Brief Description

The "Edit Employee" use case enables an administrator to change all or some of an existing employees'
contact information.

Step-by-Step Description

1. Administrator selects "Contacts" tab.

2. Administrator selects employee to be changed from list of existing employees or searches for employee's name via search bar.

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 or left clicks the "Cancel" button
to not keep changes make and return to the list of existing employees.

Brief Description

The "Delete Employee" use case enables an administrator to delete all or some of the existing employee(s).

Step-by-Step Description

1. Administrator selects "Contacts" tab.

2. Administrator selects employee to be deleted from list of existing employees or searches for employee's name via search bar.

3. Administrator left clicks the "Delete" button.

4. Window will appear asking the administrator "Are you sure you want delete (employee's name)?".

NOTE: this will delete employee from both contact list and department list and is irreversible!

5. Administrator left clicks the "Yes" button to keep changes made or left clicks the "Cancel" button
   to not delete employee and return to the list of existing employees.

Brief Description

The "Create Employee" use case enables an administrator to add an employee to the list of existing employees.

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 employee being created into the
   appropriate fields.

4. Administrator left clicks "Save" to save new employee or left clicks "Cancel" to return to
   list of existing employees.

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 or searches for
   department's name via search bar.

3. Administrator left clicks the "Edit Selected Department" button.

4. If adding employee to department, skip to Step 6..

5. If removing employee from department skip to Step 11.

6. Administrator changes the fields that need to be updated.

7. Administrator left clicks "Add Employee to Department" button

8. Administrator selects employee from list of existing employees or searches for employee by name via search bar.

9. Administrator left clicks "Ok" to return to department editor with employee added to department list
,or left clicks "Cancel" to return to department editor.

10. Skip to Step * if administrator is done editing the department's information, continue to step 10
to remove employee from department, or return to Step 4 to keep editing.

11. Administrator left clicks "Remove Employee From Department" button

12. Administrator selects employee from list of existing employees in the department or searches for
employee by name via search bar.

13. Administrator left clicks "Ok" to return to department editor with employee removed from department list
,or left clicks "Cancel" to return to department editor with employee 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 or left clicks the "Cancel" button
to not keep changes make and return to the list of existing employees.

Brief Description

The "Create Department" use case enables an administrator to add a department to the list existing departments
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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 Employee" button.

5. Administrator selects employees from list of existing employees or searches employee by name via search bar.

6. Administrator left clicks "Ok" button to add employee to department's employee list or
   left clicks "Cancel" to return to department editor.

7. Repeat Steps 5 and 6 till all employees in department are added

NOTE: Department must have at least one employee to be saved.

8. Administrator left clicks "Save" button to create the department and return to list of existing departments
   , or left clicks "Cancel" button to return to list of existing departments.

Brief Description

The "Delete Department" use case enables an administrator to delete department from the list of existing departments
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Step-by-Step Description

1. Administrator selects "Departments" tab

2. Administrator selects department to be deleted or searches for the department by name via search bar.

3. Administrator left clicks "Delete Selected Department" 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, or
left clicks "Cancel" to return to list of existing departments.

NOTE: Employees will be removed from department, but will not be deleted. The deletion of a department is irreversible.

Brief Description

The "Create Report" use case enables an employee to create a new report and save the report to Reports.

Step-by-Step Description

1. Employee selects "Reports" tab

2. Employee left clicks "Create" button.

3. Employee inputs report information (start/end date, dimensions, metrics, sort by, filter, Title).

NOTE: Report requires at least one metric.

4. Employee left clicks "Create report" button or left clicks "Cancel" button and is returned to list of reports
in Reports folder

5. Employee selects where to save report in Reports folder. Employee can create folder to save report in.

NOTE: reports must be saved in Reports folder or a folder that is located inside the Reports folder.

6. Report (excel file) is opened for employee to view.

7. Employee left clicks "x" button to close report and is returned to list of reports in Reports folder.

Brief Description

The "Delete Report" use case enables an employee to delete a report or folder of reports in Reports folder.

Step-by-Step Description

1. Employee selects "Manage Reports" tab

2. Employee selects report to be deleted, folder of reports to be deleted, or report inside of folder.

3. Employee left Clicks "Delete" button.

4. Employee is asked, "Are you sure you want to delete (report name)?" or "Are your sure you want to
   delete (folder name)?".

5. Employee left Clicks "Yes" button to delete report(s) and is returned to list of reports in Reports folder, or
   Employee left clicks "Cancel" to return to list of reports in Report folder.

NOTE: There is no way to undelete a report.

Brief Description

The "Send Report" use case enables an employee to send a report(s) other employees or other specified recipients.

Step-by-Step Description

1. Employee selects "Reports" tab.

2. Employee selects report(s) to be sent.

3. Employee left clicks "Send" button.

4. If employee is sending to other employees, employee left clicks "Add Employee to Send List" button.

5. Employee selects employee(s) to receive report(s) or searches the employee to be sent to by name via search bar.

6. Employee left clicks "Add employee(s)" button to add employee(s) to send list, or left clicks "Cancel" button to
return to send list.

7. Repeat Steps 4,5, and 6 till all employees intended to be sent to are added to send list.

8. If employee wants to send report to an entire department, employee left clicks add department.

9. Employee selects department from list of departments, or searches the department by name via search bar.

10. Employee left clicks "Add Email(s)" button to add email(s) to send list, or "Cancel" to return to send list.

12. Repeat Steps 8,9, and 10 till all departments intended to be sent to are added to send list.

13. If employee wants to send the report(s) to specified recipient, employee left clicks "Add Email Address" button.

14. Employee fills in the "Email Address" field with the specified recipients' email address.

15. Employee left clicks "Add Email" button to add email to send list, or "Cancel" to return to send list.

16. Repeat Steps 13, 14, and 15 till as specified recipients intended to be sent to are added to send list.

17. Employee left clicks "Send Report(s)" button to send report(s) to all people on send list, or left click "cancel" button to return to list of reports in Reports folder.

NOTE: At least one employee, department, or specified recipient must be on send list to send report.
