1. **Stationary**
   1. **Manage published document**



* + 1. **Create a new published document**

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| **Use Case Name** | Create a new published document | |
| **Actors** | Stationary | |
| **Description** | Stationary want to create a new published document. | |
| **Pre-conditions** | Actor has logged in. | |
| **Post-conditions** | Success: published document is created newly.  Fail: Refill information | |
| **Basic flow** | Actor Actions:  1. Actor clicks ‘Create document’ button in Actor’s Home page menu.  3. Actor input published document’s information and click ‘Create’ button. [Alternative 1] | System Responses:  2. System redirects to ‘Create document’ page and displays form with the following control :  - ‘Process’ list box  - ‘Source Number’ text field  - ‘Number’ text field  - ‘Type’ list box  - ‘Date’ date box  - ‘Content’ text area  - ‘Valid from’ date box  - ‘Valid to’ date box  - ‘File’ text field  - ‘Browse’ button  - ‘Need reply’ check box  - ‘Reply’ check box  - ‘Create’ button  - ‘Close’ button  4. System checks the information  [Exception 1]  5. System inserts the document into database, show message: ‘Create published document successfully’ and then redirects Home page. |
| **Alternative flow** | Actor Actions:  [Alternative 1]  1. Actor click ‘Close’ button. | System Responses:  2. System returns to Home page. |
| **Exception** | Actor Actions:  [Exception 1]  1. Actor lefts ‘Process’ list box blank.  2. Actor lefts ‘Type’ list box blank. | System Responses:  System displays message to Actor :  - ‘Process cannot be blank’’.  - ‘Type can’t be blank’. |



* + 1. **Update a published document**

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| **Use Case Name** | Update a published document | |
| **Actors** | Stationary | |
| **Description** | Stationary want to update a published document. | |
| **Pre-conditions** | Actor has logged in. | |
| **Post-conditions** | Success: published document is updated successfully.  Fail: Refill information | |
| **Basic flow** | Actor Actions:  1. Actor clicks ‘Update document’ button in Actor’s Home page menu.  3. Actor input published document’s information and click ‘Update’ button. [Alternative 1] | System Responses:  2. System redirects to ‘Update document’ page and displays form with the following control :  - ‘Process’ list box  - ‘Source Number’ text field  - ‘Number’ text field  - ‘Type’ list box  - ‘Date’ date box  - ‘Content’ text area  - ‘Valid from’ date box  - ‘Valid to’ date box  - ‘File’ text field  - ‘Browse’ button  - ‘Need reply’ check box  - ‘Reply’ check box  - ‘Update’ button  - ‘Close’ button  4. System checks the information  [Exception 1]  5. System update the document into database, show message: ‘Update published document successfully’ and then redirects Home page. |
| **Alternative flow** | Actor Actions:  [Alternative 1]  1. Actor click ‘Close’ button. | System Responses:  2. System returns to Home page. |
| **Exception** | Actor Actions:  [Exception 1]  1. Actor lefts ‘Process’ list box blank.  2. Actor lefts ‘Type’ list box blank. | System Responses:  System displays message to Actor :  - ‘Process cannot be blank’’.  - ‘Type can’t be blank’. |



* + 1. **Remove a published document**

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| **Use Case Name** | Update a published document | |
| **Actors** | Stationary | |
| **Description** | Stationary want to delete a published document. | |
| **Pre-conditions** | Actor has logged in. | |
| **Post-conditions** | Success: published document is deleted successfully. | |
| **Basic flow** | Actor Actions:  1. From ‘Document Management’ page, in view documents section, actor clicks on to the ‘Delete’ button.  3. Actor clicks ‘Yes’ button.  5. Actor clicks ‘No’ button. | System Responses:  2. A confirmation message box appears:” Are you sure that you want to delete this document?”  4. Document from database has been deleted.  5. System redirects to Home page |
| **Alternative flow** |  |  |
| **Exception** |  |  |



