



Use Case Textual Description

Name:	Login
Participating Actor:	System User (includes Coordinator, Advisor, Guide, and Trainee roles)
Entry Condition:	User accesses the system and enters their login credentials.
Exit Condition:	User is authenticated, gaining access to their dashboard.
Flow of Events:	<ol style="list-style-type: none"> 1. User enters email and password. 2. System verifies credentials. 3. Upon successful authentication, user is directed to their respective dashboard. 4. If authentication fails, an error message prompts re-entry of credentials. 5. Includes/Excludes: Includes password recovery for failed attempts.
Relationships	<p>Includes: Password recovery for failed login attempts, "Forgot Password" option with email reset link.</p> <p>Excludes: Direct account creation (handled by coordinators for each role).</p> <p>Relationships: Related to ForgotPassword, as users may need to retrieve credentials before logging in.</p>
Name:	EditHighSchool
Participating Actor:	Coordinator
Entry Condition:	Coordinator selects a high school from the list to update information.
Exit Condition:	Changes to the high school's details are saved successfully.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator opens the high school's details page. 2. System displays editable fields (e.g., school name, contact details). 3. Coordinator modifies information as needed and submits changes. 4. System validates the input and updates records. 5. Confirmation message appears for the successful update. 6. Includes/Excludes: Includes validation of contact details, excludes changes to ID and ranking information.
Relationships	Includes: Validation of input fields (e.g., contact details), editable fields for high school name and contact information.

	Excludes: Modifications to high school ID and ranking information. Relationships: Linked to RemoveHighSchool as coordinators may also remove schools if data is no longer needed; tied to InviteHighSchoolForTour for outreach to updated schools.
Name:	RemoveHighSchool
Participating Actor:	Coordinator
Entry Condition:	A high school record exists and is flagged for removal from the system.
Exit Condition:	High school is successfully removed from the system's records.
Flow of Events:	Coordinator accesses the high school management section. Coordinator selects the high school record to delete. System confirms the action to prevent accidental deletion. Upon confirmation, the high school record is removed, and all related data is updated.
Relationships	Includes: Confirmation prompts to prevent accidental deletions; cascade deletion to ensure related records are updated. Excludes: Ability to restore deleted high school profiles once removed. Relationships: Connected to EditHighSchool, as coordinators may choose to edit or delete records; impacts ViewTourSchedule by removing tours linked to the deleted high school.
Name:	InviteHighSchoolForTour
Participating Actor:	Coordinator
Entry Condition:	Coordinator selects a high school to invite for a campus tour.
Exit Condition:	High school receives the invitation for a campus tour.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator selects the invitation option for the desired high school. 2. System displays an invitation template, which the coordinator may customize. 3. Invitation is sent to the high school's provided email. 4. System logs the invitation status for tracking. 5. Includes/Excludes: Includes email confirmation upon sending; excludes multiple invitation options per session.
Relationships	Includes: Automated email notification to the high school with confirmation of invitation. Excludes: Custom templates for each invitation session (limited to one invitation per session).

	Relationships: Related to EditHighSchool for ensuring up-to-date contact details; linked with SubmitTourApplicationForm, as invited schools may complete tour applications.
Name:	AddNewAdvisor
Participating Actor:	Coordinator
Entry Condition:	Coordinator accesses the advisor management section to add a new advisor.
Exit Condition:	New advisor profile is created and saved in the system.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator selects “Add New Advisor.” 2. Form appears for input of advisor details (e.g., name, contact). 3. Coordinator enters required fields and submits. 4. System validates and saves advisor information. 5. Confirmation message indicates successful addition. 6. Includes/Excludes: Includes option to upload profile photo; excludes immediate editing upon creation.
Relationships	<p>Includes: Profile photo upload option during advisor creation, validation for required fields (e.g., contact details).</p> <p>Excludes: Immediate access to edit newly created profiles.</p> <p>Relationships: Related to RemoveAdvisor, as coordinators may later remove advisors if needed; complements EditProfile for managing personal details post-creation.</p>
Name:	RemoveAdvisor
Participating Actor:	Coordinator
Entry Condition:	Coordinator accesses the list of advisors to remove an advisor.
Exit Condition:	Advisor’s profile is removed from the system.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator selects an advisor profile to remove. 2. System displays a confirmation prompt. 3. Upon confirmation, system deletes the advisor’s record. 4. Updated advisor list is shown to the coordinator. 5. Includes/Excludes: Includes confirmation prompt for deletion; excludes archived data retrieval.
Relationships	<p>Includes: Confirmation prompt to confirm deletion; real-time update of the advisor list after deletion.</p> <p>Excludes: Retrieval or archiving of removed advisor data.</p> <p>Relationships: Linked to AddNewAdvisor, as coordinators manage</p>

