**ADMIN**

| USER CASE ID/ NAME | Login |
| --- | --- |
| PRECONDITION | Admin must exist. |
| POSTCONDITION | Admin is logged in. |
| MAIN FLOW | 1. Admin will log in by using an ID, then click enter 2. Admin then enter the password, then click enter 3. The system will display the menu page. |
| ALTERNATE FLOW / EXCEPTION FLOW | 1. If password or ID is wrong, it will display an error message. 2. The error for password will say ‘Access Aborted’ and admin will need to login by using an ID and password again, then click enter 3. The error for ID will display ‘Invalid username’ and admin will need to login by using an ID again then click enter. |

**ADMIN**

| USER CASE ID/ NAME | Approval of Training Request |
| --- | --- |
| PRECONDITION | Admin must exist  Employee must exist |
| POSTCONDITION | Training request is approved or not approved |
| MAIN FLOW | 1. Admin needs to choose the edit member option under the admin menu page. 2. Then click enter. 3. Admin needs to enter the selected employee ID number. 4. Then click enter again. 5. Admin needs to choose, if the employee is approved for the training that he/she has requested. |
| ALTERNATE FLOW / EXCEPTION FLOW | 1. If the ID is wrong or not found, it will display an error message. 2. The error message, “Record does not exist”. |

**ADMIN**

| USER CASE ID/ NAME | Updating Employee’s Profile |
| --- | --- |
| PRECONDITION | 1. Admin must exist. 2. An Employee must exist. |
| POSTCONDITION | An Employee’s Profile must exist. |
| MAIN FLOW | 1. Admin will type ‘4’ to proceed to ‘Edit Member Records’ page from the menu page. 2. Then click enter. 3. Admin then keys in the ID of the employee that he/she would like to edit. 4. After keying in, click enter. 5. After clicking Enter, the original version of the employee’s profile will show up. 6. The system will ask to key in the ID 7. If the ID is not the same as the original, keys in the new ID 8. Then click enter. 9. Then, the system will ask to key in the name. 10. If the name is not the same as the original, keys in the new name 11. Then click enter. 12. Next, the system will ask to key in the age. 13. If the age is not the same as the original, keys in the new age. 14. Click enter again. 15. The system will continue to ask about marital status. 16. If the marital status has changed, select the in the new marital status. 17. Click enter again. 18. Next, the system will ask to key in the gender. 19. If gender is not the same as the original, change the gender. 20. Click enter again. 21. Next, the system will ask to key in the date registered. 22. If the date registered is not the same as the original, keys in the new date registered. 23. Click enter again. 24. Lastly, the system will ask to key in the date end. 25. If the date end is not the same as the original, keys in the new date end. 26. Click enter again. |

**ADMIN**

| USER CASE ID/ NAME | Adding Training records |
| --- | --- |
| PRECONDITION | 1. Admin must be present 2. An account must be present |
| POSTCONDITION | Training records will exist |
| MAIN FLOW | 1. The admin will type the number at the menu page to enter according to the ‘Adding training records’ page. 2. Then, click enter. 3. The admin will start adding training information. 4. After keying in the training, the admin will click enter. |
| ALTERNATE FLOW /  EXCEPTION FLOW |  |

**USER**

| USER CASE ID/ NAME | View Training Event |
| --- | --- |
| PRECONDITION | 1. Employee must exist |
| POSTCONDITION | Training allocated by admin or training requested by an employee has been approved will go under training event. |
| MAIN FLOW | 1. An employee will type ‘3’ to proceed to ‘Training Event’ page from the menu page. 2. Then click enter. 3. An employee must key in his/her ID before entering the ‘Training Event’ page. 4. Click enter again. 5. ‘Your ID’, ‘Your Name’, ‘Your Position’, and ‘Training You Should Attend ’ will be shown under the training event page. |
| ALTERNATE FLOW /  EXCEPTION FLOW | 1. If the ID is wrong or not found, it will display an error message. 2. The error message will display: ‘ Sorry, Your ID is not found, Kindly Please contact admin for more details’ and employee will need to enter his/her ID again then click enter. |

**USER**

| USER CASE ID/ NAME | Viewing Profiles |
| --- | --- |
| PRECONDITION | Employee must exist |
| POSTCONDITION | Details about the employee profile. |
| MAIN FLOW | 1. An employee needs to type ‘2’ to proceed to the ‘Member’ page. 2. Then click enter. 3. An employee must key in his/her ID before viewing the ‘Employee profile’ page. 4. Click enter again. 5. If the employee ID is correct, then the profile details could be seen. 6. As for the details, (Member ID, name, age, gender, date registered & date end, training details, training duration) will be shown. |
| ALTERNATE FLOW / EXCEPTION FLOW | 1. If the ID is wrong or not found, it will display an error message. 2. The error message will display: ‘ Sorry, Your ID is not found. |

**USER**

| USER CASE ID/ NAME | Training application |
| --- | --- |
| PRECONDITION | Employee must exist  An account must exist |
| POSTCONDITION | The employee needs to type out the training he/she wishes to attend. |
| MAIN FLOW | 1. The employee needs to press “1” from the menu to proceed to the training application. 2. Click enter. 3. The employee needs to key in his or her ID before entering the ‘Training application’ page. 4. Click enter again. 5. The requesting is done by the employee who needs to key in the type of training they wish to attend, and press enter. |
| ALTERNATE FLOW /  EXCEPTION FLOW | 1. If the keyed in ID is wrong or not found, it will display an error message. 2. The error message will display: ‘ Sorry, Your ID is not found. |

**USER**

| USER CASE ID/ NAME | Login |
| --- | --- |
| PRECONDITION | An Employee must exist. |
| POSTCONDITION | An Employee will be logged in. |
| MAIN FLOW | 1. An Employee will log in by using an ID, then click enter 2. The system will display their training and profile details. |
| ALTERNATE FLOW / EXCEPTION FLOW | 1. If ID is wrong, it will display record does not exist. |