Use Cases

for

TimeTracker 2.0

Version 0.2

Prepared by Sarah Mercier

Strictly Business

9/9/10

Revision History

Name	Date	Reason For Changes	Version
Sarah Mercier	9/7/10	Initial release, not completed.	0.1
Sarah Mercier	9/9/10	Initial release, continued.	0.2

The various user classes identified the following use cases and primary actors for the Cafeteria Ordering System:

Primary Actor	***Use Cases***
Employee, Project Leader	1. Log Time 2. Submit Time 3. Modify Time 4. Delete Time 5. View Timesheet 6. View Leave Time 7. View Email Module 8. View Calendar Module 9. View Google Talk Module 10. View Notification
Accounting Department Member	11. Export or Print Timesheet Report 12. Add Client 13. Remove Client 14. Modify Client 15. View Client 16. Add Project 17. Remove Project 18. Modify Project 19. View Project 20. Add User 21. Remove User 22. Modify User 23. View User 24. Review Timesheet 25. Approve Timesheet 26. Reject Timesheet 27. Add Activity to Project 28. Remove Activity from Project 29. View Activity
Project Manager	30. Add Employee to Project 31. Remove Employee from Project
System Administrator	32. Modify Brand 33. Impersonate User 34. Cancel Impersonate User

	35. Add Activity to System 36. Remove Activity from System 37. Modify Activity within System
Client	38. View Client Dashboard

Use Case ID:	1		
Use Case Name:	Log Time		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser or Android application and selects a date. They then select a project along with an activity, fill in their hours, references (optional), and description (optional) which they then log within the system. If logging leave time, update leave time balances to reflect changes.		
Preconditions:	User is logged in to TimeTracker 2.0.		
Postconditions:	1. Time is stored in TimeTracker with a status of “logged”. 2. If logging leave time, balances updated to reflect changes.		
Normal Flow:	**1.0 Log Time for a Single Day** 1. User requests to view timesheet for specific week. 2. System displays selected week’s timesheet. 3. User selects specific day within week or requests to duplicate previously entered time. 4. User selects project. 5. System displays activities associated with selected project. 6. User selects activity and fills in hours, references (optional) and description (optional). 7. User confirms or cancels logged time (back to Step 2). 8. System stores logged time in database.		
Alternative Flows:	**1.1 Log Duplicate Time** (after Step 3) 1. User selects day(s) on which to duplicate time. 2. Return to step 4.		
Exceptions:	**1.0.E.1 Selected project is no longer billable** (at Step 4) 1. System informs User that project is no longer billable. 2a. User cancels time. 2b. System terminates use case. 3a. User requests to select another project. 3b. System restarts use case. **1.0.E.2 Entered time is not a six minute interval** (after Step 7) 1. System detects time is not in a six minute interval and rounds to the nearest interval. 2. Return to Step 8. **1.0.E.3 Entered leave time is not an hour interval** (after Step 7) 1. System informs User that time must be in hour intervals. 2. System terminates use case. **1.1.E.1 Selected duplicate day past billable date for project** (at Step 1) 1. System informs User that the duplicate date selected is past the billable date for the selected project. 2a. User cancels time. 2b. System terminates use case. 3a. User requests to select another project or date.		

	3b. System restarts use case.
Includes:	None.
Priority:	High
Frequency of Use:	Approximately 30 users, average of one usage per day
Business Rules:	None.
Special Requirements:	1. User shall be able to cancel at any time prior to confirming the timesheet. 2. User shall be able to view all time previously logged within system.
Assumptions:	None.
Notes and Issues:	1. The default date is the current date. 2. Peak usage load for this use case is between 8:00am and 5:00pm local time.

