**USE-CASE DOCUMENT**



**SRM System**

**HIT Team**

Consulting

Sales

Staffing

Support

# Information of document

|  |  |
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| **Title** | **Use-case Document** |
| **Author(s)** | All team |
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# Document Reviewer Information

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| Reviewer Name | Review Attendance (R/S) | Comments |
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# Document Approver Information

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# Document Revision History

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| Date | Revision | Status | Change Summary | Revised by |
| 28/5/2012 | 1.0 |  | Write Use-case Draft | Thanh Giang |
| 8/6/2012 |  |  | Update Use-case des. | Hong Phuc |
|  |  |  |  |  |
|  |  |  |  |  |

1. **List of Entities**

|  |  |  |
| --- | --- | --- |
| ID | Name | Description |
| E01 | Administrator | * To have full access to the system. * Manage all kind of user account * Import Student Record for School |
| E02 | The Faculty Monitor | * Manage user account works for their faculty * Analysis statistics and report about the number received student records of their faculty * Import Student Record for Faculty |
| E03 | The Received Student Record Officer | * Update student record of their faculty * Analysis statistics and report about the number received student records of their faculty * Import Student Record for Faculty |
| E04 | The Training Department Officer | * Import Student Record for School * Analysis statistics and report about the number received student records of school |
| E05 | The Human Resource Department Officer | * Analysis statistics and report about the number received student records of school |
| E06 | The Management Committee | * Analysis statistics and report about the number received student records of school |

***Table 01: List of Entities***

1. **List of Business rules**

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Use case** |
| BR01 | The Faculty Monitor, The Received Student Record Officer can only import Student Record for Faculty | UC.BF.001 |
| BR02 | Administrator, The Training Department Officer have authority to import student record of any Faculty or all university | UC.SR.001 |
| BR03 | The Faculty Monitor, The Received Student Record Officer can only see statistic about received records per total number of records of their Faculty | UC.BF.004 |
| BR04 | The Faculty Monitor can manage staff account in their Faculty | UC.UM.001 |
| BR05 | The Management Committee, The Human Resource Department Officer, The Training Department Officer can only see statistic about received records per total number of records in Faculty or overall university | UC.BF.004 |

***Table 02: List of business rules***

1. **Detail Entity**

|  |  |
| --- | --- |
| ENTITY NAME: Administrator | ENTITY ID: E01 |
| Description: The administrator is a human of system that will responsible for manage user account, Import Student Record for School. This user may have training in process of system but no special computer straining for the user of system is assumed. | |
| Provide Assumptions:  The administrator will provide for system:  Textual user account information for creation and configure user account of system  Student Records for importing to the system | |
| Requires Assumptions:  System will provide:  An environment to aid in manager user account  A ability to creating a new user account, search, modify user information  A ability to importing student records | |
| Identified Use cases: | |

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| --- | --- |
| ENTITY NAME: The Faculty Monitor | ENTITY ID: E02 |
| Description: The Faculty Monitor is a human of system that will responsible for manage their faculty members, Analysis statistics and report about the number received student records of their faculty, Import Student Record for Faculty. This user may have training how to use the system (environment is supported by software and hardware). | |
| Provide Assumptions:  The store manager will provide for system:  Textual member information to manage member  Student Records of that faculty for importing to the system | |
| Requires Assumptions:  The system will provide:  An environment to aid in management member  A abilities for creation and configuration member information  A ability to importing student records  The parameter for analysis and statistics received student records’s figure | |
| Identified Use cases: | |

|  |  |
| --- | --- |
| ENTITY NAME: The Received Student Record Officer | ENTITY ID: E03 |
| Description: The Received Student Record Officer is a human of system that will responsible for Update student record of their faculty, Analysis statistics and report about the number received student records of their faculty. This user may have training how to use the system (environment is supported by software and hardware). | |
| Provide Assumptions:  The store manager will provide for system:  Student Records information of that faculty for updating to the system  Student Records of that faculty for importing to the system | |
| Requires Assumptions:  The system will provide:  An environment to aid in management student records  A abilities for updating student record information  A ability to importing student records  The parameter for analysis and statistics received student records’s figure | |
| Identified Use cases: | |

