Sec 1 Group 1 - Textual Use Case Description

- The public link access for the use-case diagram: https://lucid.app/lucidchart/2e419b9c-5a0e-45d4-a523-c5ebc58b1f05/edit?viewport_loc=237%2C-267%2C3107%2C1950%2C.Q4MUjXso07N&invitationId=inv_1b85d78c-beb7-46c6-bfc8-c889fb60f200
- Since this is a high-level diagram, we did not add detailed functionalities, such as school counselors viewing the available tour hours and selecting among them. However, we will mention these detailed functionalities in this document.

Actors:

- **BTO Manager** is a general class containing several core actions that are available to all BTO members except tour guides, such as:
  - Adding/removing tour guides,
  - Finalizing tour schedules created by the Scheduler class (modifying and confirming the schedule),
  - Seeing feedbacks

  It is inherited by Executives, Coordinators, and Advisors.
- **Executives** (Örsan Örge and Dilek Yıldız): These are the authorities of BTO that are entitled to all actions except viewing the "puantaj" table. Their actions include:
  - Viewing more confidential statistics such as high schools' YKS performance, Bilkent loyalties (students' overall tendency to select Bilkent)
  - Managing (adding/removing) advisors and coordinators,
  - Other actions that are inherited from the BTO Manager class.
- **Coordinators** (Boray Güvenç) are responsible for handling the approval of payments and management of advisors and tour guides.
- **Advisors** mainly assist in managing the scheduling process and get feedback from counselors/students. They can perform the actions inherited by the BTO Manager class (finalize schedule, add/remove tour guides, and see feedback).
- **Tour Guides** interact with the system to enroll in specific tours, submit their working hours, and view payment-related data.
- **High School Counselors** apply for school campus tours, receive notifications about their applications, and provide feedback on the tours.
  - They can see the available dates and time slots for campus tours & select among them from the "availability schedule", where we display the tour

schedule without specifying school names, for them to see available time slots for visit.

- They can apply for tours. We didn't add the option to withdraw from tours to prevent counselors from last-minute withdrawals.

- **Unregistered Individuals** can apply for individual tours without requiring a full registration in the system. Other than that, any unregistered and registered user will be able to reach the information about Bilkent from the website.

- **Scheduler** is a class role that provides a tentative schedule by handling the automatic assignment of school tours and individual tours to time slots, utilizing a scheduling algorithm with some prioritization conditions. The BTO Members have access to Scheduler class, and can confirm or modify the tentative schedule Scheduler class provides. After BTO Members confirm the schedule, the Scheduler class will notify the tour applicants (individuals or counselors) and other BTO Members.

  - Scheduler acts as a central notification system. All the actors get notified from this center about important actions. These actions can be any kind of cancellation or approval. The regarding action is first evaluated here and then the concerned actor who will be responsible for the action gets notified.

Use Cases:

Log in (All Actors): A standard authentication process granting different actors access to their specialized user interfaces.

See statistics (Executives): Executives can see the high school statistics, the number of students they sent to Bilkent, etc.

Add/Remove Advisors (Executives, Coordinators): Coordinators and executives can view the current list of advisors while adding or removing them.

Approve Payment Activity (Coordinators): Track and confirm payments made to tour guides and advisors regarding working hours. (It is assumed that executives do not have access to the puantaj and do not view payment activity.)

Add/Remove Tour Guides (Executives, Coordinators, Advisors): BTO managers can view the tour guides list and manage tour guides.

Finalize Tour Schedule (Executives, Coordinators): BTO managers can view the current tour schedule prepared by the Scheduler and finalize the schedule for campus tours.

See the feedbacks (Executives, Coordinators, Advisors): BTO managers can see the feedback provided by school counselors after the tours are completed.

Approve/Decline Assigned Tour Day (Advisor): The scheduler class will assign a tour day for advisors, the advisor should be able to confirm or decline this appointment.

Enroll in / Withdraw from Tours (Tour Guides): Tour guides can choose tours to guide by enrolling through the system. Their choice of tours and work is also reflected in their payment details. They can also withdraw from the tours in advance. In this situation the scheduler gets notified followingly the scheduler will notify advisors. In addition, in order to manually contact advisors they can see the contact information of all the advisors.

Submit Work Activity (Tour Guides): Tour guides submit the details of their work; such as detailed information about the tours they have conducted (date, time slot, high school information, and the number of hours the tour has taken).

Make School Tour Application (High School Counselors): Counselors submit applications to arrange school campus tours for their students, specifying details such as preferred dates and time slots.

Get Notified About the Application (High School Counselors): Counselors are notified about the status of their tour applications, guiding them through the process.

Give Feedback to the Tours (High School Counselors): Following the completion of a campus visit, counselors will be asked to provide feedback about their experience. They will be able to rate the tour out of 5 stars, similar to the Google Maps comment section.

Make Individual Tour Application (Unregistered Individuals): Prospective students or their families can apply for individual tours. They do not need to create an account since they are not regular applicants, such as high school counselors. In case of cancellation of the tour, they will be notified via email.

Manage Tour Scheduling Algorithm (Scheduler): A specialized function that automates the assignment of time slots for campus visits based on high school characteristics. After time slots are automatically assigned, advisors will approve the slots. Then, advisors and applicants will be notified.

Notify BTO Managers (Scheduler): When a cancellation/confirmation of any kind occurs regarding the specific BTO manager, that action and the further action will be notified via email. In addition, they can see scheduled programs through the system.

Notify Tour Applicants (Scheduler): When a cancellation/confirmation of any kind occurs regarding tour applicants, they will be notified via email.

Assign Tour Day For Advisors (Scheduler): Scheduler will assign a tour day for advisors waiting for their confirmation. If it gets declined then that day is assigned to a different advisor until it gets approved.