SA Hub - Use Case Full Description:

Use Case ID:	UC1
Use Case Name:	Manage Requisition of SAs
Scenario:	The requesting office needs SAs to do a certain task
Triggering Event:	Requisition for SAs
Brief Description:	This use case allows the requesting office to add tasks to request SAs. Also, the requesting office has the option to edit or cancel the tasks created.
Actors:	Requesting Office
Related Use Cases:	Add Task, Edit Task, Cancel Task
Stakeholders:	Asia Pacific College
Preconditions:	- If the office is not logged in to their account, then they cannot create tasks to be assigned to SAs. - There must be a task available
Postconditions:	- The system displays the Add Task form. - The system assigns the task. - The system deletes the task

Flow of Activities:	Actor	System

	1. The requesting office goes to its account homepage.
	
	2. Manage Requisition for SA
	
	2a. The Requesting Office creates a task for the SAs to do:
	
	    1. Clicks the Add Task button.
	
	    2. Fills out the Add Task form.
	
	    3. Submits the form.
		1.1. The system displays the requesting office account homepage.
		
		2a.1.1 Displays the Add Task form.
		
		2a.3.1 Proceeds to assign the created task to SAs.

		2a.3.2 Post task to the assigned SAs, the SA Manager, and the Requesting Office
	2b. The Requesting Office wants to reschedule due to uncertain events (suspensions, changes in the decision, etc.):	2b.1.1 Displays the Add Task form containing all the previous input
	1. The requesting office clicks the Edit button	2b.3. Reassigns the task.
	2. Office edits task details.	
	3. Office clicks the submit button	
	2c. The Requesting Office wants to cancel task due to uncertain events (suspensions, changes in the decision, etc.):	2c.1.1 Deletes the created task from all accounts.
	1. Office clicks the cancel button	
Exception Conditions:	2a.3. If the form to be submitted has incomplete required fields (date, time, no. of student assistant, task assignment type), then the system cannot process the form.	
	2b.3. If the edited task form has incomplete required fields (date, time, no. of student assistant, task assignment type), then the system cannot process the form.	
	2c. If the office cancelled a task, SA who accepted or automatically assigned to the task will be reassign to another task	

USE CASE 2

Use Case ID:	UC2
Use Case Name:	Manage Assigned Tasks

Scenario:	Task Assignment	
Triggering Event:	SA receiving an assigned task, tracking hours rendered.	
Brief Description:	This use case involves Student Assistants (SAs) accepting voluntary tasks and tracking hours they have rendered for each task.	
Actors:	SA	
Related Use Cases:	Track Total Hours Rendered, Accept Voluntary Task, View Task History	
Stakeholders:	Asia Pacific College	
Preconditions:	- If the SA is not logged in to their account, then they cannot view their task history and track their total hours rendered. - An assigned voluntary task is available in the system.	
Postconditions:	- The SA is assigned to a task or tasks. - The SA has accepted and commenced the voluntary task. - Hours rendered for the task are recorded. - SA Profile > Task History is updated.	
Flow of Activities:	**Actor**	**System**
	1. The SA logs into their account	1.1. The system displays the SA account homepage.

	2. Manages Assigned Task
	2a. SA wants to do voluntary tasks.
	   1. Browse available voluntary tasks
	   2. Clicks accept task
	2b. SA clicks time in
	2c. SA clicks time out
	2d. SA wants to check his/her total hours rendered.
		2.1. Shows program-and-schedule-based assigned task and voluntary tasks.
		2a.1.1. Display task details of voluntary tasks
		
		2b.1. Record Time In
		2c.1. Record time out
		2d.1. Display total hours rendered.
		
		2e.1. Display profile page.

1. SA goes to homepage 2e. SA wants to see his/her task history 1. SA goes to profile.	
Exception Conditions:	2.If the SA did not do his/her assigned task, then the SA will be reassigned by the SA Manager to another task.

