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Requirements Specification Document

BreadDev Bakery Scheduling System
For Group 8

InTouch Consulting (Group 1)

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Revision History

Table 1: Revision History

Name	Date	Reason for Changes	Version
Whole team	2019-01-29	Document Creation	RD 1.0.0
Whole team	2019-01-30	Document Outline Plan	RD 1.0.1
Whole team	2019-02-03	Document Drafting	RD 1.0.2
Whole team	2019-02-05	Document Final Edit	RD 1.0.3
Whole team	2019-02-07	Updated Changes from RD 1.1	RD 1.1.1
Whole team	2019-02-20	Updated Changes from RD 1.0 Feedback	RD 1.1.2
Whole team	2019-03-11	Add Specification Changes to Document	RSD 0.8
Whole team	2019-03-12	Final Editing and Compiling of Document	RSD 0.9
Whole team	2019-03-19	Updated Client Changes from RSD 0.9	RSD 1.0

1 Introduction

1.1 Purpose

The purpose of this project is to develop the BreadDev Bakery Scheduling System to be used by BreadDev*'s* bakery staff. In this document, InTouch outlines the BreadDev Bakery Scheduling System that will increase the efficiency of BreadDev's management staff by reducing the time they spend on scheduling. The required information for developing the BreadDev Bakery Scheduling System can be found in the following document, Requirements Specification Document (RSD 1.0).

1.2 Project Scope

The scope of this project covers the process of developing a software system which benefits BreadDev and meets the objectives from their RFP [1]. The system must have a calendar based schedule which is accessible to all users. A management user can use the system to create and delete a user, add and delete a shift, view a shift, create and respond to a shift cover request, approve and decline a shift cover request, view and edit their profile, view other another user's profile and create and view an announcement. A staff user can use the system to view a shift, create and respond to a shift cover request, view and edit their profile, view another user's profile, and view an announcement. Additionally, a user is notified when a shift they are scheduled for is changed, a shift cover request they are involved with is approved or declined, or an announcement is created. BreadDev believes that the BreadDev Bakery Scheduling System will help them achieve their goals of having clearer and quicker companywide communications [1].

1.3 Glossary of Terms

Table 2: Glossary of Terms

Alert	Warning generated from the system when invalid data is used as input.
User	A general term used to specify either a management user or a staff user.
DFD	Data flow diagram.
ER Diagram	Entity Relationship diagram.
Management Account	The account used by a management user.

Management User	A user who is a manager at BreadDev.
RD	Requirements document.
Shift Cover Request Response	A user responds to another user's shift cover request, indicating that they want to work the shift. A management user is notified when a user has responded to a shift cover request to approve or decline the response.
RFP	Request for proposal.
RSD	Requirements specification document.
Sequence Diagrams	A diagram of the order of operations described in a use case.
Shift	The period during which a staff member is scheduled to work.
Shift Cover Request	A user's request for someone else to cover a shift that the user is currently scheduled to work.
Staff Account	The account used by a staff user.
Staff User	A user who is a staff member at BreadDev including sales staff and bakery staff, but not including managers.
Weekly Summary of Schedule	A summary of the hours worked by each user during any selected week.

1.4 References

[1] BreadDev. (2019). *Request for Proposal.* Victoria.

[2] *Personal Information Protection Act.* (2003, 23 October). From BC Laws: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_03063_01

1.5 Overview

This document contains the project's description, system features, requirements, diagrams pertaining to the system including an ER diagram with a corresponding data dictionary for data attributes, DFD 0, DFD 1, DFD 2, a use case model, sequence diagrams for each use case, as well as prototype mockups for each use case scenario. The project description discusses the primary features, user groups, operating environment, assumptions, and constraints of the system. The project requirements are divided into functional, non-functional, and external interface requirements. The overall description section outlines the project and its features. The system features section examines management tools, calendar, profile, announcements, and notifications features; this section goes into detail about each one of these features and their respective functional requirements. The non-functional requirements section focuses on security and software quality. The external interface requirements section analyzes the various interfaces that control the system. The ER diagram explains the relationships between each entity in the system and its stored data. The accompanying data dictionary further explains how the data is used within the system, and lists the data field types. Each DFD explains the way data flows within the system and all the possible inputs and outputs. The use case model describes the flow of use cases for each type of user. Sequence diagrams for each use case describe the process of how the user interacts with the system. The prototype mockups are a possible implementation of the requirements for each use case scenario.

2 Overall Description

2.1 Product Perspective

The BreadDev Bakery Scheduling System that will be developed is replacing a weekly schedule Excel spreadsheet and manual changes to shifts at the bakery. The implementation of the BreadDev Bakery Scheduling System will decrease time spent editing and arranging the schedule. The time taken to resolve a conflicting shift or a last-minute change would also be reduced. A user will be able to monitor their own schedule from within and outside the office on multiple platforms. A management user will additionally be able to access the management tools from within and outside the office on multiple platforms.