* 1. **Process transfer published document which isn’t needed to reply**

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| **Use Case Name** | Process transfer published document | |
| **Actors** | Stationary | |
| **Description** | Stationary can transfer published document to other departments. | |
| **Requirements** |  | |
| **Pre-conditions** | Stationary created a published document already.  Stationary must log in. | |
| **Post-conditions** | Success: Published document is forwarded to departments to process further.  Fail: Published document is not sent to manager. | |
| **Basic flow** | Actor Actions:  1. Actor clicks menu ‘Published Document’ from home page.  3. Actor clicks document created before.  5. Actor clicks ‘Transfer’ button.  [Alternative 1]  [Alternative 2]  7. Actor input information and clicks ‘Transfer’ button  [Alternative 3] | System Responses:  2. System redirects to “Processing” tab.  4. Show detail of this document and pop-up information about actor’s action with the following control:  - ‘Transfer’ button  - ‘Remove’ button  - ‘Edit’ button  6. Redirects to ‘Transfer’ page and displays form with the following control:  - ‘Department’ checkbox  - ‘Comment’ text field  - ‘Transfer’ button  -‘Cancel’ button  8. Check input information  [Exception 1]  9. Transfer document to relevant departments, redirect to home page. |
| **Alternative flow** | Actor Actions:  [Alternative 1]  1. Actor click ‘Remove’ button.  [Alternative 2]  1. Actor click ‘Edit’ button.  [Alternative 3]  1. Actor click ‘Cancel’ button. | System Responses:  2. Update document status to ‘Cancel’, redirect to home page.  2. Redirect to ‘Update’ page.  2. Redirect to Home page. |
| **Exception** | Actor Actions:  [Exception 1]  1. Actor does not check any department to transfer. | System Responses:  System displays message to Actor :  2. Department cannot blank. |



* 1. **Process transfer published document which is needed to reply**

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| **Use Case Name** | Process transfer published document needed to reply | |
| **Actors** | Stationary | |
| **Description** | Stationary can transfer published document to a relevant department for processing reply. | |
| **Requirements** |  | |
| **Pre-conditions** | Stationary created a published document already.  Stationary must log in. | |
| **Post-conditions** | Success: Published document which is needed to reply is forwarded to department to process further.  Fail: Published document is not sent to department. | |
| **Basic flow** | Actor Actions:  1. Actor clicks menu ‘Published Document’ from home page.  3. Actor clicks document created before.  5. Actor clicks ‘Transfer’ button.  [Alternative 1]  [Alternative 2]  7. Actor input information and clicks ‘Transfer’ button  [Alternative 3] | System Responses:  2. System redirects to “Processing” tab.  4. Show detail of this document and pop-up information about actor’s action with the following control:  - ‘Transfer’ button  - ‘Remove’ button  - ‘Edit’ button  6. Redirects to ‘Transfer’ page and displays form with the following control:  - ‘Department’ list box  - ‘Comment’ text field  - ‘Transfer’ button  - ‘Cancel’ button  8. Check input information  [Exception 1]  9. Transfer document to relevant department, redirect to home page. |
| **Alternative flow** | Actor Actions:  [Alternative 1]  1. Actor click ‘Remove’ button.  [Alternative 2]  1. Actor click ‘Edit’ button.  [Alternative 3]  1. Actor click ‘Cancel’ button. | System Responses:  2. Update document status to ‘Cancel’, redirect to home page.  2. Redirect to ‘Update’ page.  2. Redirect to Home page. |
| **Exception** | Actor Actions:  [Exception 1]  1. Actor does not check a department to transfer. | System Responses:  System displays message to Actor :  2. Department cannot blank. |



* 1. **Process publish a draft to published document**

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| **Use Case Name** | Process publish a draft to published document | |
| **Actors** | Stationary | |
| **Description** | Stationary should publish a draft like creating a published document. | |
| **Requirements** |  | |
| **Pre-conditions** | A draft was created already  Top manager approved that draft.  It was transferred to Stationary. | |
| **Post-conditions** | Success: Publish a draft as published document.  Fail: Cannot publish a draft. | |
| **Basic flow** | Actor Actions:  1. Actor clicks menu ‘Draft’ from home page.  3. Actor clicks a draft approved by top manager before.  5. Actor clicks ‘Publish’ button.  [Alternative 1] | System Responses:  2. System redirects to “Processing” tab.  4. Show detail of this draft and pop-up information about actor’s action with the following control:  - ‘Publish’ button  - ‘Add to storage’ button  6. Create published document having same properties as draft, redirects to ‘DocumentDetail’ page. |
| **Alternative flow** | Actor Actions:  [Alternative 1]  1. Actor click ‘Add to storage’ button. | System Responses:  2. Save draft to storage area, redirect to home page. |
| **Exception** |  |  |



