

MARCH 21, 2016

ADELANTE HISPANIC ACHEIVERS  
*PROTOTYPES*  
*BY: PINPOINT SOLUTION*

## Risk Analysis

**Risk Level**
*High*
*Low*
**Criteria**

High likelihood that some problem would occur

Small likelihood that any problem would occur

**Explanation:** This table depicts how each use case is assessed by different levels of risk. System users will be adequately trained before operating the system in order to reduce the likelihood of making errors. Ways to add, update, and delete different records will be demonstrated to the users. Despite of having to grasp on the concept of this new system, employee will now be able to generate statistical reports; thereby, helps to ease the entire process of analyzing data. With proper training, all collected data will be accessible at any moments within the fingertips.

Use Case ID (UC ID)	Use Case	User	Risk	Description
UC01	Add Student	System User	High	Adds student information to the
UC02	Modify Student	System User	High	Modifies student information to
UC03	Delete Vaccine	System User	High	Deletes student information to
UC04	Add Volunteer	System User	Med	Adds volunteer information to
UC05	Modify Volunteer	System User	Med	Modifies volunteer information
UC06	Delete Volunteer	System User	Med	Deletes volunteer information
UC07	Add Donor	System User	High	Adds donor information to the
UC08	Modify Donor	System User	High	Modifies donor information to
UC09	Add donation information	System User	High	Adds donation information to t
UC10	Modify donation information	System User	High	Modifies donation information
UC11	Add grant information	System User	High	Adds grant information to the
UC12	Modify grant information	System User	High	Modifies grant information to t
UC13	Track relationship with grant donors	System User	High	Tracks established relationships
UC14	Track student attendance	System User	High	Tracks student attendance in
UC15	Track volunteer attendance	System User	High	Tracks volunteer attendance i
UC16	Report grants	System User	Low	Generates revenue reports of
UC17	Manage events	System User	Med	Manages different fundraising
UC18	Modify events	System User	Med	Modifies different fundraising
UC19	Delete events	System User	Med	Deletes different fundraising e
UC20	Generate reports	System User	Low	Creates statistical reports
UC21	Modify reports	System User	Low	Modifies statistical reports
UC22	Delete reports	System User	Low	Deletes statistical report
UC23	Track grant deadline	System User	High	Tracks deadlines of all grants
UC24	Identify active/inactive student	System User	High	Determines if students are stil
UC25	Identify active/inactive volunteer	System User	Med	Determines if volunteer are sti
UC26	Add contact person for grant	System User	High	Adds new contact person for e
UC27	Modify contact person for grant	System User	High	Modifies contact person for ea
UC28	Identify active/inactive grant donor	System User	High	Determines who still are giving
UC29	Share information within organization	System User	High	Enables employee share info team
UC30	Track volunteer's hours served	System User	Med	Access volunteered hours eas
UC31	Sign in electronically	System User	Med	Enables students/volunteers t digitally
UC32	Schedule date to volunteer	System User	Med	Allows volunteer to plan their
UC33	Modify date to volunteer	System User	Med	Reschedule date to volunteer

				day
UC34	Add payment	System User	Med	Adds new payment into the sy
UC35	Modify payment	System User	Med	Modifies payment records in th
UC36	Streamline reporting	System User	Low	Streamlines the reporting proo
UC37	Import/export data	System User	Med	Imports and exports data auto

## Trace Matrix

**Narrative:** Each system requirement should be, and will be accommodated by at least one of the use-cases. It means that the need of the system is met by the interaction between the system and the users.

[illegible]

	UC23	UC24	UC25	UC26	UC27	UC28	UC29	UC30	UC31	UC32	UC33	UC34	UC35	UC36	UC37	UC38
R1				x	x											
R2	x															
R3						x										
R4																
R5							x									
R6																
R7																
R8																
R9												x	x			
R10														x		
R11	x															
R12			x					x								
R13		x							x						x	
R14																
R15																
R16										x	x					
R17																x
R18																
R19																
R20																