Use Case ID:	2		
Use Case Name:	Submit Time		
Created By:	Sarah Mercier	Created By:	Sarah Mercier
Date Created:	September 7, 2010	Date Created:	September 7, 2010
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser or Android application and requests to submit time for a particular pay period or group of pay periods.		
Preconditions:	User is logged into TimeTracker 2.0.		
Postconditions:	Status of all time logged within submitted timesheet updated to “submitted” within TimeTracker.		
Normal Flow:	**2.0 Submit Time Singular** 1. User requests to submit timesheet. 2. System displays all timesheets currently unsubmitted. 3. User selects timesheet to be submitted or indicates multiple timesheets to be submitted. 4. User confirms or cancels timesheet submission. (Return to Step 2) 5. System updates time within selected timesheet to status “submitted”.		
Alternative Flows:	**2.1 Submit Time Multiple** (after Step 3) 1. User selects multiple timesheets to be submitted. 2. Return to Step 4.		
Exceptions:	**2.0.E.1 No pay periods unsubmitted** (at Step 1) 1. System informs User that there are no timesheets that require submission. 2. System terminates use case.		
Includes:	None.		
Priority:	High		
Frequency of Use:	Approximately once a week per User		
Business Rules:	None.		
Special Requirements:	User shall be able to view all previously submitted time within the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	3		
Use Case Name:	Modify Time		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser or Android application and requests to modify a particular time previously logged or submitted. If modifying timesheet time, after modification time should have status “logged”. If modifying leave time, after modification time should have status of “logged” and leave time totals should be adjusted to reflect new balances.		
Preconditions:	1. User is logged into TimeTracker 2.0. 2. User has at least one day with logged/submitted time.		
Postconditions:	1. Information associated with selected time is updated within TimeTracker 2.0. 2. After modification, modified time has status “logged”. 3. If modifying leave time, leave time totals should be adjusted to reflect new balances.		
Normal Flow:	**3.0 Modify Time** 1. User requests to view timesheet for specific week. 2. User requests to modify specific time within timesheet. 3. System displays current information within system associated with selected time. 4. User updates information and submits or cancels changes (back to Step 1). 5. System updates time within database and gives it a status of “logged”.		
Alternative Flows:	None.		
Exceptions:	**3.0.E.1 Entered time is not a six minute interval** (after Step 4) 3. System detects time is not in a six minute interval and rounds to the nearest interval. 4. Return to Step 5. **3.0.E.2 Entered leave time is not an hour interval** (after Step 4) 1. System informs User that time must be in hour intervals. 2. System terminates use case.		
Includes:	None.		
Priority:	High		
Frequency of Use:	Approximately once a day per User		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the time changes.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	4		
Use Case Name:	Delete Time		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser or Android application and requests to delete time previously logged or submitted. If time deleted is leave time, system should reallocate time back to User to future use.		
Preconditions:	1. User is logged into TimeTracker 2.0. 2. User has at least one day with logged/submitted time.		
Postconditions:	1. Information associated with selected time day is removed from TimeTracker 2.0. 2. If deleting leave time, system should reallocate deleted time to user for future use.		
Normal Flow:	**4.0 Delete Single Time** 1. User requests to view timesheet time for specific week. 2. System displays all logged/submitted time for selected week. 3. User requests to delete specific time within timesheet or requests to delete multiple times within timesheet. 4. User confirms or cancels deletion of time (back to Step 2). 5. System removes time(s) from database and, if deleting leave time, should reallocate deleted time to user for future use.		
Alternative Flows:	**4.1 Delete Multiple Times** (after Step 3) 3. User selects times to delete. 4. Return to Step 4.		
Exceptions:	**4.0.E.1 Status of selected time is "recorded"** (at Step 3) 1. System informs user that time has already been recorded and will need to be corrected elsewhere. 2. System terminates use case.		
Includes:	None.		
Priority:	High		
Frequency of Use:	Approximately once a week per User		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming time deletion.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	5		
Use Case Name:	View Timesheet		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser or Android application and requests to view timesheet for a particular week.		
Preconditions:	1. User is logged into TimeTracker 2.0. 2. User has at least one day with logged timesheet time.		
Postconditions:	User has been displayed selected timesheet information.		
Normal Flow:	**5.0 View Timesheet** 1. User requests to view timesheet for particular week. 2. System displays all leave time and timesheet time for selected week with total hours at top and bottom.		
Alternative Flows:	None.		
Exceptions:	**5.0.E.1 No time is logged for selected week** (at Step 1) 1. System informs User that there is no time associated with selected week. 2. System terminates use case.		
Includes:	None.		
Priority:	High		
Frequency of Use:	Approximately once a day per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to view timesheet for any week.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	6		
Use Case Name:	View Leave Time		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser or Android application and requests to view leave time.		
Preconditions:	User is logged into TimeTracker 2.0.		
Postconditions:	User has been displayed selected timesheet information.		
Normal Flow:	**6.0 View Leave Time Totals** 1. User requests to view leave time. 2. System displays leave time types and balances.		
Alternative Flows:	**6.1 View Leave Time Week** 1. User requests to view leave time for particular week. 2. System displays all leave time for selected week with total hours at top and bottom.		
Exceptions:	**6.1.E.1 No time is logged for selected week** (at Step 1) 1. System informs User that there is no leave time associated with selected week. 2. System terminates use case.		
Includes:	None.		
Priority:	High		
Frequency of Use:	Approximately once a month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to view leave time for any week.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	7		
Use Case Name:	View Email Module		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser and requests to view email module.		
Preconditions:	User is logged into TimeTracker 2.0.		
Postconditions:	User has been displayed email module.		
Normal Flow:	**7.0 View Email Module** 1. User requests to view email module. 2. System displays email module.		
Alternative Flows:	None.		
Exceptions:	None.		
Includes:	None.		
Priority:	Low		
Frequency of Use:	Multiple times a day per User.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	None.		

Use Case ID:	8		
Use Case Name:	View Calendar Module		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser and requests to view calendar module.		
Preconditions:	User is logged into TimeTracker 2.0.		
Postconditions:	User has been displayed calendar module.		
Normal Flow:	**8.0 View Calendar Module** 1. User requests to view calendar module. 2. System displays calendar module.		
Alternative Flows:	None.		
Exceptions:	None.		
Includes:	None.		
Priority:	Low		
Frequency of Use:	Multiple times a day per User.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	None.		

Use Case ID:	9		
Use Case Name:	View Google Talk Module		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Employee, Project Manager, Project Leader, Accounting Department Member, System Administrator		
Description:	A User accesses TimeTracker 2.0 via a web browser and requests to view Google Talk module.		
Preconditions:	User is logged into TimeTracker 2.0.		
Postconditions:	User has been displayed Google Talk module.		
Normal Flow:	**9.0 View Google Talk Module** 1. User requests to view Google Talk module. 2. System displays Google Talk module.		
Alternative Flows:	None.		
Exceptions:	None.		
Includes:	None.		
Priority:	Low		
Frequency of Use:	Multiple times a day per User.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	None.		

