

1. Submit Document:

1. **Use Case Name:** Submit Document
2. **Summary:** Users fill an online form to submit various documents. This can be extended to include the option of printing the document.
3. **Dependency:** -
4. **Actors:** User
5. **Preconditions:** User is logged in and has a document to submit.
6. **Description of Main Sequence:**
 1. User logs in to the system.
 2. User fills the online form with document details.
 3. User uploads the document.
 4. System saves the document and associated information.
7. **Description of Alternative Sequence:** User opts to print the submitted document.
8. **Nonfunctional Requirements:** Secure document storage, user-friendly form.
9. **Outstanding Questions:** How will the printing feature be implemented?

2. Make Request to Edit Previous Submission:

1. **Use Case Name:** Edit Document Request
2. **Summary:** Users request to edit a previously submitted document.
3. **Dependency:** Submit Document
4. **Actors:** User
5. **Preconditions:** User has a submitted document.
6. **Description of Main Sequence:**
 1. User selects the document to edit.

2. *User submits a request stating the reason for editing.*
7. **Description of Alternative Sequence:** User cancels the request.
8. **Nonfunctional Requirements:** Edit request tracking, user notification.
9. **Outstanding Questions:** How will the system handle conflicting edit requests?

3. View Document After Submission:

1. **Use Case Name:** View Submitted Document
2. **Summary:** Users view submitted documents, with the option to edit if granted.
3. **Dependency:** Submit Document
4. **Actors:** User
5. **Preconditions:** User has a submitted document.
6. **Description of Main Sequence:**
 1. *User selects the document to view.*
 2. *User views the document details.*
7. **Description of Alternative Sequence:** User edits the document if granted access.
8. **Non-functional Requirements:** Access control, document viewing interface.
9. **Outstanding Questions:** How will access control be managed?

4. Grant Access:

1. **Use Case Name:** Grant Document Access
2. **Summary:** Department officer grants access to edit a document after checking the reason.
3. **Dependency:** View Document After Submission
4. **Actors:** Department Officer

5. **Preconditions:** Document edit request received.
6. **Description of Main Sequence:**
 1. *Department officer reviews the edit request.*
 2. *Officer grants or denies access based on the reason provided.*
7. **Description of Alternative Sequence:** Officer requests additional information.
8. **Non-functional Requirements:** Access control, audit trail.
9. **Outstanding Questions:** How will officers be notified of pending access requests?

5. Organize Documents:

1. **Use Case Name:** Organize Documents
2. **Summary:** Admin organizes documents with filtering, sorting, etc.
3. **Dependency:** -
4. **Actors:** Admin
5. **Preconditions:** Admin is logged in.
6. **Description of Main Sequence:**
 1. *Admin accesses the document organization tools.*
 2. *Admin applies filters, sorts documents, etc.*
7. **Description of Alternative Sequence:** Admin saves a custom document organization scheme.
8. **Non-functional Requirements:** Efficient document organization tools.
9. **Outstanding Questions:** What specific filters and sorting options are needed?

6. Validate Submitted Document:

1. **Use Case Name:** Validate Document
2. **Summary:** Department officer validates a submitted document.

3. **Dependency:** View Document After Submission
4. **Actors:** Department Officer
5. **Preconditions:** Document submitted and access granted.
6. **Description of Main Sequence:**
 1. *Officer reviews the submitted document.*
 2. *Officer marks the document as validated.*
7. **Description of Alternative Sequence:** Officer requests document modifications before validation.
8. **Non-functional Requirements:** Validation tracking, document status updates.
9. **Outstanding Questions:** How will validation be communicated to the user?

7. View List of Validated Documents:

1. **Use Case Name:** View Validated Documents
2. **Summary:** Department officer views a list of validated documents, with an option to print.
3. **Dependency:** Validate Submitted Document
4. **Actors:** Department Officer
5. **Preconditions:** Officer is logged in.
6. **Description of Main Sequence:**
 1. *Officer accesses the list of validated documents.*
 2. *Officer views document details.*
7. **Description of Alternative Sequence:** Officer prints the list of validated documents.
8. **Non-functional Requirements:** Efficient list retrieval, document printing.
9. **Outstanding Questions:** What details should be included in the list?

8. Send Emails to Users with Accepted Documents:

1. **Use Case Name:** Notify Accepted Documents
2. **Summary:** System sends emails to users whose documents have been accepted, with access to the list.
3. **Dependency:** View List of Validated Documents
4. **Actors:** System
5. **Preconditions:** Validated documents exist.
6. **Description of Main Sequence:**
 1. *System generates an email list.*
 2. *System sends emails with access links.*
7. **Description of Alternative Sequence:** -
8. **Nonfunctional Requirements:** Email delivery, secure access links.
9. **Outstanding Questions:** How often will the notifications be sent?

9. Collect and Submit Validated Documents to Other University:

1. **Use Case Name:** Submit Validated Documents
2. **Summary:** Admin or university ambassador collects and submits validated documents to another university.
3. **Dependency:** View List of Validated Documents
4. **Actors:** Admin or University Ambassador
5. **Preconditions:** Validated documents exist.
6. **Description of Main Sequence:**
 1. *Admin accesses the list of validated documents.*
 2. *Admin selects documents for submission.*
 3. *Admin submits documents to the other university.*
7. **Description of Alternative Sequence:** Admin requests additional information for submission.

8. **Nonfunctional Requirements:** Secure submission, tracking of submitted documents.
9. **Outstanding Questions:** What format will the documents be submitted in?