**Adelante Hispanic Achievers**  
Version <1.0>

Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

## Revision History

Date	Version	Description	Author
<20/March/16>	<1.0>	Use case write-ups & Diagrams	Hailee Cheav
<20/March/16>	<1.0>	Use case write-ups & Diagrams	Ben Archer
<20/March/16>	<1.0>	Use case write-ups & Diagrams	Johnathan Douglas
<20/March/16>	<1.0>	Use case write-ups & Diagrams	Danna Pernaranda
<20/March/16>	<1.0>	Use case write-ups & Diagrams	Megan Balcom

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# Use Case Specification: Add Student

## 1. Use-Case Name

### 1.1 Brief Description

After going through the recruitment process, and selected to join the program, AHA's staff will gather all the required information about the student, and enter it into the system. This use case describes how Adelante's staff those information into the appropriate student's database. The purpose of this use case is to give staffs the ability to store student information at a convenient place, and can be easily accessible at any point of time.

For a complete Student Use case diagram, refer to **Figure 1.0**.

## 2. Flow of Events

### 2.1 Basic Flow

1. This use case starts with the user logs into the system.
2. Users accesses the student's database.
3. Users enters details about the new student such as first name, last name, phone number, grade, school name, GPA, parent's name, parent's phone number, street address, city, state, and zip.
4. Users confirms that the information is recorded, and saved.

### 2.2 Alternative Flows

#### 2.2.1 < First Alternative Flow >

1. User logs into the system.
2. If some reason, the student's database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
3. User reaches out for appropriate help.

#### 2.2.2 <Second Alternative Flow>

1. User logs into the system.
2. User accesses the student's database.
3. This time, user fails to enter all required information about the new student.
4. While trying to save and exit out, an error message pops up with regards to the incomplete student info.

## 3. Special Requirements

None

## 4. Pre-conditions

None

## 5. Post-conditions

### 5.1 < Post-condition One >

A record of another new student is added into the database, and assigned a unique number to it.

## 6. Extension Points

None

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# Use Case Specification: Modify Student

## 7. Use-Case Name

### 7.1 Brief Description

Once a record of the new student is created, AHA's staffs are still able to go in and update the information. The purpose of this use case is to allow users to make changes to each record without having to delete and re-create the entire record, once again.

For a complete Student Use case diagram, refer to **Figure 1.0**.

## 8. Flow of Events

### 8.1 Basic Flow

5. This use case starts with the user logs into the system.
6. Users selects the menu option to access the student records.
7. Database displays the options to add, modify, or delete record.
8. Users chooses the option to edit the record.
9. Users confirms that changes are saved.

### 8.2 Alternative Flows

#### 8.2.1 < First Alternative Flow >

4. User logs into the system.
5. If some reason, the student's database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
6. User reaches out for appropriate help.

#### 8.2.2 <Second Alternative Flow>

5. User logs into the system.
6. User accesses the student's database.
7. Database cannot display the record, but an error message, instead.

#### 8.2.3 <Third Alternative Flow>

1. Users logs into the system.
2. Users selects the menu option to access the student records.
3. Database displays add, modify, or delete record.
4. Users receives a message error from the system while trying to save the updated record.

## 9. Special Requirements

None

## 10. Pre-conditions

The particular student record has been created and stored in the database.

## 11. Post-conditions

### 11.1 < Post-condition One >

The record is saved with updated information about that particular student.

## 12. Extension Points

None

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## Use Case Specification: Delete Student

### 13. Use-Case Name

#### 13.1 Brief Description

Upon adding and updating, AHA's staff is also able to delete any student record that one finds irrelevant. Although 'delete' case seems rare, the use case still keeps the option open in the case of necessity.

For a complete Student Use case diagram, refer to **Figure 1.0**.

### 14. Flow of Events

#### 14.1 Basic Flow

10. This use case starts with the user logs into the system.
11. Users selects the menu option to access the student records.
12. Database displays the options to add, modify, or delete record.
13. Users chooses the option to delete the record.
14. Users confirms that changes are saved.

#### 14.2 Alternative Flows

##### 14.2.1 < First Alternative Flow >

7. User logs into the system.
8. If some reason, the student's database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
9. User reaches out for appropriate help.

##### 14.2.2 <Second Alternative Flow>

8. User logs into the system.
9. User accesses the student's database.
10. Database cannot display the records, but an error message, instead.