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| --- | --- |
| ENTITY NAME: The Training Department Officer | ENTITY ID: E04 |
| Description: The Training Department Officer is a human of system that will responsible for import Student Record for School, Analysis statistics and report about the number received student records of school This user may have training how to use the system (environment is supported by software and hardware). | |
| Provide Assumptions:  The store manager will provide for system:  Student Records for importing to the system | |
| Requires Assumptions:  The system will provide:  A ability to importing student records  The parameter for analysis and statistics received student records’s figure | |
| Identified Use cases: | |

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| --- | --- |
| ENTITY NAME: The Human Resource Department Officer | ENTITY ID: E05 |
| Description: The Human Resource Department Officer is a human of system that will responsible for analysis statistics and report about the number received student records of school | |
| Provide Assumptions:  The Management Committee will not provide anything for system | |
| Requires Assumptions:  System will provide:  The parameter for analysis and statistics received student records’s figure | |
| Identified Use cases: | |

|  |  |
| --- | --- |
| ENTITY NAME: The Management Committee | ENTITY ID: E06 |
| Description: The Management Committee is a human of system that will responsible for analysis statistics and report about the number received student records of school | |
| Provide Assumptions:  The Management Committee will not provide anything for system | |
| Requires Assumptions:  System will provide:  The parameter for analysis and statistics received student records’s figure | |
| Identified Use cases: | |

1. **Usecase Diagram and Usecase Description**

***Note Table:***





* 1. **Use-case Diagrams Level 1**



* 1. **Use-case Diagrams Level 2**

 

* **Use case Login**

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case ID:** | UC.BF.001 | | |
| **Use case Name:** | Login | | |
| **Created By:** | Thanh Giang | **Last Updated By:** |  |
| **Date created:** | 24/5/2012 | **Date Last Updated:** |  |

|  |  |
| --- | --- |
| **Actor:** | **All user** |
| **Description:** | Allow user login to system |
| **Trigger:** | * Login Username don’t contains special characters * Password length between 6-13 characters |
| **Preconditions:** | Account has been created |
| **Post conditions:** | Can login to system |
| **Normal Flows:** | 1. User input Username and Password 2. User clicks “login” button (Submit) 3. System defined username and password correctly and switch to user interface. 4. User login activities are recorded in system diary. |
| **Alternative Flows:** | 1. User selects "Forget Password" 2. System shows message "Please check with the admin to get the correct ID or password" 3. User clicks "OK" 4. System shutoff message, return to login screen |
| **Exceptions:** | When user cannot login because password is incorrectly, system will inform user should contact administrator for password recovery |
| **Includes:** |  |
| **Priority:** | High |
| **Frequency of Use:** | Multiple |
| **Business Rules:** |  |
| **Special Requirements:** |  |
| **Assumptions:** |  |
| **Notes and Issues:** |  |

* **Use case logout**

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case ID:** | UC.BF.002 | | |
| **Use case Name:** | Logout | | |
| **Created By:** | Thanh Giang | **Last Updated By:** |  |
| **Date created:** | 24/5/2012 | **Date Last Updated:** |  |

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| --- | --- |
| **Actor:** | **All user** |
| **Description:** | Allow user logout when not use program |
| **Trigger:** |  |
| **Preconditions:** | Account must be logged into the system |
| **Post conditions:** | User account is logout of the system. The system is ready for user login. |
| **Normal Flows:** | 1. User selects the function logout or click the button [x] in the upper right of the screen of the program or select “log out” 2. System will confirm the logout of the user by the message "Are you sure to logout?" 3. User confirm the logout , selects "OK" 4. System allows user exit program |
| **Alternative Flows:** |  |
| **Exceptions:** |  |
| **Includes:** |  |
| **Priority:** | High |
| **Frequency of Use:** | Multiple |
| **Business Rules:** |  |
| **Special Requirements:** |  |
| **Assumptions:** |  |
| **Notes and Issues:** |  |

* **Use case Change password**

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case ID:** | UC.BF.003 | | |
| **Use case Name:** | **Change password** | | |
| **Created By:** | Thanh Giang | **Last Updated By:** |  |
| **Date created:** | 24/5/2012 | **Date Last Updated:** |  |

