# Scenarios for Authentication, Personal details records and Annual Reviews Version 2019.01.18

|  |  |
| --- | --- |
| *Use case name* | Log in |
| *Participating actors* | User, Authentication server |
| *Flow of events:  Normal flow* | 1. User provides user name and password and requested access rights. 2. System records authentication attempt. 3. System authenticates user. 4. System provides requested access rights. |
| *Flow of events:  Alternative flow* | Invalid user name or password.  3. Authentication fails |
| *Pre-condition* | User is not currently logged in with the requested access rights. |
| *Post-condition* | System has recorded an authentication attempt and its outcome.  User has validated access rights or authentication fails. |
| *Notes* | Directors and HR Employees can have different access levels from ordinary users but might wish to login without elevated privileges. |

|  |  |
| --- | --- |
| *Use case name* | Log out |
| *Participating actors* | User, Authentication server |
| *Flow of events:  Normal flow* | 1. User logs out. 2. Server revokes access rights. 3. Server records end of authentication. |
| *Flow of events:  Alternative flow* | 1. Log out failure |
| *Pre-condition* | User is logged in and has validated access rights. |
| *Post-condition* | User is logged out and has no access rights.  User remains logged in.  An end-of-authentication record has been made. |

|  |  |
| --- | --- |
| *Use case name* | Authorisation check |
| *Participating actors* | Authorisation, HRDatabase |
| *Flow of events:  Normal flow* | 1. An authorization check record is made. 2. Check the user's authorisation to complete the requested action. 3. Grant requested access. |
| *Flow of events:  Alternative flow* | User does not have the required authorisation rights.  2. Deny access. |
| *Pre-condition* | User is authenticated. |
| *Post-condition* | User is authenticated. Access granted or access denied.  An authorisation-check record has been made. |

|  |  |
| --- | --- |
| *Use case name* | Read personal details |
| *Participating actors* | User, HREmployee, HRDatabase |
| *Flow of events:  Normal flow* | 1. Request personal details record. 2. Include: Authorization check 3. HR Database delivers record to user. 4. User finishes with access to the record. |
| *Flow of events:  Alternative flow* | Authorisation check fails.  3. No records are delivered to the user. |
| *Pre-condition* | User is authenticated. |
| *Post-condition* | User is authenticated. Record is unchanged in the database. |

|  |  |
| --- | --- |
| *Use case name* | Create personal details record. |
| *Participating actors* | HREmployee, HRDatabase |
| *Flow of events:  Normal flow* | 1. HR Employee requests a new personal details record. 2. Include: Authorization check. 3. A new personal details record is created. 4. HR Employee completes the details in the record. 5. New record is saved in the HR Database. |
| *Flow of events:  Alternative flow* | Authorisation check fails.  3. No new record is created.  Record cannot be saved.  5. New details are lost. |
| *Pre-condition* | HREmployee is authenticated. |
| *Post-condition* | HREmployee is authenticated. New personal details record has been created in the HRDatabase or the HRDatabase is unchanged. |

|  |  |
| --- | --- |
| *Use case name* | Amend personal details record |
| *Participating actors* | User, HREmployee, HRDatabase |
| *Flow of events:  Normal flow* | 1. Include: Authorisation check to obtain write access. 2. Include: Read personal details. 3. Amend the record. 4. Save amended record to HRDatabase. |
| *Flow of events:  Alternative flow* | Authorisation check fails.  1. Write access to the record is denied.  Record cannot be retrieved.   1. Record is not available.   Record not saved.   1. Amended details are lost. |
| *Pre-condition* | HREmployee is authenticated. Personal details record for user exists. |
| *Post-condition* | HREmployee is authenticated. Personal details record for user exists. Record has been amended or record remains unchanged on failure. |

