| **Use Case: Make Request** |
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| **ID: UCD01** |
| **Actors:**  Employee |
| **Preconditions:**   1. The Employee is logged into the system |
| **Flow of Events:**   1. The Employee selects “Make Request” 2. A dialog box opens prompting the Employee to choose what type of request to make 3. The Employee selects “Request Schedule Change” 4. Employee enters desired date/time they wish to change 5. Employee enters the reason for the schedule to be changed 6. System sends generated request to Manager for approval 7. System forwards “Schedule Change Request” notification to email in database |
| **Postconditions:**   1. Schedule pending approval from Manager |
| **Alternative Flow:**   1. At any point the dialog may be closed without clicking to confirm, which discards any inputted information and does not create a new request. |
| **Alternative Flow:**   1. The Employee selects “Request Shift Swap” instead of “Request Schedule Change” 2. Employee enters which Employee they wish to swap schedules with 3. Employee enters the reason for the schedules to be swapped 4. Continue at step 5 of normal flow |
| **Alternative Flow:**   1. The Employee selects “Request Over Time” instead of “Request Schedule Change” 2. Employee enters the desired date/time they wish to work overtime 3. Continue at step 5 of normal flow |
| **Alternative Flow:**   1. The Employee selects “Request PTO” instead of “Request Schedule Change” 2. Employee enter the desired date/time they wish to take off 3. Employee enters the reason they wish to take PTO 4. Continue at step 5 of normal flow |