Use Cases Elaboration on Leave Management System

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| Use Case Name | Employee Login |
| ID | #1 |
| Scenario | Employee needs to login to system |
| Trigger Event | Employee wants to request time off |
| Brief Description | This is where an employee would login to request time off. |
| Actors | Employee |
| Assumptions | Employee knows their login information |
| Frequency of Use | Daily |
| Related Use Cases | Check Leave requests – admin |
| Stakeholders | Company |
| Preconditions | Employee has login access |
| Postconditions | Employee login is successful. |
| Main Course | 1. Employee has access to the system 2. Employee goes to login page 3. Employee enters login credentials 4. If employee can login, proceed to landing page. 5. If employee cannot login, notify admin so that they can request login credentials for employee. |
| Alternative Course | 1. Employee does not have access to system 2. Employee contacts admin for access 3. Admin adds employee to LMS 4. Employee is now able to login to LMS |

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| Use Case Name | Add Employee |
| ID | #2 |
| Scenario | Admin needs to add new employee to the system |
| Trigger Event | Someone new has been hired |
| Brief Description | If there is a new employee, admin would need to add them to the system and create their login. |
| Actors | Administrator |
| Assumptions | Admin has access to the system |
| Frequency of Use | Monthly |
| Related Use Cases | None |
| Stakeholders | Company |
| Preconditions | Admin has logged in to the system |
| Postconditions | Admin was able to successfully create login for new employee. |
| Main Course | 1. Admin was able to login to LMS 2. Admin can access the ‘Add Employee’ page 3. Admin can enter new hire information 4. Admin submits hire information to the system. 5. If admin cannot submit the information to the system, they would have to contact IT to fix the issue. 6. Once admin has submitted the new hire information, they will see the new account and can provide the factory set login information. |
| Alternative Course | 1. Admin cannot login to LMS 2. Contact IT to gain access to admin page. 3. Admin cannot go to ‘Add Employee’ page 4. Admin can log out and back in to see if it was just a system error 5. Or they can contact IT to fix the issue. |

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| Use Case Name | Search for Employee |
| ID | #3 |
| Scenario | Admin needs to search for a specific employee in system |
| Trigger Event | Admin needs to view an employee’s information in the system |
| Brief Description | The search function can be used by admin to view the information of employees who are in the system. |
| Actors | Administrator |
| Assumptions | Admin has access to the system |
| Frequency of Use | Daily |
| Related Use Cases | Check Available leave hours for specific employee |
| Stakeholders | Company |
| Preconditions | Admin has access to the system |
| Postconditions | Admin was able to successfully search for a specific employee and view their information |
| Main Course | 1. Admin login to LMS 2. Admin can get to ‘Search for Employee’ page 3. Admin can select the employee from the list. 4. If admin can select employee, proceed to view employee’s information 5. If admin cannot view employee’s information, they can log out and back in to see if it was just a system error 6. If after logging back in they cannot search or view employee information, they can contact IT to fix the issue. |
| Alternative Course | 1. Admin cannot login to LMS 2. Contact IT to gain access to admin page 3. Admin cannot go to ‘Search for Employee’ page 4. Admin can log out and back in to see if it was just a system error 5. If after logging back in they cannot search or view employee information, they can contact IT to fix the issue. 6. Once they gain back full access, they should be able to search and view employee information. |

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| Use Case Name | Request Leave |
| ID | #4 |
| Scenario | Employee Requests Leave |
| Trigger Event | Employee wants to request time off |
| Brief Description | This is where an employee would go to request time off for PTO, Sick leave, holiday, parental leave. |
| Actors | Employee |
| Assumptions | Employee can login to leave management system. |
| Frequency of Use | Daily |
| Related Use Cases | Check Leave requests - admin |
| Stakeholders | Company |
| Preconditions | Employee can login to LMS |
| Postconditions | Leave gets approved/rejected |
| Main Course | 1. Employee login to system 2. Employee can get to ‘Leave Request’ page 3. Employee can select dates they want off 4. If employee can select dates off, proceed to submit request. 5. If employee cannot select dates, they will notify admin so that they can submit request for employee. 6. Employee can submit request 7. Employee gets notification that request was submitted successfully |
| Alternative Course | 1. Employee cannot login to system 2. Employee contacts admin 3. Admin adds employee to system 4. Employee is now able to login to system 5. Employee cannot go to request page 6. Employee contacts admin 7. Admin submits request through admin portal |

