**Use case Title:** Login

**Primary Actor:** Administrator

**Level:** User Goal

**Stakeholders:** Administrator, web customer

**Pre-condition:**

Administrator must be authenticated and logged in to the system

**Trigger:** Administrator will be able to perform operations to add new users with the system.

**Minimal Guarantee/ Post-condition:**

If new users cannot be added in the system, a prompt will be issued asking administrator to try again or contact developer to check that the system is working correctly.

**Success guarantee/ post condition:**

Administrator takes details of new employee and fill in the add form accordingly

Administrator asks employee to place finger on biometric device

Administrator waits for the system to complete biometric scan

Administrator asks employee to repeat the procedure for confirmation of identity

System matches scans and accepts new entry

Administrator clicks save button to save the new employee in the database

**Extensions:**

* **Alternate flow of events**

1. Administrator logs in to the system but exits without performing an operation
2. There is a mismatch in the biometric scan of employee

* **Exceptions**

1. Administrator fills employee details but doesn’t save
2. Administrator fills employee details without biometric details for temporary purposes.

**Use case Title:** View attendance:

**Primary Actor:** Administrator

**Level:** User Goal

**Stakeholders:** Administrators, Employees

**Pre-condition:**

1. Software must be installed and running properly
2. Administrator must be logged in to the system

**Trigger:** Administrator will be authenticated and logged in to the system and will be able to view employee attendance details

**Minimal Guarantee/ Post-condition:**

Attendance details will be visible to only those who have privileges to access the system as administrator

**Success guarantee/ post condition:**

1. Administrator selects the option to view employee attendance
2. The system queries the database
3. The system displays employee attendance in tabular form on the screen

**Extensions:**

* **Alternate flow of events**

1. The request to view attendance is not processed
2. Administrator exits the program before the attendance report is displayed on the screen

* **Exceptions**

1. No employee is added to the system

**Use case Title:** Update employee records

**Primary Actor:** Administrator, employees

**Level:** User Goal

**Stakeholders:** Administrators, Management, Owner, Employees

**Pre-condition:**

1. Software must be installed on system.
2. Administrator must be logged in to the system

**Trigger:** Administrator will be able to make changes to existing employee details and their biometric record

**Minimal Guarantee/ Post-condition:**

Only authorized user will be able to alter employee records

**Success guarantee/ post condition:**

1. Administrator clicks on option to edit employee records
2. System generates a list of employees and their existing details
3. Administrator selects the employee to alter
4. Administrator makes changes to existing values
5. Administrator clicks the update button
6. The system saves the changes

**Extensions:**

* **Alternate flow of events**

1. Administrator logs in to the system but exits without performing updating records
2. Administrator changes values but does not save

* **Exceptions**

1. Conflicting information is given
2. Update operation is not successful

**Use case Title:** Delete employee records

**Primary Actor:** Administrator

**Level:** User Goal

**Stakeholders:** Administrators, Management, Owner, Employees

**Pre-condition:**

1. Software must be installed on system.
2. Administrator must be authenticated and logged in to the system

**Trigger:** Administrator will be authenticated and logged in to the system and can delete employees from the database

**Minimal Guarantee/ Post-condition:**

Only authorized user will be able to delete employees

**Success guarantee/ post condition:**

1. Administrator selects the operation to delete employee record
2. Admin selects the employee to be deleted
3. System asks for confirmation of operation
4. System deletes the employee from database and saves the changes

**Extensions:**

* **Alternate flow of events**

1. Administrator logs in to the system but exits without deleting any employees
2. Admin deletes employee but does not confirm the operation

* **Exceptions**

1. The employee selected has higher privileges than the administrator
2. The delete operation is not successful

**Use case Title:** Calculate Salary based on attendance

**Primary Actor:** Administrator

**Level:** User Goal

**Stakeholders:** Administrators, Management, Owner, Employees

**Pre-condition:**

1. Administrator should be logged in to the system

**Trigger:** Administrator will be authenticated and logged in to the system and allowed to calculate salary by attendance

**Minimal Guarantee/ Post-condition:**

Accurate salary of all employees will be calculated

**Success guarantee/ post condition:**

1. Administrator instructs system to generate attendance and salary summary of all employees
2. System calculates salary based on attendance
3. System generates summary and outputs on screen

**Extensions:**

* **Alternate flow of events**

1. Administrator logs in to the system but does not view salary
2. Salary summary is not calculated for employees less than a week old

* **Exceptions**

1. Salary summaries are not generated by the system
2. The administrator has made changes to employee records and hence the summary cannot be compiled