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| Use Case #1 | Import CSV files |
| Description | Observation data sent to UKHO must be imported in the database for analysis and/or exports. |
| Actors | MEDS Administrator, Processor |
| Goals | Import data from observations files in CSV format, informing related metadata |
| Pre-conditions | * Administrators and Processors must be logged in the system, * observation files in must be saved in the local network, * Administrators and Processor must have access to the local network |
| Basic flow | 1. The Administrators logs in the System, navigates to Jobs module and creates a new import Job Tracking record. 2. Once the Job Tracking record is finalized, the Administrator assign the job to a Processor. 3. The System notifies the Processor about the assignment by email. 4. The Processor logs in the System, navigates to the Jobs module and is able to find the assigned Job. 5. The Processor verify the Job Tracking details, creates a new Job Processing Job. 6. The Processor convert the file from its original format to CSV, using various available tools outside the System. 7. The Processor saves the resulting CSV files in the specific network folder reserved for data imports, and takes note of its path. 8. The Processor returns to the System Job module, and finish the Job preparation, informing metadata about the CSV file, including its location in the network. 9. The Processor uploads the CS files in the System. 10. The Processor set the import Job as ready for processing and the System imports the data to the MEDS database. 11. The System logs messages of execution and errors. 12. The Processor navigates to the Job Tracking logs and verify its successful execution. |
| Alternate Paths |  |
| Post-conditions | Observation data sent to UKHO is available in the MEDS database and can be accessed for analysis and export. |

1. Create Job Description (Admin):

* **Actor**: Admin
* **Preconditions**: The admin is logged into the system and has the necessary permissions to create job descriptions.
* **Basic Flow**:
  1. The admin accesses the system's interface for creating job descriptions.
  2. The admin fills out the required fields such as job title, description, responsibilities, qualifications, etc.
  3. Optionally, the admin may attach additional documents or files related to the job description.
  4. The admin reviews the information and ensures its accuracy.
  5. The admin saves the job description in the system.
* **Postconditions**: The job description is successfully created and stored in the system for further use.

1. Assign Job (Admin):

* **Actor**: Admin
* **Preconditions**: The admin is logged into the system and has access to job descriptions and employee profiles.
* **Basic Flow**:
  1. The admin accesses the list of available job descriptions.
  2. The admin selects a job description to assign.
  3. The admin identifies suitable candidates based on employee profiles or recruitment criteria.
  4. The admin assigns the selected job description to the chosen candidate(s).
* **Postconditions**: The job is successfully assigned to the selected candidate(s), and they are notified of their new responsibilities.

1. File Conversion (Processor):

* **Actor**: Processor
* **Preconditions**: The processor is logged into the system and has access to the file conversion tools.
* **Basic Flow**:
  1. The processor accesses the system's file conversion module.
  2. The processor selects the file(s) to be converted from one format to another.
  3. The processor chooses the desired output format for the conversion.
  4. The processor initiates the conversion process.
  5. The system converts the file(s) to the specified format.
* **Postconditions**: The file(s) are successfully converted to the desired format and are ready for further processing or upload.

1. Job Preparation (Processor):

* **Actor**: Processor
* **Preconditions**: The processor is logged into the system and has access to job-related files and documents.
* **Basic Flow**:
  1. The processor accesses the system's interface for job preparation.
  2. The processor retrieves the relevant job description and associated documents.
  3. The processor reviews the job requirements and prepares necessary materials such as forms, templates, or guidelines.
  4. The processor organizes the files and documents according to the job's specifications.
* **Postconditions**: The job materials are successfully prepared and organized, ready for further processing or distribution.

1. File Upload (Processor):

* **Actor**: Processor
* **Preconditions**: The processor is logged into the system and has access to the file upload functionality.
* **Basic Flow**:
  1. The processor accesses the system's file upload module.
  2. The processor selects the file(s) to be uploaded from their local device or storage.
  3. The processor specifies the destination or folder for the uploaded file(s).
  4. The processor initiates the upload process.
  5. The system uploads the file(s) to the specified location.
* **Postconditions**: The file(s) are successfully uploaded to the system and are available for further processing or distribution.

1. File Import (Processor):

* **Actor**: Processor
* **Preconditions**: The processor is logged into the system and has access to the file import functionality.
* **Basic Flow**:
  1. The processor accesses the system's file import module.
  2. The processor selects the source from which to import files, such as a local directory, external storage, or another system.
  3. The processor specifies the files or folders to be imported.
  4. The processor initiates the import process.
  5. The system imports the selected files or folders into the system's storage.
* **Postconditions**: The files are successfully imported into the system and are available for further processing or distribution.