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| **SL** | **Sample Use Case** | **Actor** | **Corresponding user story** | **View required to accomplish the task** |
| 1. | Select employee for training | HR Supervisor | As an HR supervisor I want to select employees (who requires training) so that they can get enrolled in their necessary training program | Page: 2 combo-boxes to for selecting training program as well as associated employees. The combo-boxes should be able to create a many to many relationships between the employees and training programs. Search bar needs to be there for both employees and training programs (in case of large lists). The search will use AJAX to update the available information. The page is to be built inside common layout for HR.  Input: A list of available training programs and a list of eligible employees  Output: Insert query or equivalent function call to map the selected employees to the selected training programs. Data shall be inserted into 2 different tables, one containing training program and associated employees, another containing employee and associated training programs.  Entities involved: Employee, TrainingPrograms, EmployeeAndTraining, TrainingAndEmployee |
| 2. | Enroll into training program | Employee | As an employee I want to get enrolled into a training program so that I can get necessary training. | Page: A search bar on top left, a list of training programs on the left side of the page. Tick-boxes for each training program. On selecting a training program (with or without clicking tick-box), display training program details on the right side of the page. In the details of the training program, display training name, training period and requirements (if any) for attending the training session. On key press in the search bar, use AJAX to update the training program list. Disable tick-boxes in the list for programs that the user is not eligible for. The page is to be built inside common layout for employees.  Input: Employee ID, a list containing training programs  Output: Query or equivalent function call to update the list of training applications  Entities involved: TrainingPrograms, EmployeeTrainingApplication |
| 3. | Evaluate training | HR supervisor | As an HR supervisor I want to evaluate the progress of the training of the enrolled employees so that I can keep track of their improvements. | Page: Multiple tables one below the other. Each table represents a training program. The associated employee names shall form the rows while the performance evaluation metric form the columns. The page is to be built inside common layout for employees.  Input: Training programs list and their associated employees.  Output: Display of the incoming inputs  Entities involved: TrainingAndEmployee |
| 4. | Authorize budget for training program | HR admin | As HR administrator I want to authorize budget for training program so that the training program can be initiated. | Page: A search bar on top left. A table below the search bar. The table shall contain name of training program and associated budget. On selecting a training program, display training program details on the right side of the page. In the details of the training program, display training name, training period and budget (in big/distinct manner) with an approve button. Pressing the approve button opens an alert window with yes/no choice. On key press in the search bar, use AJAX to update the training program list. The page is to be built inside common layout for HR.  Input: A list of training programs  Output: Update query or equivalent function call to change the status of training program to approved.  Entities involved: TrainingPrograms |
| 5. | Access to the legal reports relating terms & policies | HR lawyer | As an HR lawyer I want access to the legal reports regarding the terms of policies of the organization so that I can address any legal issues of the organization. | Page: 2 buttons on top separated by at least 100 scaled pixels. One button shall be “Legal reports” while the other button should be terms and policies. An empty div should occupy the rest of the page. Clicking on Legal reports button should fetch the list of legal reports and display them in a list view inside the div. The ListView should contain a heading and a part of the description. Clicking on a ListView item shall open a sub window (pop-up window) and display details of the legal report. Clicking on Terms and policies should fill the empty div with a text area and a copy button. The text area shall contain the “Terms and Policies” of the organization while the copy button shall copy the terms and policies to the clipboard. The page is to be built under common layout of legal representative.  Input: A list of legal reports, Terms and Policies List  Output: No special output  Entities involved: LegalReports, TermsAndPolicies |
| 6. | Access to relevant employee information | HR lawyer | As an HR lawyer I want access to relevant employee information so that I can match their compliance with the law. | Page: Search bar on top left. A ListView below the search bar on the left side. The ListView should contain a minified picture of the employee, employee name, employee age, salary and a review button. Clicking on an employee shall display the details of the employee (Picture, Name, Age, Salary, Service age, contact info, description etc.) and a review button below. Clicking on Review will move the employee status to under review. Typing in search bar shall update the listview asynchronously. The page is to be built under common layout of legal representative.  Input: List of employees  Output: Update query or equivalent function call to change status of an employee.  Entities involved: Employees |
| 7. | Record transport information | Transport supervisor | As a transport supervisor I want to record each transport so that I can keep track of transport usage. | Page: A form for the entire page along with submit button. The form fills up transport details such as Transport name, Type, Model, Cost of purchase, assign driver(nullable) and status (‘Ordered’,’Active’,’Busy’). “Assign driver” field should be a dropdown list containing the names of available drivers. On submit button click, validate the form and also check if any name in DB matches the transport name. Submit form or display user message as per validation and verification. The page is to be built under common employee layout with and additional link for this page.  Input: A form collection and a list of employees  Output: An insert query or equivalent function call to add the transport to the Transports list  Entities involved: Employees, Transports |