2.2 Product Features

Each user has either a management user account or a staff user account. A management user account can edit the schedule and has final acceptance on changes proposed by a user in a shift cover request and response. Changes to the schedule are automatically updated in real time. A staff user account is primarily used to view the schedule; however, a staff user is also able to view announcements as well as create and respond to shift cover requests. No proprietary or specialized hardware is needed for this system, and the system will be developed such that improvements will be simple to add after initial implementation. The system's user interface will be developed such that it is intuitive for a non-technical user to use within one hour of initial introduction.

2.3 User Classes and Characteristics

2.3.1 Staff User

Most system users will have a staff user account. A staff user can choose between viewing the entire week's schedule of selected users' shifts or switch to a personal schedule of only their own shifts. A staff user can view another user's profile. Should a staff user need to request a shift change, they can select one of their shifts and create a shift cover request. A staff user can have 'baker' or 'sales' listed for their position. A user can optionally add a phone number to their own user profile that can be viewed by all users. A staff user is not able to export the weekly summary of the schedule, edit the schedule, or view responses to shift cover requests.

2.3.2 Management User

A management user has all the features of a staff user account, in addition to those listed in this section. Each management user can create and delete users and shifts, approve or decline shift cover request responses, and create announcements. A conflict that may occur due to a shift cover request must be resolved manually by a management user. Each management user is responsible for ensuring that a user is not overscheduled as defined by local labour laws as these labour laws are outside the scope of this system. A management user is responsible for altering the schedule should a user miss a shift or call in sick. A management user is also able to export a selected week's summary of the schedule.

2.4 Operating Environment

2.4.1 Hardware

The BreadDev Bakery Scheduling System supports computers that were made as early as 2008 and smartphones that were made as early as 2014. The current office computer uses Windows Vista, which must be supported. Any computers running Windows Vista or MacOS Sierra, and all devices capable of running these operating systems or later versions are also supported by the BreadDev Bakery Scheduling System.

2.4.2 Software

The system is an application that is accessible on the following browsers at launch: Google Chrome version 72.0.3626 or later, Mozilla Firefox version 65.0 or later, Internet Explorer 11, Microsoft edge version 40.15063 or later, and Safari version 12.0.2 or later. Mobile devices, PC's and tablets can use the system with one of the previously mentioned browsers.

2.5 Design and Implementation Constraints

2.5.1 Hardware Limitations

The scheduling system is accessible to all users on older and less powerful devices as outlined in 2.4.1. and 2.4.2. However, for systems not meeting the requirements set out in 2.4.1, the absolute minimum device supported needs a at least 1GB of RAM, a 1.0 GHz CPU base clock speed, and Internet Connection Broadband with a minimum speed of 100KBps.

2.5.2 Technologies and Tools

The system is an application hosted on a cloud application service. The application is easy to update, change and maintain.

2.5.3 Security Considerations

There is not any financial information stored within the system however, account security is a priority for all user accounts. The schedule should not be changed by an account without permission.

2.6 Assumptions and Dependencies

Computer skill: This project assumes that each user has a basic proficiency with computers and that a non-technical person can operate the bakery scheduling system within one hour of initial introduction.

Internet connection: This project assumes the BreadDev Bakery Scheduling System has access to an internet connection meeting the minimum requirements described in 2.5.1 to be able to accommodate real-time updates to the schedule within 30 seconds.

3 System Features

3.1 Management Tools

3.1.1 Description and Priority

Management tools allow a management user to use the system as outlined in this section. This feature is of high priority because without it there is no means of adding users which would render the system non-accessible.

3.1.2 Functional Requirement

REQ-F-MT-1: A management user can add a shift.

REQ-F-MT-2: A management user can delete a shift.

REQ-F-MT-3: A management user is alerted if trying to add a shift will result in overtime.

REQ-F-MT-4: A management user can approve a shift cover request response.

REQ-F-MT-5: A management user can decline a shift cover request response.

REQ-F-MT-6: A management user can add a user to the system.

REQ-F-MT-7: A management user can delete a user from the system.

REQ-F-MT-8: A management user can export a weekly summary of the schedule.

3.2 Calendar

3.2.1 Description and Priority

The calendar feature allows a user to view scheduled shifts, create shift cover requests, and respond to shift cover requests. A management user is responsible for adding a new week's schedule. When a user's own shift has changed, the user is notified by the notifications feature. When a new shift cover request is created, each user that has not opted-out of shift cover request notifications is notified by the notifications feature. The calendar is a high priority feature because it is the basis of the entire scheduling system.

3.2.2 Functional Requirements

REQ-F-C-1: The calendar displays the schedule as entered by a management user.

REQ-F-C-2: Each staff user has the option to view selected users' shifts.

REQ-F-C-3: A user can create a shift cover request.

REQ-F-C-4: A user can view any shift cover request.

REQ-F-C-5: A user can respond to a shift cover request created by another user.

REQ-F-C-6: The system can store the past year's schedule history.

3.3 Profile

3.3.1 Description and Priority

The profile feature allows a user to modify the profile associated with their account. This is of low priority because the system could function normally without this feature.

3.3.2 Functional Requirements

REQ-F-P-1: A user can optionally add a phone number to their profile.

REQ-F-P-2: A user can opt-out of notifications in their profile.

