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| Use Case Name:  Document Upload | | ID: | Importance Level:  High |
| Primary Actor:  Administrator | | | |
| Short Description:  User adds a document to the database | | | |
| Trigger: User logs on  Type: **External** / Temporal | | | |
| Major Inputs:   |  |  | | --- | --- | | Description | Source | | Image | Administrator | | Image Name | Administrator | | Image Description | Administrator | | Tags | Database | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Major Outputs:   |  |  | | --- | --- | | Description | Destination | | Document with name, description, and tags | Database | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | |
| Major Steps Performed   1. User logs on to upload the document 2. User upload the document and gives it a name 3. User adds a description to the document 4. User adds tags to the document to help filter it 5. User finishes writing the description and enters all the information into the database 6. The database takes the document, name, description, and tags and uploads it into the database 7. The document is filtered and sorted for easier searches | | | Information for Steps   1. Only verified users can upload document into the database 2. The name and description must comply with ADA compliance 3. Naming conventions include date, document name, author and tags if required. |