**View Reports**

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| **Use Case Name:** View Reports | | **ID:** 15 | **Importance Level:** Medium |
| **Primary Actor:** Admin, Manager | **Use Case Type:** Detail, Essential | | |
| **Stakeholders and Interests:**  Admin – Wants to prepare reports about the most recent events in order to help the manager make the best practical decisions  Manager – Wants to view the latest reports to decide which policy to create or edit and provide guidelines for the business's future | | | |
| **Brief Description:**  The use case describes how admins and manager can view sales and future trend reports. | | | |
| **Trigger:**  By clicking on the view reports option, which is only available at manager and admins panel.  **Type:**  External | | | |
| **Relationships:**  **Association**: Admin, Manager  **Include**:  **Extend**:  **Generalization**: | | | |
| **Normal Flow of Events:**   1. The manager or admin accesses his or her panel. 2. He or she can search and filter all the available reports in a list. 3. He or she selects one of the listed records from the search query records. 4. He or she can print out the PDF version of the report. 5. He or she sees more information about the selected report on the screen in advance. | | | |
| **Sub Flows:** | | | |
| **Alternate/Exceptional Flows:**  If the search result has no outputs:   1. Requests that the user enter another constraint with care. | | | |