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| --- | --- |
| **Actor:** | **Training Department Officer, Faculty Officer, The Head Master** |
| **Description:** | This function allows user to change system default password to personal password. |
| **Trigger:** | Account and password are determined |
| **Preconditions:** | User login to account with username and password that the system provides change password function is selected |
| **Post conditions:** | Change password successful |
| **Normal Flows:** | 1. User input old password (Current Password) 2. User input new password (New Password) 3. User input new password again (Confirm new Password) 4. User selects "OK" to change password 5. User selects “Cancel” to cancel change password 6. The system save user new password |
| **Alternative Flows:** |  |
| **Exceptions:** | * When user enter the "Confirm new password" wrong: The system fill red confirm the password for the user to re-enter the correct * Where the user enter the "Current password" wrong: The system fill red the "Current password" for the user to re-enter the correct |
| **Includes:** |  |
| **Priority:** | Low |
| **Frequency of Use:** | Few |
| **Business Rules:** |  |
| **Special Requirements:** |  |
| **Assumptions:** |  |
| **Notes and Issues:** |  |

* **Use case Create new user account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case ID:** | UC.UM.001 | | |
| **Use case Name:** | **Create account for user** | | |
| **Created By:** | Thanh Giang | **Last Updated By:** |  |
| **Date created:** | 24/5/2012 | **Date Last Updated:** |  |

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| --- | --- |
| **Actor:** | Admin , The Faculty Monitor |
| **Description:** | Function allows admin create account for user |
| **Trigger:** | Information don’t contain special characters |
| **Preconditions:** | Admin login successful  Interface of user management ready for user interaction. User selects to the "create new user" to enter create’s interface |
| **Post conditions:** | User account is created  System stores the new account is created to database |
| **Normal Flows:** | 1. User fill in account information:   Username:  Position   * + - The Management Committee     - The Human Resource Department Officer     - The Faculty Monitor and Faculty     - The training Department Officer     - The Received Student Record Officer and Faculty   Department   * Kiến Trúc Xây Dựng * Ban Khoa Học Cơ Bản * Thương Mại * Điện Lạnh * Du lịch * Tài Chính Ngân Hàng * Kế Toán Kiểm Toán * Mỹ Thuật Công Nghiệp * Công Nghệ Môi Trường * Kỹ Thuật Nhiệt Lạnh * Ngoại Ngữ * Quan Hệ Công Chúng * Quản Trị Kinh Doanh * Công Nghệ Sinh Học * Ban Trung Cấp Chuyên Nghiệp * Công Nghệ Thông Tin   Some information is not required:   * ID * Name |
|  | * Date of birth * Gender * Phone number * Address  1. User assigned permissions for the account 2. User clicks "Add" to finish create account 3. New account information will be saved to the database 4. User assigned permissions for the account 5. User clicks "Add" to finish create account 6. New account information will be saved to the database 7. The system still display information is created to interface of create, user want to escape clicks "cancel" 8. The system returns to main interface of account management |
| **Alternative Flows:** | **For The Faculty Monitor**   1. User fill in account information:   Username:  Some information is not required:   * ID * Name * Date of birth * Gender * Phone number * Address  1. User assigned permissions for the account 2. User clicks "Add" to finish create account 3. New account information will be saved to the database 4. The system still display information is created to interface of create, user want to escape clicks "cancel"   The system returns to main interface of account management |
| **Exceptions:** | Fill lack information in one of section |
| **Includes:** |  |
| **Priority:** | High |
| **Frequency of Use:** |  |
| **Business Rules:** |  |
| **Special Requirements:** |  |
| **Assumptions:** |  |
| **Notes and Issues:** |  |

* **Use case Edit account information**

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| --- | --- | --- | --- |
| **Use Case ID:** | UC.UM.002 | | |
| **Use case Name:** | **Edit account information** | | |
| **Created By:** | Thanh Giang | **Last Updated By:** | Phuc Nguyen |
| **Date created:** | 24/5/2012 | **Date Last Updated:** |  |

