Use Case ID:	UC1
Use Case Name:	**Update user**
Description:	IT Admin accesses the system and updates selected account
Primary Actor:	IT Admin
Preconditions:	1. IT Admin is logged into the system
Postconditions:	Main: IT Admin has successfully update user account in the system
Main Success Scenarios:	1. IT Admin accesses the system 2. The system displays a list of existing user accounts 3. IT Admin selected a specific user account to update 4. System displays account details 5. IT Admin makes changes to account details 6. IT Admin save changes made to the user accounts 7. The system process the changes and updates the user accounts accordingly
Alternative Scenarios:	3a. No accounts have been created 3a1. System displays that no account has been created
Priority:	High

Use Case ID:	UC2
Use Case Name:	**Create user**
Description:	IT Admin accesses the system and creates an account
Primary Actor:	IT Admin
Preconditions:	1. IT Admin is logged into the system
Postconditions:	Main: Account created, with information such as name, email, role and password stored in the database 3a, 3b, 3c: Account not created
Main Success Scenarios:	1. IT Admin selects "Create Account" 2. System displays fields with information (name, role, email, and password) 3. IT Admin inputs name, role, email and password 4. IT Admin selects "Submit" 5. System displays success message upon creation

Alternative Scenarios:	3a. Email is already in use
	      3a1. System displays an error message saying an
	      account with that email is already in the system
	
	3b. Not all fields are filled
	      3b1. System displays an error message to prompt IT
	      Admin to fill in all fields.

Priority:	High

Use Case ID:	UC3
Use Case Name:	**Delete user**
Description:	IT Admin accesses the system and deletes an employee account
Primary Actor:	IT Admin
Preconditions:	1. IT Admin is logged into the system
Postconditions:	Main: User's account deleted, with all identifiable information deleted from the database. 3a: User's account deleted
Main Success Scenarios:	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. User's account cannot be deleted
	      3a1. Account cannot be deleted if the user has a job
	      allocation and the job is not completed yet
	
	3b. IT Admin selects "Cancel"
	      3b1. System displays a message that deletion is
	      cancelled.

Priority:	Medium

Use Case ID:	UC4
Use Case Name:	**Allocate Jobs to Employee**
Description:	Manager accesses the system and allocates employees to jobs

Primary Actor:	Manager
Preconditions:	1. Manager is logged into the system 2. There are existing Employees
Postconditions:	1. Jobs have been successfully allocated to the employees 2. The system has recorded the allocation details, including employees names and other relevant information 6a: Job not allocated to any employee
Main Success Scenarios:	1. Manager accesses the system 2. Manager selects on employee's name 3. System will display availability in green 4. Manager selects Plus button to allocate job 5. System displays available jobs with details such as employee's name, Location, Chosen Studio, Timing, Preferred instrument and Student to teach 6. Manager press on "Allocate" button when done 7. System displays success message
Alternative Scenarios:	6a. Manager press "Cancel" 6a1. System cancels job allocation and is not updated in the database
Priority:	High

Use Case ID:	UC5
Use Case Name:	**Create job**
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
Preconditions:	1. Manager is logged into the system
Postconditions:	Main: Manager creates a job for an employee with a new student 8a: no new job created
Main Success Scenarios:	1. Manager accesses the system 2. Manager selects on employee's name 3. System displays availability of employee in green 4. Manager clicks on "Create job" 5. System will display a list of fields for Manager to fill 6. Manager fills in fields accordingly including students name, preferred location, timing and instrument 7. System will prompt for confirmation and display the new

	student's name with preferred location, chosen studio, timing, and preferred instrument 8. Manager clicks "save changes" 9. System will add new job to database 10. System will display success message
Alternative Scenarios:	8a. Manager selects "Cancel" 8a1. System does not create new job in the database
Priority:	Medium

Use Case ID:	UC6
Use Case Name:	**View Employee Availability**
Description:	Manager accesses the system and views job availability submitted by employee
Primary Actor:	Manager
Preconditions:	1. Manager is logged in 2. There are existing employees in the system
Postconditions:	Main: View job availability
Main Success Scenarios:	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:	4a. No availabilities submitted by employee 4a1. System displays message "no availability submitted"
Priority:	High

Use Case ID:	UC7
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
Main Success Scenarios:	**Manager** 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 **Employee** 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:	**Manager**
	5a. Manager selects unsupported file type
	     5a1. System displays error message to choose a valid format
	
	8a. Unable to generate file
	     8a1. System displays error message
	
	Employee
	2a. No workload to be exported as there are no jobs assigned
	     2a1. System displays error message

Priority:	Low

Use Case ID:	UC8
Use Case Name:	**View Employee Workload**
Description:	Manager accesses the system and the Employee's workload
Primary Actor:	Manager
Preconditions:	1. Manager is logged into the system 2. There are existing employees in the system 3. Manager has allocated jobs to employee
Postconditions:	Main: Manager views the landing page and Employees' workload
Main Success Scenarios:	1. Manager accesses the system 2. System displays a list of employees with their respective workload 3. Manager selects an employee to view 4. System displays employee information with their names and working hours
Alternative Scenarios:	N.A.
Priority:	High