Use Case ID:	10		
Use Case Name:	View Notification		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	All Users.		
Description:	A User accesses TimeTracker 2.0 via a web browser and has pending notifications, they can request to view them. The system will then display the contents of the notification and remove it from the TimeTracker 2.0 system.		
Preconditions:	1. User is logged into TimeTracker 2.0. 2. User has at least one notification to view.		
Postconditions:	1. User has been displayed the notification. 2. Notification has been removed from TimeTracker 2.0 system.		
Normal Flow:	**10.0 View Notification** 1. User requests to view notification 2. System displays notification to User and removes it from the TimeTracker system.		
Alternative Flows:	None.		
Exceptions:	None.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Multiple times a day per User.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	11		
Use Case Name:	Export or Print Timesheet Report		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 7, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to export timesheet data. The system will then display the current pay periods with submitted time. The User will select one pay period to preview, then “approve” its exportation for a specific format, marking all time associated with that report as “recorded” in TimeTracker 2.0. User will then be redirected to a page where they can download their exported report file.		
Preconditions:	User is an Accounting Department Member or System Administrator logged into TimeTracker 2.0.		
Postconditions:	1. User has been displayed the timesheet report and been given the option to export. 2. If exported, all timesheet data associated with report given a status of “recorded” in the TimeTracker 2.0 database.		
Normal Flow:	**11.0 Export Timesheet Report** 1. User requests to view timesheet reports. 2. System displays list of current pay periods with submitted time available for exportation. 3. User selects pay period they wish to view. 4. System displays list of all Employees and their corresponding time balances for that pay period (e.g., Logged, Submitted, Accepted, Rejected, Recorded, etc.). If submitted time is above minimum (40 hours), Employee hour total will appear in green, otherwise it will appear in red. 5. User selects employees they wish to include in report. 6. User requests to generate report. 7. System generates report and displays preview in web browser. 8. User selects format in which they wish to export the report. 9. User requests to confirm or cancel exportation of report. (Return to Step 1.) 10. System generates report file in selected format. 11. System gives all data within exported report a status of “recorded” in the TimeTracker 2.0 database. 12. System redirects user to page where they can download exported report file.		
Alternative Flows:	**11.1 Print Timesheet Report** (at Step 7) 1. User requests to print report. 2. System sends print request to printer. 3. Return to Step 11.		
Exceptions:	**11.0.E.1 No pay periods with submitted time** (at Step 1) 1. System informs User that there are currently no pay periods with submitted time. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Multiple times a day per User.		
Business Rules:	None.		

Special Requirements:	None.
Assumptions:	None.
Notes and Issues:	1. The default pay period is the current pay period. 2. Peak usage load for this use case is between 8:00am and 5:00pm local time.

Use Case ID:	12		
Use Case Name:	Add Client		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to add a client to the system. System will display a form which the User will fill out. System will then add the client to the system.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Client has been added to system.		
Normal Flow:	**12.0 Add Client** 1. User requests to add a client. 2. System displays form with fields corresponding to client attributes. 3. User completes form. 4. User confirms or cancels client addition. (Return to Step 1) 5. System adds client to system. 5a System invokes Add User use case for client if 'Create User Account' option selected. 6. System informs User client has been successfully added to system. 7. System invokes View Client use case on newly added client.		
Alternative Flows:	None.		
Exceptions:	**12.0.E.1 Client already exists** (at Step 4) 1. System informs User client already exists 2. Return to Step 2. **12.0.E.2 Form incomplete** (at Step 4) 1. System informs User which required fields were left blank. 2. Return to Step 2.		
Includes:	Add User, View Client		
Priority:	High		
Frequency of Use:	Average one use per month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the addition of the client to the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	13		
Use Case Name:	Remove Client		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator, Accounting Department Member		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to remove a client from the system. System will display all clients currently in the system. User will select one or more clients and the system will remove them. If client had a User Account associated with it, system removes that user as well.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Client has been removed from system.		
Normal Flow:	**13.0 Remove Client** 1. User requests to remove a client from the system. 2. System displays list of call current clients. 3. User selects client from list. 4. User confirms or cancels removal of client. (Return to Step 2) 5. System removes client from system. 5a If client has a User account, System invokes Remove User use case on client User account. 6. System informs User client has been successfully removed. 7. System displays list of all current clients within the system.		
Alternative Flows:	None.		
Exceptions:	**13.0.E.1 No clients currently in system** (at Step 2) 1. System informs User that there are currently no clients in the system. 2. System terminates use case.		
Includes:	Remove User		
Priority:	Medium		
Frequency of Use:	Average one use per month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the removal of the client from the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	14		
Use Case Name:	Modify Client		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to modify a client. System will display a form with current client information which User can modify. System will then update the client information within the system.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Client information has been updated within the system.		
Normal Flow:	**14.0 Modify Client** 1. User requests to modify a client. 2. System displays form with fields corresponding to client attributes and currently stored client information filled in. 3. User modifies information. 4. User confirms or cancels client modification. (Return to Step 1) 5. System updates client information within system. 5a. If User account needs to be created for client, invoke Add User use case for client. 6. System informs User client has been successfully updated within the system. 7. System invokes View Client use case on newly modified client.		
Alternative Flows:	None.		
Exceptions:	**14.0.E.1 Modifications correspond to already existing client** (at Step 4) 1. System informs User client already exists. 2. Return to Step 2. **14.0.E.2 Form incomplete** (at Step 4) 1. System informs User which required fields were left blank. 2. Return to Step 2.		
Includes:	Add User, View Client		
Priority:	Medium		
Frequency of Use:	Average one use per month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the modification of the client within the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	15		
Use Case Name:	View Client		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator, Employee, Project Manager, Project Leader, Client		
Description:	A user accesses TimeTracker 2.0 via a web browser and requests to view a client. System will then display client information to User.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	User has been displayed selected Client information.		
Normal Flow:	**15.0 View Client** 1. User requests to view a client. 2. System checks permissions and displays all client information and information corresponding to all projects associated with client.		
Alternative Flows:	None.		
Exceptions:	**15.0.E.1 Not authorized to view client** (at Step 2) 1. System informs user they are not authorized to view the client. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per week per client.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	16		
Use Case Name:	Add Project		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to add a project. User selects client with which project will be associated and system displays a form which the User will fill out. System will then add the project to the system.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Project has been added to system.		
Normal Flow:	**16.0 Add Project** 1. User requests to add a project. 2. System displays a list of clients. 3. User selects a client from the list with which the project will be associated. 4. System displays form with fields corresponding to project attributes. 5. User completes form. 6. User confirms or cancels project addition. (Return to Step 1) 7. System adds project to system. 8. System informs User project has been successfully added to system. 9. System invokes View Project use case on newly added project.		
Alternative Flows:	None.		
Exceptions:	**16.0.E.1 Project already exists for selected client** (at Step 6) 1. System informs User project already exists for selected client. 2. Return to Step 4. **16.0.E.2 Form incomplete** (at Step 6) 1. System informs User which required fields were left blank. 2. Return to Step 4.		
Includes:	Add User, View Project		
Priority:	High		
Frequency of Use:	Average one use per month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the addition of the project to the client.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