##### 14.2.3 <Third Alternative Flow>

5. Users logs into the system.
6. Users selects the menu option to access the student records.
7. Database displays add, modify, or delete record.
8. Users receives an error message while trying to delete the particular student record.

### 15. Special Requirements

None

### 16. Pre-conditions

The particular student record has been created and stored in the database.

### 17. Post-conditions

#### 17.1 < Post-condition One >

The particular student record is entirely deleted from the database.

### 18. Extension Points

None



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# Use Case Specification: Add Volunteer

## 19. Use-Case Name

### 19.1 Brief Description

After going through the recruitment process, and selected to join the program, AHA's staff will gather all the required information about the volunteer, and enter it into the system. This use case describes how Adelante's staff those information into the appropriate volunteer's database. The purpose of this use case is to give staffs the ability to store volunteer information at a convenient place, and can be easily accessible at any point of time.

For a complete Volunteer Use case diagram, refer to **Figure 1.1**.

## 20. Flow of Events

### 20.1 Basic Flow

15. This use case starts with the user logs into the system.
16. Users accesses the volunteer's database.
17. Users enters details about the new volunteer such as first name, last name, school name, phone number, parent's name, and parent's phone number.
18. Users confirms that the information is recorded, and saved.

### 20.2 Alternative Flows

#### 20.2.1 < First Alternative Flow >

10. User logs into the system.
11. If some reason, the volunteer's database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
12. User reaches out for appropriate help.

#### 20.2.2 <Second Alternative Flow>

11. User logs into the system.
12. User accesses the volunteer's database.
13. This time, user fails to enter all required information about the new volunteer.
14. While trying to save and exit out, an error message pops up with regards to the incomplete volunteer info.

## 21. Special Requirements

None

## 22. Pre-conditions

The particular volunteer record has been created and stored in the database.

## 23. Post-conditions

### 23.1 < Post-condition One >

A record of another new volunteer is added into the database, and assigned a unique number to it.

## 24. Extension Points

None

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# Use Case Specification: Modify Volunteer

## 25. Use-Case Name

### 25.1 Brief Description

Once a record of the new volunteer is created, AHA's staffs are still able to go in and update the information. The purpose of this use case is to allow users to make changes to each record without having to delete and re-create the entire record, once again.

For a complete Volunteer Use case diagram, refer to **Figure 1.1**.

## 26. Flow of Events

### 26.1 Basic Flow

19. This use case starts with the user logs into the system.
20. Users selects the menu option to access the volunteer records.
21. Database displays the options to add, modify, or delete record.
22. Users chooses the option to delete the record.
23. Users confirms that changes are saved.

### 26.2 Alternative Flows

#### 26.2.1 <First Alternative Flow>

13. User logs into the system.
14. If some reason, the volunteer's database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
15. User reaches out for appropriate help.

#### 26.2.2 <Second Alternative Flow>

15. User logs into the system.
16. User accesses the volunteer's database.
17. Database cannot display the records, but an error message, instead.

#### 26.2.3 <Third Alternative Flow>

9. Users logs into the system.
10. Users selects the menu option to access the volunteer records.
11. Database displays add, modify, or delete record.
12. Users receives an error message while trying to delete the particular volunteer record.

## 27. Special Requirements

None

## 28. Pre-conditions

The particular volunteer record has been created and stored in the database.

## 29. Post-conditions

### 29.1 <Post-condition One>

The record is saved with updated information about that particular volunteer.

## 30. Extension Points

None

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# Use Case Specification: Delete Volunteer

## 31. Use-Case Name

### 31.1 Brief Description

Upon adding and updating, AHA's staff is also able to delete any volunteer record that one finds irrelevant. Although 'delete' case seems rare, the use case still keeps the option open in the case of necessity. For a complete Volunteer Use case diagram, refer to **Figure 1.1**.

## 32. Flow of Events

### 32.1 Basic Flow

24. This use case starts with the user logs into the system.
25. Users selects the menu option to access the volunteer records.
26. Database displays the options to add, modify, or delete record.
27. Users chooses the option to delete the record.
28. Users confirms that changes are saved.

### 32.2 Alternative Flows

#### 32.2.1 <First Alternative Flow>

16. User logs into the system.
17. If some reason, the volunteer's database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
18. User reaches out for appropriate help.

