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| Use Case ID: | UC1 |
| Use Case Name: | View account |
| Description: | IT Admin accesses the system and views accounts in the system |
| Primary Actor: | IT Admin |
| Preconditions: | 1. IT Admin is logged into the system |
| Postconditions: | Main: IT Admin views the accounts created |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. IT admin accesses the system 2. System displays a list of accounts 3. IT admin selects an account to view 4. System displays employee information |
| Alternative Scenarios: | <p>2a. No accounts have been created 2a1. System displays that no account has been created</p> |
| Priority: | High |

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| Use Case ID: | UC2 |
| Use Case Name: | Edit account |
| Description: | IT admin accesses the system and edits an employee account |
| Primary Actor: | IT Admin |
| Preconditions: | 1. Continued from UC-1 View account main success scenario |
| Postconditions: | Main: Employee account changes in field update in database 2a, 2b: Employee account not updated |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. IT Admin selects "Edit Account Information" 2. System replaces employee information in Step 4 of UC1 with editable fields 3. IT Admin replaces field as needed 4. IT Admin selects "Submit" 5. System updates account information of employee |
| Alternative Scenarios: | <p>2a. Email is already in use 2a1. System displays an error message saying an account with that email is already in the system</p> <p>2b. Password not secure 2b1. System displays an error message to use a better</p> |

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| | combination in the password |
| Priority: | Medium |

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| Use Case ID: | UC3 |
| Use Case Name: | Delete account |
| Description: | IT Admin accesses the system and deletes an employee account |
| Primary Actor: | IT Admin |
| Preconditions: | 1. Continued from UC1-View Employee main success scenario |
| Postconditions: | Main: Employee account deleted, with all identifiable information of the employee deleted from the database. 3a: Employee account not deleted |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. IT Admin selects "Delete Account" 2. System displays a warning message that account deletion is permanent and asks IT Admin to confirm or cancel 3. IT admin selects "Confirm" 4. System deletes accounts |
| Alternative Scenarios: | 3a. Employee cannot be deleted 3a1. Employee account cannot be deleted if the employee has a job allocation and the job is not completed yet |
| Priority: | Medium |

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| Use Case ID: | UC4 |
| Use Case Name: | Create employee account |
| Description: | IT Admin accesses the system and creates an employee account |
| Primary Actor: | IT Admin |
| Preconditions: | 1. IT Admin is logged into the system |
| Postconditions: | Main: Employee account created, with employee information such as name, email, account level and role updated in the database. 3a, 3b: Employee account not created |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. IT Admin selects "Create Employee Account" 2. System displays fields with employee information (name, |

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| | <p>email, and password)</p> <ol style="list-style-type: none"> 3. IT Admin inputs employee name, email and password 4. IT Admin selects appropriate role for employee 5. IT Admin selects "Submit" 6. System creates an account for the Employee |
| Alternative Scenarios: | <ol style="list-style-type: none"> 3a. Email is already in use <ol style="list-style-type: none"> 3a1. System displays an error message saying an account with that email is already in the system 3b. Password not secure <ol style="list-style-type: none"> 3b1. System displays an error message to use a better combination in the password |
| Priority: | High |

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| Use Case ID: | UC5 |
| Use Case Name: | Create manager account |
| Description: | IT Admin accesses the system and creates an employee account |
| Primary Actor: | IT Admin |
| Preconditions: | <ol style="list-style-type: none"> 1. IT admin is logged into the system |
| Postconditions: | <p>Main: Manager account created, with employee information such as name, email, account level and role updated in the database</p> <p>3a, 3b: Staff account not created</p> |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. IT Admin selects "Create Manager Account" 2. System displays fields with employee information (name, email, and password) 3. IT Admin inputs employee name, email and password 4. IT Admin selects "Submit" 5. System creates an account for the Manager |
| Alternative Scenarios: | <ol style="list-style-type: none"> 3a. Email is already in use <ol style="list-style-type: none"> 3a1. System displays an error message saying an account with that email is already in use in the system 3b. Password not secure <ol style="list-style-type: none"> 3b1. System displays an error message to use a better combination in the password |
| Priority: | High |