Use Case ID:	UC9
Use Case Name:	**Add to Standby List**
Description:	The manager will have a standby list of employees in case employee allocated rejects or cancels the job
Primary Actor:	Manager
Preconditions:	1. Employee submits a job rejection appeal
Postconditions:	Manager successfully adds employee to standby list
Main Success Scenarios:	1. The Manager selects the "Add Standby List" 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
Priority:	Medium

Use Case ID:	UC10
Use Case Name:	**Edit existing jobs**
Description:	Manager accesses the system and edits a job detail
Primary Actor:	Manager
Preconditions:	1. There are existing jobs 2. Allocated jobs need to have dates that are able to be edited within the timeframe
Postconditions:	Main: Job information updated, with changed fields being updated in the database
Main Success Scenarios:	1. Manager selects "Update Job Information" 2. System displays a list of jobs 3. Manager selects job to be edited 4. System displays selected job details 5. Manager replaces any field as needed 6. System prompts for confirmation 7. Manager selects "Submit" 8. System displays success message 9. System updates job information

Alternative Scenarios:	6a. Manager cancels update
	    6a1. System displays message that update is cancelled
	
	8a. Invalid input in fields
	    8a1. System displays error message if there are invalid values in any field

Priority:	Medium

Use Case ID:	UC11
Use Case Name:	**Cancel job**
Description:	Employees and manager are able to cancel jobs whenever there

Use Case ID:	UC11
	are any necessary last minute changes
Primary Actor:	Employee and Manager
Preconditions:	1. Continued from **UC6-View Availability** Main Success Scenario 2. There is a job to be cancelled 1 hour prior to the start of the class by default
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:	Employee 1. Employee accesses the system and views their job allocations 2. System displays information of a job with the option to cancel 3. Employee selects "Cancel" 4. System prompts Employee for cancellation reason 5. Employee submit job cancellation 6. System notifies Manager of job cancellation Manager 1. Manager accesses the system and views list of job allocations 2. Manager selects job to cancel 3. System prompts Manager for cancellation reason 4. Manager submits job cancellation 5. System removes job from employee's schedule 6. System notifies Employee that job is cancelled

Alternative Scenarios:	Employee
	4a. Employee does not input any cancellation reason
	     5a1.System displays error message
	
	6a. Unable to find a replacement after the job gets cancelled
	     6a1. Manager does not make changes to job allocation
	     6a2. System does not update job allocation in the database

Priority	Medium

Use Case ID:	UC12

Use Case Name:	**View allocated job**
Description:	Employee access the system and view allocated jobs
Primary Actor:	Employee
Preconditions:	1. There are jobs allocated to them
Postconditions:	Main,2a: View job allocation
Main Success Scenarios:	1. Employee accesses the 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:	N.A
Priority:	High

Use Case ID:	UC15
Use Case Name:	**Reject Job**
Description:	Employee access the system and job allocated to them and reject the job allocated to them.
Primary Actor:	Employee
Preconditions:	1. Continued from **UC12-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:	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:	3a. Employee does not reject the job within specified time limit
	        3a1. System displays an error message that the rejection
	        time frame is over.
	        3a2. Employee still allocated to job
	6a. Employee does not add in any reason for rejecting job allocation
	        6a1: System displays error message

Priority:	High

Use Case ID:	UC14
Use Case Name:	**Add availability**
Description:	Employee access the system and adds their availability
Primary Actor:	Employee
Preconditions:	1. Employee is logged in 2. Availability submission date is open
Postconditions:	Main: Availability is added with dates stored in the database 6a: Availability not added
Main Success Scenarios:	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 dates 5. System display dates selected in green 6. Employee selects "Confirm" 7. System saves employee's availability

Alternative Scenarios:	3a. Employee enters dates more than 5 weeks in advance
	        3a1. System displays an error message that an employee
	        can only add their availabilities up to 5 weeks in advance

Priority:	High

Use Case ID:	UC13
Use Case Name:	**Edit availability**

Description:	Employee accesses the system and edit their availability dates
Primary Actor:	Employee
Preconditions:	1. Completed **UC14-Add Availability**
Postconditions:	Main: Availability updated, with all information such as dates and time, stored in the database 3a: Availability not updated
Main Success Scenarios:	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:	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

Use Case ID:	UC16
Use Case Name:	**Indicate job preference**
Description:	Employee accesses the system and indicates their job preference
Primary Actor:	Employee
Preconditions:	1. Continued from **UC14 - Add availability Main success scenario Step 1-5** or **UC13- Edit Availability Main success scenario Step 1**
Postconditions:	Main: Job preference is indicated, with information such as preferred location, timing, and instrument to teach is being stored in the database 4a: Job preference is not indicated
Main Success Scenarios:	1. Employee selects the day that they want to teach 2. System displays a list of available locations and preferred instrument 3. Employee selects location and instrument 4. Employee selects "Submit" 5. System adds employee's job preference

Alternative Scenarios:	4a. Employee does not indicate their job preference
	    4a1. System does not update employee's preference in
	    the database

Priority:	Medium