#### 32.2.2 <Second Alternative Flow>

18. User logs into the system.
19. User accesses the volunteer's database.
20. Database cannot display the records, but an error message, instead.

#### 32.2.3 <Third Alternative Flow>

13. Users logs into the system.
14. Users selects the menu option to access the volunteer records.
15. Database displays add, modify, or delete record.
16. Users receives an error message while trying to delete the particular volunteer record.

## 33. Special Requirements

None

## 34. Pre-conditions

The particular volunteer record has been created and stored in the database.

## 35. Post-conditions

### 35.1 <Post-condition One>

The particular volunteer record is entirely deleted from the database.

## 36. Extension Points

None

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## Use Case Specification: Add Donor

### 37. Use-Case Name

#### 37.1 Brief Description

After going through the recruitment process, and selected to join the program, AHA's staff will gather all the required information about the donor, and enter it into the system. This use case describes how Adelante's staff those information into the appropriate donor's database. The purpose of this use case is to give staffs the ability to store donor information at a convenient place, and can be easily accessible at any point of time.

For a complete Donor Use case diagram, refer to **Figure 1.2**.

### 38. Flow of Events

#### 38.1 Basic Flow

29. This use case starts with the user logs into the system.
30. Users accesses the donor's database.
31. Users enters details about the new donor such as first name, last name, email, phone number, company name, amount donated, a note about the donor.
32. Users confirms that the information is recorded, and saved.

#### 38.2 Alternative Flows

##### 38.2.1 < First Alternative Flow >

19. User logs into the system.
20. If some reason, the donor's database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
21. User reaches out for appropriate help.

##### 38.2.2 <Second Alternative Flow>

21. User logs into the system.
22. User accesses the donor's database.
23. This time, user fails to enter all required information about the new donor.
24. While trying to save and exit out, an error message pops up with regards to the incomplete donor info.

### 39. Special Requirements

None

### 40. Pre-conditions

The particular donor record has been created and stored in the database.

### 41. Post-conditions

#### 41.1 < Post-condition One >

A record of another new donor is added into the database, and assigned a unique number to it.

### 42. Extension Points

None

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## Use Case Specification: Modify Donor

### 43. Use-Case Name

#### 43.1 Brief Description

Once a record of the new donor is created, AHA's staffs are still able to go in and update the information. The purpose of this use case is to allow users to make changes to each record without having to delete and re-create the entire record, once again.

For a complete Donor Use case diagram, refer to **Figure 1.2**.

### 44. Flow of Events

#### 44.1 Basic Flow

33. This use case starts with the user logs into the system.
34. Users selects the menu option to access the donor records.
35. Database displays the options to add, modify, or delete record.
36. Users chooses the option to modify the record.
37. Users confirms that changes are saved.

#### 44.2 Alternative Flows

##### 44.2.1 < First Alternative Flow >

22. User logs into the system.
23. If some reason, the donor's database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
24. User reaches out for appropriate help.

##### 44.2.2 <Second Alternative Flow>

25. User logs into the system.
26. User accesses the donor's database.
27. Database cannot display the records, but an error message, instead.

##### 44.2.3 <Third Alternative Flow>

17. Users logs into the system.
18. Users selects the menu option to access the donor records.
19. Database displays add, modify, or delete record.
20. Users receives an error message while trying to delete the particular donor record.

### 45. Special Requirements

None

### 46. Pre-conditions

The particular donor record has been created and stored in the database.

### 47. Post-conditions

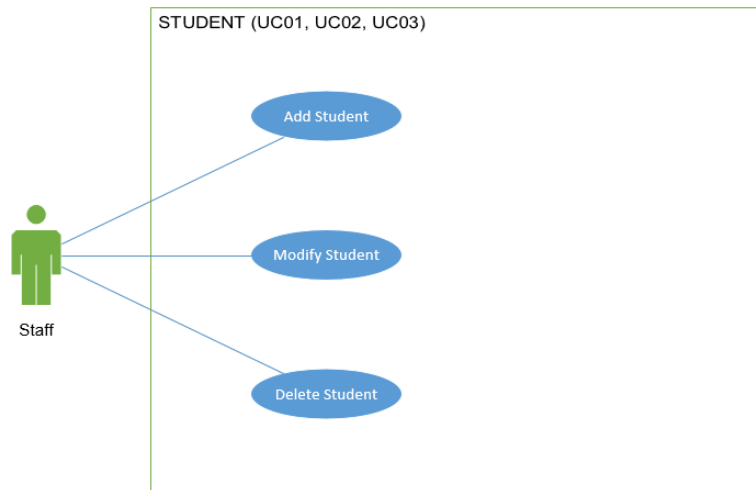
#### 47.1 < Post-condition One >

The record is saved with updated information about that particular donor.