3.4 Announcements

3.4.1 Description and Priority

The announcements feature allows a user to view announcements which are posted by a management user. When a new announcement is created, a user is notified by the notifications feature. Announcements are of high priority because management users need a way of informing staff users.

3.4.2 Functional Requirements

REQ-F-A-1: A management user can create announcements.

REQ-F-A-2: A system stores a list of all announcements.

REQ-F-A-3: A user can view all announcements.

3.5 Notifications

3.5.1 Description and Priority

The notifications feature informs a user when their schedule has changed, a new shift cover request is created, or an announcement is created. Notifications are received by email as well as in the system. Opting-out of shift cover request notifications allows a user to not receive new shift cover request notifications, all other notifications are mandatory. Opting-out of shift cover request notifications is done from the profile feature. The notifications feature uses the opt-out information to conditionally send notifications to users. Notifications are a high priority feature for communication between the users and the system.

3.5.2 Functional Requirements

REQ-F-N-1: A user receives a notification if their shift is changed in the schedule.

REQ-F-N-2: A user receives a notification when their shift cover request has been responded to.

REQ-F-N-3: A user receives a notification when their shift cover request, which has previously been responded to, has been approved or declined.

REQ-F-N-4: A user receives a notification when their shift cover request response is approved or declined.

REQ-F-N-5: A user receives a notification when a new shift cover request is created for their position, if they are not opted-out of shift cover request notifications.

REQ-F-N-6: A user receives a notification when a new announcement is created.

REQ-F-N-7: A management user receives a notification when a staff user responds to a shift cover request.

4 External Interface Requirements

4.1 User Interfaces

The system has two different user interfaces. One interface is used by a management user and has features for scheduling and exporting the weekly summary of the schedule; this unique interface is not to be accessible by a staff user. The other interface is used by each staff user and allows that staff user to look at the schedule and create and respond to a shift cover request. The management interface has the same functionality of the staff user interface, with the addition of the management scheduling interface.

5 Non-Functional Requirements

5.1 Security Requirements

Each user of the BreadDev Bakery Scheduling System needs to provide personal information, such as their email and name for account creation. Each user must be aware of the Personal Information Privacy Act [2] and their consent is required.

REQ-NF-SR-1: While BreadDev is operating within British Columbia, it must c comply under the Personal Information Privacy Act.

REQ-NF-SR-2: Each user must log in using their unique email and their password to gain access to the scheduling system.

REQ-NF-SR-3: Only a management account is granted access to the management tools.

5.2 Software Quality Attributes

REQ-NF-SQA-1: The BreadDev Bakery Scheduling System displays updates as soon as scheduling changes are made.

REQ-NF-SQA-2: System maintenance is done during the hours that BreadDev is closed.

REQ-NF-SQA-3: The BreadDev Bakery Scheduling System contains accurate information such as the shift time, date, position and corresponding user.

REQ-NF-SQA-4: The BreadDev Bakery Scheduling System is accessible on any user device with a supported browser and an internet connection.

6 ER Diagram

The Entity Relationship diagram below (Figure 1) shows the entities within the BreadDev Bakery Scheduling System and how they interact with each other. The diagram also includes the data fields of each entity.

Figure 1: ER Diagram for BreadDev Bakery Scheduling System

6.1 Data Dictionary

The data dictionary below outlines the data attributes of each entity in the BreadDev Bakery Scheduling System and briefly explains their descriptions.

Table 3: Data Dictionary for ER Diagram

Entity	Data Attributes	Data Type	Description
Management User	Email	String	Manager user's email address for account sign in and receiving notifications.
Management User	Name	String	Manager user's name.
Management User	Position	String	Manager user's position that they manage at the bakery.
Management User	Phone Number	String	Manager user's phone number. This field can be left blank.
Management User	Notification Opt-Out Status	Boolean	Whether a management user has opted-out of email notifications or not. If true, they have opted-out of notifications. If false, they have not opted-out of notifications.

Management User	Generate_Summary(format, start_datetime, end_datetime)	Return type: file	A summary of hours worked by all employees in the week it is generated for. Format parameter is the file type that will be returned by the method. Start_datetime parameter is the first date and time that shifts are shown for. End_datetime parameter is the last date and time that shifts are shown for.
Staff User	Email	String	Staff user's email address for account sign in and receiving notifications.
Staff User	Name	String	Staff user's name.
Staff User	Position	String	Staff user's position at the bakery.
Staff User	Phone number	String	Staff user's phone number. This field can be left blank.
Staff User	Notification Opt-Out Status	Boolean	Whether a staff user has opted-out of email notifications or not. If true, they have opted-out of notifications. If false, they have not opted-out of notifications.
Shift	Shift ID	Integer	ID to represent a specific shift.
Shift	Date and Time	String	Date and time of scheduled shift.

