**BUSINESS RULES**

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| **Rule #** | **Description** | **Use Case Cross Reference** |
| BR 01 | The marketing manager must reply to the comments on social media in 2 hours in working hours. | UC 01 |
| BR 02 | The marketing manager must check the news list on the website every 3 hours. | UC 01 |
| BR 03 | Meeting must be on the schedule. | UC 02 |
| BR 04 | Attendance on the meeting must be checked. | UC 02 |
| BR 05 | When the event is canceled, announce it at least two day ago. | UC 02 |
| BR 06 | Each meeting/event must have name and time on the schedule/list. | UC 02 |
| BR 07 | Each meeting must have attendance list. | UC 02 |
| BR 10 | Each Repair log must have a number | UC 03 |
| BR 11 | Each Equipment must have a unique ID | UC 03 |
| BR 12 | Warranties must be checked and recorded before assigning a repair | UC 03 |
| BR 13 | The Engine Repair Shop will only execute the repair if the Technicians are busy | UC 03 |
| BR 14 | Repair Issue must be close after conducting a repair | UC 03 |
| BR 15 | The Equipment Manager is the only user available to modify repair logs | UC 03 |
| BR 16 | Each Season Forecast must have a unique number | UC 04 |
| BR 17 | Each Season Forecast must be done before the season starts | UC 04 |
| BR 18 | Inventory Equipment Manager can update plan | UC 04 |
| BR 19 | Sales Forecast must be validated by the Operations Manager. | UC 04 |
| BR 20 | Each Customer must have unique id | UC 05 |
| BR 21 | Each Customer must have a name | UC 05 |
| BR 22 | Each Customer must have a phone number. | UC 05 |
| BR 23 | Each invoice must have unique invoice number | UC 06 |
| BR 24 | Each invoice must have date | UC 06 |
| BR 25 | Each invoice must have customer name and id along with phone number and address | UC 06 |
| BR 26 | The total amount must be match with customer’s liability list | UC 06 |
| BR 27 | The service and materials that used must be mentioned briefly | UC 06 |
| BR 28 | Payment must be in cash, cheque or credit card | UC 06 |
| BR 29 | Credit card must be valid | UC 06 |
| BR 30 | Credit card must be authorized first | UC 06 |
| BR 40 | Finance Manager must enter invoices immediately after receiving them. | UC 07 |
| BR 41 | All invoice amounts must be confirmed with physical copy before entering into system. | UC 07 |
| BR 42 | All wages payable must be confirmed for accuracy before input into system. | UC 07 |
| BR 43 | Employee’s paycheques get processed and sent the first and third Friday of every month. | UC 07 |
| BR 44 | Finance manager is the only one who commit invoices and wages into the financial system. | UC 07 |
| BR 45 | Taxes due must be paid by the 31st(or the last day) of every month. | UC 08 |
| BR 46 | All taxable amounts must be in accordance with CRA guidelines. | UC 08 |
| BR 50 | All approved design ideas of the customer must be recorded in the system at the end of the analysis stage. | UC 09 |
| BR 51 | Customer signature must be obtained and saved to record the approval of the agreement. | UC 09 |
| BR 52 | In the blueprint design tool, features will be linked to the recorded customer needs. | UC 09 |
| BR 53 | Each component in the blueprint must have an ID field. | UC 09 |
| BR 54 | Each blueprint must have an ID and a date field. | UC 09 |
| BR 55 | Purchases are initiated by Project Manager. | UC 10 |
| BR 56 | Purchases are stored as visible to Accountant for calculation purposes after entered. | UC 10 |
| BR 57 | Purchases are automatically checked by the system for reasonable price based on market values online. | UC 10 |
| BR 58 | Purchase confirmation are shown to user after purchase. | UC 10 |
| BR 59 | Purchases are recorded together with project and (if applicable) feature. | UC 10 |
| BR 60 | Delivery date is automatically tracked by the system to verify vendor is on time. Upcoming deliveries and delays are displayed as notifications. | UC 10 |