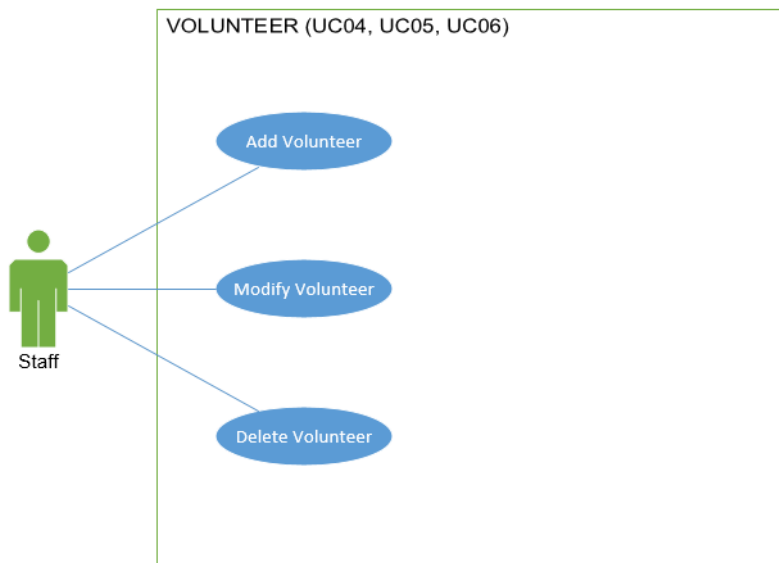
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## 48. Extension Points

None

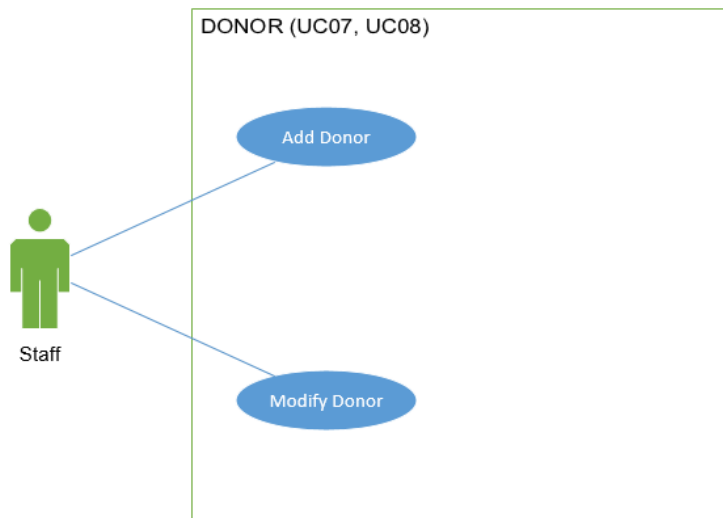


**Figure 1.0:** the diagram depicts the interaction between AHA's staffs and the system. Adding, modifying, and deleting student records—these events are initiated by the authorized users.



**Figure 1.1:** the diagram depicts the interaction between AHA's staffs and the system. Adding, modifying, and deleting volunteer records—these events are initiated by the authorized users.

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**Figure 1.2:** the diagram depicts the interaction between AHA's staffs and the system. Adding and modifying donor records—these events are initiated by the authorized users.

\*Note in this diagram, there is no 'Delete Donor', it is because that it is rarely the case, which the organization wants to permanently erase any donor information from the system.

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## Use Case Specification: Add Donor Information (UC09)

### 1. Add Donor Information

#### 48.1 Brief Description

This Use Case will allow the user to add in donor information.

