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| Use Case Name | | Request Official Report | |
| Use Case ID | uc04 | | |
| Change Control | Created By (date / author):  Rob Amaya, 3/17/16 | | Updated By (date/author):  Rob Amaya, 3/17/16 |
| Actors | Primary :  Student | | Secondary :  Databases for users and service records, admin/moderator official report request queue |
| Brief Description | User logs in and navigates to their reports page from the navigation menu. From there, they select what information to appear on an official report. The request for an official report is then entered into the moderator queue for approval. | | |
| Trigger | Manual through GUI | | |
| Pre-Conditions | User exists in the system and has a role designation; user has 1 or more approved service records to be reported on; the admin/moderator official report request queue exists and has 0 or more report requests in it | | |
| Use Acceptance Script / Sequence of Events | 1. User (U) - Authenticates and logs in to application 2. System (S) - Presents the landing page for user based on role. 3. U – Navigates to their reports page through the nav menu, then uses a web form to select details to appear on an official report. 4. S – Provides feedback to the user saying their request was submitted and adds the request to the admin/moderator official report request queue. | | |
| Post Conditions | User successfully submitted a request for an official report, and that request exists in the admin/moderator official report request queue. | | |
| Business Rules | Students can only create reports for their own approved service records.  Reports contain a selection of fields for a selection of approved records (e.g. date, duration, and location for all records served for organization X during semester Y).  An official report is a log of approved service records that is printed by the service station on official letterhead and signed by the coordinator. | | |
| Alternate Flows | n/a | | |
| Exceptions | User does not exist in system or user does not have a role: show an error message and don’t let them pass the login screen.  User does not have any valid service records to report on: display an error message saying so and don’t let them request a report.  Admin/moderator official report request queue does not exist: display an error to the user and send notice to the developer that the system is missing a key component. | | |
| Assumptions | Official report requests are manually handled by the admins/moderators once they enter the queue.  Any fields can be on a report, and records can be filtered by any field.  Reports can only contain data for approved service records. | | |
| Priority | desired | | |
| Reference Use Cases | Leads to: uc07 | | |
| Primary Contact | Nancy Morgan [nmorgan@austincollege.edu] | | |