

Use cases

A use case is a list of actions or event steps typically defining the interactions between a role and a system to achieve a goal. The actor can be a human or other external system. In systems engineering, use cases are used at a higher level than within software engineering, often representing missions or stakeholder goals. The codification of each use case box is of the following format: UC_No. UC stands for Use Case; No. is for the number of the case.

UC_01	Login
Summary	Every user enters his/her credentials to log in his/her account.
Actor	Admin, Client, Employee, Accountant, Secretary
Description	Users can be logged in into their accounts if the data entered was proven correct.
Precondition	Every user should have previously been registered by himself/herself (Client), or by the Admin (Employees & Admin).
Alternatives	If the credentials entered were incorrect, then the user is notified and asked to reenter the right credentials.
Post condition	Users are logged into their accounts

UC_02	Settings
Summary	Every user has the right to change their password / personal info.
Actor	Admin, Accountant, Secretary, Employee, Client
Description	User can change his/her password / personal information on settings.
Precondition	User must be logged in and enter settings.
Alternative	User doesn't change the password / personal info.
Post condition	User has a new password / updated personal info.

UC_03	Logout
Summary	Every user has the right to logout from the system.
Actor	Admin, Accountant, Secretary, Employee, Client
Description	User can logout from the system easily as it is their right and for their security to do so. After some time, the session end and user is forced into logout.
Precondition	User must be logged in.
Alternative	-
Post condition	User has a logged out and is in the login page where his or her credentials might have been previously saved from the time of the first login.

SmartStyle Requirements Specification

UC_04	Create Appointment
Summary	Actor can create appointment by filling a form with data
Actor	Admin, Secretary, Client
Description	They can fill a form to create an appointment which will then be added to the timetable. The appointment contains the data of the customer and the service, time they want.
Precondition	They must be logged in and have an existing account and the time slot should be free in order to do the booking.
Alternative	-
Post condition	Calendar is updated with the new appointment

UC_05	Accept Appointment
Summary	Admin or secretary decides approve the appointments made by clients online.
Actor	Admin, Secretary
Description	In order to approve them, they look at the appointments and makes sure they fit in the calendar in a convenient time in accordance with workers shifts as well .If there is not free time at all, they will be rejected immediately.
Precondition	They must be logged in and have an existing account. Client must have made an appointment online.
Alternative	The appointment will be considered for rejection or reschedule.
Post condition	Calendar is updated with the new appointments.

UC_06	Reject Appointment
Summary	Admin or secretary decides to reject the appointments made by clients online.
Actor	Admin, Secretary
Description	In order to approve them, they look at the appointments and will see that either no employee can cover the shift or other circumstances arise that, although the slot is free, the salon has no space to welcome the client. If so, they will be rejected immediately.
Precondition	They must be logged in and have an existing account. Client must have made an appointment online.
Alternative	The appointment will be considered for reschedule. The actor can also choose to create a fictive appointment to fill this void.
Post condition	Request is declined. Appointment cannot be set; therefore, the appointment is deleted.

UC_07	Reschedule Appointment
Summary	Admin or secretary sends requests for possible rescheduling
Actor	Admin, Secretary

SmartStyle Requirements Specification

Description	They look at the section of appointments. In case when the appointment cannot be accepted, but not rejected either there is room for rescheduling. In this section, they can send a request to client who has made appointment to ask for reschedule, suggesting two alternative time slots (at max) of the same day.
Precondition	They must be logged in and have an existing account. Client must have made a booking online.
Alternative	User does not agree on proposed changes and cancels for good.
Post condition	Appointment is rescheduled to another time and added automatically in calendar.

UC_08	Accept Rescheduled Appointment
Summary	The client decides to approve the appointments rescheduled by secretary or admin online.
Actor	Client
Description	In order to approve them, the client must choose between two free slots that the secretary has send to them for rescheduling purpose.
Precondition	They must be logged in and have an existing account. Secretary must have decided to reschedule the appointment at another time.
Alternative	The client might decline the rescheduling and as such deleting the appointment altogether.
Post condition	Calendar is updated with the new appointments.

UC_09	Delete appointment
Summary	Client deletes appointments they are not available to come or even the secretary can do this if they have created an appointment too and the client calls to cancel.
Actor	Client, Secretary
Description	Secretary or client deletes the appointment so it can be added in cancelled appointments list.
Precondition	They must be logged in and have an existing account. The appointment must exist online on the calendar.
Alternative	They choose not to cancel.
Post condition	The appointments are deleted from the calendar.