Refer to Figure 1.3

### 2. Flow of Events

#### 48.2 Basic Flow

1. Access website through Internet.
2. Log in with username and password.
3. Hover over Donor tab and select Create link.
4. Enter in required information- First Name, Last Name, Contact Information, Amount Donated.
5. Click Create Button.
6. Confirm that user wishes to create this entry.

#### 48.3 Alternative Flows

##### 48.3.1 Information Exception

1. If a piece of required information is not filled in- exception will be thrown.
2. User will go back and fill in the highlighted field that was blank.
3. User will go back and fill in the highlighted field that was blank.
- 4.

### 3. Special Requirements

There are no special requirements for this use case.

### 4. Pre-conditions

#### 4.1 Login Information

The username and password of the user must be at “Employee” restriction level.

#### 48.4 Internet Connectivity

User will need a stable Internet connection.



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## 5. Post-conditions

### 48.5 All Information Required

All information will need to be completed before the user is allowed to move on from the entry web page.

## 6. Extension Points

There are no extension points for this use case.

## Use Case Specification: Modify Donor Information (UC10)

## 1. Modify Donor Information

### 48.6 Brief Description

This Use Case will allow the user to edit an existing donor if any information changes or was originally input incorrectly.

Refer to Figure 1.3

## 2. Flow of Events

### 48.7 Basic Flow

1. Access website through Internet.
2. Log in with username and password.
3. Hover over Donor tab and click Modify.
4. User will enter in the Donor ID or Last Name.
5. User will make any necessary changes.
6. User will hit Update button.
7. User will confirm Update.

### 48.8 Alternative Flows

#### 48.8.1 Information Exception

1. If a piece of required information is not filled in- exception will be thrown.
2. User will go back and fill in the highlighted field that was blank.
3. User will click Update button.

#### 48.8.2 Not in Database Exception

1. User enters in Donor that does not exist.
2. User sees message that Donor does not exist.
3. User will be prompted to re-enter the information.

## 3. Special Requirements

There are no special requirements for this use case.

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#### **4. Pre-conditions**

##### **4.1 Login Information**

The username and password of the user must be at “Employee” restriction level.

##### **48.9 Internet Connectivity**

User will need a stable Internet connection.

#### **5. Post-conditions**

##### **48.10 All Information Required**

All information will need to be completed before the user is allowed to move on from the entry web page.

#### **6. Extension Points**

There are no extension points for this use case.

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## Use Case Specification: Add Grant Information (UC11)

### 1. Add Grant Information

#### 48.11 Brief Description

This Used Case will all the user to add any grants that are being worked on into the system.

Refer to Figure 1.4

### 2. Flow of Events

#### 48.12 Basic Flow

1. User will access the website through the Internet.
2. User will Login to the system.
3. User will hover over the Grant tab and click Create.
4. User will enter in required information- Grant Name, Grant Contact, Name, Grant Contact Information, Grant Amount, Calendar (for Grant Deadline), author of Grant, and the Status of Grant.
5. Click Create once required information is filled out.
6. User will be prompted to confirm the creation of the Grant.

#### 48.13 Alternative Flows

##### 48.13.1 Missing Information Exception

1. Exception thrown for missing required information.
2. User will be prompted to insert missing information.
3. User will be required to click create and confirm.

### 3. Special Requirements

There are no special requirements for this use case.

### 4. Pre-conditions

#### 4.1 Login Information

The username and password of the user must be at "Employee" restriction level.

#### 48.14 Internet Connectivity

User will need a stable Internet connection.

### 5. Post-conditions

#### 48.15 All Information Required

All information will need to be completed before the user is allowed to move on from the entry web page.

### 6. Extension Points

There are no extension points for this use case.

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## Use Case Specification: Modify Grant Information (UC12)

### 1. Modify Grant Information

#### 48.16 Brief Description

This Used Case will allow the user to change the information associated with a grant already in the system. These changes could arise from either a change in status of grant or because of user error.

Refer to Figure 1.4

### 2. Flow of Events

#### 48.17 Basic Flow

1. User will access the website through the Internet.
2. User will Login to the system.
3. User will hover over Grant tab and click Modify Button.
4. User will insert Grant ID or Grant Name.
5. User will change any information necessary.
6. User will click Update button.
7. User will be prompted to confirm update.

