**Use Case Name:** Add User

**Actor(s):** ADMIN

**Description:** The ADMIN adds a new unique user to the system. The system auto-generates a username based on the first initial and last name. If a duplicate exists, the system appends a numerical suffix (01). The user is assigned a secure default password that must be changed upon first login. The user’s account is active by default and not locked.

**Triggering Event:** The ADMIN selects “Add User” in the system application.

**Trigger Type:** External

**Steps Performed (Successful Scenario):**

Trigger: The ADMIN selects "Add User" in the system.

Input: The ADMIN enters the new user's first name, last name, and optionally an email.

System Processes:

a. The system auto-generates the username using the first initial and last name (e.g., John Perez → jperez).

b. If the username already exists, the system appends an incrementing number (e.g., jperez01, jperez02).

c. The system generates the default password (P@ssw0rd-).

d. The password is hashed and stored in the database (minimum MD5, preferably SHA-256).

e. The system creates a new user record with the following defaults:

ACTIVE = 1

LOCKED = 0

PASSWORD\_RESET\_REQUIRED = 1 (to force password change on first login)

Output:

The system confirms the user was successfully added.

Alternate Flow(s):

1. Duplicate Username Found:

If the generated username exists, the system increments a suffix (jperez01, jperez02, etc.).

2. Database Error or System Failure:

If the database is unavailable or another issue occurs, the system displays an error message and logs the failure.

**Preconditions:**

* The ADMIN is authenticated and authorized to add new users.
* The system has access to user records to check for duplicate usernames.

**Postconditions:**

* A new user is added to the system with a unique username.
* The user can log in but must change the password at first login.
* The ADMIN sees a success message.

**Assumptions:**

**Requirements Met:** Admin can successfully add a new user using the software.

**Outstanding Issues:** The new users all have the same password as their initial password before they have a chance to change it.

**Priority:** High

**Risk:** Low