UC_10	View Employee Table
Summary	Admin and accountant can see table of employees
Actor	Admin, Accountant
Description	The admin and accountant can view a tabular form of the list of all the employees currently working in the business.
Precondition	They must be logged in and have an existing account. Employees must exist in the system's database.
Alternative	-
Post condition	All the employees' information will be shown. From there, these info can be edited or deleted.

SmartStyle Requirements Specification

UC_11	Add Employee
Summary	Admin and accountant can add an employee
Actor	Admin, Accountant
Description	The admin and accountant can add an employee by filling in a form preferably in the employee table list, so they can see which employee they need to add.
Precondition	They must be logged in and have an existing account. The data of the employee must be inserted in the correct type required.
Alternative	They can always choose to go back and perform this action.
Post condition	The new employee's information will be shown in the table after being saved in the database.

UC_12	Edit Employee
Summary	Admin and accountant can edit an employee's information.
Actor	Admin, Accountant
Description	The admin and accountant can edit an employee by changing the existing data. This can be due to changing the title of job or salary of the employee.
Precondition	They must be logged in and have an existing account. The changed data of the employee must be inserted in the correct type required.
Alternative	They can always choose to go back and perform this action.
Post condition	The changed information of the employee will be shown in the table after being saved in the database.

UC_13	Delete Employee
Summary	Admin and accountant can delete an employee from the list.
Actor	Admin, Accountant
Description	The admin and accountant can delete an employee if their contract with the business is terminated or finished.
Precondition	They must be logged in and have an existing account and that the employee they want to terminate, must already exist in the list.
Alternative	They can always choose to go back and perform this action.
Post condition	The employee will not be shown in the table anymore after being deleted from the database.

UC_14	Change Employee Shift
Summary	When necessary, employee or secretary request to make changes to shift.
Actor	Secretary, Employee
Description	One of the above mentioned actors makes changes to a shift of employee, and by doing that the other actor is immediately notified for the request. They have to accept the change in the shift in order for this action to be completed.
Precondition	Secretary and employee must be logged in and have existing accounts and shifts for the date they want to change.
Alternative	They might not accept request. Shift might be assigned to another employee or day of the week.
Post condition	They agree on shift change. The shift time is changed.

SmartStyle Requirements Specification

UC_15	Set Day Off in Employee Calendar
Summary	Employee may request a day off from their calendar.
Actor	Employee
Description	Employee requests to a day off for the month, which is sent to the secretary as a request to be accepted or declined.
Precondition	Employee must be logged in and have existing accounts and the day they want to change should be a work day and they must have day off to request.
Alternative	-
Post condition	A request is send to the secretary which needs to be accepted or not

UC_16	Approve/Reject Employee requests
Summary	In a specific section secretary can agree on possible arrangements or requests proposed by the employee regarding their job time.
Actor	Admin, Secretary
Description	Secretary or admin makes change to a shift of employee, and by doing that the employee will be notified of the change and will be clearly shown to them.
Precondition	Secretary and admin must be logged in and have existing accounts. Employee must view and accept request.
Alternative	-
Post condition	Their shift time is updated to the chosen one.

UC_17	Register Inventory Item
Summary	Admin or accountant can register new Items for the first time in the system.
Actor	Admin, Accountant
Description	Admin or accountant registers a new Item for the first time with actual zero quantity and no other information but the name and description. This is to create the item in the database so to later if the item is bought, it can be directly added in the invoice.
Preconditions	They must be logged in and the item must not previously exist.
Alternatives	They can cancel the addition of this Item or delete it after registering.
Post condition	The item shows in the list as an item that needs to be supplied immediately due to low quantity. Now the quantity and current buying price can be added by invoice.

UC_18	Add Inventory Item through Invoice
Summary	Admin or Accountant can choose to increase their quantity of one or several item through completing the invoice of purchase.
Actor	Admin, Accountant
Description	Admin or accountant is redirected to the invoice page and there they enter all the required information of the purchase invoice and the items bought to be used in the salon.
Preconditions	They must be logged in and the items need to already exist in order to select them and increase they quantity.

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Alternatives	They can add another item to that invoice by creating a new invoice line, or cancel the purchase altogether.
Post condition	The quantity of specific item(s) is increases and the price is recalculated based on the average inventory method.

