Use Case 1: Add A Contractor For A New Project

Description	A hiring manager hires a new contractor for a project and needs to record it in the contractor management system. The hiring manager creates a new Contractor and Project in the system representing the newly hired contractor and newly added engagement contract.
Preconditions	The hiring manager is logged into the contractor management system.
Postconditions	- A new contractor is created in the system with the supplied details and the contractor's status is set to active. - A new engagement contract is created in the system. - The newly added contractor is associated with the newly added engagement contract.
Main Scenario	1. Hiring manager selects "Add Contractor" 2. Application displays an "Add Contractor" form a. Tombstone data fields b. Skills category option fields c. Engagement contract subform 3. Hiring manager fills out tombstone data fields (first name, surname, agency source, status, rehire) 4. Hiring manager fills out skills category free format dropdowns with information relating to contractors skills 5. Hiring manager fills out engagement contract subform with details of contractor's engagement contract
Alternate Scenarios	(5) A contractor is engaged in multiple engagement contracts. - The hiring manager can select an "Add Engagement Contract" button to display another engagement contract subform within the "Add Contractor" page. (3,4,5) The hiring manager does not fill in some or all of the required fields. - The application displays an error stating which fields still need to be filled in.

Use Case 2: Filter Data

Description	An HM wants to extract information from the larger table to analyse specifics.

Primary Actor	Hiring Manager (HM)
Preconditions	The HM must be logged into the system.
Postconditions	The table shown in the Data Filter tab has been changed according to the user's specifications.

Main Scenario	1) HM selects "Data Filter" tab.
	2) Current page displays a table with an "Edit Table" option.
	3) HM selects "Edit Table".
	4) A pop-up appears with four ways to edit the table.
	    (i) Filter
	    (ii) Values
	    (iii) Rows
	    (iv) Columns
	HM selects these values according to the information they need to extract.
	Select "Done" and view table.

Alternate Scenarios	• (5) If the HM does not select any values the page will show the previous table that was loaded before filtering.

Use Case 3: Generating Graphs/Reports

Description	A user wants to view trends and prepare for future plans by generating reports and graphs from the contractor's data.
Primary Actor	Hiring Managers (HM) - i.e. the system's users
Preconditions	The user has to be logged in and have permissions to view the data and generate reports.
Postconditions	The desired graph or report is generated for the user.
Main Scenario	1. User selects "Generate Reports & Graphs" tab 2. User chooses which graph or report to generate from a menu 3. The graph is generated
Alternate Scenarios	• (4) User chooses to filter the data in the graph • The graph is regenerated based on the filters

Use Case 4: User Management for System Admin

Description	An admin user can add or remove non-admin users from the system so that they can maintain contractor records and perform data visualization.
Primary Actor	System Admin
Preconditions	An administrator is logged into the system.
Postconditions	A non-admin user is edited, added to, or deleted from the system.
Main Scenario	1. Admin user selects "Administrator Panel" 2. Application displays the "Administrator Panel" screen 3. Admin selects "Add User" button 4. Application displays "Username" and "Password" fields 5. Admin fills in "Username" and "Password" fields with desired values 6. Admin selects "Save User" button

Alternate Scenarios	• (3,4,5,6) Administrator wants to delete a user
	    ○ Admin selects "View Current Users"
	    ○ Admin selects checkboxes beside users they wish to delete
	    ○ Admin selects "Delete Users" button
	    ○ Prompt displays asking if the admin is sure they want to delete those users
	    ○ Admin selects "Yes" or "No" buttons
	• (3,4,5,6) Administrator wants to edit a user's information
	    ○ Admin selects "View Current Users"
	    ○ Admin selects the user they wish to edit
	    ○ Interface shows user's information
	    ○ Admin clicks on "Edit User"
	    ○ User information becomes editable and admin can edit the information as needed
	    ○ Admin selects "Save" to save the new edits or "Cancel" to go back to viewing the user

Use Case 5: Maintaining Skills Tables for System Admin

Description	An admin user can add, remove and edit a predefined list of skills to be associated with contractors.
Primary Actor	System Admin.
Preconditions	An administrator is logged into the system.

