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| Use case name: | Create voucher | |
| Scenario: | Create voucher for customer | |
| `Triggering event: | Promo and Event Dept. wants to prepare or increase number of available vouchers | |
| Brief description: | P&E Dept. will prepare the template of voucher outside the system and define what is the benefit that will be given away by using that voucher. | |
| Actors: | Promo and Event Department | |
| Related use cases: | Announce promo | |
| Stakeholders: | Front-office division (Movie Dep.) and Front-office division (Movie Dep.) | |
| Preconditions: | Template must be prepared priorly  Voucher file size must be lesser than 75mb  Resolution must not be stretched | |
| Postconditions: | New voucher must be created and saved  ID of the created voucher must be unique and available  A voucher must associate with one customer only | |
| Flow of activities: | Actor | System |
| 1. Promo and Event Dep. Insert design voucher prototype 2. Promo and Event Dep. put discount/benefit to the voucher 3. Promo and Event Dep. Confirm the designed voucher | * 1. System prompt user to upload the voucher   2. System writes down unique id in the voucher   3. System associates the voucher with a customer   4. System saves the design   2.1. System prompt user to set discount/benefit amount 2.2. System set the benefit or amount of discount to the voucher   * 1. System shows design preview   2. System saves the designed voucher |
| Exception conditions: | 2.3. There are no registered member/customers | |
| Use case name: | Announce external parties messages | |
| Scenario: | Announce external parties information to related department | |
| Triggering event: | External department receive request/order from external parties. | |
| Brief description: | External Dept. view external parties messages and forward it to the related department by announce it to their inbox. | |
| Actors: | External Department | |
| Related use cases: | View external parties messages | |
| Stakeholders: | Employees | |
| Preconditions: | External parties message must be available  Targeted department must be available | |
| Postconditions: | New messages must be forwarded to each referred department inbox  Status of the message that has been announced priorly will be updated | |
| Flow of activities: | Actor | System |
| 1. External Department Input for new external parties message | * 1. System prompts actor to input message   2. System saves the message   3. System looks up for department who will receive the message   4. System forwards selected message to the related department |
| Exception conditions: | * 1. There are no new/unhandled external parties messages   1.2. Database services unavailable  1.4. Receiver doesn’t exist or currently unavailable | |

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| Use case name: | Announce promo | |
| Scenario: | Conduct interesting promo or event for customer. | |
| Triggering event: | Promo and event department wants to attract more customers | |
| Brief description: | Promo Dept. select the suitable customer from the customer list and send the designed voucher by blasting the voucher | |
| Actors: | Promotion and Event Department | |
| Related use cases: | Create voucher | |
| Stakeholders: | Promotion and Event Department | |
| Preconditions: | Customer must have their email information recorded in our system | |
| Postconditions: | Customer must be received an email with promo information in it.  Customer must be able to use that unique voucher as payment for all transaction in SITM | |
| Flow of activities: | Actor | System |
| 1. Promo dept. select the promo/voucher 2. Promo dept. confirm the created promo material | * 1. System looks up for available promo or voucher   2. Systems prompts for promo announcement (brochure/voucher)   3. Systems looks up for promo candidate automatically   4. System shows promo preview and prompt approval   5. System saves created event or promo   6. System blasts the confirmed promo |
| Exception conditions: | * 1. Size of file is too big   2. Customer email address are not registered | |

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| Use case name: | Propose fund request | |
| Scenario: | Propose fund request for buying any tools/equipment for operation | |
| Triggering event: | Broken tools, stock shortage, or any fund requirement | |
| Brief description: | Storage dep. Discover the needs of buying something new, create, save, and propose fund request to acc & financial dep. | |
| Actors: | Storage Dep. | |
| Related use cases: | View food stock  View inventory/equipment status | |
| Stakeholders: | Accounting and Financial Dep., Kitchen div., and Movie Dep. | |
| Preconditions: | Storage received broken equipment report  Storage desire to buy new equipment/food stock | |
| Postconditions: | Accounting and financial dep. Must have received new fund request | |
| Flow of activities: | Actor | System |
| 1. Storage checks storage 2. Storage enters new item name to be bought 3. Storage input quantity of item 4. Storage enters price estimation 5. Storage submits the request | * 1. System shows food stock or inventory status   2. System prompt item to be bought   3. System prompt quantity of the item   4. System prompt estimation price of the item   5. System saves the request and forward to finance |
| Exception conditions: | * 1. Organization doesn’t need to buy new inventory or food stock | |

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| Use case name: | Propose personal leave | |
| Scenario: | Propose personal leave due to urgent matter | |
| Triggering event: | Employee got important thing to attend to during work time | |
| Brief description: | Employee proposes personal leave | |
| Actors: | Employee | |
| Related use cases: | View monthly schedule | |
| Stakeholders: | Human Resource Department | |
| Preconditions: | Employees must have urgent matter  Employee must inform 1 day before the day | |
| Postconditions: | Proposal added and can be viewed by HR | |
| Flow of activities: | Actor | System |
| 1. Employee check schedule 2. Employee select leaving date 3. Employee enters leaving reason 4. Employee submits the request | * 1. System shows employee schedule   2. System shows employee schedule   3. System prompts leaving date   4. System prompts leaving reason   5. System saves the request and forward to HR |
| Exception conditions: | * 1. Selected date is non-working day   3.1. Leaving reason is empty | |

