

Use Case Textual Description

Name:	Fill out group/individual application form
Participating Actor:	High School Counselor + Individual Student
Entry Condition:	The actor has access to the online application form and understands the requirements.
Exit Condition:	The application is successfully submitted and recorded in the system.
Flow of Events:	<ol style="list-style-type: none"> 1. The actor navigates to the application form on the website. 2. The actor fills out required fields, including school name, contact details, and preferred tour dates. 3. The actor agrees to the terms and conditions by checking the checkbox. 4. The actor submits the application form. 5. Tour application sent to the waiting list for approval. 6. The system processes the application and flags it as "pending." 7. Any duplicate applications sent by the user are flagged.
Name:	Confirm/Deny attendance through email
Participating Actor:	High School Counselor + Individual Student
Entry Condition:	The high school has an accepted tour scheduled.
Exit Condition:	The attendance is confirmed, and the system is updated accordingly.
Flow of Events:	<ol style="list-style-type: none"> 1. Once the tour is accepted by the university, the school receives an email through which they can confirm/deny their attendance. 2. The counselor reviews the tour details in the email. 3. The counselor confirms attendance by clicking a link in the email or calling the BTO. 4. The system updates the attendance status to "confirmed." 5. If 3 days are left until the tour and the counselor/individual has still not confirmed the tour, the system resends an email asking them to confirm/deny. 6. If they do not confirm in 24 hours, their tour is considered denied and it is canceled.
Name:	Attend Tour
Participating Actor:	High School Counselor + Individual Student
Entry Condition:	The tour has been confirmed, and participants have been notified.

Exit Condition:	Participants complete the tour at Bilkent University.
Flow of Events:	<ol style="list-style-type: none"> 1. The high school counselor or individual student receives the confirmation of their tour date and time. 2. Participants arrive at Bilkent University at the scheduled time. 3. The assigned guide meets the participants and starts the campus tour. 4. Participants follow the guide during the tour, exploring key areas of the campus for up to 2 hours. 5. After the tour, participants may attend a Q&A session or conference room activity, if scheduled. 6. The participants fill out surveys regarding their experience and preferences. 7. The tour concludes, and participants exit the campus, having completed the visit.
Name:	Assign themselves to tour (Trainee)
Participating Actor:	Trainee
Entry Condition:	The trainee has started their training program.
Exit Condition:	The trainee completes the 6-month training and is ready to lead tours or their training is incomplete and they are rejected as potential guides
Flow of Events:	<ol style="list-style-type: none"> 1. The trainee attends scheduled training sessions for 6 months. 2. The trainee shadowing guides during tours to learn the process. 3. The advisor monitors the trainee's progress and provides feedback. 4. After 6 months, the system notifies the coordinator to evaluate the trainee's readiness. 5. If the guide criteria is met, the trainee is promoted to guide. 6. If the guide criteria is not met, the trainee is not promoted to guide.
Name:	Assign themselves to tour (Guide)
Participating Actor:	Guide
Entry Condition:	Tours are available for selection.
Exit Condition:	The guide has successfully selected a tour to lead.
Flow of Events:	<ol style="list-style-type: none"> 1. The guide logs into the system and views available tours. 2. The guide reviews details of each tour (date, time, number of participants). 3. The guide selects a tour to lead by clicking on it.

