**Report Analysis**

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| **Use Case Name:** Report Analysis | | **ID:** 16 | **Importance Level:** Low |
| **Primary Actor:** Manager | **Use Case Type:** Detail, Essential | | |
| **Stakeholders and Interests:**  Manager – Wants to decide which policy or circular to create or edit and provide guidelines for the business's future based on the reviewed reports and the analysis of performance reports and audits | | | |
| **Brief Description:**  The use case describes how manager can use analysis to create new policies or circular letters. | | | |
| **Trigger:**  By clicking on the Report Analysis option, which is only available at managers panel.  **Type:**  External | | | |
| **Relationships:**  **Association**: Manager  **Include**:  **Extend**:  **Generalization**: | | | |
| **Normal Flow of Events:**   1. The manager accesses his or her panel. 2. It is considered that the manager has read all reports, so he or she clicks on the Report Analysis option to analyze reports for a policy or circular letter. 3. The manager will enter the policy's desired characteristics. 4. He or she validates the attributes and checks the output format. 5. The policy's written report will be created. 6. He or she can also make a circular letter with the same fields by clicking on the "making circular letter in one click" option. 7. He or she can print out the PDF version of the reports. 8. This policy or circular letter will be communicated to all related business units via an urgent notification on their respective panels. | | | |
| **Sub Flows:** | | | |
| **Alternate/Exceptional Flows:** | | | |