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| **USE CASE NAME:** | Add Employee | **USE CASE TYPE** |
| **USE CASE ID:** | 1 | **Business Requirements: 🗹** |
| **PRIORITY:** | High |  |
| **PRIMARY BUSINESS ACTOR:** | human resource clerk | |
| **OTHER PARTICIPATING ACTORS:** | None. | |
| **DESCRIPTION:** | This use case enables a human resources clerk to add an employee’s  details. | |
| **PRE-CONDITIONS:** | The human resources clerk has logged onto the system | |
| **TYPICAL COURSE** | Step 1 The human resource clerk selects the “Add Employee”  Step 2 The system displays the “Add Employee” form with all fields blank.  Step 3 The system displays a list of divisions (division id and division description).  Step 4 The human resources clerk selects a division.  Step 5 The system displays the selected division’s details (division id and division description).  Step 6 The human resources clerk enters the employee’s id (1 to 999999 inclusive), last name, first name, email address, and phone number.  Step 7 The system has the option to confirm all necessary fields are filled in correctly and saves the employee’s details or the system identifies any missing or incorrect fields and prompts for the completion of all fields.  Step 8 The system displays the “Employee added successfully” message.  Step 9 The system displays the “Add another employee?” prompt.  Step 10 The human resources clerk has the option to select the end of the use case and the system closes the form or elects to add another employee and the system displays the “Add Employee” form with all fields blank. | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | None. | |
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| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None. | |

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| **USE CASE NAME:** | Update Employee | **USE CASE TYPE** |
| **USE CASE ID:** | 2 | **Business Requirements: 🗹** |
| **PRIORITY:** | High |  |
| **PRIMARY BUSINESS ACTOR:** | human resource clerk | |
| **OTHER PARTICIPATING ACTORS:** | None. | |
| **DESCRIPTION:** | This use case enables a human resources clerk to update a selected  employee’s details. | |
| **PRE-CONDITIONS:** | The human resources clerk has logged onto the system | |
| **TYPICAL COURSE** | Step 1 The human resources clerk selects the “Update Employee” function.  Step 2 The system displays the “Update Employee” form and displays a list of all the employees (employee id, last name and first name).  Step 3 The human resources clerk has the option of selecting the employee whose details needs updating or elects to cancel the operation and the system closes the form.  Step 4 The system displays the employee’s details (employee ID, last name, first name, email address, phone number, and division description).  Step 5 The human resources clerk updates the relevant details (last name, first name, email address, and phone number only) and elects to update the employee.  Step 6 The system validates the entries in the fields and, has the option to ask for confirmation to change the employee’s details, or identifies missing or incorrect fields and prompts for completion of the entry.  Step 7 The human resources clerk has the option to confirm the change of details or elects to cancel the changes and the system closes.  Step 8 The system saves the employee’s details.  Step 9 The system displays the “Employee updated successfully” message.  Step 10 The system displays the “Update another employee?” prompt.  Step 11 The human resources clerk has the option to select the end the use case and the system closes the form or elects to update another employee and the system displays the “Update employee” form and displays a list of all the employees (employee id, last name and first name). | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | None. | |
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|  | None. | |
| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None. | |

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| **USE CASE NAME:** | Delete Employee | **USE CASE TYPE** |
| **USE CASE ID:** | 3 | **Business Requirements: 🗹** |
| **PRIORITY:** | High |  |
| **PRIMARY BUSINESS ACTOR:** | human resource clerk | |
| **OTHER PARTICIPATING ACTORS:** | None. | |
| **DESCRIPTION:** | This use case enables a human resources clerk to delete a selected  employee’s details. | |
| **PRE-CONDITIONS:** | The human resources clerk has logged onto the system | |
| **TYPICAL COURSE** | Step 1 The human resources clerk selects the “Delete Employee” function.  Step 2 The system displays the “Delete Employee” form and displays a list of all the employees (employee id, last name and first name) who are not assigned to any desks.  Step 3 The human resources clerk selects the employee who requires deleting or the human resources clerk elects to cancel the operation and the system closes the form.  Step 4 The system displays the employee’s details (employee ID, last name, first name, and division description).  Step 5 The human resources clerk has the option to elect delete the employee or elects to cancel the operation and the system closes the form.  Step 6 The system deletes the employee.  Step 7 The system displays the “Employee deleted successfully” message.  Step 8 The human resources clerk has the option to select to end the use case and the system closes the form, or the human resources clerk elects to delete another employee and the system displays the delete employee form and displays a list of all the employees (employee id, last name and first name) who are not assigned to any desks. | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | None. | |
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| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None. | |