<div align="center">USE CASE 3</div>

Use Case ID:	UC3
Use Case Name:	Manage Feedback
Scenario:	The requesting office wants to add feedback to SAs
Triggering Event:	Task Reviewing
Brief Description:	This use case allows the requesting office to provide feedback to each SA assigned to their created task, validating the attendance and hours rendered by the SA. The feedback can also be seen by the SA Manager and the assigned SAs on their respective accounts.
Actors:	Requesting Office
Related Use Cases:	Check Hours Rendered, Add Feedback
Stakeholders:	Asia Pacific College
Preconditions:	- If the office is not logged in to their account, then they cannot review tasks and send feedback to SAs. - The task must be completed in terms of the specified start and end time
Postconditions:	- The completed task is displayed on the Task Review page

Flow of Activities:	Actor	System
	1. The requesting office goes to the Task Review page	1.1. The system displays the Task Review page containing the task details and the assigned SAs for each task.

	2. Manages feedback.	

	2a. The requesting office views the hours rendered by the SA on the Task Review page containing task details (date, time, program, task, hours needed, note, assigned SAs with corresponding time in and time out, calculated hours based on time in/out)
	
	2b. The requesting office wants to add feedback for SAs.
	
	    1. Clicks the Add Feedback button for each SA
	
	    2. Types the feedback on the text box form
	
	    3. Submits the feedback.
		2b.1.1. Displays the Feedback form containing the SA name and a text box.
		
		2b.3.1. Processes the feedback form and reflects the feedback on the SA and the SA Manager accounts

Exception Conditions:	2b. If the Requesting Office did not add feedback, no feedback will be reflected on SA and the SA Manager accounts	

USE CASE 4

Use Case ID:	UC4
Use Case Name:	Manage Assigned SAs
Scenario:	Feedback Viewing and Major Offenses of SAs
Triggering Event:	Feedback Submission and SAs' Major Offenses
Brief Description:	This use case involves the SA Manager reviewing and managing feedback submitted by Student Assistants (SAs) after their assignments.
Actors:	SA Manager
Related Use Cases:	Edit Hours Rendered, Reassign SA, Add Major Offenses
Stakeholders:	Asia Pacific College

| Preconditions: | - SAs have completed their assignments. |
| | - Feedback from SAs is available in the system |

| Postconditions: | - Feedback is reviewed and managed by the SA Manager. |
| | - Appropriate actions are taken based on the feedback received |

Flow of Activities:	Actor	System
	1. SA manager reviews the feedback to assess the performance of the SAs.	1.1. Displays office feedback
	2. Takes appropriate actions based on the feedback and performance, including:	
	2a. SA has a merit.	
	1. SA Manager clicks edit hours	2a.1.1 Show edit hours modal
		2a.1.2 Add hours to SA's total hours rendered.
	2. Inputs additional hours based on office feedback	2b.1.1 Show edit hours modal
		2b.1.2 Minus hours on SA's total hours rendered.
	3. Wants to add the major offense/s of the SA and clicks the Add Major Offense button	3.1. Displays the Add Major Offense form, including the fields (all required): name, section, major offense, and scholarship status decision
	4. Fills out the Add Major Offense form and then submits	4.1. Process the submitted form and update the records and scholarship status of SA

| Exception Conditions: | 1. If the feedback is deemed invalid or does not align with established policies, the SA Manager will communicate with the office or not do the feedback of the office. |
| | 4.1. If any required fields in the form are incomplete |

USE CASE 5

Use Case ID:	UC5

Use Case Name:	Manage Reports	
Scenario:	Reports Viewing	
Triggering Event:	SA Manager accessing reports for SA and Office task assignment progress.	
Brief Description:	This use case involves the SA Manager viewing and managing reports related to Student Assistant (SA) and Office task assignment progress.	
Actors:	SA Manager	
Related Use Cases:	Generate Reports	
Stakeholders:	Asia Pacific College	
Preconditions:	- Reports on SA and Office task assignment progress are available in the system	
Postconditions:	- The SA Manager has viewed and managed the reports. - Decisions or actions may be taken based on the information in the reports.	
Flow of Activities:	**Actor**	**System**

