Use Case Specification – Assign Task to Staff

Brief Description

Manager on various occasions assigns the duties for the staff based on booking details and services. System displays the available bookings and tasks related to those bookings. Based on task type, staff type and availability of the personnel, Manager assigns the duties to the staff. System generates the report listing the tasks and staff assigned to each of them.

Actors

1. Manager / Primary
2. ***Basic Flow***
   1. ACCESS TASK LIST

The use case begins when Manager is logged in and accesses the list of tasks.

* 1. SELECT PERIOD

Manager indicates period (start and end day) for which tasks and duties need to be listed and system generates the data.

* 1. DISPLAY TASK LIST

System displays the list of the tasks, their type and filters personnel that can be linked to the task (i.e. that is marked as appropriate to handle such task). System also prompts the user if the task is already assigned to the staff member or not.

* 1. ASSIGN STAFF

Manager selects the task and system offers staff members list that are marked as suitable for such task type. Manager selects the user that is to be linked to the task.

* 1. CONFIRM STAFF ASSIGNMENT

System prompts the user to confirm that task is to be linked to the staff member. Manager confirms the selection and system displays that task assignment is successfully assigned to the staff member.

* 1. ASSIGN MORE STAFF TO TASK

If more tasks are to be assigned to staff members, the use case instance repeats from step DISPLAY TASK LIST.

* 1. END

[Extension Point: Print Report] The use case instance ends.

1. ***Alternative flows***
   1. NO TASKS FOR THE PERIOD

At basic flow DISPLAY TASK LIST, system prompts the user that no tasks are available for the selected period. The use case resumes at basic flow SELECT PERIOD.

* 1. NO AVAILABLE STAFF

At basic flow ASSIGN STAFF, system prompts the user that there is no available staff for the task. The use case resumes at basic flow DISPLAY TASK LIST.

* 1. DECLINE STAFF ASSIGNMENT

At basic flow CONFIRM STAFF ASSIGNMENT, user declines the assignment of task to staff member. The use case resumes at basic flow DISPLAY TASK LIST.

* 1. QUIT

The system allows the Administrative staff to quit at any time during the use case. The Administrative staff chooses not to save the information inserted in the service request. The use case instance terminates.

* 1. QUIT AND SAVE

The system allows the Administrative staff at any point to quit the session and save data inputted. The system saves the session and all data inserted. The use case instance terminates.

* 1. SYSTEM DATA UNAVAILABLE

At any point in the use case, the system might fail to access the required information. The system displays the error message to the Administrative staff. The use case instance terminates.

Notes

1. Staff members will have set maximum number of hours that they can work per day, their availability and leave days in the system. System will calculate assigned tasks to users against his/her availability and prompt when assigned tasks exceed the available hours.

Version history

N/A.