

Use Case Name: Log in

Flow of events:

- Entry Condition:

- Exit Condition:

- 1

Quality Requirements:

- Verification code must be entered within 60 seconds.

Use Case Name: Review university fair applications

Actors: Director, Coordinator

Flow of events:

1. The actor enters the 'Fair Applications' tab.
2. The actor enters one of the fair applications.
3. The actor reviews the request then accepts or declines it.
4. An automated informative e-mail is sent to the applicant's mail address.

Entry Condition:

- There is at least 1 unreviewed fair application.

Exit Condition:

- The actor successfully completes the review.

Quality Requirements:

- The system will allow both the director and the coordinator to access it concurrently, maintaining optimal performance.

Use Case Name: View Puantaj page

Actors: Director, Coordinator, Advisor, Guide, Promotion coordinator

Flow of events:

1. The actor enters the Puantaj page.
2. If the actor is not a guide, the system will display the list of payrolls of all guides.

3. If the actor is a guide, the system will display only that guide's payroll.

Entry Condition:

- The actor is logged in to the system.

Exit Condition:

- The actor has viewed the Puantaj page successfully.

Quality Requirements:

- The system will load the puantaj page within 2 seconds, even during high-traffic periods, to ensure quick access to payroll information of guides.

Use Case Name: Edit Puantaj page

Actors: Coordinator

Flow of events:

1. The coordinator enters the Puantaj page.
2. The coordinator clicks the edit button in the Puantaj page.
3. The page directs the coordinator to an editable Puantaj table.
4. The coordinator changes the guide's payroll.

Entry Condition:

- There has been an error regarding one of the guide's payroll or the payroll of the guide has not been entered yet.
- The user is logged in as coordinator.

Exit Condition:

- The coordinator has made a change, OR
- The coordinator left the system without changing anything.

Quality Requirements:

- The system will automatically save the edits coordinator made on the puantaj page within 3 seconds, ensuring efficient updates to payroll information of guides.

Use Case Name: View prioritized database

Actors: Director, Coordinator

Flow of events:

1. The actor selects the 'High School Database' tab.
2. The actor views the database.

Entry Condition:

- The actor has logged in to the system.

Exit Condition:

- The actor has viewed the database successfully.

Quality Requirements:

- The system will provide users with read-only access to the prioritized database, ensuring that data remains consistent and unaltered.

Use Case Name: View contact information of school counselors

Actors: Director, Coordinator

Flow of events:

1. The actor enters the High School Database tab.
2. The actor may filter or sort the list of high schools (filter by country, sort by score etc.).

3. The actor clicks one of the high schools to view the contact information of the high school counselor of that high school.

Entry Condition:

- The actor has logged in to the system.
- The actor is on the dashboard page.

Exit Condition:

- The actor closed the tab.

Quality Requirements:

- The system will restrict access to school counselors' contact information to the authorized users only to protect sensitive information.

Use Case Name: View contact information of individual student

Actors: Director, Coordinator

Flow of events:

1. The actor enters the Tour Applications tab.
2. The actor scrolls through the list of tours and finds the tour application of the student who they are trying to contact.
3. The actor views the contact information of the individual student that applied for that tour.

Entry Condition:

- The actor has logged in to the system.

Exit Condition:

- The actor closed the tab.

Quality Requirements:

- The system will restrict access to individual students' contact information to the authorized users only to protect sensitive information.

Use Case Name: View the phone number of the counselor

Actors: Guide

Flow of events:

1. Guide enters the dashboard of the system.
2. Guide moves its cursor to one of the tours in the daily schedule display.
3. A pop-up displays the phone number of the high school counselor on that tour.

Entry Condition:

- The actor has logged in to the system.

Exit Condition:

- The actor has successfully viewed the phone number of the counselor.

Quality Requirements:

- The information will be shown in a protected view, with no option for editing or downloading, to maintain data integrity and prevent unauthorized sharing.

Use Case Name: View feedback of finished tours

Actors: Director, Coordinator

Flow of events:

1. The actor selects the 'View Feedback' tab.
2. The actor views a list of submitted feedbacks and the high school counselors that submitted that feedback.