Shift	Employee	String	Email of the user who is scheduled for the shift.
Shift	Position	String	The position of the shift.
Shift Cover Request	Shift Cover Request ID	Integer	ID to represent a specific shift cover request.
Shift Cover Request	Shift ID	Integer	ID corresponding to the specific shift that this shift cover request is for.
Shift Cover Request	Covered By	String	The email corresponding to the user that has accepted the shift cover request.
Shift Cover Request	Check_responder_position(User_email)	Return type: boolean	Checks whether the position of user offering to cover the shift matches the position of the shift or not. If true, positions match. If false, positions don't match. User_email parameter is the email address of the user being checked.
Shift Cover Request	Check_responder_schedule(User_email)	Return type: boolean	Checks whether the responder to the shift cover request is scheduled for a conflicting shift or not. If true, there is no time conflict. If false, there is a time conflict. User_email parameter is the email address of the user being checked.
Announcement	Announcement ID	Integer	ID to represent a specific announcement.

Announcement	Title	String	Title text of the announcement.
Announcement	Body	String	Body text of the announcement
Announcement	Time Created	String	Date and time that the announcement was created.
Announcement	Author	String	Email of the user that created the announcement.
Notification	Notification ID	Integer	ID to represent a specific notification.
Notification	Creator	String	The entity that created the notification. Either an announcement or a shift cover request.
Notification	Creator ID	Integer	The ID of the entity that created the notification. Either an announcement ID or a shift cover request ID.
Notification	Title	String	Title text of the notification.
Notification	Body	String	Body text of the notification.
Notification	Seen By	List of user emails	A list of user emails corresponding to the users that have seen the message.
Notification	Sent To	List of user emails	A list of the users that a notification is sent to.
Notification	Time Sent	String	Date and time that the notification was sent.
Notification	Check_Opt_Out_Status(user_email)	Return type: boolean	Checks the user's opt-out notification status. If it returns true, the user has opted-out.

			If it returns false, the user has not opted-out. User_email parameter is the email address of the user being checked.

7 Data Flow Diagrams

DFD LEVEL 0

Formatted Page
Announcement
Notification
Alert
Confirmation Request
0
1
Management User
New Employee Information
Employee Information
Summary Format
Employee Name, Position, Date, Time
Selected Shift
Management Response
Confirmation Reponse
Announcement Information
BreadDev Bakery Scheduling System
Confirmation Response
Selected Personal Shift
Selected Available Shift
Personal Information
Forgot Password Request, Email Address
2
Staff User
Confirmation Request
Alert
Notification
Announcement
Formatted Page
Weekly Summary

DFD LEVEL 1

SYSTEM BOUNDARY
1
Management User
2
Staff User
1
Create New Account
2
Delete Account
3
Export Weekly Summary
4
Add New Shift
5
Delete Shift
6
Create Announcement
7
Create Shift Cover Request
8
Respond to Shift Cover Request
9
View Page
10
Edit Profile
11
Forgot Password
D1
Employees
D2
Summary Data
D3
Schedule Data
New Employee Information
Confirmation Request
Confirmation Response
Employee Information
Confirmation Request
Confirmation Response
Summary Format
Confirmation Request
Confirmation Response
Confirmation Request
Confirmation Response
Confirmation Request
Confirmation Response
Create Account Request, New Account
Delete Account Request, Account
Summary Data Request
Summary Data
Summary
Employee Name, Position, Date, Time
Add New Shift Request, New Shift
Selected Shift
Delete Shit Request, Selected Shift
Announcement Information
New Announcement
New Announcement
Selected Personal Shift
Confirmation Request
Confirmation Response
Mark Shift as Available Request, Selected Personal Shift
Management Response
Selected Available Shift
New Shift Cover Request Notification
Confirmation Request
Confirmation Response
Not Approved Notification
Delete Old Shift Request, Old Shift
Add New Shift Request, Selected Personal Shift
View Page Request
Employee Specific Information Request
Schedule Information Request
Formatted Page
Personal Information
Edit Profile Request, Personal Information
Forgot Password Request, Email Address
Email

