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| **ADD TASK** |
| Use case: Add Task |
| Brief Description: The administrator adds task details into the system. |
| Actors: Administrator |
| Preconditions: Administrator is logged into the system |
| Basic Flow:   1. Administrator selects the “Add Task” option. 2. Administrator provides the necessary task details such as task ID, task name, task status, task category and task due date. 3. The system validates the input data. 4. The system adds the task details to the data base. |
| Alternate Flows: None |
| Post Conditions: Task details are successfully added to the system. |

**DAILY EVENT TRACKER- USE CASE DOCUMENT**

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| **VIEW TASK DETAILS** |
| Use case: View Task |
| Brief Description: The administrator/User view details of the task. |
| Actors: Administrator, User |
| Preconditions: Administrator/User is logged into the system |
| Basic Flow:   1. Administrator/User selects the “View Task” option. |
| Alternate Flows: None |
| Post Conditions: The system displays the detailed information of the selected event. |

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| **UPDATE TASK DETAILS** |
| Use case: Update Task |
| Brief Description: The administrator updates task details into the system. |
| Actors: Administrator |
| Preconditions: Administrator is logged into the system |
| Basic Flow:   1. Administrator selects the “Update Task” option. 2. Administrator updates the necessary details such as task ID, task name, task category and task due date. 3. The system validates the input data. 4. The system adds the updated task details to the data base. |
| Alternate Flows: None |
| Post Conditions: Task details are successfully updated to the system. |

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| **DELETE TASK** |
| Use case: Delete Task |
| Brief Description: The administrator deletes task details. |
| Actors: Administrator |
| Preconditions: Administrator is logged into the system |
| Basic Flow:   1. Administrator selects the “Delete Task” option. 2. Administrator selects the “Confirm Delete” option. 3. The system deletes the task details from the data base. |
| Alternate Flows: None |
| Post Conditions: Task details are successfully deleted from the system. |

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| **LOGIN** |
| Use case: Login to the system |
| Brief Description: The administrator/user logs into the system. |
| Actors: Administrator, user |
| Preconditions: None |
| Basic Flow:   1. Administrator/User enters name and password and submits. 2. The system validates the input data. |
| Alternate Flows: None |
| Post Conditions: Administrator/User logged into the system. |

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| **SEARCH TASK** |
| Use case: Search Task |
| Brief Description: The Administrator/User search tasks. |
| Actors: Administrator/User |
| Preconditions: Administrator/User is logged into the system |
| Basic Flow:   1. Administrator/User selects the “Search Task” option. 2. Administrator/ User provides the search criteria and submits. |
| Alternate Flows: None |
| Post Conditions: The system displays the list of the tasks based on the search criteria. |

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| **UPDATE STATUS OF THE TASK** |
| Use case: Update status of the Task |
| Brief Description: The user updates the status of the task. |
| Actors: User |
| Preconditions: User is logged into the system |
| Basic Flow:   1. User selects the “Update Status” option. 2. The system displays the available status options. 3. The user selects the new status for the task and submits. |
| Alternate Flows: None |
| Post Conditions: The system successfully updates the status of the task. |

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| **ADD COMMENT** |
| Use case: Add Comments to a task |
| Brief Description: The user adds comments to a specific task. |
| Actors: User |
| Preconditions: User is logged into the system |
| Basic Flow:   1. User selects the “Add Comment” option. 2. The system presents a command input field to the user. 3. The user enters the comment and submits. |
| Alternate Flows: None |
| Post Conditions: The system associates the comment with the selected task. |

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| **REGISTER** |
| Use case: Register to the system |
| Brief Description: The user registers to the system. |
| Actors: User |
| Preconditions: None |
| Basic Flow:   1. User enters the details such as user’s name, id, department, email and password. 2. The system validates the input data. |
| Alternate Flows: None |
| Post Conditions: User registered into the database. |