<table>
<tr><td>Use Case ID:</td><td colspan="3">17</td></tr>
<tr><td>Use Case Name:</td><td colspan="3">Remove Project</td></tr>
<tr><td>Created By:</td><td>Sarah Mercier</td><td>Last Updated By:</td><td>N/A</td></tr>
<tr><td>Date Created:</td><td>September 9, 2010</td><td>Date Last Updated:</td><td>N/A</td></tr>
<tr><td>Actors:</td><td colspan="3">System Administrator, Accounting Department Member</td></tr>
<tr><td>Description:</td><td colspan="3">An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to remove a project from a client. System will display all projects currently associated with the selected client. User will select one or more projects and the system will remove them.</td></tr>
<tr><td>Preconditions:</td><td colspan="3">User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.</td></tr>
<tr><td>Postconditions:</td><td colspan="3">Project has been removed from client.</td></tr>
<tr><td>Normal Flow:</td><td colspan="3">17.0 Remove Project
1. User requests to remove a project.
2. System displays list of all clients.
3. User selects a client from the list.
4. System displays all projects associated with selected client.
5. User selects project from the list.
6. User confirms or cancels removal of project. (Return to Step 2)
7. System removes project from client.
8. System informs User project has been successfully removed from client.
9. System displays all projects associated with selected client.</td></tr>
<tr><td>Alternative Flows:</td><td colspan="3">None.</td></tr>
<tr><td>Exceptions:</td><td colspan="3">17.0.E.1 No clients currently in system (at Step 2)
1. System informs User that there are currently no clients in the system.
2. System terminates use case.

17.0.E.2 No projects currently associated with selected client (at Step 4)
1. System informs User that there are currently no projects associated with the selected client.
2. System terminates use case.</td></tr>
<tr><td>Includes:</td><td colspan="3">None.</td></tr>
<tr><td>Priority:</td><td colspan="3">Medium</td></tr>
<tr><td>Frequency of Use:</td><td colspan="3">Average one use per month per User.</td></tr>
<tr><td>Business Rules:</td><td colspan="3">None.</td></tr>
<tr><td>Special Requirements:</td><td colspan="3">User shall be able to cancel at any time prior to confirming the removal of the project from the client.</td></tr>
<tr><td>Assumptions:</td><td colspan="3">None.</td></tr>
<tr><td>Notes and Issues:</td><td colspan="3">Peak usage load for this use case is between 8:00am and 5:00pm local time.</td></tr>
</table>