#### 48.18 Alternative Flows

##### 48.18.1 Information Exception

1. Exception thrown for missing required information.
2. User will be required to fill in highlighted missing items.
3. User will have to click Update and confirm.

##### 48.18.2 Not in Database Exception

1. User enters in Grant ID or Name that does not exist.
2. User will be notified and prompted to re-enter Grant ID or Name.

### 3. Special Requirements

There are no special requirements for this use case.

### 4. Pre-conditions

#### 4.1 Login Information

The username and password of the user must be at "Employee" restriction level.

#### 48.19 Internet Connectivity

User will need a stable Internet connection.

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**5. Post-conditions**

**48.20 All Information Required**

All information will need to be completed before the user is allowed to move on from the entry web page.

**6. Extension Points**

There are no extension points for this used case.

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## **48.21 Use Case Specification: Track Relationship with Grants (UC13)**

### **1. Track Relationship with Grants**

#### **48.22 Brief Description**

This Used Case is to keep track of past grants so that if there is a time limit between applications it is easily known.

Refer to Figure 1.3

### **2. Flow of Events**

#### **48.23 Basic Flow**

1. User will access the Website through the Internet.
2. User will Login to system.
3. User will hover over Grant tab and select Track.
4. User will hover over events on Calendar to view event.
5. User will click on date to add event with required information- Name of event. Optional Notes section available.
  - a. User will click Create to finish a new event.

#### **48.24 Alternative Flows**

There will be no alternative flows for this use case.

### **3. Special Requirements**

There are no special requirements for this use case.

### **4. Pre-conditions**

#### **4.1 Login Information**

The username and password of the user must be at “Employee” restriction level.

#### **48.25 Internet Connectivity**

User will need a stable Internet connection.

### **5. Post-conditions**

#### **48.26 All Information Required**

All information will need to be completed before the user is allowed to move on from the entry web page.

### **6. Extension Points**

There are no extension points for this use case.

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## Use Case Specification: Track Student Attendance (UC14)

### 1. Track Student Attendance

#### 48.27 Brief Description

This Used Case is to track the attendance of the students to make sure they might the attendance requirement to continue on in the program.

Refer to Figure 1.5

### 2. Flow of Events

#### 48.28 Basic Flow

1. User will access Website through the Internet.
2. User will Login to the system.
3. User will hover over Student tab and click Track.
4. User will click on a date.
5. List of Students that signed in for the day will be shown.

#### 48.29 Alternative Flows

There will be no alternative flows for this use case.

### 3. Special Requirements

There are no special requirements for this use case.

### 4. Pre-conditions

#### 4.1 Login Information

The username and password of the user must be at “Employee” restriction level.

#### 48.30 Internet Connectivity

User will need a stable Internet connection.

### 5. Post-conditions

#### 48.31 All Information Required

All information will need to be completed before the user is allowed to move on from the entry web page.

### 6. Extension Points

There are no extension points for this use case.

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## Use Case Specification: Track Volunteer Attendance (UC15)

### 1. Track Volunteer Attendance

#### 48.32 Brief Description

This Used Case is to track volunteers' attendance on the days they say they will be there.

Refer to Figure 1.5

### 2. Flow of Events

#### 48.33 Basic Flow

1. User will access the Website through the Internet.
2. User will Login to the system.
3. User will hover over Volunteer tab and click the Track button.
4. User will click on a date from a calendar.
5. User will be shown a list of Volunteers who signed in on given day.

#### 48.34 Alternative Flows

There will be no alternative flows for this use case.

### 3. Special Requirements

There are no special requirements for this use case.

### 4. Pre-conditions

#### 4.1 Login Information

The username and password of the user must be at "Employee" restriction level.

#### 48.35 Internet Connectivity

User will need a stable Internet connection.

### 5. Post-conditions

#### 48.36 All Information Required

All information will need to be completed before the user is allowed to move on from the entry web page.

### 6. Extension Points

There are no extension points for this use case.



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## Use Case Specification: Report Grants (UC16)

### 1. Report Grants

#### 48.37 Brief Description

This Used Case is to help generate a report of all revenue earned from grants in a given year for financial reporting.

