

## **Manage Client Information**

- **Actor:** Employee
- **Description:** This use case enables staff to add, amend, and remove client information.
- **Steps:**
  1. Employee signs in to the system.
  2. Selects the "Manage Client Information" option.
  3. Adds/updates/deletes client name, phone number and address.
  4. Save the alterations.

## **Manage Pet Information**

- **Actor:** Employee
- **Description:** Allows staff to add, update, and delete pet information.
- **Steps:**
  1. Staff logs into the system.
  2. Selects the "Manage Pet Information" option.
  3. Adds/updates/deletes pet name, type and age.
  4. Save changes.

## **Booking and Reservations**

- **Actor:** Client
- **Description:** Clients can book reservations for their pets.
- **Steps:**
  1. Client logs into the system.
  2. Select the "Book Reservation" option.
  3. Enter reservation start date, end date and pet.
  4. Confirms booking.

## **Billing and Payments**

- **Actor:** Employee, Client
- **Description:** Manages billing and payment processes.
- **Steps:**
  1. Staff/client logs into the system.
  2. Selects the "Manage Billing" option.
  3. Enter to view billing details.
  4. Processes payment.

## **View Care Profile**

- **Actor:** Employee
- **Description:** Allows staff to view detailed care profiles of pets.
- **Steps:**
  1. Staff logs into the system.
  2. Select the "View Care Profile" option.
  3. Searches for the pet.
  4. Views the care profile for feeding instructions and medications.

## **Print Care Instructions**

- **Actor:** Employee
- **Description:** Allows staff to print care instructions for pets.
- **Steps:**
  1. Staff logs into the system.
  2. Selects the "Print Care Instructions" option.
  3. Searches for the pet.
  4. Prints the care instructions.

## **Update Feeding Instructions**

- **Actor:** Employee
- **Description:** Allows staff to update feeding instructions for pets.
- **Steps:**
  1. Staff logs into the system.
  2. Select the "Update Feeding Instructions" option.
  3. Searches for the pet.
  4. Updates the feeding instructions.
  5. Save changes.

## **Update Medication List**

- **Actor:** Employee
- **Description:** Allows staff to update the medication list for pets.
- **Steps:**
  1. Staff logs into the system.
  2. Selects the "Update Medication List" option.
  3. Searches for the pet.
  4. Updates the medication list.
  5. Save changes.

## **Generate Reports**

- **Actor:** Employee
- **Description:** Allows staff to generate reports on what they want like number of bookings and payments.
- **Steps:**
  1. Staff logs into the system.
  2. Select the "Generate Reports" option.
  3. Selects the type of report.
  4. Views/prints the report.

## **Manage Staff Information**

- **Actor:** Admin
- **Description:** Allows admin to manage staff information.
- **Steps:**
  1. Admin logs into the system.
  2. Selects the "Manage Staff Information" option.
  3. Adds/updates/deletes staff names and roles.
  4. Saves changes