* 1. **Process update status of published document which is needed to reply**

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| **Use Case Name** | Process update status of published document which is needed to reply. | |
| **Actors** | Stationary | |
| **Description** | Stationary can update status of published document which is needed to reply. | |
| **Requirements** |  | |
| **Pre-conditions** | Relevant department processed reply on that document.  It was transferred to Stationary. | |
| **Post-conditions** | Success:  - Update process of replying a published document is completed.  - Save document to storage area. | |
| **Basic flow** | Actor Actions:  1. Actor clicks menu ‘Published Document’ from home page.  3. Actor clicks a published document.  5. Actor clicks ‘Reply’ button. | System Responses:  2. System redirects to “Processing” tab.  4. Show detail of this document and pop-up information about actor’s action with the following control:  - ‘Reply’ button  6. Update published document to “Reply”, save document to storage area, redirect to home page. |
| **Alternative flow** |  |  |
| **Exception** |  |  |



* 1. **Process update status of incoming document from outside**

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| **Use Case Name** | Process update status of incoming document from outside. | |
| **Actors** | Stationary | |
| **Description** | Process update status of incoming documents from outside which is replied to outgoing document sent before. | |
| **Requirements** |  | |
| **Pre-conditions** | Outgoing document was created having property “IsNeedRely”. | |
| **Post-conditions** | Success:  - Update process of replying a published document. | |
| **Basic flow** | Actor Actions:  1. Actor clicks menu ‘Published Document’ from home page.  3. Actor clicks a published document.  5. Actor clicks ‘Reply’ button. | System Responses:  2. System redirects to “Processing” tab.  4. Show detail of this document and pop-up information about actor’s action with the following control:  - ‘Reply’ button  6. Update published document to “Reply”, redirect to home page. |
| **Alternative flow** |  |  |
| **Exception** |  |  |



* 1. **Process update outgoing published document needed to reply**

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| **Use Case Name** | Process update an outgoing document. | |
| **Actors** | Stationary | |
| **Description** | Process update an outgoing published document needed to reply | |
| **Requirements** |  | |
| **Pre-conditions** | Outgoing document was created having property “IsNeedRely”. | |
| **Post-conditions** | Success:  - Update an outgoing published document. | |
| **Basic flow** | Actor Actions:  1. Actor clicks menu ‘Published Document’ from home page.  3. Actor clicks a published document.  5. Actor clicks ‘Reply’ button.  [Alternative 1]  7. Actor input information and clicks ‘Update’ | System Responses:  2. System redirects to “Processing” tab.  4. Show detail of this document and pop-up information about actor’s action with the following control:  - ‘Reply’ button  - ‘Edit’ button  6. Show pop-up form with the following control:  - ‘File’ text filed  - ‘Browse’ button  - ‘Update’ button  8. Check input information  [Exception 1]  9. Upload file and update published document to “Replied”, redirect to home page. |
| **Alternative flow** | Actor Actions:  1. Actor clicks menu ‘Edit’ button. | System Responses:  2. System redirects to “Update” page. |
| **Exception** | Actor Actions:  [Exception 1]  1. Actor does not choose a file to update. | System Responses:  System displays message to Actor :  2. File cannot blank. |



* 1. **Process update outgoing published document not needed to reply**

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| **Use Case Name** | Process update an outgoing document. | |
| **Actors** | Stationary | |
| **Description** | Process saving an outgoing published document not needed to reply to storage area | |
| **Requirements** |  | |
| **Pre-conditions** | Outgoing document was created. | |
| **Post-conditions** | Success:  - Saving an outgoing published document. | |
| **Basic flow** | Actor Actions:  1. Actor clicks menu ‘Published Document’ from home page.  3. Actor clicks a published document.  5. Actor clicks ‘Add to storage’ button.  [Alternative 1] | System Responses:  2. System redirects to “Processing” tab.  4. Show detail of this document and pop-up information about actor’s action with the following control:  - ‘Add to storage’ button  - ‘Edit’ button  6. Save document to storage area, redirect to home page. |
| **Alternative flow** | Actor Actions:  1. Actor clicks menu ‘Edit’ button. | System Responses:  2. System redirects to “Update” page. |
| **Exception** |  |  |

