# 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 |
| 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. |  |
| 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.