Human Resource Web Application

Use Cases

for

Rochester Riverside Convention Center

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**Initial Version 3/1/18**

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# 1.0 Login

This use case shows the step-by-step for a regular login

## Primary Actors:

1. Employee(s)
2. Department Head
3. HR

## **Pre-Conditions:**

1. Network Connection is available
2. Primary Actor has a smartphone
3. Primary Actor has an authorized account dependent on HR Actor

## Basic Flow of Events:

1. Primary Actor opens mobile website
2. Primary Actor inputs login credentials for their account.
3. Primary Actor is redirected to landing page.

## Alternate Flows:

2a. Incorrect username or password.

2a1. Alert displayed saying incorrect username or password

2a2. Primary Actor must re-submit form

# 2.0 Forgot password

This use case covers a Primary Actor resetting their password

## Primary Actors:

1. HR
2. Department Head
3. Employee(s)

## Pre-Conditions:

1. Primary Actor does already have an account created
2. Internet Access

## Basic Flow of Events:

1. Primary Actor clicks forgot password button
2. Primary Actor enters email address
3. Temporary password is sent to Primary Actor’s email
4. Primary Actor uses the temporary password to login
5. A popup appears asking the Primary Actor to change their password
6. The Primary Actor enters their new password into two separate boxes
7. The Primary Actor password has been changed and they can now access their account

## Alternate Flows:

2a. Wrong email

2a1. System will send out an error message

7a. Primary Actor enter the wrong password into box 1 or 2

7a1.The system will notify the user that the passwords do not match

# 3.0 Create Account

This use case covers the initial creation of an account

## Primary Actors:

1. HR
2. Department Head
3. Employee(s)

## Pre-Conditions:

1. Primary Actor does not already have an account created
2. Internet Access

## Basic Flow of Events:

1. Primary Actor clicks create account button
2. Primary Actor enters required credentials (such as username and password)
3. An email is sent to the HR Actor’s email
4. HR Actor confirms account in the administrator console
5. The Primary Actor’s account is authorized by the HR Actor
6. Primary Actor now has complete access to the web application

## Alternate Flows:

2a. Credentials already exist (email)

2a1. Primary Actor will be notified to re-enter a new email address before allowing them to submit form.

# 4.0 Authorize Account

This use case covers the initial authorization for the creation of a new account

## Primary Actors:

1. HR

## Pre-Conditions:

1. User has an account that exists or is waiting for the account to be verified from HR.
2. Internet Connection

## Basic Flow of Events:

1. HR enters administrator console
2. Administrator console stores a table of accounts and their information
3. A Column in the administrator table shows the authorization rights of each account
4. HR Actor will give the Primary Actor the appropropriate authorization
5. HR Actor updates the account information
6. The Primary Actor now has an authorized account

## Alternative Flows:

1a. No accounts are waiting on authorization

1a1. Message saying no accounts will be displayed instead of table

4a. HR Actor enters invalid information into the administration table

4a1. A warning is displayed, and the Primary Actor’s account cannot be updated until this is fixed

# 5.0 Sending a notification

This use case covers how HR and the Department Head(s) will send a notification

## Primary Actors:

1. HR
2. Department Head(s)

## Pre-Conditions:

1. Device Access
2. Internet Connection
3. Primary Actor is part of HR or Department Head
4. Primary Actor logged in
5. (optional) A document that needs to be sent out has been created
6. (optional) Has a survey link to send

## Basic Flow of Events:

1. Primary Actor navigates to page with the notification form
2. Primary Actor first clicks checkboxes to choose how people will be notified
3. The Primary Actor chooses which departments will receive the notification
   1. If it is a Department head they can only send to their department
4. Primary Actor must input notification text into a text box and has the optional ability to choose a file
   1. The Primary Actor has the ability to send out a survey link. It is not recommended to send out a survey over text.
5. After the form is filled out the Primary Actor can press the send notification button
6. There is a small summary of the notification with an “are you sure” prompt the user must click before the notification is sent
7. The Primary Actor gets a confirmation the notification has been sent
8. The Primary Actor is then returned to the notification form

## Alternate Flows:

4a. If the HR Actor is sending the notification from a smartphone the option to add a file will not be there

5a. Primary Actor tries to send notification that only contains a file

5a1. System will send an error message stating they need to add text before sending the notification

# 6.0 Viewing notifications on phone/desktop

This use case covers how all Primary Actors will view a notification

## Primary Actors:

1. HR
2. Department Head(s)
3. Employee(s)

## Pre-Conditions:

1. Device access
2. Internet Connection
3. Account is logged in
4. HR/Department Head(s) has or have sent out a notification

## Basic Flow of Events:

1. Employee(s) will select the notification icon within Convention Center web application
2. A list of summaries of the notifications will be displayed
3. When the Employee(s) selects one of the summaries they will be shown the entire message (including files)

## Alternate Flows:

1a. No notification to view

1a1. System will display a message stating that there are currently no notifications to display

# 7.0 Watching Training Videos

This use case covers how all Primary Actors will watch training videos

## Primary Actors:

1. Employee(s)
2. HR
3. Department Head(s)

## Pre-Conditions:

1. Device access
2. Internet Connection
3. Primary Actor is logged in and validated
4. There are training videos to watch

## Basic Flow of Events:

1. Primary Actor clicks on “Training Tab”
2. All training videos will be displayed
3. The Primary Actor selects the video they want to watch
4. Once selected, the video will be shown and the Primary Actor will be able to play it.

