User requirement specifications

Media Bazaar –CodeCraft

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# Client Agreements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Must have | | Should have | Could have | Will not have |
| Administrator | * Log in: G-01 * Add employees: AD-01 * Remove employees: AD-02 * View statistics from all departments * Create new departments:AD-03 * Remove department: AD-04 * Assign department manager: AD-05 | * See announcements: G-02 | |  |  |
| Department Manager | * Log in: G-01 * Add employees to department: DM-01 * Remove employee from department: DM-02 * View statistics * Schedule work of their employees: DM-03 | * See announcements: G-02 | |  | * View statistics from other departments |
| Regular Employee | * Log in: G-01 * View profile * Increase quantity from stock: EM-01 * Decrease quantity from stock: EM-02 * View their shifts: EM-04 | * Change some personal details: EM-03 * See announcements: G-02 * Set availability: EM-05 * Auto-scheduled work shifts: EM-06 | |  | * Schedule their own shifts |

# Main Functionalities

## **Work Assignment**

* The application should provide a centralized and intuitive way to assign tasks to employees and teams.
* The system should have an option to set deadlines for tasks and remind employees of upcoming tasks.
* The system should have a calendar view that displays scheduled tasks and employee availability.

## **Attendance and Evidence**

* The application should provide a way to record employee attendance, including absences and tardiness.
* The system should have a feature for employees to upload evidence of their work, such as pictures, documents, or reports.
* The system should allow managers to view and approve employee attendance and evidence.

## **Work Distribution**

* The application should provide a way to distribute work across departments and teams.
* The system should have a dashboard view that displays the progress of tasks in different departments.
* The system should allow managers to reassign tasks if needed and adjust deadlines accordingly.

## **Remote Access**

* The application should allow employees to access the system remotely, using a secure login.
* The web site should provide the same functionality as the desktop application, including work assignment, attendance, work distribution, and internet presence management.
* The web site should have a mobile-friendly interface for remote access.

## **Expandability**

* The application should be designed to allow for future expansion and development.
* The system should have modular architecture and well-documented code.
* The system should be designed to integrate with other software or services in the future.

## **Security**

* The application should be secure and protect sensitive data.
* The system should have user authentication and authorization controls.
* The system should encrypt data in transit and at rest.

## **Accessibility and Usability**

* The application should be easy to use and accessible to all employees.
* The system should have clear and intuitive user interfaces.

# Use Cases

## **General**

*Use case:* G-01

*Actor:* Any employee

*Main success scenario:*

1.Actor inputs name and password

2.System checks credentials

3.Credentials validated, actor is logged in.

*Extensions:*

2a. Username or password field left empty

.1: System displays message requesting the fields to be filled

.2: End of use case

2b. Username and password did not match

.1: System displays message requesting the password to be entered again, or asks if the user forgot their password.

.2: End of use case

2c. Username did not exist

.1: System displays message saying no user is registered

.2: End of use case

2d. Database did not respond

.1: System displays a message saying a connection error has occurred

.2: End of use case

*Use case:* G-02

*Actor:* Any employee

*Pre-condition:* Actor is logged in on the webpage

*Main success scenario:*

1.Actor presses the “Home” button

2.Application shows announcements meant for them.

*Extensions:*

2a. Database did not respond

.1: System displays a message saying a connection error has occurred

.2: End of use case

## **Administrator**

*Use case:* AD-01

*Actor:* Administrator

*Pre-conditions:* Logged in as administrator

*Main success scenario:*

1. Actor enters the info of the new employee

2. Actor clicks the ‘Add’ button

3. Information of new employee is validated

4. The new employee is added

*Extensions:*

3a. Data entered was invalid

.1: System displays error message saying data is invalid

.2: End of use case

3b. Employee already existed

.1: System displays error message saying employee already exists

.2: End of use case

3c. Database did not respond

.1: System displays a message saying a connection error has occurred

.2: End of use case

*Use case:* AD-02

*Actor:* Administrator

*Pre-conditions:* Logged in as administrator

*Main success scenario:*

1.Actor selects employee

2.Actor clicks on ‘Remove’ button

3.Employee is removed

Extensions:

3a. Database did not respond

.1 System displays a message saying a connection error has occurred

.2 End of use case

3b. Assigned work is still unfinished

.1 System displays a message that employee still has work assigned

.2 End of use case

*Use case:* AD-03 – Adding department

*Actor:* Administrator

*Pre-conditions:* Logged in as administrator

*Main success scenario:*

1.Actor enters department details

2.Actor clicks ‘Add’ button

3.Information is validated

4.Department is added

Extensions:

3a. Information was invalid

.1: System displays a message saying the information was incorrect

.2: End of use case

3b. Department already existed

.1: System displays a message saying the department already existed

.2: End of use case

3c. Database did not respond

.1: System displays a message saying a connection error has occurred

.2: End of use case

*Use case:* AD-04

*Actor:* Administrator

*Pre-conditions:* Logged in as administrator

*Main success scenario:*

1.Actor selects a department

2.Actor clicks “Remove department” button

3.Action is validated

4.Department manager is notified of removal

5.Department is removed

Extensions:

3a. Department still had employees assigned

.1: System displays a message saying the department still had employees assigned

.2: End of use case

3b. Database did not respond

.1: System displays a message saying a connection error has occurred

.2: End of use case

*Use case:* AD-05

*Actor:* Administrator

*Pre-conditions:* Logged in as administrator

*Main success scenario:*

1.Actor selects a department

2.Actor clicks ‘Assign manager’ button

3.Actor selects a manager

4.Action is validated

5.Department manager is assigned

Extensions:

4a. Department already had a manager

.1: System displays a message saying that the department already has a manager

.2: End of use case

4b. Database did not respond

.1: System displays a message saying a connection error has occurred

.2: End of use case

## **Department managers**

*Use case:* DM-01

*Actor:* Department manager

*Pre-condition:* Manager is logged in;

*Main success scenario:*

1. Actor views the employee page for their departments
2. Actor presses the “Add new employee” button
3. Actor inputs the new employee details
4. Actor confirms
5. The new employee is added to the database
6. System displays a confirmation message that everything went correctly

*Extensions:*

3a. Actor inputs incorrect or incomplete employee details

.1 System displays a message that the input is wrong or incomplete

.2 End of use case

5a. The new employee is not added to the database due to an internal error

.1 System displays a message that something went wrong with the database

.2 End of use case

*Use case:* DM-02

*Actor:* Department manager

*Pre-condition:* Manager is logged in;

*Main success scenario:*

1. Actor views the employee page for their departments
2. Actor selects any employee and then presses “Remove selected employee”
3. Actor confirms
4. The change is reflected in the database
5. System displays a confirmation message that everything went correctly

*Extensions:*

5a. The new employee is not removed from the database due to an internal error

.1 System displays a message that something went wrong with the database

.2 End of use case

5b. Assigned work is still unfinished

.1 System displays a message that employee still has work assigned

.2 End of use case

*Use case:* DM-03

*Actor:* Department manager

*Pre-condition:* Manager is logged in;

*Main success scenario:*

1. Actor selects an employee
2. Actor selects a date and hours from the calendar
3. Actor clicks the “Assign” button
4. System confirms the changes
5. The employee is assigned to the date
6. Changes are visible in the calendar

*Extensions:*

4a. Employee already had work assigned which overlaps with the selection

.1 System displays a message that work cannot be assigned to that employee

.2 End of use case

## **Regular employees**

*Use case:* EM-01

*Actor:* Regular employee

*Pre-condition:* Employee is logged in

*Main success scenario:*

1. Actor opens stock panel
2. Actor increases the stock of any item
3. Actor confirms changes
4. Changes are reflected in the database
5. System displays a message that everything went correctly

*Extensions:*

4a. Changes are not reflected in the database due to an internal error

.1 System displays a message that something went wrong with the database

.2 End of use case

*Use case:* EM-02

*Actor:* Regular employee

*Pre-condition:* Employee is logged in

*Main success scenario:*

1. Actor opens stock panel
2. Actor decreases the stock of any item
3. Actor confirms changes
4. Changes are reflected in the database
5. System displays a message that everything went correctly

*Extensions:*

4a. Changes are not reflected in the database due to an internal error

.1 System displays a message that something went wrong with the database

.2 End of use case

*Use case:* EM-03

*Actor:* Regular employee

*Pre-condition:* Employee is logged in

*Main success scenario:*

1. Actor views their profile
2. Actor presses the “Edit personal details” button
3. Actor changes some personal details
4. Actor confirms their changes
5. Changes are reflected in the database

*Extensions:*

4a. System finds that the changes are in an incorrect format

.1 System displays a message that the changes are in an incorrect format

.2 Changes are not reflected in the database

.3 End of use case

5a. Changes are not reflected in the database due to an error

.1 System displays a message that something went wrong

.2 End of use case

*Use case:* EM-04

*Actor:* Regular employee

*Pre-condition:* Employee is logged in

*Main success scenario:*

1. Actor opens the schedule tab
2. System displays actor’s work shifts

*Extensions:*

2a. Employee does not have assigned shifts

.1 System displays an empty calendar

.2 End of use case

2b. System doesn’t show work shifts due to an internal error

.1 System displays a message that something went wrong

.2 End of use case

*Use case:* EM-05

*Actor:* Regular employee

*Pre-condition:* Employee is logged in

*Main success scenario:*

1. Actor opens the availability tab
2. Actor sets dates in which they are available to work
3. System displays a message that changes are reflected in the database

*Use case:* EM-06

*Actor:* Regular employee

*Pre-condition:* Employee is logged in

*Main success scenario:*

1. Actor opens the schedule tab
2. System factors in the employee’s availability to set work shifts