Iteration 2	
Group Name: Cappuchino	Course code: SYS366SAA
Prepared by: Bokyung Moon	Professor: Mark Buchner
Date: 13/Dec/2017	Title: Human Resource

Casual Use Case Specification: UC01 - ManageEmployeeInformation

Brief Description:
This use case enables HR Manager to add the new employee information and change previous employee information in database.

Section 1: Business Rule(s):

BR 01: Each employee has to have unique identification number which is four digits.
BR 02: An employee must have a valid SIN number.
BR 03: An employee must have a valid email.
BR 04: KeyNorthNet is the name of Centralized Computer System regarding KNCS's business.
BR 05: All employees must have an ID on KeyNorthNet which is identical with an employee number.
BR 06: Permission type consists of Authority, Standard user, Customer, Technician.
BR 07: The users to be created on KeyNorthNet have to fill up the following fields as mandatory: First name, Department relation, and Permission type.

Scenario 1: Add employee information without errors

Preconditions

1. At the moment when the use case begins, the system is displaying the Manage Employee Menu.
2. HR Manager must be logged-in to KeyNorthNet as Authority in order to access previous employee records.
3. Following filed is mandatory: First name, Department relation, Permission type, SIN number, Email

Step#	Actor (HR Manager)	System	Data Used
1	Click to add new an employee	Display a list of employees including an employee ID and first name with a prompt to create the new employee information	List of Employees, an Employee ID, First name
2	Enter employee information in detail on the fields	Displays fields which employee has to fill up as well as red signal for mandatory fields.	First name, Department relation, Permission type, SIN number, Email

Step#	Actor (HR Manager)	System	Data Used
3	Validate an employee first name and identification number	Validates first name and identification number have been entered. Adds an employee to the database and displays the employee list	
4	Save the information	Saves employee records as protected record	
5	Chooses to exit	Displays the other menu	

Successful Post-Conditions:

1. Employee information is in database added properly.
2. Employee information in database is readable, accessible and editable to Authority permission, so Standard User cannot access the information.

Scenario 2: Change employee information without errors

Preconditions

1. At the moment when the use case begins, the system is displaying the Manage Employee Menu.
2. HR Manager must be logged-in to KeyNorthNet as Authority in order to access previous employee record.
3. Following filed is mandatory: First name, Department relation, Permission type

Step#	Actor (HR Manager)	System	Data Used
1	Select the edit an employee	Display a list of employee including an employee ID and first name with a prompt to create the new employee information	List of Employees, an Employee ID, First name
2	Select the employee ID that should be changed	Displays an employee input screen with the employee ID and first name filled in.	

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Step#	Actor (HR Manager)	System	Data Used
3	Input employee information should be changed in detail on the fields	Displays fields which an employee has to fill up as well as red signal for mandatory fields.	First name, Department relation, Permission type, SIN number, Email
3	Validate first name and identification number	Validates first name and identification number have been entered. Changed the employee information to KeyNorthNet database and displays the employee list	
4	Save the information	Saves employee record as protected record	
5	Chooses to exit	Displays the other menu	

Successful Post-Conditions:

1. Employee information is in database changed properly.
2. Employee information is in database readable, accessible and editable to Authority permission, so Standard User cannot access the information.

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Casual Use Case Specification: UC02 - ManageExpenseReport

Brief Description:

This use case enables employees to submit expense reports. Also, this use case enables Finance Manager to receive and update expense reports, and finally Finance Manager creates a final expense report which is combined including all expense reports.

Section 1: Business Rule(s):

BR 01: Each employee has to have unique identification number which is four digits.
BR 04: KeyNorthNet is the name of Centralized Computer System regarding KNCS's business.
BR 05: All employees must have an ID on KeyNorthNet which is identical with employee number.
BR 06: Permission type consists of Authority, Standard user, Customer, Technician.
BR 07: The users to be created on KeyNorthNet have to fill up the following fields as mandatory: First name, Department relation, and Permission type.
BR 08: Company credit cards may only be used for business expenses and may not be used for expenses of a personal nature.
BR 09: Every expense report must have identification number; identification number of expense report is generated automatically from system.
BR 14: Each expense must have the payment information.
BR 15: Attached files are readable.

Section 2: Scenarios (HD):

Scenario 1: Submit expense report without errors

Preconditions

1. Employees who are in charge of submitting must be logged-in to KeyNorthNet as Standard User
2. An employee ID on expense report has to be identical with KeyNorthNet ID which is currently logged-in.
3. Finance manager must send proper information email of submitting expense report to employees before submission date.
4. The following is mandatory field in order to complete submission: Purpose and description, an Employee ID, Date of expense, Phone number of employee, Phone number of manager, Department, Amount paid each transaction and Total amount, Method of payment, Attachment.
5. Attached files are openable and readable.

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Step#	Actor (Employees)	System	Data Used
1	Receive information of expense report via KeyNorthNet	Displays the of the information of expense report and submission link on KeyNorthNet intranet email	
2	Choose submission link in order to write and submit the report	Connects to submission link and shows the form which employees has to fill up for submission	
3	Enter expense information in detail on the fields	Displays fields which an employee has to fill up as well as red signal for mandatory fields.	An Employee ID, Date of expense, Phone number of an employee, Phone number of manager, Amount, Department, Method of payment, Attachment
4	Attach any attachment files for proving the expense	Displays attachment button in order to brows and select the attachment files.	
5	Save and quit	Displays the save and submit button. If user would like to save and quit without out submitting, click save button. Step to #7. If user would like to save and submit, step to #6.	
6	Save and submit	Displays the save and submit button. If the required mandatory fields are not filled-in, step back to #3.	
7	Exit	Shows alter box says “leave this page” and “stay on this page”. If click “leave this page”, exit.	

Successful Post-Conditions:

1. The expense report is sent to Finance Manager without any system errors.
2. The identification number of expense report is made by sequence from system.

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Scenario 2: Receive expense reports and make total expense report without any errors

Preconditions

1. Finance Manager must be logged-in to KeyNorthNet as Standard User
2. Employees have to submit expense reports on time.
3. The submitted information must be valid with truthful procedure
4. There is a final expense report form which has following columns: Utilities, Wages, Taxes, Supplies, Maintenance.

Step#	Actor (Finance Manager)	System	Data Used
1	Receive expenses report from employees	Alters that expense reports is sent, and displays the list of submitted expense report	An Employee ID, Identification number each expense report, List of the expense report, Submission date
2	Investigate the expense report	If click each expense report, displays submitted information and linked name of attachments	An Employee ID, Date of expense, Phone number of an employee, Phone number of manager, Amount, Department, Method of payment, Attachment
3	Check attached files	If Finance Manager click linked name of attachments, the files are downloaded	
4	Open final expense report	If open final expense report form, displays all columns.	Utilities, Wages, Taxes, Supplies, Maintenance, Identification number of final expense report
5	Input expense data to the final expense report	Input the information to proper column	

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Step#	**Actor (Finance Manager)**	**System**	**Data Used**
6	close the file	If click exit button, it says “save and close” and “close without save” “save and close”, step to #8 “close without save” step to #7	
7	Close without save	Display “content is not saved”	
8	Save and close	Display “content is saved”	
9	Open the sftp protocol and log in KeyNorthNet server	Requires ID and Password in order to connect to KeyNorthNet server	Identification number, Password
10	Look for proper directory named “E-Report”	Displays sever and name of directories	List of directories
11	Upload the file into KeyNorthNet server	Stores report file as protected document	
12	Exit	Closed	

Successful Post-Conditions:

1. The new expense record in database is uploaded.
2. Final expense report is saved as protected file, so Standard User cannot access the information.