

Use cases/ Admin

| UC_01 | Login |
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| 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 |
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| 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 |
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| 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. |

| UC_04 | Create Appointment |
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| 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. |

SmartStyle Requirements Specification

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| Alternative | - |
| Post condition | Calendar is updated with the new appointment |

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| 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. |

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| 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. |

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

SmartStyle Requirements Specification

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| 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. |

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| 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. |

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| 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. |

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| 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. |

SmartStyle Requirements Specification

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| Post condition | The new employee's information will be shown in the table after being saved in the database. |
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| 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. |

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| 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. |

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| 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. |

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| 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. |

SmartStyle Requirements Specification

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| Alternative | - |
| Post condition | A request is sent to the secretary which needs to be accepted or not |

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| 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. |

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| 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. |

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| 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. |
| Alternatives | They can add another item to that invoice by creating a new invoice line, or cancel the purchase altogether. |

SmartStyle Requirements Specification

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| Post condition | The quantity of specific item(s) is increases and the price is recalculated based on the average inventory method. |
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| 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. |

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| 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. |

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| 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. |

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| 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. |

SmartStyle Requirements Specification

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| Alternative | - |
| Post condition | The expenses reports are generated and shown. |

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| 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. |

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| 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. |

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| 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. |

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| 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. |

SmartStyle Requirements Specification

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| Preconditions | - |
| Alternatives | - |
| Post condition | User can login their account. |

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| 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 | - |

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| 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. |

SmartStyle Requirements Specification

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| 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. |

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| 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. |

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| 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. |