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| **USE CASE NAME:** | Produce Employees Report | **USE CASE TYPE** |
| **USE CASE ID:** | 4 | **Business Requirements: 🗹** |
| **PRIORITY:** | High |  |
| **PRIMARY BUSINESS ACTOR:** | human resource clerk | |
| **OTHER PARTICIPATING ACTORS:** | None. | |
| **DESCRIPTION:** | This use case enables a human resources clerk to produce the  employees report. | |
| **PRE-CONDITIONS:** | The human resources clerk has logged onto the system | |
| **TYPICAL COURSE** | Step 1 The human resources clerk selects the “Produce Employees Report” function.  Step 2 The system displays the “Employees Report” form  Step 3 The human resources clerk selects the employee who requires deleting or the human resources clerk elects to cancel the operation and the system closes the form.  Step 4 The human resources clerk has the option to select generate the report or selects to cancel, without generating the report, and the system closes the form.  Step 5 The system gets the details (employee id, last name, first name, phone number, email address, and division description) of each employee.  Step 6 The system gets the details (desk id, place, status, building id, and building name) of each desk for each employee.  Step 7 The system then generates the employees report (employee id, last name, first name, phone number, email address, and division description and desk id, place, status, building id, and building name of each desk for each employee) with the employees sorted by first name within last name.  Step 8 The system closes the form to end the use case. | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | None. | |
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|  | None. | |
| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None. | |

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| **USE CASE NAME:** | Assign Employee | **USE CASE TYPE** |
| **USE CASE ID:** | 5 | **Business Requirements: 🗹** |
| **PRIORITY:** | High |  |
| **PRIMARY BUSINESS ACTOR:** | human resource clerk | |
| **OTHER PARTICIPATING ACTORS:** | None. | |
| **DESCRIPTION:** | This use case enables an assistant administrator to assign an employee  to a selected desk. | |
| **PRE-CONDITIONS:** | The assistant administrator has logged onto the system | |
| **TYPICAL COURSE** | Step 1 The assistant administrator selects the “Assign Employee” function.  Step 2 The system displays the “Assign Employee” form and displays a list of all the employees (employee id, last name and first name).  Step 3 The assistant administrator has the option to select the employee who is being assigned or elects to cancel the operation and the system closes the form.  Step 4 The system displays the employee’s details (employee id, last name, and first name, and division description).  Step 5 The system displays the list of the desks (desk id, place, status, building id, and building name) assigned to the selected employee.  Step 6 The system displays a list of the open desks (desk id, place, building id, and building name).  Step 7 The assistant administrator selects a desk.  Step 8 The system displays the desk’s details (desk id, place, building id, and building name).  Step 9 The assistant administrator enters the status (confirmed or unconfirmed) of the employee desk assignment.  Step 10 The assistant administrator selects to assign the employee to the desk or selects to cancel the operation and the system closes the form.  Step 11 The system will generate the error message “The employee is already assigned to the desk” if details for the selected employee and desk already exist and the system will then get the assistant administrator to select another desk.  Step 12 The system saves the employee desk details (employee id, desk id, and status).  Step 13 The system displays the “Employee assigned successfully” message.  Step 14 The system displays the “Assign another employee?” prompt.  The assistant administrator has the option to select end the use case and the system closes the form, or the assistant administrator elects to assign another employee and the  system displays the “Assign Employee” form and displays a list of all the employees  (Employee id, last name and first name). | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | None. | |
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| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None | |

