. Barangay Captain clicks the tab to show the report (show request statics / show concerns) | 1.1 Display *Home Page*  2.1 Display Barangay Captain Dashboard  3.3 View the generated report. |
| **Alternative flow:** | 2.1 If the Barangay Captain provided the wrong credentials, then an error message appears. | |