		1. Records SA and Office progress:
		
		    1.1a SA's current hours rendered
		
		    1.1b Office total task and SA assigned
		
		    1.1c Total of ongoing and completed SA rendering
		
		    1.1d SA's scholarship status
		
		2. Generate reports
		
		3.1 Display reports

	3.SA Manager monitors SA and Office task assignment progress	4.Update Reports if there is a new action or progress recorded

Exception Conditions:	1. If there is no progress or activities on the SA and Request Office accounts, no information will be recorded, and the system cannot generate reports.

USE CASE 6

Use Case ID:	UC6
Use Case Name:	Manage Scholarship of SAs
Scenario:	Scholarship Status Monitoring
Triggering Event:	System flags SA as under probation
Brief Description:	This use case involves the Guidance Office managing the scholarships of SAs, with the ability to either cancel a scholarship or retract a previous cancellation.
Actors:	Guidance Office
Related Use Cases:	Check Scholarship Status, Confirm Cancellation of Scholarship, Retract Cancellation of Scholarship
Stakeholders:	Asia Pacific College
Preconditions:	- The system has access to the SA records, including their grades for each subject in every term.
Postconditions:	- The Guidance Office has decided the SA's scholarship status, either cancel or continue the scholarship.

Flow of Activities:	Actor	System
		1.1. The system checks the scholarship status based on the SA Records (major offense – input from SA Manager) and grades for each subject in every term, using the following conditions:
		1.1a. If the SA receives one 0.0 final grade, system will automatically flag the SA as under probation
		1.1b. If the SA got two or more 0.0 final grade within two consecutive S.Y. the system will notify the Guidance Office to decide

	1. Guidance Office visits the list of SAs on probation
	
	2. Guidance Office visits the list of SAs candidate for cancellation of scholarship
	
	3. Guidance Office has decided on the scholarship status of the candidate SA
		whether to confirm cancellation or retract cancellation of the scholarship
		
		1.2. Displays the list of SAs under probation
		
		2.1. Displays the list of SAs candidate for cancellation of scholarship with options to:
		
		    2.1a. Confirm cancellation of scholarship
		
		    2.1b. Retract cancellation of scholarship
		
		3.1. Updates the scholarship status and records of the SA based on the decision if it is to:
		
		    3.1a. Confirm cancellation – change SA status into Scholarship Revoked
		
		    3.1b. Retract cancellation – remain SA status into Scholar

Exception Conditions:	3, 3.1. If the Guidance Office has not decided on the scholarship status of the SA, the system will notify the Guidance Office to decide in a certain period.	

USE CASE 7

Use Case ID:	UC7
Use Case Name:	Manage SA Scholarship Reports
Scenario:	Reports Viewing
Triggering Event:	Guidance Office views and manages scholarship reports to monitor SAs' eligibility.
Brief Description:	This use case involves the Guidance Office reviewing the SA scholarship reports.
Actors:	Guidance Office
Related Use Cases:	Generate SA Scholarship Status Reports
Stakeholders:	Asia Pacific College

Preconditions:	- Records of SA personal information and scholarship status must be available in the system.	
Postconditions:	- The Guidance Office has viewed and managed the reports. - Decisions or actions may be taken based on the information in the reports.	
Flow of Activities:	**Actor**	**System**
	3. Guidance office monitors the scholarship statuses of SAs	1. Records the SA personal information (name, student ID number, course) along with the scholarship status of each SA (e.g. scholar, under probation, or cancelled scholarship). 2. Generate reports 3.1. Display SA Scholarship reports 4. Update Reports whenever there is a new action regarding the scholarship status
Exception Conditions:	2. Records must be available and accessible to generate reports	