

Authenticate

This use case describes how users are authenticated which is required to gain access to specific functionality and associate records with actors.

Actors

- Employees

Prerequisite Use Cases

- None

Flow of Events

1. The user visits the URL of the time off application and is presented with a login screen.
2. The user enters their username and password and clicks “Login”
3. The username and password are verified against an authentication system.
4. Validation and user type is returned to the application from the authentication system.
5. The application loads to the main menu. The user is granted access to the application according to the scope associated with their account.

Scenarios

- The username or password is wrong or does not exist
 - An error message is displayed stating the username or password is incorrect.
- The authentication system does not respond
 - An error message is displayed stating there is a problem logging and to please try again later.
- After a certain amount of time, the application revokes the user's credentials.
 - The user is prompted to log in again.

Dependent Use Cases

- Create new employee
- Manage employees
- Submit time off request
- Approve/Reject time off request

Time Off Application – Use Case Descriptions

- Notify Employee
- Manage time off requests
- View reports

Submit Time Off Request

This use case describes how the employee submits a time off request form.

Actors

- Employees

Prerequisite Use Cases

- Authenticate

Flow of Events

1. From the Main Menu, the user selects “Submit Time Off Request”.
2. The user is presented with a fillable form.
3. The user fills out the form and clicks the submit button.
4. The form information is validated and stored in a database.
5. The user is notified that the form is successfully submitted and returned to the Main Menu.

Scenarios

- User enters invalid data.
 - An error message is displayed asking the user to fill out every field correctly.
- Data is not inserted in database.
 - An error message is displayed stating that a database error has occurred and to contact the system administrator.
- User cancels the request form.
 - User is returned to the main menu. No data is saved.

Dependent Use Cases

- Manage Time Off Requests
- Approve/Reject Time Off Requests

View Own Time Off Requests

This use case describes how the employee views their submitted time off requests and the amount of time off the user has accrued and used.

Actors

- Employees

Prerequisite Use Cases

- Authenticate
- Submit Time Off Request

Flow of Events

1. From the main menu, the user selects “view time off requests”.
2. The user is presented with a list of submitted time off requests, ordered by submit date.
The user is also presented with the amount of time off they have accrued and how much they have spent for the year.
3. The user can select a time off request to view the details of that time off request, including approval status (approved, rejected, pending).
4. When the user is finished, the user will be returned to the main menu.

Scenarios

- The user has not submitted any time off requests.
 - The user will be shown the message “No time off requests found” and will be given the option to return to the main menu.

Dependent Use Cases

- None

Create New Employee

This use case describes the process to create a new employee record in the time off system and give that employee attributes, such as employee type and amount of time off.

Actors

- Administrator

Prerequisite Use Cases

- Authenticate
- Manage Employees

Flow of Events

1. The administrator chooses “create new employee” from the main menu.
2. The administrator is shown the fields required to insert a new employee record into the application.
3. After filling out the fields, the administrator submits the data to the application. The user is then taken to the “Main Menu” view.

Scenarios

- The data is not verifiable.
 - The administrator is presented with an error message directing them to input appropriate data.
- The data is not submitted to the database.
 - The administrator is presented with a message that there was an error and to contact their system administrator.

Dependent Use Cases

- None

Time Off Application - Use Case Descriptions

Manage Employees

This use case describes the manner in which employee records are edited and deleted.

Actors

- Administrator

Prerequisite Use Cases

- None

Flow of Events

1. The administrator chooses “Manage Employees” from the main menu.
2. The administrator is presented with a list of employees sorted by last name.
3. The administrator selects an employee.
4. The administrator is presented with the details of that employee and the choice to edit, delete, or return to the main menu.
5. When the administrator chooses edit, they may choose the field to edit and are given a prompt to enter the new information. When they have edited the desired fields, they have the option to submit the changes.
6. When the administrator chooses delete, they are asked if they really want to delete the selected user. Upon confirmation, the user is removed from the application.

Scenarios

- No users records exist.
 - The administrator is presented with a message that users must be added first.

Dependent Use Cases

- None

Time Off Application - Use Case Descriptions

Manage Time Off Requests

This use case describes how an administrator edits, approves, rejects or deletes submitted time off requests.

Actors

- Administrator

Prerequisite Use Cases

- None

Flow of Events

1. The administrator chooses Manage Time Off Requests from the main menu.
2. The administrator is presented with a list of submitted time off requests sorted by submission date.
3. The administrator selects a time off request.
4. The administrator is presented with the details of that time off request and the choice to edit, delete, accept/reject the request if it is in pending status, or return to the main menu.
5. When the administrator chooses edit, they may choose the field to edit and are given a prompt to enter the new information. When they have edited the desired fields, they have the option to submit the changes.
6. If the Administrator changes the Approval Field and submits the changes, the user is notified of the change and the contents of the Reason field.
7. When the administrator chooses delete, they are asked if they really want to delete the selected request. Upon confirmation, the request is removed from the application.

Scenarios

- No requests
 - Administrator is presented the message that no requests exist and given the option to return to the main menu.

Dependent Use Cases

- None

View Admin Reports

This use case describes how the administrator views global reports on employee accrued hours and requested hours off.

Actors

- Administrator

Prerequisite Use Cases

- None

Flow of Events

1. The administrator chooses “View Admin Reports” from the main menu.
2. The administrator is presented with a page where every employee is listed with their type, number of hours off accrued, number of hours off taken, and number of hours remaining.
3. The administrator can choose to return to the main menu.

Scenarios

- No employees.
 - The administrator is presented with a message that there are no employees and given the option to return to the main menu.

Dependent Use Cases

- None

Notify Employee

This use case describes how employees are notified when their time off requests approval status is updated by an administrator.

Actors

- Administrator
- Employee

Prerequisite Use Cases

- Manage Time Off Requests

Flow of Events

1. The Administrator changes the approval status in the Manage Time Off Requests view and submits the change.
2. The Recent Approvals field on the user's main menu is updated to show that one or more Approval statuses have changed.
3. When the user goes into the View Own Time Off Requests view, the Recent Approvals field is reset to zero.

Scenarios

- None

Dependent Use Cases

- None