Brief Description: The "Edit Contact" use case enables an administrator to change all or some of an existing contact information.
Step-by-step Description: 1. Administrator selects "Contacts" tab. 2. Administrator selects contacts to be changed from list of existing contacts. 3. Administrator left clicks the "Edit" button. 4. Administrator changes the fields that need to be updated. 5. Administrator left clicks the "Save" button to keep changes made.
Possible Alternative: 1. Database may fail to connect and program will display error. 2. Administrator may enter an invalid value into a field. 3. Administrator may changes values and attempt to exit without saving changes.. 4. Administrator may change values but cancel all changes. 5. Administrator searches for contact's name via search bar instead of choosing from list.

Brief Description: The "Delete Contact" use case enables an administrator to delete all or some of the existing Contact(s).
Step-by-step Description: 1. Administrator selects "Contacts" tab. 2. Administrator selects contact to be deleted from list of existing Contacts. 3. Administrator left clicks the "Delete" button. 4. Window will appear asking the administrator "Are you sure you want delete (contact's name)?". NOTE: this will delete contact from both contact list and department list and is irreversible! 5. Administrator left clicks the "Yes" button to keep changes made.
Possible Alternative: 1. Database can fail to connect and program will display error. 2. Administrator may enter an invalid value into a field. 3. Administrator may changes values and attempt to exit without saving changes.. 4. Administrator may change values but cancel all changes. 5. Administrator may cancel deletion. 6. Administrator searches for contact’s name via search bar instead of choosing from list..

Brief Description: The "Create Contact" use case enables an administrator to add an Contact to the list of existing Contacts.

Step-by-step Description:
1. Administrator selects "Contacts" tab.
2. Administrator left clicks the "Create" button.
3. Administrator types in the contact information for the Contact being created into the appropriate fields.
4. Administrator left clicks "Save" to save new Contact

Possible Alternative:
1. Database can fail to connect and program will display error.
2. Administrator may fail to enter all necessary fields.
3. Administrator may changes values and attempt to exit without saving changes..
4.Administrator may change values but cancel all changes.

Brief Description: The "Edit Department" use case enables an administrator to change all or some of an existing departments' information.

Step-by-step Description:
1. Administrator selects "Departments" tab.
2. Administrator selects department to be changed from list of existing departments.
3. Administrator left clicks the "Edit" button.
4. If adding Contact to department, skip to Step 6..
5. If receiving Contact from department skip to Step 11.
6. Administrator changes the fields that need to be updated.
7. Administrator left clicks "Add Contact to Department" button.
8. Administrator selects Contact from list of existing Contacts.
9. Administrator left clicks "Ok" to return to department editor with Contact added to department list
10. Skip to Step 15 if administrator is done editing the department's information, continue to step 10 to remove contact from department, or return to Step 4 to keep editing.
11. Administrator left clicks "Remove Contact From Department" button
12. Administrator selects Contact from list of existing Contacts in the department.
13. Administrator left clicks "Ok" to return to department editor with Contacts removed from department list,or left clicks "Cancel" to return to department editor with Contacts still in the department.
14. If Administrator still needs to edit the department return to Step 4.
15. Administrator left clicks the "Save" button to keep changes made.

Possible Alternative:
1. Database can fail to connect and program will display error.
2. Administrator may fail to enter all necessary fields.
3. Administrator may changes values and attempt to exit without saving changes..
4. Administrator may change values but cancel all changes.
5. Administrator searches for Contact(s) by name via search bar.

Brief Description: The "Create Department" use case enables an administrator to add a

department to the list existing departments
Step-by-step Description: 1. Administrator selects "Departments" tab. 2. Administrator left clicks the "Create" button. 3. Administrator fills in department's information in correct fields. 4. Administrator left clicks "Add Contact" button. 5. Administrator selects Contacts from list of existing Contacts. 6. Administrator left clicks "Ok" button to add Contact to department's Contact list. 7. Repeat Steps 5 and 6 until all Contacts in department are added. NOTE: Department must have at least one Contact to be saved. 8. Administrator left clicks "Save" button to create the department and return to list of existing departments.
Possible Alternative: 1. Database can fail to connect and program will display error. 2. Administrator may fail to enter all necessary fields. 3. Administrator may changes values and attempt to exit without saving changes.. 4. Administrator may change values but cancel all changes. 5. Administrator may also search for Contact using name bar.

Brief Description: The "Delete Department" use case enables an administrator to delete department from the list of existing departments
Step-by-step Description: 1. Administrator selects "Departments" tab 2. Administrator selects department to be deleted 3. Administrator left clicks "Delete" button. 4. Administrator will be asked, "Are you sure you want to delete (department's name)?". 5. Administrator left clicks "Yes" button to delete department and returns to new list of existing departments. NOTE: Contacts will be removed from department, but will not be deleted. The deletion of a department is irreversible.
Possible Alternative: 1. Database can fail to connect and program will display error. 2. Administrator may fail to enter all necessary fields. 3. Administrator may changes values and attempt to exit without saving changes. 4. Administrator may change values but cancel all changes. 5. Administrator may also search for Contact using name bar.