DFD LEVEL 2

SYSTEM BOUNDARY
1
Management User
2
Staff User
Process 1: Create New Account
1.1
Validate Format
1.2
Create Account
1.3
Confirm
Process 2: Delete Account
2.1
Verify Account Exists
2.2
Delete Account
2.3
Confirm
Process 3: Export Summary
3.1
Validate Format
3.2
Retrieve Summary Data
3.3
Format Summary
3.4
Confirm
Process 4: Add New Shift
4.1
Verify Account Exists
4.2
Create Shift
4.3
Check if Overtime
4.4
Confirm
Process 5: Delete Shift
5.1
Delete Shift
5.2
Confirm
Process 6: Create Announcement
6.1
Create Announcement
6.2
Confirm
Process 7: Create Shift Cover Request
7.1
Modify Schedule
7.2
Confirm
Process 8: Respond to Shift Cover Request
8.1
Send Management Authorization Request
8.2
Approve
8.3
Modify Schedule
8.4
Confirm
Process 9: View Page
9.1
Get Page Data
9.2
Get Page Data
Process 10: Edit Profile
10.1
Validate Format
10.2
Edit Profile
Process 11: Forgot Password
11.1
Email User
D1 Employees
D2 Summary Data
D3 Schedule Data
New Employee Information
Confirmation Request
Confirmation Response
Employee Information
Confirmation Request
Confirmation Response
Summary Format
Confirmation Request
Confirmation Response
Employee Name, Position, Date, Time
Confirmation Request
Confirmation Response
Selected Shift
Confirmation Request
Confirmation Response
Announcement Information
Confirmation Request
Alert
Name, Email Address
Create Account Request, New Account
Create Account Request, New Account
Alert
Query, Employee Name
Response, Employee Account
Delete Account Request, Employee Account
Delete Account Request, Employee Account
Summary Data Request
Summary Data
Alert
Summary Format
Summary Format
New Account
Weekly Summary
Alert
Account
Employee Hours Request
Employee Account, Date Time, Position
Employee Hours
Add Shift Request New Shift
Add Shift Request New Shift
Delete Shift Request, Selected Shift
Delete Shift Request, Selected Shift
New Announcement
New Announcement
New Announcement
Confirmation Request
Mark Shift as Available Request, Selected Personal Shift
Mark Shift as Available Request, Selected Personal Shift
New Shift Cover Request Notification
Selected Personal Shift
Shift Cover Request Management Response
Confirmation Request
Selected Personal Shift
Delete Old Shift Request, Old Shift Add New Shift Request, Selected Personal Shift
Delete Old Shift Request, Old Shift Add New Shift Request, Selected Personal Shift
Confirmation Response
View Page Request
Employee Specific Information Request
Schedule Information request
Employee Specific Information
Schedule Information
Formatted Page
Shift Cover Request Not Approved Notification
Selected Available Shift
Confirmation Response
Selected Personal Shift
Alert
Personal Information
Edit Profile Information Request, Personal Information
Personal Information
Forgot Password Request, Email Address
Email

8 Use Cases

8.1 Use Case Model

The following Use Case Model (Figure 5) represents the different use cases available for users within the BreadDev Bakery Scheduling System.

Figure 5: Use Case Model

8.2 UC-1: Create Account

This use case describes how a management user can create an account. The management user must be signed in, and have the new user's name, email, and position prepared for input. The management user proceeds to select to view accounts and selects to create a new account. A screen appears and prompts the management user to enter the new account's information. The management user inputs the corresponding information. Upon completion, the management user has the option to select to create the account or select to cancel. If the management user selects to create, the account will be created and added to the accounts list. If, however, the management user selects to cancel, it will not create the new account.

Table 4: Use Case 1 Create Account

Actor	Management User
Preconditions	• User has an account • User is logged in • User has email, position, and name for new account
Steps	1. User navigates to management tools 2. User selects to create account 3. User inputs email, position, and name for new account 4. User confirms to create account
Success Conditions	• The account is created
Alternate Paths	4.a) User selects to cancel account creation

8.2.1 UC-1: Create Account Sequence Diagram

Figure 6: Create Account Sequence Diagram

8.2.2 UC-1: Create Account Mock Ups

Figure 7: Login Mock Up

Figure 8: Create Account Mock Up

Figure 9: Create Account Input Box Mock Up

Figure 10: Create Account Example Mock Up

8.3 UC-2: Delete Account

This use case describes how a management user can delete an account. The management user must be signed in to proceed. The management user selects to delete an account from a list of accounts. The management user selects an account to continue. The management user has the option to select to delete the account or select to cancel. If the management user chooses to delete the account and an account has been selected, then the selected account will be deleted. If the management user selects to cancel the account will not be deleted.

Table 5: Use Case 2 Delete Account

Actor	Management User
Preconditions	• User has an account • User is logged in • User has an account to delete
Steps	1. User navigates to management tools 2. User selects to delete an account 3. User selects account(s) to delete 4. User confirms to delete account(s)
Success Conditions	• The account is deleted
Alternate Paths	4.a) User selects to cancel account deletion

8.3.1 UC-2: Delete Account Sequence Diagram

Figure 11: Delete Account Sequence Diagram

8.3.2 UC-2: Delete Account Mock Up

Figure 12: Delete Account Mock Up

Figure 13: Delete Account List Mock Up

Figure 14: Delete Account Confirmation Mock Up

8.4 UC-3: Add Shift

This use case describes how a management user can create a new shift. The management user must be signed in to proceed. The management user selects to view management tools. The management user will select to create a shift from the management tools. The management user selects the position, name of user, and the time of the shift. The management user has the option to select to create or select to cancel. If the management user selects to create and the user whose name was entered is not currently scheduled, then the new shift will be created. If the scheduled shift will result in overtime, then the management user will be notified before the shift is created. The management user also has the option to select cancel at any time which results in no new created shift.

