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| **Use Case ID** | UC.04 | | | | |
| **Use Case Name** | Timekeeping | | | | |
| **Created by** | Huỳnh Vũ | | **Last updated by** | | Huỳnh Vũ |
| **Date Created** | Dec 01, 2024 | | **Date last updated** | | Dec 01, 2024 |
| **Actors** | Staff,System | | | | |
| **Brief Description** | This use case allows kitchen staff to log their working hours by clocking in and out through the system. The system records the timestamps and updates the staff attendance log accordingly. | | | | |
| **Goal** | To accurately track and record the working hours of all staff | | | | |
| **Trigger** | The staff selects the "Clock In" or "Clock Out" option in the system at the beginning or end of their shift | | | | |
| **Pre-conditions** | · The staff is registered in the system  · The system is operational and accessible | | | | |
| **Post-conditions** | * The clock-in or clock-out time is recorded in the system * The staff attendance log is updated with the recorded time * The staff receives confirmation of the successful clock-in or clock-out | | | | |
| **Main Flow** | **Step** | **Actor Action** | | **System Response** | |
| **1** | Staff logs into the system | | The system displays the timekeeping interface | |
| **2** | Staff selects “**Clock In**” at the start of their shift. | | The system records the clock-in time and displays a confirmation message | |
| **3** | Staff works their shift | | The system verifies the information and starts processing the payment | |
|  | **4** | Staff selects “**Clock Out**” at the end of their shif | | The system records the clock-out time and updates the attendance log | |
|  | **5** |  | | The system displays a summary of the recorded working hours | |
| **Alternative Flow** | **Alternative Flow 1: Kitchen Staff Forgets to Clock Out** | | | | |
| **Step** | **Actor Action** | | **System Response** | |
| **1** | Staff logs into the system | | The system displays the timekeeping interface | |
| **2** | Staff selects “**Clock In**” at the start of their shift. | | The system records the clock-in time and displays a confirmation message | |
| **3** | Staff forgets to clock out at the end of their shift | | The system detects a missing clock-out time and sends a notification to the staff | |
| **4** | Staff requests a manual clock-out adjustment | | The system logs the request and notifies the manager for approval | |
| **Alternative Flow 2: Duplicate Clock-In/Clock-Out Attempt** | | | | |
| **Step** | **Actor Action** | | **System Response** | |
| **1** | Staff logs into the system | | The system displays the timekeeping interface | |
| **2** | Staff attempts to clock in or clock out multiple times for the same shift | | The system detects the duplicate entry and displays a warning: “You have already clocked in/out.” | |
| **Exception Flow** | **Exception Flow 1:** **System Crash During Clock-In/Clock-Out** | | | | |
| **Step** | **Actor Action** | | **System Response** | |
| **1** | Staff logs into the system | | The system displays the timekeeping interface | |
| **2** | Staff attempts to clock in or clock out, but the system crashes | | The system becomes unresponsive and displays an error: “**System error. Please restart and try again**.” | |
| **3** | Staff retries clocking in/out after the system restarts | | The system records the clock-in/clock-out time successfully | |
| **Priority** | High | | | | |
| **Business Rule** | Valid Login  Clock-In Before Shift Start  Clock-Out After Shift End  Duplicate Clock-In/Out Prevention | | | | |

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