	advisor profiles; impacts AssignGuideToTour as availability may be reduced with fewer advisors.
Name:	AddNewGuide
Participating Actor:	Coordinator
Entry Condition:	Coordinator selects the option to add a new guide.
Exit Condition:	New guide's profile is created and stored.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator selects "Add New Guide." 2. System provides a form to enter guide information. 3. Coordinator fills in the form and submits it. 4. System validates details and stores the profile. 5. A success message confirms the addition. 6. Includes/Excludes: Includes profile photo upload; excludes role-specific training assignments.
Relationships	<p>Includes: Option for uploading a profile photo; validation for required fields (e.g., name, contact details).</p> <p>Excludes: Role-specific training assignments upon creation.</p> <p>Relationships: Related to RemoveGuide, as guides may later be removed; complements SeeGuideSchedule by adding guides to the available schedule list.</p>
Name:	RemoveGuide
Participating Actor:	Coordinator
Entry Condition:	Coordinator accesses the guide list to remove a specific guide.
Exit Condition:	Guide's information is deleted from the system.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator selects a guide profile for removal. 2. System prompts for deletion confirmation. 3. On confirmation, system removes the guide profile. 4. Coordinator is returned to the updated list of guides. 5. Includes/Excludes: Includes a safety check for deletion; excludes ability to restore removed profiles.
Relationships	<p>Includes: Confirmation prompt for deletion to prevent accidental removal.</p> <p>Excludes: Ability to restore deleted profiles.</p> <p>Relationships: Related to AddNewGuide for full guide management; impacts AssignGuideToTour, as guide removal affects availability for tours.</p>

Name:	SeeGuideSchedule
Participating Actor:	Coordinator
Entry Condition:	Coordinator requests to view the schedule for a specific guide.
Exit Condition:	Guide's schedule is displayed.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator navigates to the schedule section. 2. System retrieves and displays the guide's schedule. 3. Schedule includes assigned tours and availability. 4. Coordinator can close or refresh to check another guide. 5. Includes/Excludes: Includes filters by date range; excludes ability to modify from this view.
Relationships	<p>Includes: Filter options to view schedules by date range or specific guide.</p> <p>Excludes: Modification of schedule entries from this view.</p> <p>Relationships: Related to AssignGuideToTour for assigning available guides to tours; impacts EditSchedule as coordinators may need to view and edit guides' schedules.</p>
Name:	AddNewTrainee
Participating Actor:	Coordinator
Entry Condition:	Coordinator decides to add a new trainee to the system.
Exit Condition:	New trainee profile is created and saved.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator selects "Add New Trainee." 2. Input form appears for trainee's personal details. 3. Coordinator fills in the form and submits it. 4. System validates and saves the data. 5. System confirms successful trainee addition. 6. Includes/Excludes: Includes validation checks; excludes any tour assignments.
Relationships	<p>Includes: Input validation for trainee details; option to upload a photo.</p> <p>Excludes: Assignment of tours or specific responsibilities upon creation.</p> <p>Relationships: Linked to RemoveTrainee for trainee management; tied to CompleteTraining, as new trainees will undergo training milestones.</p>
Name:	RemoveTrainee
Participating Actor:	Coordinator

