

	<ol style="list-style-type: none"> The Administrator clicks the “Remove” button in the row listing the selected user. The use case ends successfully.
Alternative Flows	N/A
Exceptions	N/A

4.1.10 Transfer Academic Department User

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to transfer an existing user’s privileges in the system to another user.
Trigger	Administrator desires to transfer existing user in the system to another department.
Pre-conditions	<ol style="list-style-type: none"> The Administrator has an Internet connection. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully transferred user to another department.
Normal Flow	<ol style="list-style-type: none"> The Administrator accesses “Users” in the navigation bar. The Administrator chooses “Transfer Department Users” from the dropdown menu. The Administrator selects the source college the department is currently under. The Administrator selects the department. The Administrator chooses the destination college the department users will be under. The Administrator selects the new department. The Administrator clicks the “Transfer” button. The use case ends successfully.
Alternative Flows	N/A
Exceptions	N/A

4.1.11 Add College

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to add a new college to the system.

Trigger	Administrator desires to add a new college to the system.
Pre-conditions	<ol style="list-style-type: none"> 1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully added a new college to the system.
Normal Flow	<ol style="list-style-type: none"> 1. The Administrator accesses “Users” in the navigation bar. 2. The Administrator chooses “College Management” from the dropdown menu. 3. The Administrator clicks the “Add New” button. 4. The Administrator enters desired college name. 5. The Administrator selects the “Add” button. 6. The use case ends successfully.
Alternative Flows	N/A
Exceptions	<p>College Already in the System</p> <p>If in step 5 of the normal flow the college is already in the system, then</p> <ol style="list-style-type: none"> 1. There is no action to be taken by the Administrator. 2. The use case ends with a failure condition. The system will return with an error message.

4.1.12 Remove College

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to remove a college from the system.
Trigger	Administrator desires to remove a college from the system.
Pre-conditions	<ol style="list-style-type: none"> 1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully removed a college from the system.
Normal Flow	<ol style="list-style-type: none"> 1. The Administrator accesses “Users” in the navigation bar. 2. The Administrator chooses “College Management” from the dropdown menu. 3. The Administrator selects the college to be removed. 4. The Administrator selects the “Remove” button. 5. The use case ends successfully.
Alternative Flows	N/A
Exceptions	Form Submission for College

	<p>If in step 3 of the normal flow the college to be deleted has an existing form submission associated with it, then</p> <ol style="list-style-type: none"> 1. The system displays a message saying that college cannot be deleted because there is an existing form submission under that college. 2. The use case ends with a failure condition.
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4.1.13 Add Department

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to add a new department to the system.
Trigger	Administrator desires to add a new department to the system.
Pre-conditions	<ol style="list-style-type: none"> 1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully added a new department to the system.
Normal Flow	<ol style="list-style-type: none"> 1. The Administrator accesses “Users” in the navigation bar. 2. The Administrator chooses “Department Management” from the dropdown menu. 3. The Administrator selects the college to which the new department will belong. 4. The Administrator clicks the “Add New” button. 5. The Administrator enters desired department name. 6. The Administrator enters desired department code. 7. The Administrator clicks the “Add” button. 8. The Administrator verifies department was added. 9. The use case ends successfully.
Alternative Flows	N/A
Exceptions	<p>Department Already in the System</p> <p>If in step 7 of the normal flow the department is already in the system, then</p> <ol style="list-style-type: none"> 1. There is no action to be taken by the Administrator. 2. The use case ends with a failure condition. The system will return with an error message.

4.1.14 Remove Department

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op

	Evaluation System to remove a department from the system.
Trigger	Administrator desires to remove a department from the system.
Pre-conditions	<ol style="list-style-type: none"> 1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully removed a department from the system.
Normal Flow	<ol style="list-style-type: none"> 1. The Administrator accesses “Users” in the navigation bar. 2. The Administrator chooses “Department Management” from the dropdown menu. 3. The Administrator selects the college to which the new department will belong. 4. The Administrator locates the department name/code desired to be removed. 5. The Administrator selects the “Remove” button. 6. The use case ends successfully.
Alternative Flows	N/A
Exceptions	<p>Form Submission for Department</p> <p>If in step 5 of the normal flow the department to be deleted has an existing form submission associated with it, then</p> <ol style="list-style-type: none"> 1. The system displays a message saying that department cannot be deleted because there is an existing form submission under that department. 2. The use case ends with a failure condition.

4.1.15 Create a New Employer Form

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to create a new Employer form.
Trigger	Administrator desires to create a new Employer form.
Pre-conditions	<ol style="list-style-type: none"> 1. The Administrator has an Internet connection. 2. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully created a new Employer form.
Normal Flow	<ol style="list-style-type: none"> 1. The Administrator selects “Forms” from the navigation menu. 2. The Administrator selects “Employer Forms” under the Forms dropdown. 3. The Administrator clicks the “Add New” button.

	<ol style="list-style-type: none"> The Administrator types in the name for the new form. The Administrator creates the new blank form. The use case ends successfully.
Alternative Flows	N/A
Exceptions	<p>Form Failed to Submit If in step 5 of the normal flow an error occurs when the Administrator attempts to submit the form, then</p> <ol style="list-style-type: none"> The system displays an error message stating what went wrong. The use case ends with a failure condition.

4.1.16 View Existing Employer Form

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to view an existing form for a given department.
Trigger	Administrator desires to view existing form for given department.
Pre-conditions	<ol style="list-style-type: none"> The Administrator has an Internet connection. The Administrator is authenticated and signed into the system.
Post-conditions	Administrator successfully viewed an existing employer form.
Normal Flow	<ol style="list-style-type: none"> The Administrator selects “Forms” from the navigation menu. The Administrator selects “Employer Forms” under the Forms dropdown. The Administrator clicks the name of an existing employer form. The use case ends successfully.
Alternative Flows	N/A
Exceptions	N/A

4.1.17 Delete Existing Employer Form

Actors	Administrator
Description	This use case describes how an Administrator uses the Co-op Evaluation System to delete an existing form for a given department.
Trigger	Administrator desires to delete Existing form for given department
Pre-conditions	<ol style="list-style-type: none"> The Administrator has an Internet connection.