TRITEK CAREER PORTAL USE CASE

Document Information

Document Title	Triter Career Portal Use Case
Document Owner	BA TEAM
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1. BRIEF DESCRIPTION

This use case describes the different ways the Admin user interacts with the career portal which also includes the flow between other users. This starts with the Admin user logging into the portal and ends with the Admin user sending the eligible candidate details to the recruiter.

2. ACTORS

- Primary Actor
    - Admin
- Secondary Actors
    - Candidates
    - Recruiters

3. PRE-CONDITIONS

- Admin has an existing account on the portal.
- Admin have been provided with login details to access portal.
- Admin must have the rights to approve various requests.
- Candidates should be Tritek existing users.
- Recruiters must be registered to access the portal.

4. BASIC FLOW

1. Admin Logs in and verifies their password.
2. Admin successfully logs into the portal.
3. Admin can manage their admin profile.
4. Admin can manage documents.
5. Admin can manage recruiters.
6. Admin can Search.
7. Admin can manage approval requests.
8. Admin can manage Candidate.
9. Admin can Refer candidates.

5. ALTERNATE/EXCEPTION FLOWS

Alternative Flow – Admin enters invalid login details.

1. System prompt user to re-enter login detail.
2. Admin user re-enters login details

Exception Flow – Admin enters invalid login details more than 3 times

1. System displays a message "You have entered login details incorrectly 3 times, select link to have details of reset password sent to your email.
2. Link to reset password displays on screen.
3. Admin user selects Reset password link.
4. Email is sent to Admin user email to reset password.
5. Password reset.
6. Admin user to login into portal with new details.
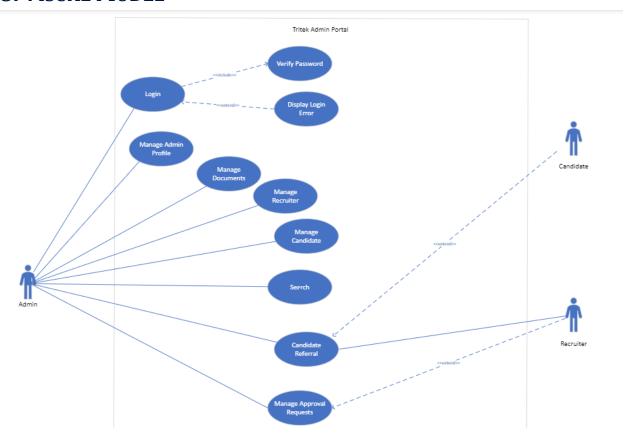7. Use Case End.

6. POST CONDITIONS

- Login - The Admin user successfully logs into the portal
- Search – Appropriate list of candidates are displayed
- Candidate referral – Candidate informed of profile view
- Manage approval request – Notifications sent to recruiter after admin successfully approves

7. SUPPLEMENTAL REQUIREMENTS
N/A

8. VISUAL MODEL

Revision History

V.	Date	Author	Description	Status
V1	23/02/2023	BA Team	Initial Version	Draft