	<ol style="list-style-type: none"> The system updates the tour status to "assigned" to the guide. The guide is able to see which advisor is on duty on the day of the tour to contact incase of emergency during the tour. The guide arrives at the designated meeting point on time. The guide checks in with the school group and introduces themselves. The guide leads the tour, providing information and answering questions for up to 60 participants. The tour lasts for 2 hours, adhering to the schedule. After the tour, the guide distributes survey forms or shares a link to an online survey with the participants. The guide collects the completed surveys after the session. The system records the responses and prepares them for analysis. The system updates the tour status to "completed."
Name:	Enter Working Hours (Puantaj Page)
Participating Actor:	Guide
Entry Condition:	The guide has completed a tour or worked additional hours.
Exit Condition:	The working hours are successfully logged in the system.
Flow of Events:	<ol style="list-style-type: none"> The guide logs into the Puantaj page. The guide selects the tour they completed from a list or enters additional working hours. The guide submits the working hours. The system records the hours and updates the guide's total.
Name:	View Advisor Schedule
Participating Actor:	Guide
Entry Condition:	The guide is logged into the system.
Exit Condition:	The guide sees the availability schedule of advisors for assistance.
Flow of Events:	<ol style="list-style-type: none"> The guide navigates to the advisor schedule page in the system. The guide selects a day to view the available advisors. The system displays the list of advisors, their assigned days, and contact information. The guide can note down which advisor is available on a specific day of the week for questions or support.
Name:	Receive/Make Monthly Payments

Participating Actor:	Guide + Coordinator
Entry Condition:	The guide has logged their working hours for the month.
Exit Condition:	Guides receive their monthly payments based on logged hours.
Flow of Events:	<ol style="list-style-type: none"> 1. The coordinator reviews the logged hours for all guides at the end of the month. 2. The coordinator verifies the entries for accuracy. 3. The system calculates the total payments due based on logged hours. 4. The coordinator initiates the payment process to ensure all guides receive their payments.
Name:	Promoted Trainee to Guide/Reject Unsuccessful Trainee
Participating Actor:	Coordinator
Entry Condition:	The trainee has completed training sessions or assisted on tours.
Exit Condition:	The trainee's progress is updated in the system.
Flow of Events:	<ol style="list-style-type: none"> 1. The coordinator accesses the trainee's progress report page. 2. The coordinator views data regarding the trainee's performance and attendance in training sessions. 3. The system automatically records the trainee's progress. 4. The system notifies the coordinator of any upcoming evaluations for the trainee. 5. After checking the trainee progress, the coordinator decides whether to promote the trainee or not. 6. If the trainee is promoted, they are added as guides to the system. The coordinator fills out the new guide's details and submits the form.
Name:	Remove guides
Participating Actor:	Coordinator
Entry Condition:	The coordinator needs to update the list of available guides.
Exit Condition:	The guide is removed from the system successfully.
Flow of Events:	<ol style="list-style-type: none"> 1. The coordinator navigates to the guide management page. 2. The coordinator chooses to remove an existing guide. 3. For removal, the coordinator selects the guide and confirms the removal. 4. The system updates the guide list accordingly.

Name:	View data analysis
Participating Actor:	Coordinator
Entry Condition:	The coordinator is logged into the system.
Exit Condition:	The coordinator views reports and analyses of survey data and tour statistics.
Flow of Events:	<ol style="list-style-type: none"> 1. The coordinator navigates to the data analysis dashboard. 2. The system displays graphs, charts, and metrics related to tours, surveys, and participant feedback. 3. The coordinator can view: <ol style="list-style-type: none"> a. the # of tour participants and attending schools by province b. data analysis of surveys of tour participants c. the status of tours d. the # of tour participants by their departments of interest 4. The coordinator can export reports for presentations or meetings.
Name:	Manage High School Information
Participating Actor:	Coordinator
Entry Condition:	The coordinator needs to update or modify high school information.
Exit Condition:	The high school information is successfully updated in the system.
Flow of Events:	<ol style="list-style-type: none"> 1. The coordinator navigates to the high school information management page. 2. The coordinator searches for the specific high school needing updates. 3. The coordinator edits the necessary fields (e.g., coordinator contact info, status). 4. The coordinator submits the changes, and the system updates the information.
Name:	Accept/Reject Fair Application
Participating Actor:	Coordinator
Entry Condition:	The coordinator needs to accept or reject a new fair to the system.
Exit Condition:	The fair is successfully accepted or rejected and its status in the system is updated.
Flow of Events:	<ol style="list-style-type: none"> 1. The details of the fair are automatically inputted into the system