3. The actor can see one of the feedbacks by clicking 'See feedback' to the right of the listed feedback.

Entry Condition:

- The actor has logged in to the system.
- The actor is on the dashboard page.

Exit Condition:

- The actor leaves the tab.

Quality Requirements:

- The system will allow the actors to filter and sort feedback entries by date or rating to facilitate easy review and analysis.

Use Case Name: Reject tour applications

Actors: Advisor

Flow of events:

1. The advisor enters the 'Tour Applications' tab.
2. The advisor scrolls to view the tour they would like to reject.
3. The advisor rejects the application by clicking the radio button to the left of the tour.

Entry Condition:

- The actor is logged in as Advisor.

Exit Condition:

- The application has been rejected.

Quality Requirements:

- The system will ensure that rejected tour applications are marked as 'Rejected' across the data sheet of tour applications under 3 seconds, preventing further processing.

Use Case Name: Accept tour applications

Actors: Advisor

Flow of events:

1. The advisor enters the 'Tour Applications' tab.
2. The advisor scrolls to view the tour they would like to accept.
3. The advisor accepts the application by clicking the radio button to the left of the tour.
4. The applicant is sent an automated appointment confirmation mail.

Entry Condition:

- The actor is logged in as Advisor.

Exit Condition:

- The application has been accepted successfully.

Quality Requirements:

- The system will ensure that accepted tour applications are marked as 'Accepted' across the data sheet of tour applications under 3 seconds and will be transferred to the data sheet of accepted tours under 3 seconds, ensuring efficiency.

Use Case Name: View responsible advisors for each day

Actors: Guide

Flow of events:

1. The guide enters the 'Responsible Advisors' page.
2. The guide views the detailed information about advisors as a list.

Entry Condition:

- The actor has logged in as a guide.

Exit Condition:

- The guide has successfully viewed the advisors for each day.

Quality Requirements:

- If a change is made to responsible advisors of each day, 'Responsible Advisors' page will be updated to display the changes to all users in under 3 seconds.

Use Case Name: Edit responsible advisors for each day

Actors: Coordinator

Flow of events:

1. The coordinator enters the 'Advisor List' page.
2. The coordinator clicks 'Edit'. This button is then replaced by 'Save' and 'Cancel' buttons in editing mode.
3. The coordinator can edit the table showing days of a week and that day's responsible advisor, adding & removing names of advisors inside this table.
4. The coordinator commits the changes by clicking 'Save' or discards them by clicking 'Cancel'.

Entry Condition:

- The coordinator is logged in as the coordinator.

Exit Condition:

- The coordinator has successfully committed desired changes, OR
- The coordinator discarded their changes, OR
- The coordinator made no changes.

Quality Requirements:

- The system will allow the coordinator to edit responsible advisors for each day, preventing overlapping changes by locking records during the edit processes and notifying other users.

Use Case Name: View guide information

Actors: Coordinator

Flow of events:

1. The coordinator enters the 'Guide List' page
2. The coordinator displays the list of guides with their personal information.

Entry Condition:

- The actor has logged in to the system as coordinator.

Exit Condition:

- The coordinator has successfully viewed the guides.

Quality Requirements:

- The system will present guide information in a structured format, using distinct sections for their names and contact information. Each section will be labeled to enable the coordinator to quickly locate specific information.
- The system will provide search options to allow the coordinator to find guides.

Use Case Name: Add guide

Actors: Coordinator

Flow of events:

1. The coordinator enters the 'Guide List' page.
2. The coordinator clicks the 'Add Guide' button.
3. The coordinator fills in the required information regarding the new guide (Name, Major, Date of Birth, contact information etc.)
4. The coordinator confirms the operation and completes adding the new guide.

Entry Condition:

- The actor has logged in to the system as coordinator.
- There has been a new guide.

Exit Condition:

- The actor successfully added the guide, OR
- The actor made no changes to the table.

Quality Requirements:

- The system will ensure that any addition of guides is immediately reflected across all of the system; for instance, the new guide will be added to the puantaj page as well. This will ensure consistency throughout the system.

