**eSEAT Management (ESM) User Story**

**DEFINITION and GUIDELINES**

**Format:** "As a *<role>*, I can *<action with system>* so that *<external benefit>*"

**Epic:** Describes **what** the user will get from the *ESM* application

**User Stories:** Describes specific types of activities the *ESM* application users should be able to do and is written from the user’s point of view to describe the functionality expected from the *ESM* application.

| **#** | **User Story** | **Acceptance Criteria** | **Notes** |
| --- | --- | --- | --- |
| ESMCAN\_01 | As an ESM Manager, I can allow the ESM System to Auto-Approve a valid request so that a seat can be booked without waiting for a Manager to Approve**.** | 1. The ADMIN section should have the ability to set/delete AUTO-APPROVE. 2. The ADMIN section should have the ability to time box the auto-approve. 3. The Manager or designated Administrator(s) should be able to set this feature. |  |
| ESMCAN\_02 | As an ESM Manager, I can delegate approval authority of a seat request approval to someone else so that request can be approved when Manager is not available. | 1. The ADMIN section should have the ability to set/delete Delegation. 2. The ADMIN section should have the ability to time box the Delegation. 3. The Manager or designated Administrator(s) should be able to set this feature | Delegate to Admin |
| ESMCAN\_03 | As an ESM user, I can complete a pre-screening request so that Labour Canada’s requirement of a pre-screening of health form so that it is completed before coming in to the office or booking a seat. | 1. An online survey form to be completed by users in the ESM app or mobile device. 2. If survey results comes back clear, allow users to proceed booking a seat in ESM. 3. If survey results comes back as NO, do not allow user to book a seat in ESM. 4. Survey questions should be customizable and editable by main administrator. |  |
| ESMCAN\_04 | As an ESM user, I can use ESM in the official Canadian language of Choice (English or French) so that the ESM adheres to the language requirements of Canada. | 1. English or French option at Login 2. Selection must be remembered at next login until another language is selected by user at login. |  |
| ESMCAN\_05 | As an ESM Manager, I can request to have location maps entered/imported so that all Canada locations where we want to rollout ESM is in the system | 1. We have all seat maps of regional HQ’s available for design and entry. |  |
| ESMCAN\_05a | As an ESM Manager, I can request to have all desk given a number in ESM so that a desk can be booked for all Canada locations where we want to rollout ESM. | 1. Instead of using maps (See ESMCAN\_05), Canada will define each desk with a designator (like YYZHQ-2B45 = **YYZHQ** **2**nd floor - **B** Wing - Desk **45**) |  |
| ESMCAN\_06 | As an ESM User, I can delete a previously booked seat if I change my mind about coming in so that someone else can book that seat. |  |  |