|  |  |
| --- | --- |
| *Use case name* | Create new review record. |
| *Participating actors* | Employee, HRDatabase |
| *Flow of events:  Normal flow* | 1. Employee requests a new review record. 2. Include: Authorisation check. 3. A new review record is created. 4. Employee completes the details in the record. 5. New review record is saved in the HR Database. |
| *Flow of events:  Alternative flow* | Authorisation check fails.  3. No new review record is created.  Record cannot be saved.  5. New details are lost. |
| *Pre-condition* | Employee is authenticated. |
| *Post-condition* | Employee is authenticated. New review record has been created in the HRDatabase or the HRDatabase is unchanged. |

|  |  |
| --- | --- |
| *Use case name* | Read review record |
| *Participating actors* | Employee, Reviewer, Manager, HRDatabase |
| *Flow of events:  Normal flow* | 1. Request review record. 2. Include: Authorization check 3. HR Database delivers record to user. 4. User finishes with access to the record. |
| *Flow of events:  Alternative flow* | Authorisation check fails.  3. No records are delivered to the user. |
| *Pre-condition* | User is authenticated. |
| *Post-condition* | User is authenticated. Record is unchanged in the database. |

|  |  |
| --- | --- |
| *Use case name* | Amend review record |
| *Participating actors* | Employee, Reviewer, HRDatabase |
| *Flow of events:  Normal flow* | 1. Include: Authorisation check to obtain write access. 2. Include: Read review record. 3. Amend the record. 4. Save amended record to HRDatabase. |
| *Flow of events:  Alternative flow* | Authorisation check fails.   1. Write access to the record is denied.   Record cannot be retrieved.   1. Record is not available.   Record not be saved.   1. Amended details are lost. |
| *Pre-condition* | User is authenticated. Review record for employee exists. |
| *Post-condition* | User is authenticated. Review record for employee exists. Record has been amended or record remains unchanged on failure. |

|  |  |
| --- | --- |
| *Use case name* | Read past completed review records |
| *Participating actors* | Employee, Reviewer, Manager, HRDatabase |
| *Flow of events:  Normal flow* | 1. Request review records. 2. Include: Authorization check 3. HR Database delivers records to user. 4. User finishes with access to the records. |
| *Flow of events:  Alternative flow* | Authorisation check fails.  2. No records are delivered to the user. |
| *Pre-condition* | User is authenticated. Past review records for employee exist. |
| *Post-condition* | User is authenticated. Records are unchanged in the database. |

|  |  |
| --- | --- |
| *Use case name* | Perform review |
| *Participating actors* | Reviewee, Reviewer, HREmployee |
| *Flow of events:  Normal flow* | 1. Reviewers and Employee meet to perform annual performance review for the employee. 2. Include: Read past completed review records. 3. Include: Amend review record 4. HREmployee is informed of the completed review. |
| *Flow of events:  Alternative flow* | Agreement not reached on outcomes of the review.  3. Review record not amended.  Review not completed in the session.  4. Follow-up meeting scheduled. |
| *Pre-condition* | Date is within 2 weeks of the reviewee’s employment date. |
| *Post-condition* | Review is completed, review record amended and HR informed.  Review is incomplete. |

|  |  |
| --- | --- |
| *Use case name* | Allocate reviewer |
| *Participating actors* | HREmployee, Manager, Director, HRDatabase |
| *Flow of events:  Normal flow* | 1. HREmployee requests access to HRDatabase to record reviewer details. 2. Include: Authorisation check. 3. Immediate Manager/Director of employee assigned to be a reviewer. 4. HREmployee records details of 2nd Reviewer. 5. HREmployee informs Employee and Manager/Director reviewers of the review details. |
| *Flow of events:  Alternative flow* | 2nd reviewer cannot be identified.  4. Allocation remains incomplete. |
| *Pre-condition* | HREmployee is authenticated. |
| *Post-condition* | Date of review is within 2 weeks of the reviewee’s employment date. Immediate Manager/Director of employee is assigned as a reviewer and has been informed of the date. 2nd Reviewer assigned and informed of the date or no 2nd Reviewer identified. |