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| Use Case ID: | UC6 |
| Use Case Name: | View landing page |
| Description: | Manager accesses the system and views the top three employees with the lowest workload |
| Primary Actor: | Manager |
| Preconditions: | 1. Manager is logged into the system |
| Postconditions: | Main: Manager views the landing page and the top three employees with the lowest workload |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager accesses the system 2. System displays a list of employees with the lowest workload logged in 3. Manager selects an employee to view 4. System displays employee information with their names and working hours |
| Alternative Scenarios: | 2a. There are no employee within the system |
| Priority: | High |

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| Use Case ID: | UC7 |
| Use Case Name: | View job |
| Description: | Manager accesses the system and views all jobs |
| Primary Actor: | Manager |
| Preconditions: | 1. Manager is logged into the system |
| Postconditions: | Main: Manager views list of jobs 2a: no jobs to view |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager accesses the system 2. System displays the list of jobs 3. Manager selects a job to view 4. System displays job information (employee assigned, date, time, student assigned, instrument, location, studio) |
| Alternative Scenarios: | 2a. No jobs created 2a1. System displays that no jobs have been created |
| Priority: | High |

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| Use Case ID: | UC8 |
| Use Case Name: | Allocate Job |
| Description: | Manager accesses the system and allocates employees to jobs |
| Primary Actor: | Manager |
| Preconditions: | <ol style="list-style-type: none"> 1. Manager is logged into the system 2. Continued from UC7 - View job |
| Postconditions: | Manager allocates job to the employee |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager accesses the system 2. Manager selects on employee's name 3. Availability of an employee will be displayed in green 4. Manager can assign jobs based on availability 5. An "Allocate job" popup will be triggered when Plus button is pressed 6. Manager clicks on "Allocate job" 7. System displays available jobs 8. It will display details such as employee's name, Location, Chosen Studio, Timing, Preferred instrument and Student to teach 9. Manager can press on "Allocate" button when done |
| Alternative Scenarios: | <p>9a. Manager press "Cancel"</p> <p>9a1. System cancels job allocation and is not updated in the database</p> <p>9b. If 90% of the jobs have not been allocated, the manager would be not be able to publish the job allocation dates</p> <p>9b1. System will not publish the job allocation dates</p> |
| Priority: | High |

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| Use Case ID: | UC9 |
| Use Case Name: | Edit Job Allocation |
| Description: | Manager accesses the system and edits a job |
| Primary Actor: | Manager |
| Preconditions: | <ol style="list-style-type: none"> 1. continued from UC7-View Job main success scenario |
| Postconditions: | Main: Job information updated, with changed fields being |

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| | updated in the database 6a2: Job information not updated |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager selects "Update Job Information" 2. System replaces job information in step 4 of UC7 with editable fields 3. Manager replaces any field as needed 4. Manager selects "Submit" 5. Systems update system information |
| Alternative Scenarios: | <p>6a. Manager changed location of job and there is an employee that was already allocated to job and the allocated date has not passed</p> <p>6a1. System displays a warning message on the location field that by changing these fields, it may not be aligned to the employee job's preference</p> |
| Priority: | Medium |

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| Use Case ID: | UC10 |
| Use Case Name: | Delete Job Allocation |
| Description: | Manager accesses the system and deletes a job |
| Primary Actor: | Manager |
| Preconditions: | <ol style="list-style-type: none"> 1. Continued from UC7-View Job main success scenario |
| Postconditions: | <p>Main: Job is deleted, with all information related to the job such as the day, time, student, studio, and the employee assigned</p> <p>3a,3b: Job not deleted</p> |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager selects "Delete Job" 2. System displays a warning message that account deletion is permanent and asks Manager to confirm or cancel 3. Manager selects "Confirm" 4. System deletes job |
| Alternative Scenarios: | <p>3a. Manager is not allowed to delete jobs that have been completed</p> <p>3a1. System displays error message that Manager cannot delete jobs that have been completed</p> |

