

Detailed Use Case Descriptions:

Use Case: Upload a Backup to Database

Primary Actor: ACCR Staff

Goal in Context: Allows ACCR Staff to download database to computer

Preconditions: ACCR Staff member has to be logged in

Trigger: Accr Staff has a backup they decide to upload

Scenario:

1. ACCR Staff clicks the upload backup button
2. A file manager popup appears, allowing Staff to chose the relevant file
3. ACCR Staff choses file, and click the file submit button
4. The file is analyzed to make sure that it is not corrupted
5. The file is parsed, and the data is uploaded to the database

Exceptions:

1. Invalid File format: ACCR Staff uploads the proper file
2. Corrupted file

Priority: Medium-Low

When available: Not available, but pending implementation

Frequency of use: once a week - once a month

Channel to actor: ROJ application

Open issues:

1. What file format should the download be?

Use Case: Download Current Database

Primary Actor: ACCR Staff

Goal in Context: Allows ACCR Staff to download database to computer

Preconditions: ACCR Staff member has to be logged in

Trigger: ACCR Staff is logged in and wants to create a new backup

Scenario:

1. ACCR Staff logs into their account.
2. Navigates to the upload / download backup tab
3. Clicks the download database button
4. A file manager popup appears requesting the Staff member to name the file and specify download location
5. The Staff member enters in the required information, and hits the save button
6. The file is saved to the computer

Exceptions:

1. ACCR Staff does not specify a file name: Provide file name
2. ACCR Staff does not specify a file location: Provide file directory

Priority: Medium Priority

When available: Second Increment

Frequency of use: Occasionally,

Channel to actor: RoJ

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

1. Create the functionality for download.
2. Implement conversion from view mode → csv mode

Use Case: Enter New Donation

Primary Actor: ACCR Staff

Goal in Context: New Donation entry can be created and filled with required contents

Preconditions: ACCR Staff member has to be logged in to their account.

Trigger: A new donation was received and needs to be entered.

Scenario:

1. A donation is received and needs to be entered.
2. The ACCR Staff navigates to the enter donation button
3. ACCR Staff fills out donation form
4. New donation is added to the list

Exceptions:

1. ACCR Staff enters a field with the incorrect format
2. ACCR Staff leaves a required field blank

Priority: High priority

When available: Already available

Frequency of use: Occasionally

Channel to actor: RoJ Application

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

1. What information is required such that the form cannot be submitted unless submitted properly?
2. What information is permissible to leave blank?

Use Case: View Donation List

Primary Actor: ACCR Staff

Goal in Context: See and be able to scroll through the entire history of in-kind donations.

Preconditions: ACCR Staff member has to be logged in.

Trigger: ACCR Staff decides to view all donations made.

Scenario: Select "In-Kind Donations -> In-Kind List" menu option

Exceptions:

Priority: High Priority

When available: Currently available

Frequency of use: Often

Channel to actor: RoJ

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

1. Do they want to always see all the donations made since the start, or sort by date periods?

Use Case: Sort Donation List

Primary Actor: ACCR Staff

Goal in Context: Allows ACCR Staff to view list by specific specifiers

Preconditions: ACCR Staff member has to be logged in

Trigger: ACCR Staff needs to sort information based on a time period

Scenario:

1. ACCR Staff needs to generate a report with an estimate of how many donations were received last month.
2. Navigate to the Donation tab and sort the information on the top right hand corner, by selecting start and end date.

Exceptions:

1. There are no donors that fit the sorting criteria

Priority: Medium Priority

When available: Second increment

Frequency of use: Often

Channel to actor: RoJ

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

1. Should the sort option be calendar based? For example, input specific dates or have tabs that generate weekly, monthly, etc.