Brief Description: The "Create Report" use case enables an administrator to create a new report and save the report to Reports.

Step-by-step Description: 1. Administrator selects "Reports" tab 2. Administrator left clicks "Create" button. 3. Administrator inputs report information (start/end date, dimensions, metrics, sort by, filter, Title). NOTE: Report requires at least one metric. 4. Administrator clicks “Preview” to view the report before saving. 5. Administrator left clicks "Create report" button. NOTE: Reports are saved in database. 6. Administrator left clicks "x" button to close report and is returned to list of reports in Reports folder.
Possible Alternative: 1. Database can fail to connect and program will display error. 2. Administrator may fail to enter all necessary fields. 3. Administrator may changes values and attempt to exit without saving changes.. 4. Administrator may change values but cancel all changes.

Brief Description: The "Delete Report" use case enables an administrator to delete a report.
Step-by-step Description: 1. Administrator selects "Reports" tab 2. Administrator selects report to be deleted. 3. Administrator left Clicks "Delete Report" button. 4. Administrator is asked, "Are you sure you want to delete (report name)?" 5. Administrator left Clicks "Yes" button to delete a report and is returned to list of reports in Reports folder. NOTE: There is no way to undelete a report.
Possible Alternative: 1. Database can fail to connect and program will display error. 2. Administrator may fail to enter all necessary fields. 3. Administrator may changes values and attempt to exit without saving changes.. 4. Administrator may change values but cancel all changes.

Brief Description: The "Send Report" use case enables an administrator to send a report(s) to other Contacts or other specified recipients.

Step-by-step Description: 1. Administrator selects "Reports" tab. 2. Administrator selects report to be sent. 3. Administrator left clicks "Send" button. 4. If Administrator is sending to contact, Administrator left clicks "Add Contact to Send List" button. 5. Administrator selects Contact(s) to receive report. 6. Administrator left clicks "Add Contacts(s)" button to add contacts(s) to send list. 7. Repeat Steps 4,5, and 6 until all contacts intended to be sent to are added to send list. 8. If administrator wants to send report to an entire department, administrator left clicks add department. 9. Administrator selects department from list of departments. 10. Administrator left clicks "Add Email(s)" button to add email(s) to send list. 11. Administrator can click “Preview” to see the contents of the email/report before sending. 12. Repeat Steps 8,9, and 10 until all departments intended to be sent to are added to send list. 13. If administrator wants to send the report to specified recipient, administrator left clicks "Add Email Address" button. 14. Administrator fills in the "Email Address" field with the specified recipient's email address. 15. Administrator left clicks "Add Email" button to add email to send list. 16. Repeat Steps 13, 14, and 15 until as specified recipients intended to be sent to are added to send list. 17. Administrator left clicks "Send Report" button to send report to all people on send list. NOTE: At least one contact, department, or specified recipient must be on send list to send report.
Possible Alternative: 1. Program may not be able to connect to mail server to send reports. 2. Database may fail to connect and will return an error. 3. Invalid recipient may be selected. 4. Administrator may get cancel the sending of a report. 5. Contact may also be found by using the name search function. 6. Department may also be found by using the department search function.

Brief Description: The “Edit Settings” use case enables the administrator to change or edit the SQL server, email server, and email account being used.

Step-by-Step Description: 1. Administrator selects the SQL database type via a combobox beside the “SQL Database Type:” label. 2. Administrator types the SQL Server address beside the label “SQL Server:”. 3 Administrator types the SQL Database’s name in the field beside “SQL Database Name:” label. 4. Administrator types his/her username for the SQL server in the field beside the “SQL Username:” label. 5. Administrator types his/her password for the SQL server in the field beside the “SQL Password:” label. 6. Administrator types the domain of his/her email client into the field beside the “Email Server:” label. 7. Administrator types his/her username for his/her email into the field beside the “Email Username:”. 8. Administrator types his/her password for his/her email into the field beside the “Email Password:” label. 9. Administrator clicks “Save Changes” button at the bottom of the GUI. 10. Administrator is prompt with a window that say, “Are sure you want to save changes to the settings?” 11. Administrator clicks “Yes, save”. 12. Administrator is returned to the “Settings” tab with the newly saved settings
Possible Alternative: 1. Administrator clicks “Revert Changes” and Administrator is returned Settings with last saved settings. 2. Administrator clicks “No, don’t save.” and Administrator is returned to the “Settings” tab with the settings he/she has not saved.