Table 6: Use Case 3 Add Shift

Actor	Management User
Preconditions	• User has an account • User is logged in • User has the shift date and time, user, and position to add • User being scheduled does not have a time conflict
Steps	1. User navigates to management tools 2. User selects to add shift 3. User inputs shift date and time, user, and position 4. User confirms to add shift
Success Conditions	• The shift is added
Alternate Paths	4. a) User selects to cancel adding shift 4. b) User is notified that shift will result in overtime

8.4.1 UC-3: Add Shift Sequence Diagram

Figure 15: Add Shift Sequence Diagram

8.4.2 UC-3: Add Shift Sequence Mock Ups

Figure 16: Add Shift Mock Up

Figure 17: Add Shift Input Box Mock Up

Figure 18: Add Shift Example Input Mock Up

Figure 19: Overtime Warning Mock Up

8.5 UC-4: Delete Shift

This use case describes how a management user can delete a shift. The management user must be signed in to proceed. The management user selects to view the management tools. The management user selects to delete a shift from the list of shifts. If the management user selects to confirm then the shift is deleted. If the management user selects to cancel, then the shift is not deleted.

Table 7: Use Case 4 Delete Shift

Actor	Management User
Preconditions	• User has an account • User is logged in • User has shift to delete
Steps	1. User navigates to management tools 2. User selects a shift to delete 3. User confirms to delete shift
Success Conditions	• The shift is deleted
Alternate Paths	3. a) User selects to cancel deleting the shift

8.5.1 UC-4: Delete Shift Sequence Diagram

Figure 20: Delete Shift Sequence Diagram

8.5.2 UC-4: Delete Shift Mock Ups

Figure 21: Delete Shift Mock Up

Figure 22: Delete Shift List Mock Up

Figure 23: Delete Shift Confirmation Mock Up

8.6 UC-5: View Calendar

This use case describes how a user can view the calendar. The user signs in and the calendar is opened by default. If the user is already signed in, the user can view shifts by selecting to view calendar. The user then has the option of selecting which user(s)'s shifts to view on the calendar.

Table 8: Use Case 5 View Calendar

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in
Steps	1. User navigates to calendar 2. User selects user(s)
Success Conditions	• The calendar is displayed to the user with selected user(s)'s schedule(s)
Alternate Paths	

8.6.1 UC-5: View Calendar Sequence Diagram

Figure 24: View Calendar Sequence Diagram

8.6.2 UC-5: View Calendar Mock Ups

Figure 25: Management User View Calendar Mock Up

Figure 26: Staff User View Calendar Mock Up

8.7 UC-6: Export Summary

This use case describes how a management user can export a summary. The management user must be signed in to proceed. The management user selects to export summary from the management tools. The management user has the option to choose which format they want it to be exported as. The management user then has the option to choose which week they would like to export as well as the name and path of the saved file. The management user selects each input box and enters the corresponding information. The management user has the option select to export or select to cancel. If the management user selects to cancel the summary will not be exported. If the management user selects to export and the information has been input correctly, then the summary will be downloaded in the selected format with the given name to the given location directory.

Table 9: Use Case 6 Export Summary

Actor	Management User
Preconditions	• User has an account • User is logged in • User has a week to export • User has a format to export as
Steps	1. User navigates to management tools 2. User selects to export summary 3. User selects export format 4. User confirms to export summary
Success Conditions	• The summary is exported
Alternate Paths	4.a) User selects to cancel exporting summary

8.7.1 UC-6: Export Summary Sequence Diagram

Figure 27: Export Summary Sequence Diagram

8.7.2 UC-6: Export Summary Mock Ups

Figure 28: Export Summary Mock Up

Figure 29: Export Summary Input Box Mock Up

Figure 30: Export Summary Box Mock Up

8.8 UC-7: Create Shift Cover Request

This use case describes how a user can create a shift cover request. The user must be signed in to proceed. The user selects to view shift cover request options. The user will select to create a shift cover request. The user then selects the shift that they want to have covered and has the option to select to confirm or select to cancel. If the user selects to confirm then the shift cover request is created. The shift cover request is then sent out to users with the same position that are not opted-out of shift cover request notifications. If the user selects to cancel, then no shift cover request is created.

Table 10: Use Case 7 Create Shift Cover Request

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in • User has shift they want covered
Steps	1. User navigates to shift cover request options 2. User selects to create a shift cover request 3. User selects one of their shifts 4. User confirms to create a shift cover request
Success Conditions	• The shift cover request is created • A notification is created and sent to users of the same position that have not opted-out of shift cover request notifications
Alternate Paths	4.a) User selects to cancel creating a shift cover request

8.8.1 UC-7: Create Shift Cover Request Sequence Diagram

Figure 31: Create Shift Cover Request Sequence Diagram

8.8.2 UC-7: Create Shift Cover Request Mock Ups

Figure 32: Create Shift Cover Request Mock Up

Figure 33: Shift Cover Request Input Mock Up

Figure 34: Create Shift Cover Request Example Mock Up

8.9 UC-8: Respond to Shift Cover Request

This use case describes how a user can create a shift cover request. The user must be signed in to proceed. The user selects to view shift request options. A user can view a shift cover request for a shift that is scheduled for their position and at a time that they are not currently scheduled. The user can then select to respond to a shift cover request. When a user responds to a shift cover request a management user is notified.