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| | <p>3b. Manager tries to delete a job that has already been allocated to employee</p> <p>3b1. System displays error message that there are employees currently allocated to the job and the allocated job has not passed</p> |
| Priority: | Low |

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| Use Case ID: | UC11 |
| Use Case Name: | View Availability |
| Description: | Manager accesses the system and views job availability submitted by employee |
| Primary Actor: | Manager |
| Preconditions: | <ol style="list-style-type: none"> 1. Manager is logged in 2. Manager is on the allocate jobs page |
| Postconditions: | Main: View job availability |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager selects "Allocate Job" 2. System displays a list of employees 3. Manager selects an employee 4. System displays job availability for the employees |
| Alternative Scenarios: | <p>2a. There is no employee in the system</p> <p>2a1. System displays message "No employee"</p> <p>4a. No availabilities submitted by employee</p> <p>4a1. System displays message "no availability submitted"</p> |
| Priority: | High |

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| Use Case ID: | UC12 |
| Use Case Name: | Gets notification |
| Description: | Manager gets notified whenever an employee rejects the assigned job or when a job has been cancelled |
| Primary Actor: | Manager |
| Preconditions: | <ol style="list-style-type: none"> 1. Continued from UC13-Reject Job Main Success Scenario |

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| Postconditions: | Main: Manager reassigns employees' schedules 2a: Switch employee's availabilities with one another |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. The employee rejects an assigned job 2. The system detects the rejection 3. The system sends a notification to the Manager 4. Rejection is displayed, with the employee's name, allocation, and reason of rejection |
| Alternative Scenarios: | <ol style="list-style-type: none"> 1. The manager decides to switch the availabilities of two employees 2. The manager accesses the system 3. The system allows the Manager to select two employees 4. The system swaps the availabilities of the selected employees 5. The system updates the schedules accordingly |
| Priority: | High |

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| Use Case ID: | UC13 |
| Use Case Name: | Reject Job |
| Description: | Employee accesses the system and job allocated to them |
| Primary Actor: | Employee |
| Preconditions: | <ol style="list-style-type: none"> 1. Continued from UC14-View Allocated Job Main Success Scenario |
| Postconditions: | Main: Reject job allocation, with the reason for rejection. 3a, 6a: Reject request not registered, employee still allocated to the job |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Employee accesses the system to see job allocations 2. System displays job allocations with option to reject 3. Employee select "Reject" 4. System displays a warning that employee has to discuss with the Manager for the follow up actions 5. System displays text box for employee to input the reason for rejecting the job 6. Employee inputs reason in the textbox 7. Employee selects "Confirm" 8. System removes employee from the job allocation |
| Alternative Scenarios: | <p>3a. Employee not having the option to request rejecting job assignments</p> <p>6a. Employee does not add in any reason for rejecting job</p> |

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| | allocation 6a1: System displays error message |
| Priority: | High |

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| Use Case ID: | UC14 |
| Use Case Name: | View allocated job |
| Description: | Employee access the system and view allocated jobs |
| Primary Actor: | Employee |
| Preconditions: | 1. Completed UC18-Indicate job preference |
| Postconditions: | Main,2a: View job allocation |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Employee log into system 2. System display jobs allocated by weekly or monthly 3. Employees view jobs that have been allocated 4. Employee selects specific job to view 5. System displays details about the studio, student and instrument associated with the job |
| Alternative Scenarios: | No jobs allocated to them |
| Priority: | High |

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| Use Case ID: | UC15 |
| Use Case Name: | Add availability |
| Description: | Employee access the system and adds their availability |
| Primary Actor: | Employee |
| Preconditions: | <ol style="list-style-type: none"> 1. Employee is logged in 2. Continued from alternative scenario 3a UC30 - Manage availability |
| Postconditions: | Main: Availability is added with dates stored in the database 6a: Availability not added |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Employee selects add availability tab 2. System displays a weekly calendar view 3. Employee selects dates they are available 4. Employee indicates time they are available for selected |