Postconditions	A skill is added, removed, or edited in the database.
Main Scenario	1. Admin user selects "Administrator Panel". 2. Application displays the "Administrator Panel" screen. 3. Admin chooses the "Skills" table. 4. Admin chooses the "Add Skill" option. 5. Admin fills in the form and clicks "Save" to add the new skill or "Cancel" to return to view the skills table.

Alternate Scenarios	• (4,5) Admin would like to edit a skill.
	    ○ Admin chooses the skill they want to edit.
	    ○ Admin can edit the information of the skill, and hit "Save" to update the skill or "Cancel" to return to the table.
	• (4,5) Admin would like to delete a skill.
	    ○ Admin chooses the skill(s) they'd like to delete.
	    ○ Admin chooses the "Delete" option.
	    ○ A pop-up prompts and asks for confirmation on whether or not admin is sure they want to delete the rows.
	    ○ Admin confirms to delete the rows or clicks "Cancel" to return to the table.

Use Case 6: Maintaining HR Pay Equivalent Table for System Admin	
Description	An admin user can add, remove, and edit a predefined list of tiers of pay equivalences associated with contractors.
Primary Actor	System Admin.
Preconditions	An administrator is logged into the system.
Postconditions	A tier is added, deleted, or edited in the database.
Main Scenario	1. Admin user selects "Administrator Panel". 2. Application displays the "Administrator Panel" screen. 3. Admin chooses the "HR Pay Equivalent" table. 4. Admin chooses the "Add Tier" option. 5. Admin fills in the form and clicks "Save" to add the new tier or "Cancel" to return to view the table.

Alternate Scenarios	(4,5) Admin would like to edit a tier.
	    ○ Admin chooses the tier they want to edit.
	    ○ Admin can edit the information of the tier, and hit "Save" to update the tier or "Cancel" to return to the table.
	(4,5) Admin would like to delete a tier.

	- Admin chooses the tier(s) they'd like to delete. - Admin chooses the "Delete" option. - A pop-up prompts and asks for confirmation on whether or not admin is sure they want to delete the rows. - Admin confirms to delete the rows or clicks "Cancel" to return to the table.

Use Case 7: Maintaining HR Role Table for System Admin	
Description	An admin user can add, remove, and edit a predefined list of HR roles associated with the contractors.
Primary Actor	System Admin.
Preconditions	An administrator is logged into the system.
Postconditions	A role is added, deleted, or edited in the database.
Main Scenario	1. Admin user selects "Administrator Panel". 2. Application displays the "Administrator Panel" screen. 3. Admin chooses the "HR Role" table. 4. Admin chooses the "Add Role" option. 5. Admin fills in the form and clicks "Save" to add the new role or "Cancel" to return to view the table.
Alternate Scenarios	(4,5) Admin would like to edit a role. - Admin chooses the role they want to edit. - Admin can edit the information of the role, and hit "Save" to update the skill or "Cancel" to return to the table. (4,5) Admin would like to delete a role. - Admin chooses the role(s) they'd like to delete. - Admin chooses the "Delete" option. - A pop-up prompts and asks for confirmation on whether or not admin is sure they want to delete the rows. - Admin confirms to delete the rows or clicks "Cancel" to return to the table.

Use Case 8: Maintaining a list of Hiring Managers for System Admin	
Description	An admin user can add, remove and edit hiring managers.

Primary Actor	System Admin.
Preconditions	An administrator is logged into the system.
Postconditions	A hiring manager is added, removed, or edited in the database.
Main Scenario	1. Admin user selects "Administrator Panel". 2. Application displays the "Administrator Panel" screen. 3. Admin chooses "Hiring Managers". 4. Admin chooses the "Add Hiring Manager" option. 5. Admin fills in the form and clicks "Save" to add the new hiring manager or "Cancel" to return to view the list of hiring managers.

Alternate Scenarios	• (4,5) Admin would like to edit a hiring manager.
	   ○ Admin chooses the hiring they want to edit
	   ○ Admin can edit the information of the hiring manager, and hit "Save" to update the hiring manager or "Cancel" to return to the list.
	• (4,5) Admin would like to delete a hiring manager.
	   ○ Admin chooses the hiring manager(s) they'd like to delete.
	   ○ Admin chooses the "Delete" option.
	   ○ A pop-up prompts and asks for confirmation on whether or not admin is sure they want to delete the hiring managers.
	   ○ Admin confirms to delete the rows or clicks "Cancel" to return to the list.