Use Case ID:	18		
Use Case Name:	Modify Project		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to modify a project. System will display a form with current project information which User can modify. System will then update the project information within the system.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Project information has been updated within the system.		
Normal Flow:	**18.0 Modify Project** 1. User requests to modify a project. 2. System displays form with fields corresponding to project attributes and currently stored project information filled in. 3. User modifies information. 4. User confirms or cancels project modification. (Return to Step 1) 5. System updates project information within system. 6. System informs User project has been successfully updated within the system. 7. System invokes View Project use case on newly modified project.		
Alternative Flows:	None.		
Exceptions:	**18.0.E.1 Modifications correspond to already existing project** (at Step 4) 1. System informs User project already exists for selected client. 2. Return to Step 2. **18.0.E.2 Form incomplete** (at Step 4) 1. System informs User which required fields were left blank. 2. Return to Step 2.		
Includes:	View Project		
Priority:	Medium		
Frequency of Use:	Average one use per month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the modification of the project within the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	19		
Use Case Name:	View Project		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator, Employee, Project Manager, Project Leader, Client		
Description:	A User accesses TimeTracker 2.0 via a web browser and requests to view a project. System will then display project information to User.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	User has been displayed selected Client information.		
Normal Flow:	**19.0 View Project** 1. User requests to view a project. 2. System checks permissions and displays all project information.		
Alternative Flows:	None.		
Exceptions:	**19.0.E.1 Not authorized to view project** (at Step 2) 1. System informs user they are not authorized to view project. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per week per project.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	20		
Use Case Name:	Add User		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to add a User. System displays a form which the User will fill out. System will then add the User to the system.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Project has been added to system.		
Normal Flow:	**20.0 Add Project** 1. User requests to add a user. 2. System displays form with fields corresponding to user attributes. 3. User completes form. 4. User confirms or cancels user addition. (Return to Step 1) 5. System adds user to system. 14a If email provided, send notification to email informing user of new account creation. 6. System informs User new user has been successfully added to system. 7. System invokes View User use case on newly added user.		
Alternative Flows:	None.		
Exceptions:	**20.0.E.1 User already exists** (at Step 6) 1. System informs User that user already exists within system. 2. Return to Step 4. **20.0.E.2 Form incomplete** (at Step 6) 1. System informs User which required fields were left blank. 2. Return to Step 4.		
Includes:	View User		
Priority:	High		
Frequency of Use:	Average one use per month.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the addition of the user to the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	21		
Use Case Name:	Remove User		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator, Accounting Department Member		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to remove a user from the system. System will display all users currently in system. User will select one or more users from the list and the system will remove them.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	User has been removed from system		
Normal Flow:	**21.0 Remove User** 1. User requests to remove a user. 2. System displays list of all users. 3. User selects a user from the list. 4. User confirms or cancels removal of user. (Return to Step 2) 5. System removes user from system. 6. System informs User that selected user has been successfully removed from system. 7. System displays all users currently in system.		
Alternative Flows:	None.		
Exceptions:	**21.0.E.1 No users currently in system** (at Step 2) 1. System informs User that there are currently no users in the system. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per month.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the removal of the User from the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	22		
Use Case Name:	Modify User		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to modify a user. System will display a form with current user information which User can modify. System will then update the user information within the system.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	User information has been updated within the system.		
Normal Flow:	**22.0 Modify User** 1. User requests to modify a user. 2. System displays form with fields corresponding to user attributes and currently stored selected user information filled in. 3. User modifies information. 4. User confirms or cancels selected user modification. (Return to Step 1) 5. System updates user information within system. 6. System informs User that selected user information has been successfully updated within the system. 7. System invokes View User use case on newly modified user.		
Alternative Flows:	None.		
Exceptions:	**22.0.E.1 Modifications correspond to already existing user** (at Step 4) 1. System informs User that modifications correspond to user that already exists. 2. Return to Step 2. **22.0.E.2 Form incomplete** (at Step 4) 3. System informs User which required fields were left blank. 4. Return to Step 2.		
Includes:	View User		
Priority:	Medium		
Frequency of Use:	Average one use per month.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the modification of the project within the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	23		
Use Case Name:	View User		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Accounting Department Member, System Administrator		
Description:	An Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to view a user. System will then display user information to User.		
Preconditions:	User is an Accounting Department Member or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	User has been displayed selected user information.		
Normal Flow:	**23.0 View Client** 1. User requests to view a user. 2. System displays all user information.		
Alternative Flows:	None.		
Exceptions:	None.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per week per client.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	24		
Use Case Name:	Review Timesheet		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Project Manager, Project Leader, System Administrator, Accounting Department Member		
Description:	A Project Manager, Project leader, Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to view timesheets. They are then given a list of projects and employees they help oversee. They can select a project or employee and then a week to view timesheet summaries associated with that entity for the selected week.		
Preconditions:	1. User is a Project Leader, Project Manager, Accounting Department Member or System Administrator logged in to TimeTracker 2.0. 2. User is associated with at least one project or employee.		
Postconditions:	1. User has been displayed timesheet associated with selected project/employee.		
Normal Flow:	**24.0 Review Timesheet** 1. User requests to view timesheets. 2. System displays list of projects and employees User helps oversee. 3. User selects project or employee from list. 4. System displays weeks available to view for selected entity. 5. User selects week from list. 6. System displays selected week's timesheet for selected entity.		
Alternative Flows:	None.		
Exceptions:	**24.0.E.1 User is not associated with any projects/employees** (at Step 1) 1. System informs User that they are not associated with any projects or employees. 2. System terminates use case. **24.0.E.2 Selected entity has no timesheet information** (at Step 3) 1. System informs User that there is currently no timesheet information available for selected entity. 2. System terminates use case.		
Includes:	None.		
Priority:	High		
Frequency of Use:	Approximately 20 users, average of one usage per week.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the viewing of the timesheet report.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	25		
Use Case Name:	Approve Timesheet		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Project Manager, Project Leader, System Administrator, Accounting Department Member		
Description:	A Project Manager, Project leader, Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to approve project timesheets. They can select timesheet or group of timesheets to approve. They are given the option of a preview and then confirm the approval of the timesheet(s).		
Preconditions:	1. User is logged into TimeTracker 2.0. 2. User has authority to approve timesheets for at least one project or employee.		
Postconditions:	Selected timesheet(s) have been approved.		
Normal Flow:	**25.0 Approve Single Timesheet** 1. User requests to view timesheets awaiting approval/rejection. 2. System displays list of timesheets available for approval/rejection. 3. User selects timesheet from list. 4. System invokes Review Timesheet use case on selected employee timesheet. 5. User confirms or cancels the approval of the timesheet. (Return to Step 2) 6. System updates status of all times logged in approved timesheet to 'approved'. 7. System informs User timesheet(s) have been approved. 8. System generates notification(s) for owner(s) of approved timesheet(s) and stores it in the system to be viewed later. 9. System returns to list of timesheets available for approval/rejection.		
Alternative Flows:	**25.1 Approve Multiple Timesheets** (at Step 3) 1. User selects multiple timesheets from list. 2. System asks User if they would like to review timesheets before approving. 3a.1 User selects 'yes'. 3a.2 System invokes Review Timesheet use case on each selected employee's timesheet. 3b. User selects 'no'. 4. User confirms or cancels the approval of timesheets. (Return to Step 22.0.2) 5. System updates status of all time logged in all approved timesheets to 'approved'. 6. Return to Step 8.		
Exceptions:	**25.0.E.1 No timesheets available for approval/rejection** (at Step 2) 1. System informs User that there are not timesheets currently available for approval. 2. System terminates use case.		
Includes:	Review Timesheet		
Priority:	High		
Frequency of Use:	Approximately once a week per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel timesheet approval at any time before confirming the approval of the timesheet.		
Assumptions:	None.		

Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.

Use Case ID:	26		
Use Case Name:	Reject Timesheet		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Project Manager, Project Leader, System Administrator, Accounting Department Member		
Description:	A Project Manager, Project leader, Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to reject project timesheets. They can select timesheet or group of timesheets to reject. They are given the option of a preview and then confirm the rejection of the timesheet(s).		
Preconditions:	1. User is logged into TimeTracker 2.0. 2. User has the authority to reject timesheet for at least one project or employee.		
Postconditions:	Selected timesheet(s) have been rejected.		
Normal Flow:	**26.0 Reject Single Timesheet** 1. User requests to view timesheets awaiting approval/rejection. 2. System displays list of timesheets available for approval/rejection. 3. User selects timesheet from list. 4. System invokes Review Timesheet use case on selected employee timesheet. 5. User requests to reject timesheet. 6. System displays form with "Reason" textbox. 7. User provides reason for rejection. 8. User confirms or cancels rejection of the timesheet. (Return to Step 2) 9. System updates status of all times logged in approved timesheet to 'rejected'. 10. System informs User timesheet(s) have been rejected. 11. System generates notification(s) for owner(s) of rejected timesheet(s) and stores it in the system to be viewed later. 12. System returns to list of timesheets available for approval/rejection.		
Alternative Flows:	**26.1 Reject Multiple Timesheets** (at Step 3) 1. User selects multiple timesheets from list. 2. System performs Steps 4 through 11 for each selected timesheet 3. Return to Step 12.		
Exceptions:	**26.0.E.1 No timesheets available for approval/rejection** (at Step 2) 1. System informs User that there are not timesheets currently available for approval/rejection. 2. System terminates use case.		
Includes:	Review Timesheet		
Priority:	High		
Frequency of Use:	Approximately once a week per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel timesheet rejection at any time before confirming the rejection of the timesheet.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	27		
Use Case Name:	Add Activity to Project		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Project Manager, Project Leader, System Administrator, Accounting Department Member		
Description:	A Project Manager, Project leader, Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to add an activity to a project. System will display activities available to add. User will select one or more activities and system will add them to the project.		
Preconditions:	1. User is a Project Leader, Project Manager, Accounting Department Member or System Administrator logged in to TimeTracker 2.0. 2. User helps oversee with at least one project.		
Postconditions:	Activity has been added to project.		
Normal Flow:	**27.0 Add Single Activity** 1. User requests to add an activity to a project. 2. System displays list of projects User helps oversee. 3. User selects project from list. 4. System displays all activities currently associated with the project and a form with all remaining activities available to add to project. 5. User selects activity from list. 6. User confirms or cancels addition of activity to project. (Return to Step 2) 7. System adds activity to project. 8. System informs User activity has been successfully added to project. 9. System displays all activities currently associated with project and a form with all remaining activities available to add to project.		
Alternative Flows:	**27.1 Add Multiple Activities** (at Step 5) 1. User requests to add multiple activities to project. 2. System displays list of all activities. 3. User selects activities from list. 4. Return to Step 6.		
Exceptions:	**27.0.E.1 User is not associated with any projects** (at Step 1) 1. System informs User that they are not associated with any projects. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per week per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the addition of the activity to the project.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	28		
Use Case Name:	Remove Activity from Project		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Project Manager, Project Leader, System Administrator, Accounting Department Member		
Description:	A Project Manager, Project leader, Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to remove an activity from a project. System will display activities currently associated with project. User will select one or more activities and system will remove them from the project.		
Preconditions:	1. User is a Project Leader, Project Manager, Accounting Department Member or System Administrator logged in to TimeTracker 2.0. 2. User helps oversee with at least one project.		
Postconditions:	Activity has been removed from project.		
Normal Flow:	**28.0 Remove Single Activity** 1. User requests to remove an activity from a project. 2. System displays list of projects User helps oversee. 3. User selects project from list. 4. System displays all activities currently associated with the project. 5. User selects activity from list. 6. User confirms or cancels removal of activity from project. (Return to Step 2) 7. System removes activity from project. 8. System informs User activity has been successfully removed from project. 9. System displays all activities currently associated with project.		
Alternative Flows:	**28.1 Remove Multiple Activities** (at Step 5) 1. User requests to remove multiple activities from project. 2. System displays list of all activities currently associated with project. 3. User selects activities from list. 4. Return to Step 6.		
Exceptions:	**28.0.E.1 User is not associated with any projects** (at Step 1) 1. System informs User that they are not associated with any projects. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per week per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the removal of the activity to the project.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	29		
Use Case Name:	View Activity		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Project Manager, Project Leader, System Administrator, Accounting Department Member, Employee, Client		
Description:	A user accesses TimeTracker 2.0 via a web browser and requests to view an activity. System displays activity information to user.		
Preconditions:	User is logged in to TimeTracker 2.0.		
Postconditions:	User has been displayed activity information		
Normal Flow:	**29.0 View Activity** 1. User requests to view activity 2. System checks permissions and displays activity information.		
Alternative Flows:	None.		