Table 11: Use Case 8 Respond to Shift Cover Request

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in • Another user has created a shift cover request • User does not have a time conflict with shift • User has the correct position for shift
Steps	1. User navigates to shift cover request options 2. User selects a shift cover request 3. User responds to the shift cover request 4. User confirms shift cover request response
Success Conditions	• The shift cover request response is created • The management users for the shift position are notified of response to the shift cover request
Alternate Paths	4.a) User selects to cancel responding to shift cover request

8.9.1 UC-8: Respond to Shift Cover Request Sequence Diagram

Figure 35: Respond to Shift Cover Request Sequence Diagram

8.9.2 UC-8: Respond to Shift Cover Request Mock Ups

Figure 36: Respond to Shift Cover Request Mock Up

Figure 37: Shift Request List for Response Mock Up

Figure 38: Shift Cover Request Response Confirmation Mock Up

8.10 UC-9: Approve/Decline Shift Cover Request Response

This use case describes how a management user can approve or decline a shift cover request response. The management user must be signed in and a shift cover request response must have been created. The management user can then select to view the responses and select to approve or select to decline a response. Whether the response is approved or declined both the requester and the responder will be notified of the decision. If the response is approved, the responder will have the shift added to their schedule and the shift cover requester will have the shift deleted from their schedule; the shift cover request and all shift cover responses will also be deleted. If the response is declined, then there will be no changes to the schedule and only the shift cover response will be deleted.

Table 12: Use Case 9 Approve/Decline Shift Cover Request Response

Actor	Management User
Preconditions	• User has an account • User is logged in • A shift cover request response has been created
Steps	1. User navigates to management tools 2. User selects to view shift cover request responses 3. User selects to approve a shift cover request response
Success Conditions	If the shift cover request response was approved: • The shift is assigned to the user who responded to the approved shift cover request and the user is notified of the shift change • The shift is no longer assigned to the user who created the shift cover request and the user is notified of the shift change • The shift cover request is deleted • All shift cover request responses for the shift cover request are deleted If the shift cover request was declined: • The shift is still assigned to the user who created the shift cover request and is notified that the shift cover request response was declined • The user who responded to the shift cover request is notified that their shift cover request response was declined • The shift cover request is not deleted • The shift cover request response is deleted
Alternate Paths	3.a) User selects to decline a shift cover request response

8.10.1 UC-9: Approve/Decline Shift Cover Request Response Sequence Diagrams

Figure 39: Approve/Decline Shift Cover Request Response Sequence Diagram

8.10.2 UC-9: Approve/Decline Shift Cover Request Response Mock Ups

Figure 40: Shift Cover Request Response Mock Up

Figure 41: Shift Cover Request Approve/Decline Mock Up

Figure 42: Shift Cover Request Approval Confirmation Mock Up

8.11 UC-10: Create Announcement

This use case describes how a management user can create a new announcement. The management user must be signed in to proceed. The management user navigates to management tools. The management user can then select to create an announcement and input the title and body for the announcement. The management user then has the option to select to create or select to cancel. If the management user selects to create an announcement, the announcement will be created and all users will be notified. If the management user selects to cancel, then no announcement will be created.

Table 13: Use Case 10 Create Announcement

Actor	Management User
Preconditions	• User has an account • User is logged in • User has an announcement to create
Steps	1. User navigates to management tools 2. User selects to create an announcement 3. User inputs the announcement title and body 4. User confirms to create the announcement
Success Conditions	• The announcement is created • The notification is created and sent to all users
Alternate Paths	4. a) User selects to cancel creating the announcement

8.11.1 UC-10: Create Announcement Sequence Diagram

Figure 43: Create Announcement Sequence Diagram

8.11.2 UC-10: Create Announcement Mock Ups

Figure 44: Create Announcement Mock Up

Figure 45: Create Announcement Blank Mock Up

Figure 46: Create Announcement Input Example Mock Up

8.12 UC-11: View Announcement

This use case describes how a user can view an announcement. The user must be signed in to proceed. The user selects to view announcements. The announcements are listed by date and a user can select to view a specific announcement.

Table 14: Use Case 11 View Announcement

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in • An announcement exists
Steps	1. User navigates to announcements 2. User selects an announcement
Success Conditions	• The announcement is displayed to the user
Alternate Paths	

8.12.1 UC-11: View Announcement Sequence Diagram

Figure 47: View Announcement Sequence Diagram

8.12.2 UC-11: View Announcement Mock Ups

Figure 48: View Announcement Mock Up

8.13 UC-12: View Notifications

This use case describes how a user can view notifications. The user must be signed in to proceed. The user selects to view their profile. The user then selects notifications and can then view a list of notifications.

Table 15: Use Case 12 View Notifications

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in • A notification exists
Steps	1. User navigates to notifications 2. User views list of notifications 3. User selects a specific notification
Success Conditions	• The notification is displayed
Alternate Paths	

8.13.1 UC-12: View Notifications Sequence Diagram

Figure 49: View Notifications Sequence Diagram

8.13.2 UC-12: View Notifications Mock Ups

Figure 50: Notification Badge Mock Up

Figure 51: View Notification Mock Up

Figure 52: View Specific Notification Mock Up

8.14 UC-13: View Profile

This use case describes how a user can view another user's profile. The user must be signed in to proceed. The user selects to view another user's profile from the calendar. Once the user selects to view another user's profile, the selected user profile will be displayed.