## Alternate Flows:

2a. No videos to show

2a1. System will display a message stating that there are no videos to display at this time

4a. Video does not load

4a1. System displays an error message

# 8.0 Delete Old Post

This use case covers how HR and the Department Head(s) will delete old notifications

## Primary Actors:

1. Department Head(s)
2. HR

## Pre-Conditions:

1. Device Access
2. Internet Connection
3. There is a pre-existing post to delete
4. Primary Actor is logged in and authorized

## Basic Flow of Events:

1. Primary Actor chooses the desired post to delete
2. Primary Actor opens settings for the post
3. Primary Actor chooses Delete
4. Primary Actor confirms Post Deletion
5. The post is deleted

## Alternate Flows:

None

# 9.0 Modify User Accounts

This use case covers how HR can change or modify a Primary Actors account

## Primary Actors:

1. HR
2. Employee(s)
3. Department Head(s)

## Pre-Conditions:

1. Device Access
2. Internet Connection
3. Primary Actor is logged in and authorized
4. Primary Actor has HR authorization
5. Primary Actor who wants/needs their account to be modified has an account

## Basic Flow of Events:

1. HR navigates to “users” tab/page
2. HR is show a list of accounts that can be modified
3. HR selects which account to modify
4. Page displays all available information that can be changed
   1. HR can change name of user
   2. HR can change email of user
   3. HR can change phone number of user
   4. HR can select admin status of user
   5. HR can set a temporary password
   6. HR can change department of user
   7. HR can change authorization privileges of user
5. HR can select the users “state”
   * 1. To deactivate the account:
        1. Select to deactivate account indefinitely OR
        2. Can select to deactivate for a time period
     2. To activate the account, the admin will select the “activate” option listed in the user state section
6. HR saves any changes made to account
7. HR is returned to account list

## 

## Alternate Flows:

3a. Information (phone, email, password, etc.) entered is invalid

3a1. System displays an error message

# 10.0 Viewing User Acknowledgement Report

This use case covers how HR can review who has or has not acknowledged a notification

## Primary Actors:

1. HR
2. Department Head(s)

## Pre-Conditions:

1. Device access
2. Internet connection
3. Account access for web app
4. Logged in and authorized
5. Notifications have been acknowledged

## Basic Flow of Events:

1. HR will navigate to a page that displays acknowledgment reports
2. The page will display all reports that required acknowledgement
3. HR will select the a report type to view who has or has not acknowledged a notification

## Alternate Flows:

2a. No Acknowledgments

2a1. System displays a message stating that there are no reports currently available to view

# 11.0 Modify Personal Account

This use case covers how Primary Actors can change or modify their personal account information

## Primary Actors:

1. HR
2. Department Head(s)
3. Employee(s)

## Pre-Conditions:

1. Device Access
2. Internet Connection
3. Primary Actor has an account
4. Primary Actor requires change of personal information
5. Primary Actor logged in

## Basic Flow of Events:

1. Primary Actor navigates to account page
2. Account page displays all account information for the Primary Actor
3. Primary Actor clicks indicator to “edit account”
4. Primary Actor inputs new information into form (that is prefilled with current information)
5. Primary Actor clicks confirm changes
6. Changes are confirmed
7. Primary Actor is taken back to account page and the new changes are displayed

## Alternate Flows:

5a. User inputs information that does not pass validation

5a1. A warning is displayed (for that field) and change does not go through

# 12.0 Compare Payroll Employees to Active List of Employees

This use case covers how HR will compare the payroll list of Employees to the active list of Employees

## Primary Actors:

1. HR

## Pre-Conditions:

1. Device Access
2. Internet Connection
3. Primary Actor has an account
4. Primary Actor has a CSV file of all active Employees from the payroll company

## Basic Flow of Events:

1. HR navigates to the compare accounts page
2. Compare accounts page will display a box to import an Employee CSV file
3. HR will import the Employee CS file, then select the submit button
4. System will process the imported file
5. HR will get a popup that states there are no discrepancies between the Accounts database and the Employee CSV file

## Alternative Flows:

5a. Discrepancies between CSV file and Accounts database

5a1. System will display that there are inconsistent accounts

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