Entry Condition:	Coordinator accesses the trainee list to remove a trainee profile.
Exit Condition:	Trainee's information is removed from the system.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator selects a trainee profile for deletion. 2. System prompts for confirmation. 3. On confirmation, the system deletes the trainee's record. 4. Coordinator is shown the updated list. 5. Includes/Excludes: Includes deletion confirmation; excludes any transfer of tour records.
Relationships	<p>Includes: Confirmation prompt before deletion; list update to show current trainees after removal.</p> <p>Excludes: Transferring or archiving tour records associated with the trainee.</p> <p>Relationships: Related to AddNewTrainee for full trainee management; impacts ViewPuantaj, as removed trainees' logged hours are no longer accessible.</p>
Name:	ViewFeedbackAnalysis
Participating Actor:	Coordinator
Entry Condition:	Feedback data is available from completed tours.
Exit Condition:	Coordinator reviews analyzed feedback metrics and charts.
Flow of Events:	<ol style="list-style-type: none"> 1. Coordinator accesses the feedback analysis section. 2. System aggregates and displays data, including ratings of tours, guides, and visitor satisfaction. 3. Visualizations (graphs, charts) allow the coordinator to interpret trends and overall feedback.
Relationships	<p>Includes: Aggregated feedback with visualization options (charts, graphs) by tour, guide, and satisfaction rating.</p> <p>Excludes: Access to individual survey entries, as feedback is analyzed in aggregate.</p> <p>Relationships: Connected to SubmitTourParticipantSurvey, as feedback data originates from participant surveys; linked to GenerateAnnualReport for incorporating feedback into reports.</p>
Name:	AcceptFairInvitation
Participating Actor:	Coordinator or Advisor
Entry Condition:	A fair invitation application has been submitted and is pending review.
Exit Condition:	Fair invitation is marked as rejected, and the organizer is notified.

Flow of Events:	<ol style="list-style-type: none"> 1. User accesses the fair invitations dashboard. 2. User selects the invitation to reject. 3. System records the rejection and sends a notification to the organizer. 4. Invitation status is updated as "Rejected."
Relationships	<p>Includes: Automated confirmation email to the organizer upon acceptance.</p> <p>Excludes: Scheduling follow-ups or additional contact beyond initial acceptance.</p> <p>Relationships: Related to RejectFairInvitation as an alternative outcome for fair applications; impacts ViewDailyTourAndFairSchedule by adding accepted fairs to the schedule.</p>
Name:	RejectFairInvitation
Participating Actor:	Coordinator or Advisor
Entry Condition:	A fair invitation application has been submitted and is pending review.
Exit Condition:	Fair invitation is marked as rejected, and the organizer is notified.
Flow of Events:	<ol style="list-style-type: none"> 1. User accesses the fair invitations dashboard. 2. User selects the invitation to reject. 3. System records the rejection and sends a notification to the organizer. 4. Invitation status is updated as "Rejected."
Relationships	<p>Includes: Sending notification to the organizer.</p> <p>Excludes: Any follow-up actions after rejection.</p> <p>Relationships: Related to AcceptFairInvitation as a parallel option for fair invitations.</p>
Name:	ViewPaymentsStatus
Participating Actor:	Coordinator
Entry Condition:	User is logged in and navigates to the payment status section.
Exit Condition:	User views the status of all relevant payments (e.g., to guides or other resources).
Flow of Events:	<ol style="list-style-type: none"> 6. User accesses the payments dashboard. 7. System displays payment statuses, including pending and completed payments. 8. User filters or sorts the data as needed for review.
Relationships	Includes: Payment filtering, search functions, and status indicators.

	Excludes: Payment processing or updates to payment information. Relationships: Linked to GetMonthlyPayment, where individual payment statuses are summarized.
Name:	ViewDailyTourAndFairSchedule
Participating Actor:	Coordinator, Guide, or Advisor
Entry Condition:	User has access to tour and fair schedules.
Exit Condition:	User views the current day's tour and fair schedules.
Flow of Events:	<ol style="list-style-type: none"> 1. User navigates to the daily schedule. 2. System displays a list or calendar view of all tours and fairs scheduled for the day. 3. User can filter results by type (tour or fair) or guide assignment status.
Relationships	<p>Includes: Filtering by tour/fair type and guide assignment status.</p> <p>Excludes: Detailed editing of tour/fair entries.</p> <p>Relationships: Related to ViewTourSchedule, which provides broader scheduling access beyond the daily view.</p>
Name:	SeeGuideSchedule
Participating Actor:	Advisor, Coordinator
Entry Condition:	Guide is logged in or a coordinator views the guide's schedule.
Exit Condition:	Guide, advisor, or coordinator views the guide's scheduled tours and availability.
Flow of Events:	<ol style="list-style-type: none"> 1. User navigates to the guide schedule section. 2. System displays a calendar or list of assigned tours and available times. 3. User can adjust availability or view other guides' schedules if permitted.
Relationships	<p>Includes: Option to view other guides' schedules (if authorized).</p> <p>Excludes: Adding or removing guides to/from tours.</p> <p>Relationships: Connected to AssignGuideToTour, as the coordinator may need to reference this schedule before assignment.</p>
Name:	AcceptTourApplications
Participating Actor:	Coordinator or Advisor