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| Use Case Name | Approve/Reject Leave |
| ID | #5 |
| Scenario | Admin approves/rejects leave |
| Trigger Event | Employee submits leave request |
| Brief Description | Employee has submitted a leave request; admin must reject or approve the time off requested |
| Actors | Administrator |
| Assumptions | Admin can login and check leave requests |
| Frequency of Use | Daily |
| Related Use Cases | Admin use this to submit and approve/reject leave if employee cannot submit on their portal |
| Stakeholders | Company |
| Preconditions | Admin can login to system and view leave requests |
| Postconditions | Admin approves/rejects leave request |
| Main Course | 1. Admin is logged in to admin portal 2. Admin checks leave requests 3. If there are pending request admin can click on them to view them. 4. Admin can now approve or reject leave 5. Once they have approve/rejected then they can send a notification of their decision to the employee. |
| Alternative Course | 1. Admin cannot login to admin portal 2. Admin can reload system and attempt to log in if there was a system error 3. Or contact IT that they are unable to login 4. Once admin logs in they can view leave requests 5. If admin is unable to view the request, they would have to contact IT that they do not have access to that page. 6. If they cannot view the requests, they can process them manually |

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| Use Case Name | View Available Leave hours |
| ID | #6 |
| Scenario | Employee wants to view how many hours of leave time they have available |
| Trigger Event | Employee wants to request time off |
| Brief Description | This is where an employee will go to view how many hours of available leave time they have. |
| Actors | Employee |
| Assumptions | Employee can login to leave management system. |
| Frequency of Use | Monthly |
| Related Use Cases | Admin can view how many available leave hours an employee has |
| Stakeholders | Company |
| Preconditions | Employee can login to LMS |
| Postconditions | Employee was able to view their available leave hours |
| Main Course | 1. Employee login to LMS 2. Employee can get to ‘View Available Leave Hours’ page 3. Employee gets a summary of their available leave hours 4. If employee cannot view their leave hours or get to the page, they can verbally ask HR for their hours. 5. If employee cannot access the page at all they should tell HR so they can submit a request to fix issue with IT. |
| Alternative Course | 1. Employee cannot login to LMS 2. Employee contacts admin 3. Admin verbally tells the employee their available hours. 4. If problem persists, Admin can submit request to fix issue with IT. |

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| Use Case Name | Manage Account |
| ID | #7 |
| Scenario | User (Admin/Employee) want to update their account information |
| Trigger Event | User information has changed and needs updating. |
| Brief Description | User wants to update information in their account such as contact information (phone number, address, personal email address). |
| Actors | Administrator and Employee |
| Assumptions | User can login to their account and view their account information. |
| Frequency of Use | Yearly |
| Related Use Cases | User would like to update their phone number/address. |
| Stakeholders | Company |
| Preconditions | User can login to their account |
| Postconditions | Account information has been updated |
| Main Course | 1. User login to account 2. User can go to manage account page 3. User can view their account information and are able to change it. 4. User can submit changes made. 5. User can view their updated account information. |
| Alternative Course | 1. User is not able to view their account information. 2. User can inform admin they cannot make changed to their account. 3. Admin can take the information from the employee and update the information. 4. If admin cannot update their information, then they can submit their issue to IT. 5. User cannot submit the changes they made. 6. User can contact admin with changes they would like to update. |

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| Use Case Name | Change password |
| ID | #8 |
| Scenario | User (Admin/Employee) want to change their password |
| Trigger Event | User wants to change their password |
| Brief Description | User wants to update their password, or they need to reset their password. |
| Actors | Administrator and Employee |
| Assumptions | User is registered in system |
| Frequency of Use | Monthly |
| Related Use Cases | Reset password |
| Stakeholders | Company |
| Preconditions | User is in the system |
| Postconditions | User was able to change their password |
| Main Course | 1. User login to system 2. User goes to ‘Manage Account’ page 3. User selects to ‘Change Password’ 4. User enters their old password and the new password. 5. User submits changes 6. If User is unable to submit their changes 7. They can log out and try again. 8. If problem persists, contact IT so they can fix the issue. |
| Alternative Course | 1. User cannot login to system 2. User can log out and try again 3. If user is an Employee, they can contact them to verify their information is in the system and provide factory reset password so they can login and reset account. 4. After getting new password they can login and go to the ‘Manage Account’ page and change their password. 5. User can login to system but is unable to submit their password change 6. They can log out and try again 7. If the problem persists, contact IT so they can fix the issue. |