Table 16: Use Case 13 View Profile

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in • User has a profile to view
Steps	1. User navigates to calendar 2. User selects a user
Success Conditions	• Selected user's profile is displayed to user
Alternate Paths	

8.14.1 UC-13: View Profile Sequence Diagram

Figure 53: View Profile Sequence Diagram

8.14.2 UC-13: View Profile Mock Ups

Figure 54: View Profile Mock Up

Figure 55: View Another User's Profile Mock Up

8.15 UC-14: Edit Profile

This use case describes how a user can edit their profile information. The user must be signed in to proceed. The user selects to view their profile and then selects to edit their profile information. The user inputs their profile information. Once finished editing the user has the option to select to save or select to cancel. If the user selects to save, then the information will be saved. If the user selects to cancel, then the information will not be saved.

Table 17: Use Case 14 Edit Profile

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in • User has profile information to edit
Steps	1. User navigates to their profile 2. User selects to edit their profile information 3. User edits their profile information 4. User confirms to save their profile information
Success Conditions	• The user's profile information is saved
Alternate Paths	4.a) User selects to cancel editing profile information

8.15.1 UC-14: Edit Profile Sequence Diagram

Figure 56: Edit Profile Sequence Diagram

8.15.2 UC-14: Edit Profile Mock Ups

Figure 57: Profile View Mock Up

Figure 58: Edit Profile Mock Up

Figure 59: Changed Profile Mock Up

8.16 UC-15: Opt-out of Shift Cover Request Notifications

This use case describes how a user can opt-out of notifications. The user must be signed in to proceed. The user selects to view their profile and then selects to edit their profile information. The user selects to opt-out from shift cover request notifications. The user then has the option to select to save or select to cancel. If the user selects to save, then the opt-out information will be saved. If the user selects to cancel, then the opt-out information will not be saved.

Table 18: Use Case 15 Opt-out of Shift Cover Request Notifications

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in • User has not already opted-out of notifications
Steps	1. User navigates to their profile 2. User selects to edit profile information 3. User selects to opt-out of notifications 4. User confirms to opt-out of notifications
Success Conditions	• The user's profile reflects that the user has opted-out of notifications
Alternate Paths	3.a) User selects to cancel opting-out of notifications

8.16.1 UC-15: Opt-out of Shift Cover Request Notifications Sequence Diagram

Figure 60: Opt-out of Shift Cover Request Notifications Sequence Diagram

8.16.2 UC-15: Opt-out of Shift Cover Request Notifications Mock Ups

Figure 61: Opt-out of Shift Cover Request Notifications Mock Ups

8.17 UC-16: Change Password

This use case describes how a user can change their password. The user must be signed in to proceed. The user selects to view their profile and then selects to edit profile information. The user selects to change password. The user can then select to input a new password. The user then has the option to select to change their password or select to cancel. If the user selects to change their password, then the password will be changed. If the user selects to cancel, then the password will remain unchanged.

Table 19: Use Case 16 Change Password

Actor	Staff or Management User
Preconditions	• User has an account • User is logged in
Steps	1. User navigates to their profile page 2. User selects to change their password 3. User inputs the new password 4. User confirms to change their password
Success Conditions	• The user's password has been changed
Alternate Paths	4.a) User selects to cancel changing password

8.17.1 UC-16: Change Password Sequence Diagram

Figure 62: Change Password Sequence Diagram

8.17.2 UC-16: Change Password Mock Ups

Figure 63: Change Password from Profile Mock Up

Figure 64: Change Password Input Mock Up

8.18 UC-17: Forgot Password

This use case describes how a user can change their forgotten password when the user is not signed in. Without being logged in the user can select to change their forgotten password. The user will then input the email for their account. The user then has the option to select to send a change forgotten password email or select to cancel. If the user selects to send, they will be sent an email with a link to reset their password. The user can then open the change forgotten password email using their email service and select the reset password link. The user is redirected to the system where the password can be changed. The user can input their new password. The user then has the option to select to change the password or select to cancel. If the user selects to change the password it will be changed. If the user selects to cancel, then the password will remain unchanged.

Table 20: Use Case 17 Forgot Password

Actor	Staff or Management User
Preconditions	• User has an account • User has a valid email address that corresponds to an existing account
Steps	1. User navigates to the sign in 2. User indicates that their password has been forgotten 3. User inputs their email address 4. User confirms their email address 5. User receives the change forgotten password email 6. User selects from email to change forgotten password 7. User inputs their new password 8. User confirms their new password
Success Conditions	• The user's password has been changed
Alternate Paths	4.a) User selects to cancel

8.18.1 UC-17: Forgot Password Sequence Diagram

Figure 65: Forgot Password Sequence Diagram

8.18.2 UC-17: Forgot Password Mock Ups

Figure 66: Forgot Password from Login Mock Up

Figure 67: Forgot Password Input Box Mock Up

Figure 68: Forgot Password Example Mock Up

Figure 69: Forgot Password Waiting Mock Up

9 Other Requirements

There are no additional requirements at this time.

Appendix: Issues List

There are currently no issues that have not been addressed.