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| Use Case Name | | Print Official Report | |
| Use Case ID | uc07 | | |
| Change Control | Created By (date / author):  Rob Amaya, 3/17/16 | | Updated By (date/author):  Rob Amaya, 3/17/16 |
| Actors | Primary :  Moderator, Admin | | 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 are able to view the queue of official report requests. If the user approves a request in the queue, they will be able to manually print it on letterhead, have it signed, and have it delivered to the requester (e.g. by putting it in their AC box). | | |
| Trigger | Manual through GUI | | |
| Pre-Conditions | User exists in the system and has a role designation; the admin/moderator official report request queue exists and has 1 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 selects an official report request from the queue to approve and print. 4. S – Displays the report in an easily-printable file format, then marks the request as approved and removes it from the queue. Sends a notice update to the requester informing them their request was approved. 5. U – Prints the report on letterhead, has it signed, and delivers it to the requester.   Note this is up to the user, and is outside our scope. | | |
| Post Conditions | The report requested was successfully printed and delivered to the requester, and the request no longer exists in the queue.  Alternatively, the report request was declined and removed from the queue, and the requester was successfully notified. | | |
| Business Rules | Official report requests are submitted only by students; should an admin/moderator want an official report, they can directly print one without putting it in the queue.  Reports contain a selection of fields for a selection of 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 | 3a. U – Rejects a report request.  4a. S – Sends a notice update to the requester informing them their request was declined. | | |
| 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.  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.  No requests are in the report queue: display a message to the user saying that there is no backlog of requests. | | |
| Assumptions | If an admin/moderator selects an official report request to approve, they can be relied on to have it printed and delivered to the requester. No further action is required by the system other than removing the request from the queue. | | |
| Priority | desired | | |
| Reference Use Cases | Follows from: uc04 | | |
| Primary Contact | Nancy Morgan [nmorgan@austincollege.edu] | | |