

### **Detailed Use Case Descriptions:**

#### **1. Use Case: Fill and Submit Report**

**Iteration:** Second

**Primary actor:** Racial Bias Victim

**Goal in context:** Allow actor to fill out a racial bias incident report and send this report to their school

**Preconditions:** The actor's school must have created an account within the system

**Trigger:** User accesses bias-reporter website and selects a button on the UI

**Scenario:**

1. User accesses website
2. Homepage displays
3. User selects "Report an incident"
4. Website displays form for user to fill out.
5. User fills out form and selects "Submit"
6. Form is stored for viewing by user and user's school

**Exceptions:**

- User's school does not have an account within the system
- The bias-reporter website is down
- Not enough space for a new form to be stored in database

**Priority:** High

**When available:** 24/7

**Frequency of use:** Frequent

**Channel to actor:** Bias-reporter web application UI

**Open issues:**

- How should mandatory and non-mandatory fields in the form be distinguished?
- Is there a way to prevent spam/fake reports?

#### **2. Use Case: Track Report Status**

**Iteration:** Second

**Primary actor:** Racial Bias Victim

**Goal in context:** Receive information regarding the status of a reported bias incident (e.g. the status of the school's investigation into the incident)

**Preconditions:** A bias incident report must have been previously submitted by the actor

**Trigger:** User accesses bias-reporter website to track report status and selects a button on the UI

**Scenario:**

1. User accesses website
2. Homepage displays

3. User selects “Track a report”
4. Website prompts user for keyword associated with report
5. User enters keyword associated with report
6. Website displays report information and resolution status

**Exceptions:**

- The user has not submitted a report to be tracked
- Bias-reporter website is down

**Priority:** Medium

**When available:** 24/7

**Frequency of use:** Infrequent

**Channel to actor:** Bias-reporter website UI

**Open issues:**

- If a bias incident victim forgets the keyword associated with their report, how can they view their report? Should an alternate method be used to access reports?

### 3. Use Case: Log In

**Iteration:** Second

**Primary actor:** School Faculty

**Goal in context:** Allow school personnel to log into the system to view submitted incident reports

**Preconditions:** School must have created an account in the system prior to logging in

**Trigger:** User accesses the website and selects a button on the UI to log in

**Scenario:**

1. User accesses website
2. Homepage displays
3. User selects “Log in”
4. Website prompts user for credentials
5. User enters credentials and selects “Submit”

**Exceptions:**

- Invalid credentials
- User does not have an account in the system

**Priority:** High

**When available:** 24/7

**Frequency of use:** Medium

**Channel to actor:** Bias-reporter website UI

**Open issues:**

- How will user credentials be securely stored?

### 4. Use Case: Create Account

**Iteration:** Second

**Primary actor:** School Faculty

**Goal in context:** Create an account for a school so students of that school can submit incident reports

**Preconditions:** None

**Trigger:** User accesses the website and selects a button on the UI to create an account

**Scenario:**

1. User accesses website
2. Homepage displays
3. User selects “Create Account”
4. Website prompts user for new account information, including information about the user’s academic institution
5. User enters info and selects “Submit”

**Exceptions:**

- Not enough space in the database to be allocated for a new school

**Priority:** Medium

**When available:** 24/7

**Frequency of use:** Infrequent

**Channel to actor:** Bias-reporter website UI

**Open issues:**

- How should the system react to a user entering invalid school information?

## 5. Use Case: View Reports

**Iteration:** Second

**Primary actor:** School Faculty

**Goal in context:** Allow a logged in member of school faculty to view bias incident reports submitted by students of that school

**Preconditions:** One or more reports associated with the user’s institution must have been previously submitted to the website

**Trigger:** User accesses the website, logs in, and UI displays reports associated with the school

**Scenario:**

1. School faculty accesses the website
2. Homepage displays
3. School faculty logs in
4. Website displays incident reports that have been filed for that school

**Exceptions:**

- No reports associated with the faculty’s school have been submitted to the website

**Priority:** High

**When available:** 24/7

**Frequency of use:** Frequent

**Channel to actor:** Bias-reporter website UI

**Open issues:**

- Will faculty be able to sort/organize reports? Is this necessary functionality for version 1.0?

## 6. Use Case: Edit Report Status

**Iteration:** Second

**Primary actor:** School Faculty

**Goal in context:** Allow school faculty who are logged into the system to edit the status of a bias incident report (e.g. “pending investigation”, “under investigation”, “resolved”)

**Preconditions:** There must be at least one bias incident report associated with the faculty’s school within the system

**Trigger:** Faculty accesses the website, logs in, views reports associated with their school and selects a button on the UI to edit report status

**Scenario:**

1. School faculty accesses the website
2. Homepage displays
3. Faculty logs in
4. Website displays submitted bias reports
5. Faculty selects “edit” for one of the reports
6. Website allows faculty to edit the resolution status of the incident

**Exceptions:**

- No reports associated with the faculty’s school have been submitted on the website

**Priority:** Medium

**When available:** 24/7

**Frequency of use:** Infrequent

**Channel to actor:** Bias-reporter website UI

**Open issues:**

- Will faculty be allowed to do other kinds of editing?
- Should faculty be able to enter a comment whenever a report’s resolution status is changed?