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 ‘Name’ text field blank.  2. Actor lefts ‘Phone’ text field blank.  3. Input phone not in numeric or phone length not in range 8 – 14 character.  4. Actor lefts ‘Email’ text field blank or input an invalid email address.  5. Actor lefts ‘Order Date’ blank or pick an invalid date. | System Responses:  System displays message to Actor :  - ‘Name cannot be blank’’.  - ‘Phone can’t be blank’.  - ‘The phone number should be numeric only and must be between 8 and 14 digits’.  - ‘Email is invalid’.  - ‘Order Date is invalid’. |



* + 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 ‘Name’ text field blank.  2. Actor lefts ‘Phone’ text field blank.  3. Input phone not in numeric or phone length not in range 8 – 14 character.  4. Actor lefts ‘Email’ text field blank or input an invalid email address.  5. Actor lefts ‘Order Date’ blank or pick an invalid date. | System Responses:  System displays message to Actor :  - ‘Name cannot be blank’’.  - ‘Phone can’t be blank’.  - ‘The phone number should be numeric only and must be between 8 and 14 digits’.  - ‘Email is invalid’.  - ‘Order Date is invalid’. |



* + 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 manager 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 to department’ 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.  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**
  2. **Process publish a draft to published document**
  3. **Process update status of published document which is needed to reply**
  4. **Process update status of incoming document from outside**
  5. **Process update outgoing published document needed to reply**
  6. **Process update outgoing published document needed to reply**
  7. **Process update outgoing published document not needed to reply**