**Detailed Use Cases**

**Faculty Research Monitoring System**

**BSIT4-4**

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Table 1

USE CASE REPORT – USER LOG-IN

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| --- | --- |
| **Use Case ID:** | UC-1 |
| **Use Case Name:** | User Log-in |

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| --- | --- |
| **Actor/User:** | Faculty Member, Faculty Researcher, and Dean |
| **Description:** | Faculty Members, Faculty Researchers, and Deans who will access the system must log in with their account credentials first. |
| **Trigger:** | The Faculty Member, Faculty Researcher, or the Dean must have accessed the website. |
| **Preconditions:** | The Faculty Member, Faculty Researcher, or the Dean must have signed up for an account on the website. |
| **Post conditions:** | The Faculty Member or the Faculty Researcher will have access to his/her profile and upload a profile picture. It also allows him/her to submit and update the QAR Forms, if the submission period is open.  The Dean will have access to his/her profile and upload a profile picture. It also allows him/her to verify submissions of QAR Forms. |
| **Normal Flow:** | 1. System displays the login page. 2. User enter his credentials. 3. System redirects the user to the account page. |
| **Alternative Flow:** | If the actor has no account yet, he/she can direct to the sign-up form to register an account.  If in the basic flow the system cannot find the name or the password is invalid, an error message is displayed. The actor can type in a new name or password, or choose to cancel the operation, at which point the use case ends.  If the actor forgot his/her password, he/she can click the forgot password link to type in their faculty number and gmail to get a verification code that is sent to their registered gmail. The code then will be needed to verify the transaction and let the user change their password. |
| **Exceptions:** | Input Validation Display Message Error  “Username is required”  “Incorrect password” |
| **Includes:** | Faculty Number and Password. UC-2, UC-3 |
| **Priority:** | Very High |
| **Frequency of Use:** | Whenever a Faculty Member, Faculty Researcher, or the Dean wants to access the system. |
| **Assumptions:** | The Faculty Member, Faculty Researcher, or the Dean has an account in the system. |
| **Notes and Issues:** | Server or internet issues can hamper the log-in process. |
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Table 2

USE CASE REPORT – FACULTY ACCOUNT SIGN-UP

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| **Use Case ID:** | UC-2 |
| **Use Case Name:** | User Sign-up |

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| **Actor/User:** | Faculty Member, Faculty Researcher, & Dean |
| **Description:** | Faculty members, Faculty Researchers and Deans who will access the faculty research system must sign up for an account |
| **Trigger:** | User must have accessed the website. |
| **Preconditions:** | 1. User select the sign-up link. 2. User must have his/her details (faculty number) on hand. |
| **Post conditions:** | 1. Personal details are entered into the user database table. 2. New user is created. |
| **Normal Flow:** | He/she must input his/her credentials (faculty number, username, real name, gmail, password) and click the sign-up button. |
| **Alternative Flow:** | There is no alternative flow available as the process will be straightforward. |
| **Exceptions:** | 1. If an existing user exists then a "User already exists" message displayed. 2. If information is missing "Insufficient Information" message is displayed. 3. Names should be unique. 4. If the faculty number has already registered, it cannot be use for making another account. |
| **Includes:** | Faculty number |
| **Priority:** | Very High |
| **Frequency of Use:** | Whenever a new user wants to access the system. |
| **Assumptions:** | Faculty numbers of registered Faculty Members, Faculty Researchers, or Deans are encoded in the system. |
| **Notes and Issues:** | Server or internet issues can hamper the sign-up process. |

Table 3

USE CASE REPORT – FORGOT PASSWORD

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| --- | --- |
| **Use Case ID:** | UC-3 |
| **Use Case Name:** | Forgot Password |

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| --- | --- |
| **Actor/User:** | Faculty Member, Faculty Researcher, & Dean |
| **Description:** | Retrieval of a password if the user forgotten or lost it. |
| **Trigger:** | Selection of the Forgotten Username/password button. |
| **Preconditions:** | Faculty Member, Faculty Researcher, or Dean must have his/her details (email and faculty number) on hand. |
| **Post conditions:** | 1. Password is emailed to the user. 2. A new password will be given upon a successful retrieval. |
| **Normal Flow:** | He/she must input his/her credentials and click the reset password button. |
| **Alternative Flow:** | If the actor forgot his/her email, he can direct to forgot email within forgot password page. The actor must input his credentials(faculty number, username, and real name) that will be sent in email for verification. |
| **Exceptions:** | Input Validation Display Message Error  “Faculty number is required”.  “New password is required”.  “Faculty number is not found.” |
| **Includes:** | UC-1 |
| **Priority:** | Very High |
| **Frequency of Use:** | Whenever a Faculty Member, Faculty Researcher, or Dean has forgotten his/her password. |
| **Assumptions:** | Faculty numbers of registered Faculty Members, Faculty Researchers, or Deans are encoded in the system. |
| **Notes and Issues:** | Server or internet issues can hamper the sign-up process. |