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| **USE CASE NAME:** | Remove Employee | **USE CASE TYPE** |
| **USE CASE ID:** | 6 | **Business Requirements: 🗹** |
| **PRIORITY:** | High |  |
| **PRIMARY BUSINESS ACTOR:** | human resource clerk | |
| **OTHER PARTICIPATING ACTORS:** | None. | |
| **DESCRIPTION:** | This use case enables the assistant administrator to remove an  employee from a selected desk. | |
| **PRE-CONDITIONS:** | The assistant administrator has logged onto the system | |
| **TYPICAL COURSE** | Step 1 The assistant administrator selects the “Remove Employee” function.  Step 2 The system displays the “Remove Employee” form and displays a list of all the  employees (employee id, last name and first name) who have desks assigned..  Step 3 The assistant administrator has the option to select the employee who is being removed or selects to cancel the operation and the system closes the form.  Step 4 The system displays the employee’s details (employee id, last name, and first  name, and division description).  Step 5 The system displays the list of the desks (desk id, place, status, building id, and  building name) for the selected employee.  Step 6 The assistant administrator selects a desk.  Step 7 The assistant administrator selects to remove the employee from the desk or selects to cancel the operation and the system closes the form.  Step 8 The system deletes the employee desk details.  Step 10 The system displays the “Employee removed from desk successfully” message.  Step 11 The system displays the “Remove another employee?” prompt.  Step 9 The assistant administrator has the option to select to end the use case and the system closes the form, or the assistant administrator elects to remove another employee and the system displays the “Remove Employee” form and displays a list of all the  employees (employee id, last name and first name) who have desks assigned. | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | None. | |
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| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None. | |

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| **USE CASE NAME:** | Add Equipment | **USE CASE TYPE** |
| **USE CASE ID:** | 17 | **Business Requirements: 🗹** |
| **PRIORITY:** | High |  |
| **PRIMARY BUSINESS ACTOR:** | human resource clerk | |
| **OTHER PARTICIPATING ACTORS:** | None. | |
| **DESCRIPTION:** | This use case enables a facilities administrator to add an equipment’s  details. | |
| **PRE-CONDITIONS:** | The facilities administrator has logged onto the system | |
| **TYPICAL COURSE** | Step 1 The facilities administrator selects the “Add Equipment” function.  Step 2 The system displays the “Add Equipment” form with all fields blank.  Step 3 The facilities administrator enters the equipment’s details (equipment id (1 to  99999999 inclusive) and status (available or unavailable)..  Step 4 The system has the option to confirm that the details are filled in correctly or identifies that the details are missing or incorrect and prompts for the completion of the details.  Step 5 The system displays a list of equipment type (equipment type id, equipment type  description, and lease rate).  Step 6 The facilities administrator selects an equipment type.  Step 7 The system displays a list of open desks (desk id, place, and building id).  Step 8 The facilities administrator has the option to select a desk or opts to leave the desk field blank.  Step 10 The facilities administrator either elects to add the equipment or elects to cancel the operation and the system closes the form.  Step 11 The system saves the equipment’s details (equipment id, equipment type id, status, and desk id).  Step 12 The system displays the “Equipment added successfully” message.  Step 13 The system displays the “Add another equipment?” prompt.  Step 14 The facilities administrator has the option to select end the use case and the system closes the form, or elects to add another equipment and the system displays the “Add Equipment” form with all fields blank. | |
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| **ALTERNATE COURSES:** | None. | |
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| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None. | |

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| **USE CASE NAME:** | Delete Equipment | **USE CASE TYPE** |
| **USE CASE ID:** | 19 | **Business Requirements: 🗹** |
| **PRIORITY:** | High |  |
| **PRIMARY BUSINESS ACTOR:** | human resource clerk | |
| **OTHER PARTICIPATING ACTORS:** | None. | |
| **DESCRIPTION:** | This use case enables a facilities administrator to delete a selected  equipment’s details. | |
| **PRE-CONDITIONS:** | The facilities administrator has logged onto the system | |
| **TYPICAL COURSE** | Step 1 The facilities administrator selects the “Delete Equipment” function.  Step 2 The system displays the “Delete Equipment” form and displays a list of all the  equipment (equipment id and equipment type description) not assigned to a desk.  Step 3 The facilities administrator has the option to select the equipment that requires deleting or elects to cancel the operation and the system closes the form.  Step 4 The system displays the equipment’s details (equipment id, equipment type  description, and status).  Step 5 The facilities administrator has the option to selects to delete the equipment or elects to cancel the operation and the system closes the form.  Step 6 The system deletes the equipment.  Step 7 The system displays the “Equipment deleted successfully” message.  Step 8 The system displays the “Delete another equipment?” prompt.  Step 10 The facilities administrator either elects to end the use case and the system closes  the form, or elects to delete another equipment and the system displays the “Delete  Equipment” form and displays a list of all the equipment (equipment id and  equipment type description) not assigned to a desk. | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | None. | |
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|  | None. | |
| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None. | |