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| **Actor:** | Admin, The faculty monitor |
| **Description:** | This function allows the user to view details of an account, and can update or edit that information: assigned permission, lock accounts, reset passwords |
| **Trigger:** | 1. User login to system by admin account 2. Users select user management. 3. System shows a list of users is created. |
| **Preconditions:** | Admin login successful  Account must exist to modify  Interface of user management ready for user interaction. |
| **Post conditions:** | System saved account information is edit into the database |
| **Normal Flows:** | * **Edit account information for Admin**  1. User selects account and clicks “Edit user” or double click user name. 2. Detailed information appears on the user interface 3. User can change the entries as:    * 1. Assign Authorize      2. User can change the status of the account      3. Some information is not required 4. User clicks "save" to complete the edit information 5. The information of the account changes are saved to the database 6. Recorded in user activity log edit account information  * **Edit account information for The faculty monitor**  1. User selects account and clicks “Edit user” or double click user name 2. Detailed information appears on the user interface 3. User can change the entries as:   User can change the status of the account  Some information is not required   1. User clicks "save" to complete the edit information 2. The information of the account changes are saved to the database 3. Recorded in user activity log edit account information |
| **Alternative Flows:** | * 1. ***Reset accout***       1. Selects account need to recovery in accounts table      2. User selects reset password function ( )      3. System shows message: are you sure, you want to reset password for account?      4. User selects "ok"      5. System restores default password for account and displays message “reset password successful"      6. User clicks "ok"      7. System return to interface of account management   ***d. Assign Authorize:***  1.2.1 Admin select assign Authorize,the rights of the user corresponding to the position:   * + - The Management Committee     - The Human Resource Department Officer     - The Faculty Monitor and Faculty     - The training Department Officer     - The Received Student Record Officer and Faculty   1.2.2 Admin clicks "save" to complete the edit information  1.2.3 The information of the account changes are saved to the database.  ***c. Disable account***  1.2.1 Selects account need to recovery in accounts table  1.2.2 Detailed information appears on the user interface  1.2.3 The user changes the status of disable  1.2.4 User selects "Save"  1.2.5 System returns to interface of account management.  1.2.6 Account disabled no longer appear in the user list. |
| **Alternative Flows:** | ***d. Enable account***  1.2.1 Selects account need to recovery in accounts table  1.2.2 Detailed information appears on the user interface  1.2.3 The user changes the status of Enable  1.2.4 User selects "Save"  1.2.5 System return to interface of account management.  1.2.6 Account enabled appears in the user list. |
| **Exceptions:** |  |
| **Includes:** |  |
| **Priority:** | Medium |
| **Frequency of Use:** |  |
| **Business Rules:** |  |
| **Special Requirements:** |  |
| **Assumptions:** |  |
| **Notes and Issues:** |  |

* **Use case show accounts by list**

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| --- | --- | --- | --- |
| **Use Case ID:** | UC.UM.003 | | |
| **Use case Name:** | **Show accounts by list** | | |
| **Created By:** | Thanh Giang | **Last Updated By:** | Phuc Nguyen |
| **Date created:** | 24/5/2012 | **Date Last Updated:** |  |

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| **Actor:** | Admin |
| **Description:** | This function allows the user to view accounts by list with multiple criteria depending on user choice |
| **Trigger:** |  |
| **Preconditions:** | Admin login successful  User click tab user management  System and functions ready for operation |
| **Post conditions:** | System displays account has been created in the database |
| **Normal Flows:** | The system displays all the account has been created in the list on the main interface |
| **Alternative Flows:** | ***Search user account:***   1. User can search account with multiple criteria by typing in the box “search”  * Username. * Authorize * Department.  1. Users enter keywords to search 2. User click button search 3. The system displays the database accounts found in the accounts table.   ***Search user account for The Faculty Monitor:***   1. User can search account with multiple criteria by typing in the box “search”  * Username.  1. Users enter keywords to search 2. User click button search 3. The system displays the database accounts found in the accounts table. |
| **Exceptions:** |  |
| **Includes:** |  |
| **Priority:** | Low |
| **Frequency of Use:** |  |
| **Business Rules:** |  |
| **Special Requirements:** |  |
| **Assumptions:** |  |
| **Notes and Issues:** |  |

* **Use case analysis statistic**

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| --- | --- | --- | --- |
| **Use Case ID:** | UC.BF.004 | | |
| **Use case Name:** | **Analysis statistic** | | |
| **Created By:** | Phuc Nguyen | **Last Updated By:** |  |
| **Date created:** | 24/5/2012 | **Date Last Updated:** |  |

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| **Actor:** | The Management Committee ,The Human Resource Department Officer ,The Faculty Monitor, The training Department Officer |
| **Description:** | This function allows the user to the lists students with various criteria. |
| **Trigger:** | List student information already in the system |
| **Preconditions:** | 1. User login to system  2.User select tab statistics |
| **Post conditions:** | Statistical information is displayed on the interface. |
| **Normal Flows:** | 1.The user selects criteria.   * All * Department   2. Users select button “statistics”.  3. The system displays a list of students apply for each faculty and students have filed / total |
| **Alternative Flows:** | ***The Faculty Monitor:***  1. Users select “statistics”.  2. The system appears number records each day and total records were received on the total number of records |
| **Exceptions:** |  |
| **Includes:** |  |
| **Priority:** | High |
| **Frequency of Use:** |  |
| **Business Rules:** |  |
| **Special Requirements:** |  |
| **Assumptions:** |  |
| **Notes and Issues:** |  |