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| Use case name: | Propose worktime change request | |
| Scenario: | Request for work time change | |
| Triggering event: | Employee has conflicting schedule or business | |
| Brief description: | Employee checks for any conflicting event for the next 1 month, then request working time change to HR | |
| Actors: | Employee | |
| Related use cases: | View monthly Schedules | |
| Stakeholders: | Human Resource Department | |
| Preconditions: | Employee must have valid reason  Employee total working time must not be deducted | |
| Postconditions: | Human Resource Dep. Receive new request | |
| Flow of activities: | Actor | System |
| 1. Employee views monthly worktime schedule 2. Employee selects request date 3. Employee enters change reason 4. Employee enters new schedule | * 1. System shows employee worktime schedule   2. System prompts for request date   3. System prompts for change reason   4. System prompts for alternate date   5. System saves the request and forward to HR |
| Exception conditions: | 2.3. Chosen request change date is non-working day  3.1. Reason is empty  4.1. Alternate date is non-working day | |

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| Use case name: | Report for broken facility | |
| Scenario: | Report any broken facility through system | |
| Triggering event: | Employees found any broken facility (equipment, tools, etc.) | |
| Brief description: | Employee finds broken facility and report it through system by form | |
| Actors: | Employee | |
| Related use cases: | View inventory/equipment status | |
| Stakeholders: | Storage Department, Accounting and Finance Department, and Manager | |
| Preconditions: | Equipment must be recorded priorly in the inventory/equipment status repository | |
| Postconditions: | Report for broken/damaged equipment or inventory must be created  Employee and broken equipment data must be saved | |
| Flow of activities: | Actor | System |
| 1. Employee creates new broken equipment report 2. Employee enters inventory ID 3. Employees confirm and submit the form | * 1. System shows report form   2. System prompts inventory id   3. System saves reporter ID, report date, and given item ID   4. System saves the complete form and forward it to storage |
| Exception conditions: | 2.1. Items do not exist in inventory/equipment status repository | |

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| Use case name: | Insert movie sales | |
| Scenario: | Insert movie sales for every ticket buyer | |
| Triggering event: | Customers buy movie ticket | |
| Brief description: | Customer came in to SITM place, and order a ticket, then the Front-office Movie Dept. will record the sales data. Customer orders a ticket, then the front-office movie department will ask for voucher appliance and membership point usage | |
| Actors: | Front-office -> Movie Department | |
| Related use cases: | Apply voucher, Update movie sales | |
| Stakeholders: | Manager, External Department, and Accounting and Financial Department. | |
| Preconditions: | Seat must still be available  Minimum order must at least be 1 seat | |
| Postconditions: | Ticket and its detail must be printed accordingly to transaction condition  Sales data (customer, seat number, date, movie) must be recorded | |
| Flow of activities: | Actor | System |
| 1. Front-office enters customer membership 2. Front-office select movie name customer want 3. Front-office select the chosen movie seat 4. Front office enters customer payment methods 5. Front-office enters other payment features (voucher/point) | * 1. System prompt for membership   2. System shows all movie that available that day   3. System shows showing movie   4. System prompts movie schedule   3.1. System shows available movie seat  3.2. System prompts movie seat   * 1. System prompts payment method   2. System prompts for point or voucher usage   3. System saves seat(s), movie name, and movie name booked by customer |
| Exception conditions: | 2.1. Movie is no longer showing  3.1. Movie seat is taken  4.1. Payment is not available (Visa, Paypal, any other unlisted payment method)  5.1. Point or voucher insufficient or invalid | |

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| Use case name: | Insert expenses | |
| Scenario: | Finance Dep.summarize the expenses for broken or new item or any other expense like electricity into the system | |
| Triggering event: | Manager needs to plan upcoming business program/other business plan | |
| Brief description: | Finance get all expense report or detail of transaction held within 1 month, and then summarize it into a report | |
| Actors: | Finance and Accounting Dep. | |
| Related use cases: | View Expenses, Create fund request / Create broken inventory Report | |
| Stakeholders: | Manager | |
| Preconditions: | Expense transaction must be conducted with existing supplier only  Expense transaction date must not exceed the today dates | |
| Postconditions: | Expense will be saved into the system  Expense will be able to be added into monthly expense report | |
| Flow of activities: | Actor | System |
| 1. Finance enters supplier name 2. Finance selects transaction date 3. Finance lists all item in transaction (in detail) 4. Finance submit the form | * 1. System shows list of suppliers   2. System prompt for supplier name   3. System checks transaction whether it is and expense (broken eq, or fund request)   4. System prompt for transaction date   5. System prompt for item detail (name, quantity, price)   6. System saves the transaction and list it into monthly expenses report |
| Exception conditions: | * 1. No supplier was registered   2. Name is not recorded in system   3. Transaction is not an expense | |

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| Use case name: | Update worktimes change request | |
| Scenario: | Update the approved worktime change request | |
| Triggering event: | Human resource Dep. Approve worktime change request | |
| Brief description: | HRD receive the change worktime request, they view the request along with the reason behind it and update the worktime. | |
| Actors: | Human Resource Department | |
| Related use cases: | View worktimes change request | |
| Stakeholders: | Employees | |
| Preconditions: | Employee must be registered in employee database  Request must be proposed in the beginning of the month | |
| Postconditions: | Employee worktime must be updated and saved | |
| Flow of activities: | Actor | System |
| 1. HRD view worktime change request 2. HRD selects employee request 3. HRD approve the worktime change request | * 1. System shows all worktime change request   2. System prompts for which employee request   3. System checks employee worktime amount is not decreased   4. System updates and saves the worktime into requested time |
| Exception conditions: | * 1. No request proposed or saved in the system   2. Request submitted too late   3. Number of active employees is not enough to run the cinema | |