Use Case: Search Donation List

Primary Actor: ACCR Staff

Goal in Context: Allows ACCR Staff to look for a specific donation in the database

Preconditions: ACCR Staff member has to be logged in

Trigger: ACCR Staff needs to look for a certain vendor information

Scenario:

1. ACCR Staff needs to view information about Han Dynasty donations.

2. Navigate to donations tab, and enter in Han Dynasty in search box.
3. Information about Han Dynasty donations will appear if there are any.

Exceptions:

1. There are no donations related to the search.

Priority: Medium Priority

When available: Second increment

Frequency of use: Occasionally

Channel to actor: RoJ

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

Use Case: View Donor List

Primary Actor: ACCR Staff

Goal in Context: View all donors who have previously donated in-kind to ACCR

Preconditions: ACCR Staff member has to be logged in

Trigger: ACCR Staff decides to view donor list and navigates to tab

Scenario:

1. ACCR Staff logs in to Rails of Justice
2. ACCR Staff navigates to In-Kind Donations (with the option to select Donor List)
3. ACCR Staff views table of donors as logged

Exceptions:

1. Rails of Justice is not being run and cannot be accessed
2. ACCR Staff fails to log in with the correct credentials

Priority: High

When available: Already available

Frequency of use: Multiple times a day

Channel to actor: RoJ Application

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

1. Should there be searching and sorting functionality for the list of donors?

Use Case: Create New Donor

Primary Actor: ACCR Staff

Goal in Context: To create a new donor entity

Preconditions: ACCR Staff member has to be logged in

Trigger: A Staff member is informed of someone who hopes to donate or there is a new donation that was offered from a donor

Scenario:

1. User goes to home page
2. User navigates to Donor or In-Kind donations tab
3. User selects add a new Donor if in Donor tab
4. If User navigates to In-Kind Donations tab they select add a new donation
5. If Donor does not already exist in drop-down list then user selects a new Donor
6. In both cases when add a New Donor is selected then the user inputs valid information
7. Then the donor is added to the donor list
8. The donor is now viewable in the donor tab and accessible from the drop-down menu in the in-kind donations tab

Exceptions:

1. ACCR staff inputs invalid information: Correct information must be entered
2. Donor is not added to donor list; Connection to database has to be corrected
3. Donor is not added to In-Kind Donations tab drop-down list; Connection to database has to be corrected

Priority: High

When available: Already available

Frequency of use: With every new donor

Channel to actor: RoJ Application

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

1. What occurs when the information is not entered in the proper format?
2. What information is required and what information is permissible to leave empty?

Use Case: Sort Donor List

Primary Actor: ACCR Staff

Goal in Context: Allows ACCR Staff to sort the list of donors by a certain specifier

Preconditions: ACCR Staff member has to be logged in

Trigger: ACCR staff needs to sort list alphabetically

Scenario:

1. ACCR staff needs to export a list alphabetically.
2. ACCR staff navigates to the Donations tab and clicks the button to sort in alphabetical order.

Exceptions:

1. No need to sort.

Priority: High

When available: Second increment

Frequency of use: Often

Channel to actor: RoJ

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

1. What should be the default sort option for all entries?

Use Case: Export Tax Form

Primary Actor: ACCR Staff

Goal in Context: Allows ACCR Staff to export a pdf of the tax form with information already filled in

Preconditions: A donor has made an in-kind donation; an ACCR Staff member has added the donation info to the application's donation list.

Trigger: The ACCR Staff member decides to generate the tax receipt form for a particular in-kind donation.

Scenario:

1. ACCR Staff member logs in
2. ACCR Staff navigates to In-Kind Donation list ("In-Kind Donations" → "In-Kind List").
3. View the donation which tax form needs to be exported for.
4. Click on the donation and navigate to Export Tax form, and export in pdf file.

Exceptions:

1. There is no pdf/document viewer in the computer system

Priority: High

When available: Second increment

Frequency of use: Often

Channel to actor: RoJ

Secondary actors: N/A

Channels to secondary actors: N/A

Open issues:

1. How much information needs to be exported into the tax form?
2. Should the donor and donation information include all necessary fields to automate the form?