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| | <p>dates</p> <ol style="list-style-type: none"> 5. System display dates selected in green 6. Employee selects "Confirm" 7. System saves employee's availability |
| Alternative Scenarios: | <ol style="list-style-type: none"> 3a. Employee enters dates more than 5 weeks in advance 3a1. System displays an error message that an employee can only add their availabilities 5 weeks in advance |
| Priority: | High |

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| Use Case ID: | UC16 |
| Use Case Name: | Edit availability |
| Description: | Employee accesses the system and edit their availability dates |
| Primary Actor: | Employee |
| Preconditions: | <ol style="list-style-type: none"> 1. Completed UC15-Add Availability 2. Employee performs steps 1-2 from UC15 main success scenario |
| Postconditions: | <p>Main: Availability updated, with all information such as dates and time, stored in the database</p> <p>3a: Availability not updated</p> |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Employee selects more dates where they are available 2. System prompts for confirmation 3. Employee selects "Submit" 4. System update employee's availability 5. System displays success message |
| Alternative Scenarios: | <ol style="list-style-type: none"> 3a. Employee selects dates that are more than 5 weeks in advance 3a1. System displays an error message that employee can only add availabilities 5 weeks in advance |
| Priority: | Medium |

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| Use Case ID: | UC17 |
| Use Case Name: | Remove availability |
| Description: | Employee accesses the system and remove their availability dates |

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| Primary Actor: | Employee |
| Preconditions: | <ol style="list-style-type: none"> 1. Completed UC15 - Add availability 2. Employee performs steps 1-2 from UC15 Main success scenario |
| Postconditions: | <p>Main: initial submitted availability deleted, newly submitted availability updated in the database</p> <p>3b: Availability not deleted</p> |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Employee reselects dates that indicate their availability 2. System removes the availability on dates that are selected 3. Employee clicks "Confirm" to resubmit their availability 4. System updates employee's availability |
| Alternative Scenarios: | <p>3b. Employee selects dates that have already been allocated jobs by the Manager.</p> <p>3b1. System displays an error message that availability for the date selected cannot be removed since there is an existing job. System recommends Employee to reject the job.</p> |
| Priority: | Medium |

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| Use Case ID: | UC18 |
| Use Case Name: | Indicate job preference |
| Description: | Employee accesses the system and indicates their job preference |
| Primary Actor: | Employee |
| Preconditions: | <ol style="list-style-type: none"> 1. Continued from UC15 - Add availability Main success scenario Step 1-5 or UC16- Edit Availability Main success scenario Step 1 |
| Postconditions: | <p>Main: Job preference is indicated, with information such as preferred location, timing, and instrument to teach is being stored in the database</p> <p>2a: Job preference is not indicated</p> |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Employee selects the day that they want to teach 2. Employee selects location 3. System displays a list of locations to choose from, including their preferred studio 4. Employee selects preferred time 5. System displays a list of shift timings for employee to choose from 6. Employee will select all the boxes that they are available |

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| | <ol style="list-style-type: none"> 7. Employee selects "Submit" 8. System adds employee's job preference |
| Alternative Scenarios: | <ol style="list-style-type: none"> 2a. Employee does not indicate their job preference 2a1. System does not update employee's preference in the database |
| Priority: | Medium |

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| Use Case ID: | UC19 |
| Use Case Name: | Edit job preference |
| Description: | Staff accesses the system and edits their job preference |
| Primary Actor: | Staff |
| Preconditions: | <ol style="list-style-type: none"> 1. Completed UC18 - Indicate job preference |
| Postconditions: | Main: Job preference is updated in the database |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Staff selects the type of instrument 2. Staff selects location of school 3. Staff selects "Submit" 4. System updates staff's job preference |
| Alternative Scenarios: | <ol style="list-style-type: none"> 3a. Staff does not submit their preference 3a1. System does not update staff's preference in the database |
| Priority: | Medium |

