|  |  |  |
| --- | --- | --- |
| **Actors** | **Descriptions** | **Use Case(s)** |
| Sales Associate | Responsible for Entering, Editing, and Finalizing quotes through a web-based interface | Enter Quote  Edit / Finalize Quote |
| Legacy Database | Contains information on existing customers | Enter Quote |
| Management (HQ) | Responsible for the sanctioning of quotes and initiating the conversion of quotes to purchase orders | Sanction Quote  Convert Quote to Purchase Order |
| External Processing System | Processes purchase orders and yields a commission for the Sales Associate | Convert Quote to Purchase Order |
| Sales Administrator | Manages and maintains information on sales associates and quotes | Maintain Sales Associate Information  Maintain Quote Information |

**Enter Quote**

|  |  |
| --- | --- |
| Actors | Sales Associate, Legacy Database |
| Description | The Sales Associate enters a quote for a customer using the customer’s information contained on the Legacy Database. The Sales Associate can record a description of the sale, a price, and secret notes. |
| Data | Customer Information, including email, price of sale, free-form description of sale, and secret notes. |
| Stimulus | Sales Associate selects operation |
| Comments |  |

**Edit / Finalize Quote**

|  |  |
| --- | --- |
| Actors | Sales Associate |
| Description | The Sales Associate can freely edit the description of the sale, price, and secret notes for the quote until it is finalized. Upon being finalized, the quote is sent to HQ for review and sanctioning. |
| Data | Customer Information, including email, price of sale, free-form description of sale, and secret notes. |
| Stimulus | Sales Associate selects operation |
| Comments |  |

**Sanction Quote**

|  |  |
| --- | --- |
| Actors | Management (HQ) |
| Description | Management can edit, delete, add lines, and provide discounts to quotes before sanctioning. After being sanctioned, the quote can be converted to a purchase order. |
| Data | Customer Information, including email, price of sale, free-form description of sale, and secret notes. |
| Stimulus | Management (HQ) selects operation on finalized quote |
| Comments |  |

**Convert Quote to Purchase Order**

|  |  |
| --- | --- |
| Actors | Management (HQ), External Processing System |
| Description | The quote is converted to a purchase order, with date processed and sale information emailed to the customer. A sale commission is given to be added to the Sales Associate’s accumulated commission. |
| Data | Date processed, customer information, including email, price of sale, free-form description of sale, and secret notes. |
| Stimulus | Management (HQ) selects operation |
| Comments |  |

**Maintain Sales Associate Information**

|  |  |
| --- | --- |
| Actors | Sales Administrator |
| Description | The Sales Administrator can view, add, edit, and delete information regarding Sales Associates. |
| Data | Name, UserID, Password, Accumulated Commission, Address |
| Stimulus | Sales Administrator selects operation |
| Comments |  |

**Maintain Quote Information**

|  |  |
| --- | --- |
| Actors | Sales Administrator |
| Description | The Sales Administrator can search and view quotes based on status (finalized, sanctioned, ordered), date range, sales associate, and customer. |
| Data | Quote Status, Quote Date, Sales Associate Information, Customer Information |
| Stimulus | Sales Administrator selects operation |
| Comments |  |