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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  Step 8 The system saves the employee’s details  Step 9 The system displays the “Employee added successfully” message.  Step 10 The system displays the “Add another employee?” prompt.  Step 11 The human resources clerk selects to end the use case.  Step 12 The system closes the form | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | Step 7a .1 The system confirms that all necessary fields are not filled correctly  Step 7a .2 The system goes back to step 6 | |
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|  | Step 8a. 1 The system, having identified some missing or incorrect fields, prompt for the completion of all fields.  Step 8a. 2 The system returns to step 6 | |
|  | Step 11a .1 The Human Resource Clerk selects to enter another employee  Step 11a .2 The system returns to step 2 | |
| **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  Step 3 displays a list of all the employees (employee id, last name and first name).  Step 4 The human resources clerk selects the employee whose details needs updating  Step 5 The system displays the employee’s details (employee ID, last name, first name, email address, phone number, and division description).  Step 6 The human resources clerk updates the relevant details (last name, first name, email address, and phone number only)  Step 7 The human resource clerk selects to update the employee.  Step 8 The system validates the entries in the fields  Step 9 The human resources clerk confirms the change of details  Step 10 The system saves the employee’s details.  Step 11 The system displays the “Employee updated successfully” message.  Step 12 The system displays the “Update another employee?” prompt.  Step 13 The human resources clerk selects to end the use case.  Step 14 The system closes the form | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | Step 4a 1. The Human Resource Clerk selects to cancel the operation.  Step 4a 2. The system goes to step 13 | |
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|  | Step 8a .1 The system Asks for confirmation to change the employee’s details,  Step 8a .2 The system goes back to step 7 | |
|  | Step 8a 1. The system, having identified some missing or incorrect fields, prompts for the completion of all fields  Step 8a 2. The system returns to step 7 | |
|  | Step 9a 1. The Human Resource Clerk selects to cancel the operation.  Step 9a 2. The system goes to step 13 | |
|  | Step 13a .1 The Human Resource Clerk update another employee  Step 13a .2 The system returns to step 2 | |
| **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  Step 3 displays a list of all the employees (employee id, last name and first name) who are not assigned to any desks.  Step 4 The human resources clerk selects the employee who requires deleting  Step 5 The system displays the employee’s details (employee ID, last name, first name, and division description).  Step 6 The human resources clerk to selects delete the employee  or selects to cancel the operation and the system closes the form.  Step 7 The system deletes the employee.  Step 8 The system displays the “Employee deleted successfully” message.  Step 9 The human resources clerk selects to end the use case  Step 10 The system closes the form | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | Step 4a .1 The human resource clerk selects to cancel the operation.  Step 4a .2 The system goes to step 9 | |
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|  | Step 6a .1 The human resource clerk selects to cancel the operation  Step 6a .1 The system goes to step 9 | |
|  | Step 9a .1 The human resource clerk selects to delete another employee  Step 9a .1 The system returns to step 3 | |
| **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  Step 4 The human resources clerk selects generate the report  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:** | Step 3a 1. Human Resource clerk selects to cancel the operation.  Step 3a 2. The system goes step 8 | |
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|  | Step 4a 1. Human Resource clerk select cancel operation  Step 4a 2. The system goes step 8 | |
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| **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:** | Assistant administrator | |
| **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 selects the employee who is being assigned  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  Step 11 The system checks for existing records  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.  Step 15 The assistant administrator selects to end the use case  Step 16 The system closes the form | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | Step 3a .1 The assistant administrator selects to cancel the operation  Step 3a .2 The system goes to step 16 | |
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|  | Step 10a .1 The assistant administrator selects to cancel the operation  Step 10a .2 The system goes to step 16 | |
|  | Step 11a .1 System finds existing employee.  Step 11a .2 Print error message “assignment already exists”  Step 11a .3 The system lets the assistant administer assign another employee | |
|  | Step 15a .1 The assistant administrator selects to assign another employee.  Step 15a .2 The system returns to step 2 | |
| **POST CONDITIONS:** |  | |
| **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:** | assistant administrator | |
| **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 selects the employee who is being removed  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  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 12 The assistant administrator selects to end the use case  Step 13 The system closes the form | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | Step 3a .1 The assistant administrator selects to cancel operation  Step 3a .2 The system goes to step 13 | |
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|  | Step 7a .1 The assistant administrator selects to cancel operation  Step 7a .2 The system goes to step 13 | |
|  | Step 12a .1 The assistant administrator selects to remove another employee.  Step 12a .2 The system returns to step 2 | |
| **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:** | facilities administrator | |
| **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 confirms that the details are filled in correctly  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 to selects a desk or opts to leave the desk field blank.  Step 9 The facilities administrator selects to add the equipment  Step 10 The system saves the equipment’s details (equipment id, equipment types id, status, and desk id).  Step 11 The system displays the “Equipment added successfully” message.  Step 12 The system displays the “Add another equipment?” prompt.  Step 13 The facilities administrators to end the use case  Step 14 The system closes the form | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | Step 4a .1 The system, having missed or incorrect fields, prompts for completion of the details.  Step 4a .2 The system returns to 3 | |
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|  | Step 8a .1 The facilities administrators leave the desk field blank  Step 8a .2 The system goes to step 9 | |
|  | Step 9a .1 The facilities administrators select to cancel operation  Step 9a .2 The system goes to step 14 | |
|  | Step 13a .1 The facilities administrators select to add another equipment  Step 13a .2 The system returns to step 2 | |
| **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:** | facilities administrator | |
| **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 selects the equipment that requires deleting  Step 4 The system displays the equipment’s details (equipment id, equipment type  description, and status).  Step 5 The facilities administrator selects to delete the equipment  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 selects to end the use case  Step 11 The system closes the form | |
| **OF EVENTS:** |
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| **ALTERNATE COURSES:** | Step 3a .1 The facilities administrator selects to cancel the operation  Step 3a .2 The system goes to step 11 | |
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|  | Step 5a .1 The facilities administrator selects to cancel the operation  Step 5a .2 The system goes to step 11 | |
|  | Step 10a .1 The facilities administrator selects to delete another equipment  Step 10a .2 The system returns to 2 | |
| **POST CONDITIONS:** | None. | |
| **ASSUMPTIONS:** | None. | |