**Use Case Name:** Re-Assign Audit

**Participating Actors:**

1. Employee
2. Quality Planning
3. Senior Quality Manager

**Entry Conditions:**

1. Employee is logged into the system.
2. Quality Planning is logged into the system.

**Flow of Events:**

1. The Quality Planning selects the “Re-Assign Audit” option.
2. The system displays all the completed audits, waiting to be signed-off.
3. The Quality Planning selects a completed audit.
4. The Quality Planning selects the audit and selects “Confirm Selection”.
5. The system displays all Employee available to do an audit.
6. The Quality Planning selects an Employee and selects the confirm option.
7. The Quality Planning sets the due date.
8. The Employee receives a notification about the assigned audit.

**Exit Conditions:**

1. The Employee receives and accepts the re-assigned audit.

**Special Requirements:**

1. If the Employee does not complete the audit before the due date.
   * + 1. The Senior Quality Manager is notified about this and sends a notification to the Employee about the late audit completion.

**Use Case Name:** Complete Task

**Participating Actors:**

1. Employee
2. Senior Quality Manager

**Entry Conditions:**

1. The Employee is logged into the system.
2. The Employee has fully completed a task.

**Flow of Events:**

1. The Employee selects the “Complete Task” option.
2. The system displays the “Complete Task” page, which contains the following fields:
   * + 1. Required Fields
          1. Employee ID
          2. First Name
          3. Last Name
          4. Department
          5. Email Address
3. The Employee fills out all desired fields and saves the changes.
4. The system starts validation:
   1. If the Employee ID is not found in the Database:
      1. The Employee is prompt to fill out the form again.
5. The system prompts the Employee to submit the completed task report.
6. The Employee submits the task report and saves the changes.

**Exit Conditions:**

1. The system saves the completed task report and stores it for the Senior Quality Manager to be signed-off.

**Use Case Name:** Sign-Off Task

**Participation Actor:**

1. Senior Quality Manager
2. Employee

**Entry Conditions:**

1. The Senior Quality Manager is logged into the system.
2. The Employee is logged into the system.
3. The Employee has submitted a completed task report.

**Flow of Events:**

1. The Senior Quality Manager selects the “Sign-Off Task” option.
2. The system displays all completed task ready to be signed off.
3. The Senior Quality Manager selects a task and clicks the confirm option.
4. The Employee receives a notification of a task being signed-off.

**Exit Conditions:**

1. The Completed Task is signed off.

**Special Requirements:**

1. If a task is not completed and is on the “Sign-Off Task” option:
   1. The Employee receives a notification about a re-assigned task and its due date from the Senior Quality Manager.