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| Use Case ID: | UC20 |
| Use Case Name: | Get Notification |
| Description: | Employee gets notified by the system when job gets canceled or edited |
| Primary Actor: | Employee |
| Preconditions: | <ol style="list-style-type: none"> 1. Continued from UC13 - Reject job |
| Postconditions: | Main: staff member receives warning message from system and is informed to discuss follow-up actions after rejecting a job |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. System displays error message to warn Staff that they should discuss the follow up actions after their job allocation rejection |

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| Alternative Scenarios: | N/A |
| Priority: | Medium |

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| Use Case ID: | UC21 |
| Use Case Name: | Cancel job |
| Description: | Employees and manager are able to cancel jobs whenever there are any necessary last minute changes |
| Primary Actor: | Employee and Manager |
| Preconditions: | <ol style="list-style-type: none"> 1. Continued from UC14-View Allocated Job Main Success Scenario 2. There is a job to be cancelled 1 hour prior to the start of the class by default |
| Postconditions: | <p>Main: Cancel job allocation for initial staff, standby staff is assigned to the job</p> <p>3a: Job is not cancelled</p> <p>6a: Job is cancelled with no replacements</p> |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Staff selects job to be cancelled 2. System prompts Staff for reason of cancellation 3. Staff inputs reason 4. Staff selects "Submit" 5. System prompts for confirmation 6. Staff selects "Confirm" |
| Alternative Scenarios: | <p>3a. Staff does not input any reason</p> <p>3a1. System displays error message</p> <p>6a. Unable to find a replacement after the job gets cancelled</p> |
| Priority: | Medium |

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| Use Case ID: | UC22 |
| Use Case Name: | Configure system specifications |
| Description: | Manager can access the system to make configurations to the system such as start dates and due dates for submission of availability, preferences, and rejection submission date |
| Primary Actor: | Manager |

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| Preconditions: | Main: Configuration parameters are defined, such as settings for the start dates, due dates, submission deadlines, and other specifications that the Manager intends to configure |
| Postconditions: | Main: Cancel job allocation for initial staff, standby staff is assigned to the job 3a: Job is not cancelled 6a: Job is cancelled with no replacements |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager accesses the system 2. Manager clicks on "Configure System" 3. System displays a list of configurable fields 4. Manager makes changes to selected field 5. Manager clicks "Save Changes" 6. System displays success message |
| Alternative Scenarios: | <p>4a. Manager does not make changes to selected fields.</p> <p>5a. Manager exits without saving changes 5a1. System displays warning message to prompt Manager to "Save changes" or to "Leave and discard changes" 5a1.1a. Manager clicks "Save changes" 5a1.1b. System saves changes and displays success message</p> <p>5a1. 2a. Manager clicks "Leave and discard changes" 5a1. 2b. System discards changes</p> |
| Priority: | Medium |

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| Use Case ID: | UC23 |
| Use Case Name: | Export workload |
| Description: | Manager and employee have the option to export their workload and jobs into either PDF format, Excel format and PNG format |
| Primary Actor: | Manager and employee |
| Preconditions: | Manager and employee are logged into the system in order to be able to export their workload into different formats |
| Postconditions: | Main: Workload being exported into their desired formats Manager 5a, 8a: no file exported Employee 2a, 5a, 6a: no file exported |