Entry Condition:	Tour applications are submitted and awaiting review.
Exit Condition:	Selected applications are accepted, and notifications are sent to applicants.
Flow of Events:	<ol style="list-style-type: none"> 1. User accesses the tour application dashboard. 2. User reviews pending applications. 3. User marks selected applications as accepted. 4. System updates application status and sends confirmation emails to applicants.
Relationships	<p>Includes: Automated email notifications.</p> <p>Excludes: Further modifications to the application once accepted.</p> <p>Relationships: Parallel to RejectTourApplications, as both are possible outcomes for tour applications.</p>
Name:	RejectTourApplications
Participating Actor:	Coordinator or Advisor
Entry Condition:	Tour applications are submitted and awaiting review.
Exit Condition:	Selected applications are rejected, and notifications are sent to applicants.
Flow of Events:	<ol style="list-style-type: none"> 1. User accesses the tour application dashboard. 2. User reviews pending applications. 3. User marks selected applications as rejected. 4. System updates application status and sends rejection emails to applicants.
Relationships	<p>Includes: Automated rejection emails.</p> <p>Excludes: Further changes to rejected applications.</p> <p>Relationships: Complements AcceptTourApplications, providing an alternative outcome.</p>
Name:	Chat
Participating Actor:	Coordinator, Guide, Advisor, or Trainee
Entry Condition:	User initiates or receives a message.
Exit Condition:	User successfully sends or views messages.
Flow of Events:	<ol style="list-style-type: none"> 1. User opens the chat interface. 2. System displays a list of active and past conversations. 3. User selects a conversation and exchanges messages. 4. System updates message status and provides real-time updates.

Relationships	Includes: Real-time message status indicators. Excludes: Multimedia (images, files) sharing in the chat. Relationships: Linked to ViewDashboard as a quick access tool for internal communication.
Name:	ChangeSettings
Participating Actor:	Coordinator, Guide, Advisor, or Trainee
Entry Condition:	User accesses the settings section.
Exit Condition:	User settings are updated according to preferences.
Flow of Events:	<ol style="list-style-type: none"> 1. User navigates to settings. 2. User selects preferences to change, such as notifications, security, or profile info. 3. System validates changes and saves updated settings.
Relationships	Includes: Profile, notification, and security settings adjustments. Excludes: Access to administrative settings (reserved for the coordinator). Relationships: Connected to all user-specific settings across the application, including profile and security.
Name:	AssignGuideToTour
Participating Actor:	Coordinator, Advisor
Entry Condition:	A tour application has been accepted and is awaiting guide assignment.
Exit Condition:	Guide is assigned to the tour, and the tour status is updated.
Flow of Events:	<ol style="list-style-type: none"> 1. User accesses unassigned tours. 2. User selects a guide based on availability. 3. System assigns the guide and notifies them of the tour details.
Relationships	Includes: Notifying the assigned guide. Excludes: Re-assigning tours after initial assignment. Relationships: Linked to SeeGuideSchedule, as the coordinator may check availability first.
Name:	EditSchedule
Participating Actor:	Guide
Entry Condition:	Guide has existing schedule entries that need updating.
Exit Condition:	Guide's schedule is updated as needed.

Flow of Events:	<ol style="list-style-type: none"> 1. User navigates to the schedule editor. 2. User modifies entries (add/remove availability). 3. System saves updates and reflects changes in real-time.
Relationships	<p>Includes: Real-time update display.</p> <p>Excludes: Scheduling outside of permitted hours or unauthorized days.</p> <p>Relationships: Linked to SeeGuideSchedule for viewing before edits.</p>
Name:	ViewPuantaj
Participating Actor:	Advisor, Guide or Trainee
Entry Condition:	User needs to track work hours or tour assignments.
Exit Condition:	User views the logged hours for tours, fairs, and other duties.
Flow of Events:	<ol style="list-style-type: none"> 1. User accesses the puantaj section. 2. System displays logged hours by date and activity type. 3. User can filter or export data if needed.
Relationships	<p>Includes: Filtering and exporting puantaj data.</p> <p>Excludes: Manual logging of hours outside system-tracked events.</p> <p>Relationships: Related to GetMonthlyPayment for correlating logged hours with payment.</p>
Name:	GetMonthlyPayment
Participating Actor:	Advisor, Guide
Entry Condition:	Monthly payment cycle is complete.
Exit Condition:	User receives notification of payment completion.
Flow of Events:	<ol style="list-style-type: none"> 1. System calculates monthly payment based on logged hours. 2. User receives notification that payment is processed. 3. Payment details are available in the payment section.
Relationships	<p>Includes: Payment details display.</p> <p>Excludes: Direct payment modification by the guide.</p> <p>Relationships: Tied to ViewPuantaj for referencing work hours logged.</p>
Name:	CompleteTraining
Participating Actor:	Trainee
Entry Condition:	Trainee has finished the required training period.
Exit Condition:	Trainee's status is updated to "Completed Training."