| 8. | Schedule transportation | Transport supervisor | As a transport supervisor I want to schedule transportation so that I can provide transportation for employees. | Page: A dropdown-list for area. Selecting an item in dropdown list shows the number of employees in the area and the current transport capacity in the area on the right side of the page.. Below the Number of employees, a list view displays transports that are assigned to the area. Below the listview, an “Add Transports” button is displayed. Pressing “Add Transports” opens a subwindow containing available transport names in a dropdown list and a disabled confirm button. Selecting a transport name in sub-window shows the number of seats in that transport and enable confirm button. Pressing confirm button navigates back to the main page and updates the listview with the newly assigned transport name and also increase the current transport capacity in the area. Pressing “confirm” on subpage also makes function call to add the entry to AreaTransports table. If the function call of “confirm” button in subwindow does not work, do not add the transport name to the list but display an error message instead. The page is to be built under common employee layout with and additional link for this page.  Input: A list containing number of employees in each area, A list of transports assigned to each area, a list of available transports  Output: No specific output other than the function call from the sub page.  Entities involved: Employees, AreaTransports, Transports |
| 9. | Book keeping (vendors & materials) | Product management | As a product management book keeper I want list all vendors, their transactions, equipment, parts, machineries so that I can assist resource allocation. | Page: A dropdown-list containing names of all vendors (and their id’s in hidden html tag). Selecting a name from the list displays 2 tables one below the other. First table contains list of all equipment’s etc. provided by the vendor with an “Add Equipment” button below the table. Pressing “Add Equipment” opens up a subpage with the vendor name on top and a form for adding equipment details with a “Confirm” button below. Pressing confirm button performs function call for insert query and updates the main page first table with new entry. Second table is similar to first table with “Vendor Transactions” in place of “Vendor equipments”.  Input: 3 lists containing vendors, equipments provided by vendors and transactions involved with vendors  Output: No output.  Entities involved: Vendors, VendorEquipments, VendorTransactions |
| 10. | Book keeping (hygiene & sanitation) | Assistant office Administrator | As assistant office administrator I want to keep track of canteen food and raw materials, expenses and transactions so that I can ensure hygiene and sanitation. | Page: A dropdown list with 4 items (‘Canteen food’, ‘Raw materials’,’Expenses’,’Transactions’) with an empty div below for diplaying additional information. Selecting ‘Canteen food’ and ‘Raw materials’ displays the respective lists in a table. Selecting expenses displays a listview of expense title, description and cost. Selecting Transactions displays a listview of transactions with and add button below. Pressing add button opens up a sub-page with form for adding transaction and a confirm button. Pressing confirm performs a function call for insert query and updates the list of transactions in the main page.  Input: A list of available canteen food, a list of raw materials in canteen, a list of all canteen transactions  Output: Insert query of the subpage  Entities involved: CanteenFood, CanteenRawMaterials, CanteenTransactions |
| 11. | Create and advertise job circulars | Recruitment office | As employees of recruitment office, we want to create and advertise job circulars so that we can reach out to interested individuals. | Page:  Input:  Output:  Entities involved: |
| 12. | Schedule interview | Recruitment office | As employees of recruitment office, we want to schedule interviews of interested applicants so that we can facilitate the recruitment process. | Page:  Input:  Output:  Entities involved: Applicants, RecruitmentAppointments |
| 13. | Approve appointment | Recruitment office head | As recruitment office head I want to approve appointment of the selected applicants by the interview board so that I can assess recruitment. | Page:  Input:  Output:  Entities involved: |
| 14. | Salary management | HR accountant | As an HR accountant I want to keep all sorts of employee salary information so that I can ensure proper remuneration of the employees. | Page:  Input:  Output:  Entities involved: |
| SL | Sample Use Case | Actor | Corresponding user story | Page:  Input:  Output:  Entities involved: |
| 15. | Evaluate employee performance | HR supervisor | As an HR supervisor I want to evaluate employee performance so that proper talent management is ensured. | Page:  Input:  Output:  Entities involved: |
| 16. | Promote employee | HR administrator | As HR administrator I want to promote employees based on their performances so that their contributions are acknowledged. | Page:  Input:  Output:  Entities involved: |
| 17. | Make succession plan | Assistant HR Administrator | As Assistant HR administrator I want to make succession plans so that variances are reduced after each retirement. | Page:  Input:  Output:  Entities involved: |
| 18. | Hire field worker | Recruitment office head | As recruitment office head I want hire field worker as per suggestions from the interview board so that I can strengthen the sales team. | Page:  Input:  Output:  Entities involved: |
| 19. | Maintain field workers | Recruitment office | As recruitment office employees we want to keep track of field worker so that they are maintained properly. | Page:  Input:  Output:  Entities involved: |
| 20. | Keep employee leave record | assistant office administrator | As assistant office administrator I want to keep leave records along with specified leave type of the employees so that I can assist office management. | Page:  Input:  Output:  Entities involved: |
| 21. | Set leave according to employee designation | Office administrator | As office administrator I want set leave according to employee designation so that I can assist office management. | Page:  Input:  Output:  Entities involved: |
| 22. | Check for leave requirements | Office administrator | As office administrator I want check and match leave requirements of the employees so that I can assist leave approval. | Page:  Input:  Output:  Entities involved: |
| 23. | Leave confirmation | Assistant HR administrator | As assistant office administrator I want to confirm leave to requested employees so that they get their proper leave. | Page:  Input:  Output:  Entities involved: |
| 24. | Record attendance | Assistant office administrator | As assistant office administrator I want to keep track of employee attendance so that I can assist office management. | Page:  Input:  Output:  Entities involved: |
| 25 | Create attendance and leave management report | Office administrator | As office administrator I want to create attendance and leave management report for each employee so that I can assist office management. | Page:  Input:  Output:  Entities involved: |

Layout for employees:

Home button, Profile button, Leave application button, Logout button

Layout for HR:

Home button, Employees button, Leave application button, Logout button

Layout for legal representative:

Home button, Employees button, Logout button