Exceptions:	**29.0.E.1 Not authorized to view activity** (at Step 1) 1. System informs User that they are not authorized to view the activity. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per week per activity.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	30		
Use Case Name:	Add Employee to Project		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Project Manager, System Administrator, Accounting Department Member		
Description:	A Project Manager, Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to add an activity to a project. System will display list of employees. User will select one or more and system will add them to the project.		
Preconditions:	1. User is a Project Manager, Accounting Department Member or System Administrator logged in to TimeTracker 2.0. 2. User helps oversee with at least one project.		
Postconditions:	Employee has been added to project.		
Normal Flow:	**30.0 Add Single Employee** 1. User requests to add an employee to a project. 2. System displays list of projects User helps oversee. 3. User selects project from list. 4. System displays all employees currently associated with the project and a form with all remaining employees available to add to project. 5. User selects employee from list. 6. User confirms or cancels addition of employee to project. (Return to Step 2) 7. System adds employee to project. 8. System informs User employee has been successfully added to project. 9. System displays all employees currently associated with project and a form with all remaining employees available to add to project.		
Alternative Flows:	**30.1 Add Multiple Employees** (at Step 5) 1. User requests to add multiple employees to project. 2. System displays list of all employees. 3. User selects employees from list. 4. Return to Step 6.		
Exceptions:	**30.0.E.1 User is not associated with any projects** (at Step 1) 1. System informs User that they are not associated with any projects. 2. System terminates use case.		
Includes:	None.		
Priority:	High		
Frequency of Use:	Average one use every two weeks per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the addition of the employee to the project.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	31		
Use Case Name:	Remove Employee from Project		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	Project Manager, System Administrator, Accounting Department Member		
Description:	A Project Manager, Accounting Department Member or System Administrator accesses TimeTracker 2.0 via a web browser and requests to remove an employee from a project. System will display employees currently associated with project. User will select one or more employees and system will remove them from the project.		
Preconditions:	1. User is a Project Manager, Accounting Department Member or System Administrator logged in to TimeTracker 2.0. 2. User helps oversee with at least one project.		
Postconditions:	Employee has been removed from project.		
Normal Flow:	**31.0 Remove Single Employee** 1. User requests to remove an employee from a project. 2. System displays list of projects User helps oversee. 3. User selects project from list. 4. System displays all employees currently associated with the project. 5. User selects employee from list. 6. User confirms or cancels removal of employee from project. (Return to Step 2) 7. System removes employee from project. 8. System informs User employee has been successfully removed from project. 9. System generates notification of removal from project for employee and stores it to be viewed later. 10. System displays all employees currently associated with project.		
Alternative Flows:	**31.1 Remove Multiple Employees** (at Step 5) 1. User requests to remove multiple employees from project. 2. System displays list of all employees currently associated with project. 3. User selects employees from list. 4. Return to Step 6.		
Exceptions:	**31.0.E.1 User is not associated with any projects** (at Step 1) 1. System informs User that they are not associated with any projects. 2. System terminates use case.		
Includes:	None.		
Priority:	High		
Frequency of Use:	Average one use every two weeks per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the removal of the activity to the project.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	32		
Use Case Name:	Modify Brand		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator		
Description:	A System Administrator accesses TimeTracker 2.0 via a web browser and requests to modify brand. System will display a form with current brand information which User can modify. System will then update the brand information within the system.		
Preconditions:	User is a System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Brand information has been updated within the system.		
Normal Flow:	**32.0 Modify Brand** 1. User requests to modify the brand of the system. 2. System displays form with fields corresponding to brand attributes and currently stored brand information filled in. 3. User modifies information. 4. User confirms or cancels brand modification. (Return to Step 1) 5. System updates brand information within system. 6. System informs User brand has been successfully updated within the system.		
Alternative Flows:	None.		
Exceptions:	**32.0.E.1 Form incomplete** (at Step 4) 1. System informs User which required fields were left blank. 2. Return to Step 2.		
Includes:	None.		
Priority:	Low		
Frequency of Use:	Average one use every six months.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the modification of the brand within the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	33		
Use Case Name:	Impersonate User		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator		
Description:	A System Administrator accesses TimeTracker 2.0 via a web browser and requests to impersonate a user. System will then give the System Administrator a view of TimeTracker 2.0 (minus the Google Apps modules) that corresponds to the same view the impersonated user would have when they are logged in.		
Preconditions:	User is a System Administrator logged in to TimeTracker 2.0.		
Postconditions:	User is impersonating another user of their choice.		
Normal Flow:	**33.0 Impersonate User** 1. User requests to impersonate another user. 2. System displays list of all current users. 3. User selects user from list. 4. User confirms or cancels user impersonation. (Return to Step 1) 5. System logs System Administrator into the system as the selected user, leaving all Google Modules logged in to their original Google account and keeping all their SuperUser permissions intact.		
Alternative Flows:	None.		
Exceptions:	None.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use every week per System Administrator.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	34		
