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| **Use Case Name:** | Searching Employee as General User | | |
| **Scenario:** | General user searches for an employee | | |
| **Triggering Event:** | General user goes to search for an employee | | |
| **Brief Description:** | When a general user searches for an employee, by SIN, first name or last name. | | |
| **Actors:** | General user | | |
| **Related Use Cases:** | Searching Employee as Admin User | | |
| **Stakeholders:** | User, EMS-PSS registered employees, EMS-PSS registered companies | | |
| **Preconditions:** | Web site must be operational, connection to database must be operational (for checking the user table), user logged in as general user | | |
| **Post-conditions:** | The user will be able to select and view search results | | |
| **Flow of Activities:** | Actor | System | |
|  | 1. The general user enters the search area 2. The administrative user fills in the search criteria and submits | | * 1. The system displays search options   2.1 The system validates search fields  2.2 The system checks the database for employees fitting the search criteria  2.3 The system displays the search results |
| **Exception Conditions:** | * 1. If the user has entered a blank search they are presented with a message of some sort implicating that at least one field is required.   2. If the search criteria yields no results, the user is informed   3. If there are no employees in the database, the user is informed   4. In the event the database is inaccessible the user is informed | | |

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| **Use Case Name:** | Adding Employee as Admin User | | |
| **Scenario:** | Admin user adds for an employee | | |
| **Triggering Event:** | Admin user clicks add an employee | | |
| **Brief Description:** | When an admin user goes to add an employee, they are asked to input details. Admin users are the only users able to enter contract employees | | |
| **Actors:** | Admin user | | |
| **Related Use Cases:** | Adding Employee as General User | | |
| **Stakeholders:** | User, EMS-PSS registered employees, EMS-PSS registered companies | | |
| **Preconditions:** | Web site must be operational, connection to database must be operational (for checking the user table), user logged in as admin | | |
| **Post-conditions:** | The user will be able to select another menu option | | |
| **Flow of Activities:** | Actor | System | |
|  | 1. The admin user clicks add a new employee 2. The administrative user fills in the new employees details | | * 1. The system displays adding an employee   2.1 The system validates employees fields  2.2 The system validates the employee  2.3 The system adds to the database  2.4 The system informs user of success |
| **Exception Conditions:** | If the user has entered a blank or invalid field they are presented with a message of some sort implicating that the field is required.  If the search employee exists already, the user is informed  In the event the database is inaccessible the user is informed | | |

Searching Employee in Description

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| Flow of Activities for scenario General User Searching Employee into the System |
| Main Flow:   1. General User connects to EMS-PMS home page. 2. The general user enter the search area 3. The system displays search area 4. The system validates search fields 5. The system checks the database for employees fitting the search criteria 6. The system displays the search results |
| Exception Conditions:  4. If the user has entered a blank search they are presented with a message of some sort  Implicating that at least one field is required.  6. If the search criteria yields no results, the user is informed   1. If there are no employees in the database, the user is informed 2. In the event the database is inaccessible the user is informed |

Adding Employee in Description

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| Flow of Activities for scenario Administrative User Adding Employee into the System |
| Main Flow:   1. The Admin user selects add employee 2. The system displays adding an employee 3. The admin user selects employee type 4. The admin adds employee details 5. The system validates employee fields 6. The system validates the employee 7. The system adds to the database 8. The system informs user of success |
| Exception Conditions:  5. If the user has entered a blank or invalid field they are presented with a message of some sort implicating that the field is required.   1. If the search employee exists already, the user is informed 2. In the event the database is inaccessible the user is informed |