UC_19	Modify Item Invoice
Summary	Admin or Accountant can choose to modify the registered purchase invoices in case a mistake was made or something was forgotten.
Actor	Admin, Accountant
Description	Admin or accountant can access invoices and modify them in case s/he has made a mistake or has forgotten to add or remove something.
Preconditions	They must be logged in and the invoice needs to already exist in order to be modified.
Alternative	No mistakes are made and nothing is forgotten to be added.
Post condition	The new modified invoice will be saved and shown.

UC_20	Diminish Inventory Item
Summary	Admin or accountant can diminish the quantity of Items.
Actor	Admin, Accountant
Description	Admin or accountant can diminish the quantity of consumed items during the everyday activity of the business and record them as expenses.
Preconditions	They must be logged in and the item must previously exist and have quantity.
Alternatives	They can decide to not go through with this action.
Post condition	The quantity of the item will decrease and the expenses incurred with be calculated in the statement of performance and other relevant reports.

UC_21	View Revenues
Summary	Accountant or admin can access and check on revenues on a selected period of time
Actor	Admin, Accountant
Description	They access revenues and select a time period that s/he is going to check. After selecting the time period revenues are shown and the accountant can get the information s/he wants.
Precondition	They must be logged in and access revenues.
Alternative	-
Post condition	The revenues reports are generated and shown.

SmartStyle Requirements Specification

UC_22	View Expenses
Summary	Accountant or admin can access and check on expenses on a selected period of time
Actor	Admin, Accountant
Description	They access expenses and select a time period that s/he is going to check. After selecting the time period expenses are shown and the accountant can get the information s/he wants.
Precondition	They must be logged in and access expenses.
Alternative	-
Post condition	The expenses reports are generated and shown.

UC_23	Generate new Expense Invoice
Summary	Accountant or admin keeps track of every expense and records them on invoices. S/he can create new invoices every time one is needed so they can continue keeping track of the expenses.
Actor	Admin, Accountant
Description	Accountant or admin creates new invoice with the help new invoice button and saves there all the operational expenses.
Precondition	They must be logged in and select new invoice where all expenses should be entered.
Alternative	There are no new expenses
Post condition	The expense invoice is saved and is shown in the expenses page. They can continue to create yet another new invoice or go back.

UC_24	View Accounting Statistics & Reports
Summary	Accountant and admin can view a graphical or tabular view of expenses, revenues and other business financial factors in time periods of their choosing.
Actor	Accountant, Admin
Description	The graphical view makes it easier for them to see the expenses and revenues for each month because the graphical view period is divided in such way (months). They can see the financial performance and other reports on different time periods so they can see how each period is doing. They can see revenues, expenses and margin.
Precondition	Accountant and admin must be logged in the account in order to have access on the graphical view and financial reports.
Alternative	They may choose to print these reports.
Post condition	They may choose to save these graphical or tabular reports.

UC_25	Print Reports
Summary	Accountant and admin can print reports.
Actor	Accountant, Admin
Description	The graphical or tabular reports of the business can be printed in order to use them for different purposes.
Precondition	They must be logged in to have access on these reports for print.
Alternative	-
Post condition	They may choose to save these graphical or tabular reports.

SmartStyle Requirements Specification

UC_26	Create Personal Account
Summary	Client can create their personal account only with some basic data.
Actor	Client
Description	The client can create a personal account by writing some basic data after clicking the log in button. And in this account, they will have all the information and service they need.
Preconditions	-
Alternatives	-
Post condition	User can login their account.

UC_27	View Completed Appointments
Summary	All clients have their previous appointment stored in their account.
Actor	Client
Description	This area in the website is to help the client to have all their appointment organized and they will receive notification for service that they need to make in the salon.
Preconditions	All clients must have an account and have previously booked appointment through the system and their current accessed account.
Alternatives	Client might choose to rebook that appointment on a future date or ask the secretary to remind them of the appointment of a repetitive schedule-
Post condition	-

UC_28	Redeem Client Discount Points
Summary	Client can choose to redeem their points for various discount coupons.
Actor	Client
Description	After every service that a client completes, the system will calculate automatically discount points. These points can be redeemed by the client in for a discount coupon or other packages and products.
Preconditions	The client must have an active account and accumulated a certain amount of points in order to redeem them.
Alternatives	With these discount points, the client can choose to have between different options s/he can redeem.
Post condition	The points will be decreased afterwards and client must start accumulating them again.

