

# Business Trips - Use cases

## 1. User registration

- a. Any user can register into the system by providing a valid email, a name and a desired password. The email will be used later as part of the login process;
- b. After registration, the user should receive a confirmation email which also contains an URL to the account activation page. After accessing the URL, a page will be displayed and the user is informed that the account was activated and now he can login into the system.

## 2. Login

- a. Any user must first login in order to access any application features. A login is successful by supplying a valid email and password. The account must be activated in order for the user to be able to authenticate;
- b. If the session expires the user has to login again;
- c. If an unauthenticated user tries to access a feature by URL (aka bookmark), he will need to authenticate before being redirected to the accessed feature.

## 3. Logout

- a. An authenticated user has to be able to logout at any time he wants.

## 4. Register new business trip

- a. An authenticated user can register a new business trip request by accessing the Business Trip Registration Page. Here he has to provide following data:
  - i. **Area** - *selected from a list of possibles areas (the list will be provided);*
  - ii. **PM name** - *the name of a PM;*
  - iii. **Interval** - *two dates (starting and ending date of the business trip);*
  - iv. **Client** - *the name of the client;*
  - v. **Project name from EBS** - *OPTIONAL;*
  - vi. **Project number from EBS** - *this should be alphanumeric;*
  - vii. **Task name from EBS** - *OPTIONAL;*
  - viii. **Task number from EBS** - *this should be alphanumeric;*
  - ix. **Client Location** - *destination for the business trip;*
  - x. **Leaving from** - *departure location;*
  - xi. **Mean of transportation** - *personal car or free text;*
  - xii. **Need of phone** - *can be a checkbox;*
  - xiii. **Need of bank card** - *can be a checkbox;*
  - xiv. **Accommodation** - *free text;*
  - xv. **Anything else to consider important** - *free text.*
- b. After registering a business trip, the user is redirected to a page where where he can see all the business trips he registered so far;
- c. After registering a business trip, an email it is sent to a configured email. The email should contain all the info above and an URL from where the receiver (aka Business Trip Operator) can set the status of the business trip (accepted/rejected).

## 5. View my business trips

- a. An authenticated user can access a page from here he can see a report with all the business trips he registered. The business trips will be sorted by date in descending order. The report should have at least the following header:
  - i. Location;
  - ii. Starting date;
  - iii. Ending date;
  - iv. Accommodation;
  - v. Status - *pending/accepted/rejected;*
  - vi. Action - *button for canceling the request.*

## 6. Cancel a business trip request

- a. A registered business trip can be cancelled at any time. This can be accomplished from the page which displays the registered business trips for the authenticated user;
- b. After cancellation an email it is sent to a configured email, informing the receiver (aka Business Trip Operator) about this action.

## 7. Search for other business trips

- a. All business trips are centralized for all user. Any user can search for any business trip by providing different criteria: time interval, location, mean of transportation;
- b. The results should be displayed in a report which offer following info:
  - i. Starting date;
  - ii. Location;
  - iii. Person;
  - iv. Mean of transportation;
  - v. Accommodation.