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| Main Success Scenarios: | <p>Manager</p> <ol style="list-style-type: none"> 1. Manager accesses the system 2. Manager clicks on “Export workload” 3. System displays a list of employees 4. Manager selects an employee whose workload they want to export 5. System displays different types of export files including PDF, Excel and PNG 6. Manager selects desired file type 7. System generates export file in chosen format containing workload information 8. System displays the generated file for Manager to save <p>Employee</p> <ol style="list-style-type: none"> 1. Employee accesses the system 2. Employee clicks on “Export workload” 3. System displays different types of export files including PDF, Excel and PNG 4. Employee selects desired file type 5. System generates export file in chosen format containing workload information 6. System displays the generated file for Employee to save |
| Alternative Scenarios: | <p>Manager</p> <p>5a. Manager selects unsupported file type 5a1. System displays error message to choose a valid format</p> <p>8a. Unable to generate file</p> <p>Employee</p> <p>2a. No workload to be exported as there are no jobs assigned 5a. Unable to export file 5a1. The system can display an error message eg. “Export failed due to a technical issue” and may offer suggestions to solve this problem 6a. Unable to generate file</p> |
| Priority: | Low |

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| Use Case ID: | UC24 |
| Use Case Name: | Create jobs |
| Description: | The manager is able to create a job and fill in the details such as date, time, student, studio and instrument taught. |
| Primary Actor: | Manager |

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| Preconditions: | <ol style="list-style-type: none"> 1. Manager is logged into the system 2. Continued from UC8 - Allocate jobs |
| Postconditions: | Main: Manager creates a job for an employee with a new student |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager accesses the system 2. Manager selects on employee's name 3. Availability of an employee will be displayed in green 4. Manager can create a new job for the employee based on availability 5. Manager clicks on "Create job" 6. System will display the new student's name with preferred location, chosen studio, timing, and preferred instrument 7. Manager clicks "save changes" 8. System will save changes and display success message |
| Alternative Scenarios: | <p>13a. Manager press "Cancel"</p> <p>13a1. System cancels new job and is not updated in the database</p> |
| Priority: | Medium |

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| Use Case ID: | UC25 |
| Use Case Name: | Configure Cancel Time |
| Description: | Manager can access the system to configure the time limit for job cancellations |
| Primary Actor: | Manager |
| Preconditions: | <ol style="list-style-type: none"> 1. Completed UC22 - Configure system specification Main success scenario steps 1 - 3 |
| Postconditions: | Time limit for job cancellation is configured by the manager |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager selects makes changes to the cancel time field 2. Manager clicks "Save Changes" 3. System displays success message |
| Alternative Scenarios: | <p>1a. Manager does not make changes to selected fields.</p> <p>2a. Manager exits without saving changes</p> <p>2a1. System displays warning message to prompt Manager to "Save changes" or to "Leave and discard changes"</p> <p>2a1.1a. Manager clicks "Save changes"</p> <p>2a1.1b. System saves changes and displays success message</p> |

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| | 2a1. 2a. Manager clicks “Leave and discard changes” 2a1. 2b. System discards changes |
| Priority: | Low |

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| Use Case ID: | UC26 |
| Use Case Name: | Configure availability submission deadline |
| Description: | Manager can access the system to configure the availability submission deadline for employees |
| Primary Actor: | Manager |
| Preconditions: | 1. Complete UC22 - Configure system specifications Main success scenario steps 1 - 3 |
| Postconditions: | Time limit for submission of availabilities is configured by the manager |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager selects make changes to the cancel time field 2. Manager clicks “Save Changes” 3. System displays success message |
| Alternative Scenarios: | <p>1a. Manager does not make changes to selected fields</p> <p>2a. Manager exits without saving changes 2a1. System displays warning message to prompt Manager to “Save changes” or to “Leave and discard changes” 2a1.1a. Manager clicks “Save changes” 2a1.1b. System saves changes and displays success message</p> <p>2a1. 2a. Manager clicks “Leave and discard changes” 2a1. 2b. System discard changes</p> |
| Priority: | Low |

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| Use Case ID: | UC27 |
| Use Case Name: | Configure Rejection Submission |
| Description: | Manager can access the system to configure the time limit for job rejection |
| Primary Actor: | Manager |