	<p>when the fair organizer submits the application for the fair.</p> <ol style="list-style-type: none"> 2. The coordinator navigates to the fairs management page and determines the status of the pending fair applications. 3. The system updates the status of each fair and sends an automated email to the fair organizer stating whether their fair was accepted or rejected.
Name:	Review Tour Application
Participating Actor:	Advisor
Entry Condition:	A high school has submitted a tour application.
Exit Condition:	The advisor approves or rejects the application, and the status is updated.
Flow of Events:	<ol style="list-style-type: none"> 1. The advisor logs into the system and accesses the list of pending tour applications. 2. The pending applications are ordered based on their priority. 3. The advisor reviews the details of the application (school ranking, loyalty, participant number). 4. The advisor checks the tour date's availability. 5. The advisor either accepts or rejects the application. 6. The system updates the tour's status (green for accepted, red for rejected). 7. If accepted, an automated email is sent to the school confirming the tour.
Name:	Books conference rooms for Q&A
Participating Actor:	Advisor
Entry Condition:	A tour application has been approved, and Q&A rooms are needed.
Exit Condition:	Conference rooms are successfully booked for the tour's Q&A session.
Flow of Events:	<ol style="list-style-type: none"> 1. The advisor calls to check which rooms are available for a specific date and time. 2. They choose an available room for the Q&A and enter it into the system. 3. The system displays the conference room chosen for the Q&A in the tour information details.
Name:	Send reminders to Guides
Participating Actor:	Advisor
Entry Condition:	A tour has been scheduled but no guide has yet claimed it.

Exit Condition:	The advisor successfully sends reminders to guides to claim the unassigned tour.
Flow of Events:	<ol style="list-style-type: none"> 1. The advisor logs into the system and views the list of unassigned tours. 2. The advisor selects the unassigned tour that requires a guide. 3. The advisor sends reminders to available guides, asking them to claim the tour. 4. If no guide still claims the tour, advisor receives a notification that no guide has claimed the tour. 5. The advisor reviews the tour details and confirms they will conduct the tour. 6. The advisor leads the tour as planned. 7. The system marks the tour as completed and updates the records.
Name:	Cancel Confirmed Tour
Participating Actor:	Dilek Yıldız
Entry Condition:	A previously confirmed tour is canceled
Exit Condition:	A new tour is scheduled for the available slot/Relevant advisors are informed.
Flow of Events:	<ol style="list-style-type: none"> 1. Dilek Yıldız is notified that a confirmed tour has been canceled. 2. If the cancelation was done more than 2 weeks before tour: <ol style="list-style-type: none"> a. She checks for any pending applications for the same date and time. b. Based on the priority system, Dilek selects the highest-ranking pending tour. c. Dilek sends an acceptance email to the new school and schedules the tour. d. The tour status is updated to "confirmed" (green) in the system. 3. If the cancelation was done less than 2 weeks before tour: <ol style="list-style-type: none"> a. Dilek cancels the tour, and the system blocks the time slot from being reassigned. b. An automated email is sent to inform the relevant advisor and guides of the cancellation. c. The system updates the tour status to "canceled" and locks the time slot.
Name:	Fill out the fair invitation form to invite Bilkent
Participating Actor:	Fair Organizer

Entry Condition:	A high school or event organizer decides to invite Bilkent for a fair or event.
Exit Condition:	The invitation is successfully sent to Bilkent's coordinator.
Flow of Events:	<ol style="list-style-type: none"> 1. The high school counselor or event organizer navigates to the invitation form on the system. 2. The organizer fills out the invitation form with event details (e.g., date, location, participants). 3. The system sends the invitation to Bilkent's coordinator. 4. The coordinator reviews the invitation and responds accordingly (accept or decline). 5. The system updates the invitation status and notifies the organizer.