Table 4

USE CASE REPORT – QAR SUBMISSION

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| --- | --- |
| **Use Case ID:** | UC-4 |
| **Use Case Name:** | Submission of QAR (QUARTERLY ASSESSMENT REPORT) |

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| **Actor/User:** | Faculty Member, Faculty Researcher and Dean |
| **Description:** | Submission of QAR per quarter of the year. |
| **Trigger:** | When the submission of the QAR period has opened, and the faculty member has clicked the SUBMIT QAR button. |
| **Preconditions:** | 1. User enter his QAR forms. 2. The user must ensure that the required information will be stated truthfully and correctly. 3. The user must submit supporting documents for every filled-in segments in the QAR. |
| **Post conditions:** | 1. There be a message that the QAR Form is successfully submitted. 2. The user can view if the submission has been reviewed by the administrators. |
| **Normal Flow:** | 1. The Faculty Member or Faculty Researcher will fill up the required information in the QAR form. The QAR Form has 27 pages on which he/she can input pertinent data depending on the information required. 2. The Faculty Member or Faculty Researcher will click “Save” to save his/her progress. 3. Once finished, he/she must click the SUBMIT QAR in the last page of the QAR Form. |
| **Alternative Flow:** | If there are no details to be inputted, he/she can skip the page by pressing NEXT and continue with other parts of the QAR Form. |
| **Exceptions:** | Input Validation Display Message Error  “Some information required are left blank.” |
| **Includes:** | All QAR forms that are filled. |
| **Priority:** | Very High |
| **Frequency of Use:** | Submissions are per quarter or per semester of the academic year. |
| **Assumptions:** | Contents of the QAR Form are already defined. |
| **Notes and Issues:** | Faculty Members and Faculty Researchers can submit multiple QAR Forms.  Approval of QAR Form documents submitted are in a first-come, first-serve manner.  Internet connection must be consistent to avoid issues and problems in submission. |

Table 5  
USE CASE REPORT – SEARCH AND VIEW

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| --- | --- |
| **Use Case ID:** | UC-5 |
| **Use Case Name:** | Search and View |

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| **Actor/User:** | Dean, and Faculty Researcher |
| **Description:** | Dean and Faculty Researcher can search QAR submissions, view submitted QAR forms, or sort by various parameters (sort by college, level, etc). |
| **Trigger:** | The user has logged in to their accounts. The records screen will be seen after logging in. |
| **Preconditions:** | 1. There must be one or more QAR Forms submitted from the users. |
| **Post conditions:** | Each user must be able to search, view, and sort data submitted by the Researchers. |
| **Normal Flow:** | 1. Searching submitted QARs: The user can utilize the search box to search outputs that are in the records. 2. View list of submitted QARs: The tab divisions (Ongoing, Completed, Unfinished, etc.) will help users navigate and view submissions faster. 3. Sort QARs: A drop-down box allows sorting of QARs submitted by college and by level. 4. The Dean can print the current accepted research that has been submitted by individual and by college. 5. The Dean can print the research statistics chart by college. 6. The Faculty Researcher can print the current accepted research that has been submitted by individual, college and university. 7. The Faculty Researcher can print the research statistics chart by university. |
| **Alternative Flow:** | None |
| **Exceptions:** | None |
| **Includes:** | UC-4 |
| **Priority:** | High |
| **Frequency of Use:** | Whenever the admin/owner needs to monitor the status of QAR Forms submitted and to search for submissions efficiently. |
| **Assumptions:** | The user needs to know what to do in this process. |
| **Notes and Issues:** | The Dean can only view the QAR Forms submitted in his/her respective college. |

Table 6

USE CASE REPORT – MANAGE ACCOUNT

|  |  |
| --- | --- |
| **Use Case ID:** | UC-6 |
| **Use Case Name:** | Manage Accounts |

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| **Actor/User:** | System Admins |
| **Description:** | System Admin will have authority to give the users role and add faculty number in the system. |
| **Trigger:** | When the Admin clicks the “Faculty Members” Tab on the Side Navigation Bar. |
| **Preconditions:** | 1. The System Admin must log in on his/her account. 2. The System admin must have faculty number onhand. 3. Roles and Permissions for each type of users must be settled in the database. |
| **Post conditions:** | 1. Faculty Members, Faculty Researchers, and Deans will be registered on the System. 2. Users should be able to change their Initial Account Details. 3. The System will be rendered based on the User’s Roles and Permissions. |
| **Normal Flow:** | 1. The System Admin will input the roles and permissions of the user based on the account information details. 2. The System Admin click the add faculty number. 3. The System enter the faculty number to add up. 4. An account has been registered to the database. |
| **Alternative Flow:** | The System Admin may just add new Roles and Permissions for the User even if it is already registered.  The System Admin may just view and update the User Details. |
| **Exceptions:** | Input Validation Display Message Error  “The user must have a role”.  “Please select a role”.  “Faculty number is not found.”  “Faculty number is already existed.” |
| **Includes:** | Roles and Permissions |
| **Priority:** | Very High |
| **Frequency of Use:** | Whenever a System Admin wants to set roles of users in the system. |
| **Assumptions:** | The System Admin must assume that the users’ roles have been detailed. |
| **Notes and Issues:** | The System Admin can view all the Account Details of Every User in the System except for the password. Actor cannot add an already existing faculty number. |

