

1 Appendix A – Use Case Descriptions

Use Case ID:	UC-1
Use Case Name:	Adding new users (Staffs and managers)
Description:	IT Administrator adds new staffs and managers
Primary Actor:	IT Administrator
Preconditions:	IT Administrator is logged into the system
Postconditions:	The new user can now log in to the system
Main Success Scenarios:	<ol style="list-style-type: none">1. IT Administrator chooses to add a new user2. The system display lists of credentials for the IT administrator to add3. The IT administrator submits the information4. The system shows that the user is successfully added into the system
Alternative Scenarios:	<p>3a. The Company IT Admin did not complete filling up the information</p> <p>3a1. The system sends an error message which prompts the Company IT Admin to finish the form</p> <p>3a2. The Company IT Admin can choose to submit the form or exit</p>
Priority	High

Use Case ID:	UC-2
Use Case Name:	Deleting users (Staffs and managers)
Description:	Deleting users that have left the company
Primary Actor:	Company IT Admin
Preconditions:	Company IT Admin is logged in to the system
Postconditions:	User is successfully deleted from the system
Main Success Scenarios:	<ol style="list-style-type: none"> 1. Company IT Admin chooses to delete a user 2. The system display lists of employees for the Company IT Admin to delete 3. Company IT Admin submits the information 4. The system shows a confirmation message before deleting 5. Company IT Admin clicks on "Yes" 6. The system displays a message stating that the user is successfully removed from the system
Alternative Scenarios:	<p>5a. Company IT Admin clicks on "No"</p> <p>5a1. The system does not delete the user</p> <p>5a2. The system brings the Company IT Admin back to the list of employees page</p>
Priority	Low

Use Case ID:	UC-3
Use Case Name:	Submit work availability
Description:	Staff accesses the system and submits the dates that they are not available to work to the manager every Wednesday
Primary Actor:	Staff
Preconditions:	Staff is registered and logged into the system
Postconditions:	The manager will be able to view the updated staff availability
Main Success Scenarios:	<ol style="list-style-type: none"> 1. Staff chooses to allocate the dates available 2. System displays the calendar for the staff to choose 3. Staff selects the dates they are not available and submits the information 4. System registers the staff for the selected dates and sends a success notification
Alternative Scenarios:	<p>3a. Staff chooses a date that is more than 5 weeks from the current date</p> <p>3a1 System displays error message saying that the selected date is not available (change phrasing later)</p> <p>4a. System displays an error, provides the reason and offer a retry option</p> <p>4a1 Staff can retry or quit</p>
Priority	High

Use Case ID:	UC-4
Use Case Name:	Assigning staff workload
Description:	The manager assigns the workload for the staffs every Thursday
Primary Actor:	Manager
Preconditions:	The manager is registered and logged in to the system, the system filters out staff that are ineligible to work (E.g., Staff did not complete training) Staffs have submitted their workload availability
Postconditions:	Staff can view the updated work allocation.
Main Success Scenarios:	<ol style="list-style-type: none"> 1. Manager clicks on the "Assign workload" button 2. The system displays the top 3 staff with the lowest workload and highlight all staffs over 40 hours of job allocated 3. The manager allocates the workload based on the staff's availability and submits the form 4. The system displays that the workload has been successfully allocated
Alternative Scenarios:	<p>3a. Manager allocates a staff with more than 40 hours of workload in a week</p> <p>3a1. The system will not allow the workload to be allocated to that staff</p> <p>3b. There are no staff available</p> <p>3b1. System prompts a warning message that there is no staff to be assigned</p>
Priority	High

Use Case ID:	UC-5
Use Case Name:	Staff Rejects workload allocation
Description:	Staffs can reject manager's workload allocation
Primary Actor:	Staff
Preconditions:	Staff is logged in to the system. Manager has finished assigning all workload allocation for the week
Postconditions:	The selected date will not be allocated to the staff
Main Success Scenarios:	<ol style="list-style-type: none"> 1. System displays the staff workload allocation for the week 2. Staff selects the day that he wants to reject 3. System notifies the staff to discuss with the manager
Alternative Scenarios:	-
Priority	High

Use Case ID:	UC-6
Use Case Name:	Manager processes staff request
Description:	Manager views pending requests and processes staff's rejection request on Thursday
Primary Actor:	Manager
Preconditions:	Staff has raised request to reject job allocation
Postconditions:	Staff request has been cleared
Main Success Scenarios:	<ol style="list-style-type: none"> 1. Manager opens pending requests tab 2. System displays the pending requests 3. Manager selects staff request and processes it 4. System notifies that request has been completed
Alternative Scenarios:	<p>2a. No pending requests</p> <p>2a1. System displays message saying there are no requests currently pending</p> <p>4a. System does not send notification</p> <p>4a1 System warns that notification was not sent, and offers retry option</p> <p>4a2 Manager can choose to retry or exit</p>
Priority	Medium

Use Case ID:	UC-7
Use Case Name:	Updating training status
Description:	Manager updates a staff training status when they completed training
Primary Actor:	Manager
Preconditions:	Manager is logged in to the system
Postconditions:	The training status will be updated accordingly
Main Success Scenarios:	<ol style="list-style-type: none"> 1. The manager chooses to get list of staff 2. The system displays a list of staff 3. The manager selects the staff 4. The system displays all the airline fleet 5. The manager selects the airline fleet that the staff is already trained for and submits the form 6. The system returns a success message
Alternative Scenarios:	<p>6a. Success message was not returned</p> <p>6a1. System warns that an error has occurred, and offers retry option</p> <p>6a2. Manager can choose to retry or exit</p>
Priority	Medium