Use Case Name: Remove guide

Actors: Coordinator

Flow of events:

1. The coordinator enters the 'Guide List' page.
2. The coordinator clicks the 'Remove Guide' button.
3. A pop-up appears that asks the coordinator if they are sure to continue the process.
4. The coordinator confirms the operation and completes removing the guide.

Entry Condition:

- The actor has logged in to the system as coordinator.
- A guide no longer has the title of guide.

Exit Condition:

- The actor successfully removed the guide, OR
- The actor made no changes to the list.

Quality Requirements:

- The system will ensure that any removal of guides is immediately reflected across all of the system; for instance, the removed guide will be removed from the puantaj page as well. This will ensure consistency throughout the system.

Use Case Name: View applicable fairs

Actors: Guide

Flow of events:

1. Guide enters the Applications tab which brings out two options.
2. Guide proceeds by choosing the Fair Applications tab.
3. Guide views the list of applicable fairs.

Entry Condition:

- The actor has logged in to the system as a guide.

Exit Condition:

- The guide has successfully viewed the applicable fairs.

Quality Requirements:

- The system will display applicable fairs in a data sheet format with labeled columns for date, time, university name and the city of the university. This ensures that the guides can quickly identify and review fairs based on their preferences.

Use Case Name: Apply for applicable fairs

Actors: Guide

Flow of events:

1. The guide selects the desired fairs to apply.
2. The guide enters their name to the selected university fairs.

Entry Condition:

- The actor is logged in to the system as a guide.
- The guide is viewing the applicable tours.

Exit Condition:

- The actor has successfully applied for the available fairs.

Quality Requirements:

- The system will allow guides to add their names to the applicable fairs data sheet with a single action.

Use Case Name: View tour applications

Actors: Advisor, Coordinator, Director

Flow of events:

1. The actor enters 'Tour Applications' tab under the Dashboard.
2. The actor views the tour application list.

Entry Condition:

- The actor is logged in to the system as an authorized user mentioned above.

Exit Condition:

- The actor has successfully viewed the tour applications.

Quality Requirements:

- The system will display the updates to application statuses within 2 seconds, ensuring that users always see the latest information on each tour application.

Use Case Name: View accepted tours

Actors: Coordinator, Advisor, Guide, Promotion coordinator

Flow of events:

1. The actor enters 'Tour Applications' tab under the Dashboard.
2. The actor views the accepted tours list.

Entry Condition:

- The actor is in the scope of authorization.

Exit Condition:

- The actor has successfully viewed the accepted tours list.

Quality Requirements:

- The system will display all accepted tours with clear labels for tour details such as date, time, assigned guide. This view shall be automatically updated to reflect any changes in real time, ensuring that users always have access to accurate, current information

Use Case Name: Edit accepted tours

Actors: Advisor

Flow of events:

1. The advisor enters the 'Tour Applications' tab.
2. The advisor scrolls to view the tour they would like to edit.
3. The advisor changes the status of the application by clicking the radio button to the left of the tour.

Entry Condition:

- The actor is logged in as an Advisor.

Exit Condition:

- The advisor is done editing tour applications.

Quality Requirements:

- Once the advisor makes any changes, the Daily Schedule will be updated for all users it is visible to in under 3 seconds.

Use Case Name: Assign themselves as guides in accepted tours

Actors: Guide

Flow of events:

1. The guide opens the 'Applications' tab which brings out two options.
2. The guide selects the 'Tour Applications' page which directs them to a page displaying the accepted tours.
3. The guide selects the tour that they want to take part in and enters their name.
4. The guide confirms their selections.

Entry Condition:

- The actor has logged in to the system as a guide.
- The guide wants to assign themselves to an accepted tour.

Exit Condition:

- The guide successfully assigned themselves to an accepted tour.

Quality Requirements:

- Once a guide is assigned to a tour, this information is uploaded to the Daily Schedule that the Advisor can display and edit in under 3 seconds.

Use Case Name: View contact information of university

Actors: Individual Student, High school counselor

Flow of events:

1. The actor enters the 'Contact Us' page under the Dashboard.
2. The actor views the contact information of the university.

Entry Condition:

- The actor requires the contact information of Bilkent University.

Exit Condition:

- The actor successfully viewed the information page.

Quality Requirements:

- The 'Contact Us' page should load less than 3 seconds for all users under ordinary network conditions.