Table 7

USE CASE REPORT – MANAGEMENT OF QAR FORMS

|  |  |
| --- | --- |
| **Use Case ID:** | UC-7 |
| **Use Case Name:** | Research Management |

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| **Actor/User:** | Dean and Faculty Researcher |
| **Description:** | Monitoring the status of QAR Forms submitted. There must be an ability to monitor the research progress of faculty researchers in its current status, display the research status of outputs submitted, and evaluate data submitted for accuracy. The approved data will be used for the generation of reports in every quarter. Only the Dean can provide a feedback and validate each QAR Form submitted. |
| **Trigger:** | 1. The Research Officer wants to check the research progress for those faculty researchers who have submitted their QAR Forms. 2. The outputs submitted category will be seen upon logging in his/her account. |
| **Preconditions:** | There must be a verified and authenticated QAR Form. |
| **Post conditions:** | 1. After monitoring through various actions and thorough evaluation, there must be a notification of the feedback that will be sent to the faculty member. 2. The faculty member can view the feedback upon logging in on his/her account. |
| **Normal Flow:** | The Faculty Researcher views and monitors its progress and status based on the submitted QAR form.  The Dean generates remarks after evaluation of QAR forms. Evaluation is needed to ensure that data is accurate and precise to avoid academic dishonesty. |
| **Alternative Flow:** | None |
| **Exceptions:** | None |
| **Includes:** | UC-4, UC-5 |
| **Priority:** | High |
| **Frequency of Use:** | Whenever the user needs to monitor the status of QAR Form submitted  Whenever the research officer needs to view accepted research titles and research titles of the university |
| **Assumptions:** | The dean needs to keep a real-time monitoring of the process. |
| **Notes and Issues:** | Lack of manpower/personnel can hamper the process of monitoring submitted research outputs. |

Table 8

USE CASE REPORT – GENERATE REPORTS

|  |  |
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| **Use Case ID:** | UC-8 |
| **Use Case Name:** | Generate Reports |

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| --- | --- |
| **Actor/User:** | Dean and Faculty Researcher |
| **Description:** | Summary of all the research outputs completed by the faculty for each department, college, and campus. |
| **Trigger:** | After the application of desired filters, the user can view the data and download, which can be done to research titles and accepted QAR Form. |
| **Preconditions:** | 1. There must be outputs which are the filled QAR forms made to generate reports. |
| **Post conditions:** | The system can generate QAR list and research titles list based on the filters applied and will be saved in Excell File Format. |
| **Normal Flow:** | 1. Dean or Faculty Researcher selects the Submission Tab which is for viewing the QAR Submissions. 2. Dean or Faculty Researcher selects the College Research Tab which is for viewing the Research Titles. 3. The selected output report is displayed, note that Dean and Faculty Researcher cannot edit QAR forms and Research Information. 4. The output report can be printed. |
| **Alternative Flow:** | None |
| **Exceptions:** | None |
| **Includes:** | UC-3, UC-5 |
| **Priority:** | Medium |
| **Frequency of Use:** | Whenever reports are requested and needed in every quarter. |
| **Assumptions:** | The reports are required to be sent to the Vice President for Academic Affairs. |
| **Notes and Issues:** | System may not allow the user to generate reports if there are no outputs submitted/approved. |

Table 9

USE CASE REPORT – USER LOG-OUT

|  |  |
| --- | --- |
| **Use Case ID:** | UC-9 |
| **Use Case Name:** | User Log-out |

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| **Actor/User:** | Faculty Member, Faculty Researcher, and Dean |
| **Description:** | The user wants to end their session and clicks on “Logout”. |
| **Trigger:** | The Faculty Member, Faculty Researcher, or the Dean is done using the system. |
| **Preconditions:** | 1. The Faculty Member, Faculty Researcher, or the Dean must have signed up for an account on the website.   1. The user no longer wants to be logged in. |
| **Post conditions:** | 1. The user is logged out. |
| **Normal Flow:** | 1. The user is done using the system. 2. The user clicks on the logout button. 3. The system redirects to the login page. |
| **Alternative Flow:** | None |
| **Exceptions:** | None |
| **Includes:** | Login to the System. |
| **Priority:** | Medium |
| **Frequency of Use:** | Whenever a Faculty Member, Faculty Researcher, or the Dean wants to log out. |
| **Assumptions:** | After the user logout, the system will go prompt the login page. |
| **Notes and Issues:** | None |