## Import Student record data

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| --- | --- | --- | --- |
| **Use Case ID:** | UC.SR.001 | | |
| **Use case Name:** | Import Student record data | | |
| **Created By:** | Thanh Giang | **Last Updated By:** | Phuc Nguyen |
| **Date created:** | 24/5/2012 | **Date Last Updated:** | 21/6/2012 |

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| --- | --- |
| **Actor:** | Administrator , The faculty monitor , the training department officer |
| **Description:** | This feature allow user to import student record data (with original information) |
| **Trigger:** | 1. Information does not contain special characters 2. Last Name and first name 3. Faculty 4. Current address 5. Class ( alpha + number) 6. Male/ Female |
| **Preconditions:** | Student record exist  User must log into SRM system.  User select tab Import student List |
| **Post conditions:** | List of Student Records is saved into database. |
| **Normal Flows:** | 1. User select “Browse” and select file to import into database. 2. User select " import " system saves data into database of system. 3. System shall notice to user that data is saved into database. |
| **Alternative Flows:** | * ***File error:***  1. User select file to import into database. 2. Users select "import" list student error appears on the student interface. 3. Number of students do not fail to be updated in the database and show Show student failed to table Error List |
| **Exceptions:** |  |
| **Includes:** |  |
| **Priority:** | High |
| **Frequency of Use:** |  |
| **Business Rules:** |  |
| **Special Requirements:** |  |
| **Assumptions:** |  |
| **Notes and Issues:** |  |

* **View student records**

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case ID:** | UC.SR.003 | | |
| **Use case Name:** | **View student records** | | |
| **Created By:** | Phuc Nguyen | **Last Updated By:** |  |
| **Date created:** | 24/5/2012 | **Date Last Updated:** |  |

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| --- | --- |
| **Actor:** | The Received Student Record Officer |
| **Description:** | This function allows the user to view the student’s records. |
| **Trigger:** | List student information already in the system. |
| **Preconditions:** | 1. User login to system.  2. Choose function "Import records"  3. Interface of Search ready for user interaction. |
| **Post conditions:** | Student information is displayed on the interface |
| **Normal Flows:** | 1. Users enter MSSV.  2. Users click “OK”.  3.Student information appears. |
| **Alternative Flows:** |  |
| **Exceptions:** |  |
| **Includes:** |  |
| **Priority:** | High |
| **Frequency of Use:** |  |
| **Business Rules:** |  |
| **Special Requirements:** |  |

* **Update student record**

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case ID:** | UC.SR.002 | | |
| **Use case Name:** | **Update student records** | | |
| **Created By:** | Phuc Nguyen | **Last Updated By:** | Phuc Nguyen |
| **Date created:** | 24/5/2012 | **Date Last Updated:** | 21/6/2012 |

|  |  |
| --- | --- |
| **Actor:** | The Received Student Record Officer |
| **Description:** | This function allows the user to confirm the profile received of students. |
| **Trigger:** | Existing student information system. |
| **Preconditions:** | 1. User login to system.  2. Choose select " Check records”  3. Interface of Check records ready for user interaction. |
| **Post conditions:** | Save student records in the database and print student records |
| **Normal Flows:** | 1. User search student to update  2. In detail interface student records users may edit student information, by check or uncheck the box, Including:   * + Enrollment notice   + High School Transcript (copy enclosed with the original for comparison)   + High school diploma, or certificate BTTH, CNTN temporary (copy enclosed with the original for comparison)   + Birth certificate (copy enclosed with the original for comparison)   + The paper certifying object & priority areas.   + Permanent residence (copy enclosed with the original for comparison)   + Matriculation Profile   + Transfer activity profile "Đoàn" or "Đảng".   + 4 stamped envelope, specify the address family.   + Photographed at school.   3. User select “Print” to save student records in the database and print student records, select "cancel" to cancel. |
| **Alternative Flows:** |  |
| **Exceptions:** |  |
| **Includes:** |  |
| **Priority:** | High |
| **Frequency of Use:** |  |
| **Business Rules:** |  |
| **Special Requirements:** |  |