Use Case Name: Apply for individual tour

Actors: Individual Student

Flow of events:

1. The individual student opens the 'Apply for Tour' tab under the Dashboard that brings out two options.
2. The individual student selects the 'For Individual Students' option which opens the Tour Application Page for Individual Students.
3. The student fills out the required information. (Name, High School, Capacity, Date & Time etc.)
4. The student attempts to submit the application.
5. The student accepts terms & conditions by selecting the 'Accept' option in the pop up message and completes the submission.

Entry Condition:

- The individual student wants to visit Bilkent and learn more about the university.

Exit Condition:

- The individual student has successfully created an application, OR
- The individual student has canceled the application.

Quality Requirements:

- The system will validate all required application information. If any required fields are incomplete or incorrect, the system shall display clear error messages to guide the user in completing the application successfully.

Use Case Name: Apply for appointment of a tour

Actors: High school counselor

Flow of events:

1. The high school counselor opens the 'Apply for Tour' tab under the Dashboard that brings out two options.
2. The high school counselor selects the 'For High Schools' option which opens the Tour Application Page for High Schools.
3. The counselor fills out the required information. (Name, High School, Capacity, Date & Time etc.)
4. The counselor attempts to submit the application.
5. The counselor accepts terms & conditions by selecting the 'Accept' option in the pop up message and completes the submission.

Entry Condition:

- The highschool wants to inform their students about Bilkent University through a tour.

Exit Condition:

- The counselor has successfully created an application, OR
- The counselor has canceled the application.

Quality Requirements:

- Once an application is made, it is uploaded to the Tour Application page and will be ready for review by the advisor in at most 3 seconds.

Use Case Name: Give feedback about tour

Actors: Student, High school counselor

Flow of events:

1. The actor enters the 'Give feedback' page.
2. The actor fills out the feedback questionnaire.
3. The actor submits the questionnaire.

Entry Condition:

- The actor has attended a tour in the past week.

Exit Condition:

- All the required questions in the questionnaire are answered.

Quality Requirements:

- The questionnaire times out after a week after the day of the tour, and is submitted for review.

Use Case Name: Apply for university fair

Actors: High school counselor

Flow of events:

1. The high school counselor enters the 'Apply for University Fair' tab under the dashboard.

2. The counselor fills out the required information. (Name, High School, Capacity, Date & Time etc.)
3. The counselor attempts to submit the application.
4. The counselor accepts terms & conditions by selecting the 'Accept' option in the pop up message and completes the submission.

Entry Condition:

- High school wants to invite Bilkent to their university fair.

Exit Condition:

- High school counselor submits their application.

Quality Requirements:

- Once an application is made, it will be visible in the Fair Applications page for the director and the coordinator in a total of 3 seconds.

Use Case Name: Contact Support

Actors: High school counselor, Individual Student (from "Apply for university fair", "Apply for appointment of a tour", "Apply for individual tour")

Flow of events:

1. The actor enters the 'Applications' tab.
2. If the actor is a high school counselor, the actor goes to the 'Apply for a fair' tab or 'Apply for tour' tab following the 'Apply high school tour' tab.
3. If the actor is an individual student, the actor goes to the 'Apply for tour' tab following the 'Apply individual student tour' tab.
4. The actor fills out the necessary information to make an application.
5. Something goes wrong while submitting the application. (For example: missing information in the application form.)
6. The actor presses the 'Contact us' button to get the contact information of the university.

7. The actor contacts the university with the provided contact information.

Entry Condition:

- The actor wants to apply for a fair or a tour and fails to do so.

Exit Condition:

- The actor has successfully got the contact information of the university.

Quality Requirements:

- The system will display support contact information, including phone number, email, and office hours, in an easily accessible location on the page to ensure users can quickly find assistance when needed.

Use Case Name: Provide high school database

Actors: Yökatlas

Flow of events:

1. The actor receives a request from the application.
2. The actor provides the requested data.

Entry Condition:

- The application needs to show the high school database to their user.

Exit Condition:

- The actor has successfully provided all requested data.

Quality Requirements:

- The Yökatlas should provide the required information only to the authorized users.