Flow of Events:	<ol style="list-style-type: none"> 1. System tracks trainee progress. 2. Upon completion of the required sessions, status is updated. 3. Trainee receives certification or notification of completion.
Relationships	<p>Includes: Tracking required tours (e.g., observation, practice, trial) to ensure progress.</p> <p>Excludes: Manual override of training status without required completion.</p> <p>Relationships: Related to AttendTwoOBSERVATION_TOURS and AttendTwoPRACTICE_TOURS as prerequisites to complete the training.</p>
Name:	SubmitIndividualTourForm
Participating Actor:	Individual Participant
Entry Condition:	Participant begins the individual tour application form.
Exit Condition:	Application form is submitted and saved in the system.
Flow of Events:	<ol style="list-style-type: none"> 9. Participant completes required fields, including preferred date, time, and contact info. 10. Participant submits the form. 11. System flags the form for review or approval.
Relationships	<p>Includes: Validation of duplicate entries and scheduling checks to prevent overbooking.</p> <p>Excludes: Real-time approval of applications (approval is handled by a separate process).</p> <p>Relationships: Linked to SubmitGroupTourForm, as both involve tour applications with similar review processes.</p>
Name:	SubmitGroupTourForm
Participating Actor:	High School Counselor
Entry Condition:	Counselor begins the group tour application form.
Exit Condition:	Group tour form is submitted and saved in the system.
Flow of Events:	<ol style="list-style-type: none"> 1. Counselor completes fields for group details, preferred date, and contact info. 2. Counselor submits the form. 3. System flags the form for review or approval.
Relationships	<p>Includes: Validations to prevent duplicate entries and check for available time slots.</p> <p>Excludes: Immediate confirmation or rejection upon submission.</p>

	Relationships: Related to SubmitIndividualTourForm as a parallel use case with a similar submission flow, adapted for groups.
Name:	ConfirmAttendance/CancelTour
Participating Actor:	High School Counselor or Individual Participant
Entry Condition:	Participant is scheduled for an upcoming tour.
Exit Condition:	Tour attendance is confirmed or canceled in the system.
Flow of Events:	<ol style="list-style-type: none"> 1. System sends reminder to confirm or cancel participation. 2. Participant confirms or cancels attendance. 3. System updates the tour's status.
Relationships	<p>Includes: Automated notifications for reminders and updates to the schedule.</p> <p>Excludes: Options to reschedule a tour (handled separately by the coordinator if needed).</p> <p>Relationships: Linked to GetConfirmationMail/GetRejectionMail as both involve communications to participants regarding their attendance.</p>
Name:	GetConfirmationMail/GetRejectionMail
Participating Actor:	High School Counselor or Individual Participant
Entry Condition:	Tour application has been reviewed and a decision made.
Exit Condition:	Participant receives a confirmation or rejection email.
Flow of Events:	<ol style="list-style-type: none"> 1. System generates a decision based on application review. 2. System sends email to participant with confirmation or rejection. 3. Tour application status is updated accordingly.
Relationships	<p>Includes: Automated email generation and decision tracking.</p> <p>Excludes: Manual editing of the status after confirmation/rejection.</p> <p>Relationships: Related to AcceptTourApplications and RejectTourApplications, where the approval or rejection triggers this notification.</p>
Name:	SubmitTouParticipantSurvey
Participating Actor:	Tour Participant
Entry Condition:	Tour is completed, and participant is prompted to give feedback.
Exit Condition:	Survey is submitted and saved for analysis.

Flow of Events:	<ol style="list-style-type: none"> 1. Participant receives a survey link. 2. Participant completes survey on tour experience. 3. System records and stores the feedback for later analysis.
Relationships	<p>Includes: Optional text boxes for additional comments and a star rating system for evaluating the guide and tour experience.</p> <p>Excludes: Real-time feedback analysis (analysis is performed separately).</p> <p>Relationships: Linked to ViewFeedbackAnalysis, which processes and displays the collected survey feedback for review by coordinators.</p>