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| Use Case Name | Admin Login |
| ID | #9 |
| Scenario | Admin want to login to Admin portal |
| Trigger Event | Admin needs to perform admin activities on portal |
| Brief Description | Admin needs to view leave requests, or view employee information in the ‘Admin’ portal |
| Actors | Administrator |
| Assumptions | Admin has access to the system |
| Frequency of Use | Daily |
| Related Use Cases | Check Leave requests |
| Stakeholders | Company |
| Preconditions | Admin has access to the system |
| Postconditions | Admin successfully logged in to system |
| Main Course | 1. Admin has access to the system 2. Admin goes to login page 3. Admin enters login credentials 4. If Admin can login, proceed to landing page. 5. If Admin cannot login reload system and try again. 6. If problem persists, contact IT to fix the issue. |
| Alternative Course | 1. Admin does not have access to system 2. Other admin can be contacted to grant admin access 3. Admin is now able to login to system 4. Admin has access to system but cannot login 5. Admin can reload system and try again 6. If problem persists, contact IT to fix the issue. |

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| Use Case Name | Check Leave Requests |
| ID | #10 |
| Scenario | Admin wants to view if any employees have requested leave |
| Trigger Event | Admin has to perform their daily task of viewing leave requests |
| Brief Description | Admin wants to view if there were any leave request submitted by employees. Or  Employee submitted leave request and informed admin of it, now admin has to view request. |
| Actors | Administrator |
| Assumptions | Admin has access to system |
| Frequency of Use | Daily |
| Related Use Cases | Admin wants to view employee information |
| Stakeholders | Company |
| Preconditions | Admin can successfully login to system |
| Postconditions | Admin can view leave request information |
| Main Course | 1. Admin login to LMS 2. Admin can get to leave request page 3. Admin can select each leave request individually. 4. Admin can view the information of leave request. 5. Admin can move to process the request as Approve/Reject. |
| Alternative Course | 1. Admin cannot login to LMS 2. Admin can try to log back in, there could be a system error. 3. If problem persists, admin can contact IT to gain access. In the meantime, they can process any leave request manually. |

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| Use Case Name | Send notifications |
| ID | #11 |
| Scenario | Admin sends notification of leave request update |
| Trigger Event | Admin has approved/rejected leave request |
| Brief Description | Admin has approve/rejected the employee’s leave request and they want to notify the employee of the decision that was made. |
| Actors | Administrator |
| Assumptions | Admin can approve/reject leave request and they can view the send notification button |
| Frequency of Use | Daily |
| Related Use Cases | Admin can use this if they have questions about the leave request. |
| Stakeholders | Company |
| Preconditions | Admin has approved/rejected leave request |
| Postconditions | Admin has sent notification to employee of changes made to their leave request |
| Main Course | 1. Admin has approved/rejected employee’s leave request 2. Admin must notify employee of the changes made to their request 3. Admin can send approval/deny notification 4. Admin can ask employee if their dates are flexible and give them option of days that would work better for company. 5. Admin can send notification to employee. 6. Employee receives and can view notification |
| Alternative Course | 1. Admin is unable to notify employee about changes through LMS system. 2. Admin can notify employee verbally or written about the decision of their leave request. 3. Admin contacts IT to fix issue 4. Once issue is resolved admin sends notification to the employee. |

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| Use Case Name | View Leave status |
| ID | #12 |
| Scenario | Employee has requested leave and needs to see if it has been Approved/Rejected |
| Trigger Event | Employee has requested time off |
| Brief Description | Employee has submitted a leave request and wants to know the status. |
| Actors | Employee |
| Assumptions | Employee can login to system. |
| Frequency of Use | Daily |
| Related Use Cases | None |
| Stakeholders | Company |
| Preconditions | Employee can login to system |
| Postconditions | Employee has viewed the status of their leave request. |
| Main Course | 1. Employee login to LMS 2. Employee can get to the ‘View Leave Requests’ page. 3. Employee can view the status of their request |
| Alternative Course | 1. Employee cannot login to LMS 2. Employee contacts admin, and they inform them of the status. 3. If problem persists, employee should notify admin so they can contact IT to fix the issue. |