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| Preconditions: | 1. Completed UC22 - Configure system specification Main success scenario steps 1 - 3 |
| Postconditions: | Time limit for job cancellation is configured by the manager |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager selects makes changes to the rejection time limit field 2. Manager clicks "Save Changes" 3. System displays success message |
| Alternative Scenarios: | <ol style="list-style-type: none"> 1a. Manager does not make changes to selected fields. 2a. Manager exits without saving changes <ol style="list-style-type: none"> 2a1. System displays warning message to prompt Manager to "Save changes" or to "Leave and discard changes" <ol style="list-style-type: none"> 2a1.1a. Manager clicks "Save changes" 2a1.1b. System saves changes and displays success message 2a1. 2a. Manager clicks "Leave and discard changes" <ol style="list-style-type: none"> 2a1. 2b. System discards changes |
| Priority | Low |

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| Use Case ID: | UC28 |
| Use Case Name: | Handle Rejection Appeal |
| Description: | Manager can access the system to handle any rejection appeals from employees to either approve or reject the appeal |
| Primary Actor: | Manager |
| Preconditions: | 1. Complete UC13- Reject job Main success scenario step 5-7 |
| Postconditions: | <ol style="list-style-type: none"> 1. The rejection appeal is approved or rejected by the manager 2. If the rejection appeal is approved, the job will be removed from the employee's workload |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Manager accesses the system to see job appeals 2. System displays job appeals with options to "Confirm rejection" or "Deny Rejection" 3. Manager can either approve or reject the rejection appeal 4. Manager selects "Confirm Rejection" 5. System will prompt and display a message to confirm rejection 6. Manager selects "Confirm" |

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| | 7. System removes job from the employee's workload |
| Alternative Scenarios: | 3a. Manager selects "Deny Rejection" 5a. Manager cancels the rejection appeal handling |
| Priority: | Medium |

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| Use Case ID: | UC29 |
| Use Case Name: | Add Standby List |
| Description: | The manager will have a standby list of employee in case employee allocated rejects or cancels the job |
| Primary Actor: | Manager |
| Preconditions: | 1. Continued from UC8 Main success scenario step 1-8 |
| Postconditions: | Manager successfully adds employee to standby list for potential job allocation. |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. The Manager selects the "Add Standby List" option within the job allocation interface. 2. The system presents a list of Employees for the Manager to add to the standby list. 3. The Manager selects the Employee to add 4. The system stores the added Employee in the standby list. 5. The system acknowledges the successful addition of the employee to the standby list to the Manager. |
| Alternative Scenarios: | 3a. Manager does not add any Employees to the field 3a1. System prompts Manager that there are no standby Employees for the job 5a. Manager cancels job allocation |
| Priority: | Medium |

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| Use Case ID: | UC30 |
| Use Case Name: | Manage Availability |
| Description: | Employee will be able to manage their own availabilities by adding, editing, and removing availabilities, indicating and editing job preferences |

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|-------------------------|--|
| Primary Actor: | Employee |
| Preconditions: | Employee is logged in |
| Postconditions: | Main: Employee managed their own availabilities and is updated into the system |
| Main Success Scenarios: | <ol style="list-style-type: none"> 1. Employee accesses the system 2. Employee selects the option to manage their availabilities 3. Employee gets to select “Add availability”, “Edit availability”, “Remove availability”, “Indicate job preference”, “Edit job preference” 4. For each action, the system reflects the updated availabilities and preferences to the Employee 5. The system successfully updates the Employee’s choices |
| Alternative Scenarios: | <p>3a. Employee selects “Add availability” 3a1. Continues in UC15 - Add availability</p> <p>3b. Employee selects “Edit availability” 3b1. Continues in UC16- Edit availability</p> <p>3c. Employee selects “Remove availability” 3c1. Continues in UC17- Remove availability</p> <p>3d. Employee selects “Indicate job preference” 3d1. Continues in UC18 - Indicate job preference</p> <p>3e. Employee selects “Edit job preference” 3e1. Continues in UC19 - Edit job preference</p> |
| Priority: | Medium |