**Description of the use case diagram**

1. Print Document: This action refers to the functionality of printing a document within the information management system.

2. Submit Document: This action involves submitting a document to the information management system.

3. Fill online Document: This indicates the capability of filling out a document online within the information management system.

4. Grant access: Here the department grants access permissions to specific users or roles within the information management system.

5. Check reason: This action involves checking the reason or justification associated with a document or request within the information management system.

6. Organize Documents: The department the organizes or manages documents within the information management system.

7. Filter, sort, etc.: This indicates the ability to filter, sort, or perform other operations on documents within the information management system.

8. Validate Document: Here the documents are verified and validated by the department

9. Department: Represents a department or organizational unit within the system.

10. User: Refers to a user of the information management system(student or teacher).

11. Make request: This action represents the capability of making a request within the information management system.

12. View Valid Document: This action allows users to view or access valid documents within the information management system.

13. Print List: This functionality involves printing a list of documents or other items from the information management system.

14. View Document: This action allows users to view or access documents within the information management system.

15. Send Mail: This action represents the capability to send emails or notifications from the information management system.

16. IT Technician: Represents an IT technician or support staff member within the system.

17. Student: Refers to a student user within the information management system.

18. Lecturer: Represents a lecturer or instructor within the system.

19. Access student list: This action allows accessing or managing a list of students within the information management system.

20. Collect All Documents: This action involves collecting or gathering all documents within the information management system.

21. Check Validity: This action involves checking the validity or authenticity of a document within the information management system.

22. Submit Documents: This action involves submitting multiple documents to the information management system.

23. Admin: Represents the school administration