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UC_29	Use Coupon in Appointments for Discount
Summary	All clients can use their coupon when creating an appointment.
Actor	Client
Description	In their accounts, the client can obviously create appointments, and in these appointments they can choose to use coupon to get a discount on the overall price of the appointment.
Preconditions	All clients must have an account and valid coupons to use.
Alternatives	They can choose to save their coupon to use in other appointments.
Post condition	The coupon cannot be reused and the discount will show in the final bill.

UC_30	View Client Gallery
Summary	All clients will have their own slideshow photo gallery.
Actor	Client
Description	In their accounts, the client will have their own gallery where they can see their pre and after photos of themselves, make-up or hairstyles pictures of themselves or most popular of the saloon, and also they will have the photo of the salon.
Preconditions	All clients must have an account.
Alternatives	The client can upload or delete their photo if they want to.
Post condition	-

UC_31	Bill Generation
Summary	Secretary generates bill of a specific customer
Actor	Secretary, Admin
Description	Secretary clicks on the bills section and searches a specific bill by entering as a keyword name of the client or day of issue.
Precondition	Secretary must be logged in and have an existing account. Bill must exist; therefore, the client must have made an online appointment.
Alternative	Secretary has entered wrong keyword and cannot find bill. Customer has not made online appointment so bill must be created.
Post condition	Bill is searched and found.

UC_32	Bill Creation
Summary	Secretary creates a bill by filling a form in case an appointment has not been set online.
Actor	Secretary, Admin
Description	Secretary clicks on the bills section and creates a new bill, by entering all the necessary data on the form.
Precondition	Secretary must be logged in and have an existing account. Client has not made an online appointment.
Alternative	-
Post condition	Bill is created.

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UC_33	Bill Edit
Summary	Secretary edits an existing bill.
Actor	Secretary, Admin
Description	Secretary looks at the section of bills. In this section she can select a bill and perform desired changes to it.
Precondition	Secretary must be logged in and have an existing account.
Alternative	No changes in bill are made.
Post condition	Bill is edited.

UC_34	Bill Print
Summary	Secretary finds bill of a specific customer and prints it.
Actor	Secretary, Admin
Description	Secretary clicks on the bills section and searches a specific bill by entering as a keyword name of the client or day of issue. After being found, it can be printed in a click.
Precondition	Secretary must be logged in and have an existing account. Bill must exist.
Alternative	For any technical problems, bill cannot be printed.
Post condition	Bill is printed successfully.

UC_35	View Special (loyal) clients
Summary	Secretary can see a list of so called special clients
Actor	Secretary
Description	Secretary logs in and in the main dashboard she can look at those clients who are considered "special" ,this title is either due to them having their birthday on that specific day or them being loyal to the salon and being rewarded by our reward program.
Precondition	Secretary must be logged in and have an existing account. There should be customers who have their birthdays or receive discounts
Alternative	There are no special clients to be displayed.
Post condition	To these client secretary, proceeds by sending a message via the system.

UC_36	Send Messages to clients (for Birthday)
Summary	Secretary sends messages to special clients who win bonuses
Actor	Secretary, Client
Description	Secretary will check data of the client/s on the special clients list and will send a message to inform them about the bonus.
Precondition	Secretary must be logged in and have an existing account. Client has their birthday or is a loyal client.
Alternative	There are no birthdays and no loyal customers
Post Condition	Client receives a message which informs them that they have received a coupon or discount.

SmartStyle Requirements Specification

UC_37	View Client Table
Summary	Admin is the only user who can see table of clients.
Actor	Admin
Description	The admin can view a tabular form of the list of all the clients currently working in the business.
Precondition	Admin must be logged in and have an existing account. Clients must exist in the system's database.
Alternative	-
Post condition	All the clients' information will be shown. From there, this info can be edited or deleted.

UC_38	De/activate Client
Summary	Admin can choose to deactivate the account of a client that has not been active for a long period of time.
Actor	Admin
Description	There is a deactivate button alongside every registered client, and Admin can choose to deactivate a specific client. The client will be temporarily unable to log into his/her account, but it's not deleted from the database. Admin can then choose to activate his/her account.
Precondition	Admin should have been logged in. The client that is about to be de/activated must appear on the clients table.
Alternatives	After deactivating, Admin can choose to reactivate the client again, that becomes active after the deactivation process has come to an end for that specific client.
Post condition	The client is deactivated and they can no longer login, unless the Admin reactivates them again.