Use Case Name:	Cancel Impersonate User		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator		
Description:	A System Administrator accesses TimeTracker 2.0 via a web browser and is already impersonating another user. They then request to cancel the impersonation. System will then log the System Administrator out of the other user's account and log them back in to their own account.		
Preconditions:	1. User is a System Administrator logged in to TimeTracker 2.0. 2. User is currently impersonating another user.		
Postconditions:	User is not longer impersonating another user.		
Normal Flow:	**34.0 Cancel Impersonate User** 1. User requests to cancel the impersonation of another user. 2. System logs the System Administrator out of the other user's account. 3. System logs the System Administrator back in to their own account.		
Alternative Flows:	None.		
Exceptions:	**34.0.E.1 Not currently impersonating another user** (at Step 1) 1. System informs user they are not currently impersonating someone. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use every week per System Administrator.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	35		
Use Case Name:	Add Activity to System		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator		
Description:	A System Administrator accesses TimeTracker 2.0 via a web browser and requests to add an activity to the system. System will display a form which the User will fill out. System will then add the activity to the system.		
Preconditions:	User is a System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Activity has been added to the system		
Normal Flow:	**35.0 Add Activity to System** 1. User requests to add an activity to the system. 2. System displays form with fields corresponding to activity attributes. 3. User completes form. 4. User confirms or cancels activity addition. (Return to Step 1) 5. System adds activity to system. 6. System informs User activity has been successfully added to system. 7. System invokes View Activity use case on newly added activity.		
Alternative Flows:	None.		
Exceptions:	**35.0.E.1 Activity already exists** (at Step 4) 1. System informs User activity already exists 2. Return to Step 2. **35.0.E.2 Form incomplete** (at Step 4) 1. System informs User which required fields were left blank. 2. Return to Step 2.		
Includes:	View Activity		
Priority:	High		
Frequency of Use:	Average one use per month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the addition of the activity to the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	36		
Use Case Name:	Remove Activity from System		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator		
Description:	A System Administrator accesses TimeTracker 2.0 via a web browser and requests to remove an activity from the system. System will display all activities currently in the system. User will select one or more activities and the system will remove them.		
Preconditions:	User is a System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Activity has been removed from system.		
Normal Flow:	**36.0 Remove Activity** 1. User requests to remove an activity from the system. 2. System displays list of call current activities. 3. User selects activity from list. 4. User confirms or cancels removal of activity. (Return to Step 2) 5. System removes activity from system. 6. System informs User activity has been successfully removed from system. 7. System displays all activities currently in the system.		
Alternative Flows:	None.		
Exceptions:	**36.0.E.1 No activities currently in system** (at Step 2) 1. System informs User that there are currently no activities in the system. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the removal of the activity from the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	37		
Use Case Name:	Modify Activity within System		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator		
Description:	A System Administrator accesses TimeTracker 2.0 via a web browser and requests to modify an activity. System will display a form with current activity information which User can modify. System will then update the activity information within the system.		
Preconditions:	User is a System Administrator logged in to TimeTracker 2.0.		
Postconditions:	Activity information has been updated within the system.		
Normal Flow:	**37.0 Modify Activity within System** 1. User requests to modify an activity 2. System displays form with fields corresponding to activity attributes and currently stored activity information filled in. 3. User modifies information. 4. User confirms or cancels activity modification. (Return to Step 1) 5. System updates activity information within system. 6. System informs User activity has been successfully updated within the system. 7. System invokes View Activity use case on newly modified activity.		
Alternative Flows:	None.		
Exceptions:	**37.0.E.1 Modifications correspond to already existing activity** (at Step 4) 1. System informs User activity already exists. 2. Return to Step 2. **37.0.E.2 Form incomplete** (at Step 4) 1. System informs User which required fields were left blank. 2. Return to Step 2.		
Includes:	View Activity		
Priority:	Medium		
Frequency of Use:	Average one use per month per User.		
Business Rules:	None.		
Special Requirements:	User shall be able to cancel at any time prior to confirming the modification of the activity within the system.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		

Use Case ID:	38		
Use Case Name:	View Client Dashboard		
Created By:	Sarah Mercier	Last Updated By:	N/A
Date Created:	September 9, 2010	Date Last Updated:	N/A
Actors:	System Administrator, Client		
Description:	A System Administrator or Client accesses TimeTracker 2.0 via a web browser and requests to view the client dashboard. System will then display client information as well as summaries for projects the client is currently associated with.		
Preconditions:	User is a Client or System Administrator logged in to TimeTracker 2.0.		
Postconditions:	User has been displayed client dashboard.		
Normal Flow:	**38.0 View Client Dashboard** 1. User requests to view client dashboard. 2. System checks permissions and displays all client information and summary information of all projects associated with client.		
Alternative Flows:	None.		
Exceptions:	**38.0.E.1 Not authorized to view client dashboard** (at Step 2) 1. System informs user they are not authorized to view the client dashboard. 2. System terminates use case.		
Includes:	None.		
Priority:	Medium		
Frequency of Use:	Average one use per week per user.		
Business Rules:	None.		
Special Requirements:	None.		
Assumptions:	None.		
Notes and Issues:	Peak usage load for this use case is between 8:00am and 5:00pm local time.		