Refer to Figure 1.6

### 2. Flow of Events

#### 48.38 Basic Flow

1. User will access the Website through the Internet.
2. User will Login to the System.
3. User will hover over Grant tab and click the Reports link.
4. User will be prompted to enter a year for Report.
5. Excel file will be downloaded with the Grants for year entered by user.

#### 48.39 Alternative Flows

There are no alternative flows for this use case.

### 3. Special Requirements

There are no special requirements for this use case.

### 4. Pre-conditions

#### 4.1 Login Information

The username and password of the user must be at "Employee" restriction level.

#### 48.40 Internet Connectivity

User will need a stable Internet connection.

### 5. Post-conditions

#### 48.41 All Information Required

All information will need to be completed before the user is allowed to move on from the entry web page.

### 6. Extension Points

There are no extension points for this use case.

Theses diagrams depicts who are going to be interacting with the system, and what some of those activities are.

Figure 1.3

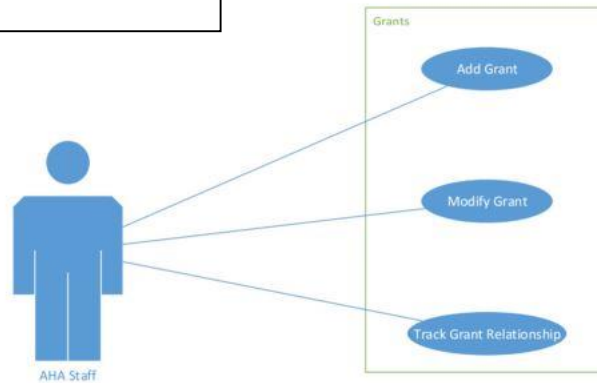


Figure 1.4

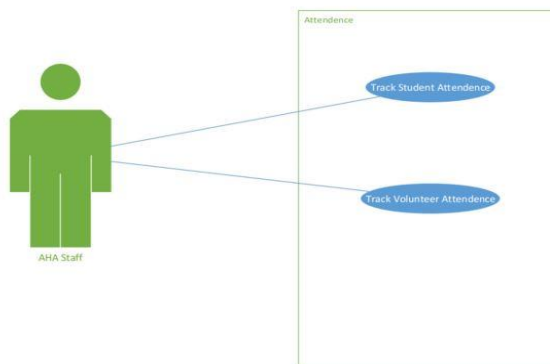
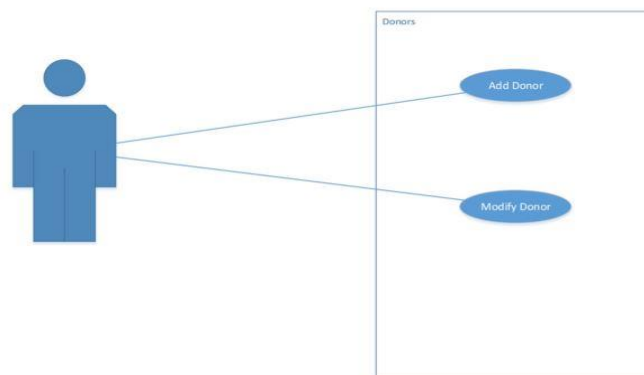


Figure 1.5



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Figure 1.6



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# Use Case Specification: Manage Event

## 1. UC 17 Manage Event

### 48.42 Brief Description

This use case will allow the user to manage an upcoming event.

Refer to Figure 3.0

## 2. Flow of Events

### 48.43 Basic Flow

1. Access website through Internet.
2. Log in with username and password.
3. Hover over Event tab and select Manage link.
4. Enter in required information- Event Name, Event Location, Event Time, Point of Contact Information.
5. Click Create Button.
6. Confirm that user wishes to create this entry.

### 48.44 Alternative Flows

#### 48.44.1 < First Alternative Flow >

1. User logs into the system.
2. If some reason, the event's database is not accessible; a pop-up message will be displayed to indicate why it is not accessible.
3. User reaches out for appropriate help.

#### 48.44.2 <Second Alternative Flow>

1. User logs into the system.
2. User accesses the event's database.
3. This time, user fails to enter all required information about the event.
4. While trying to save and exit out, an error message pops up with regards to the incomplete event info.

## 3. Special Requirements

None

## 4. Pre-conditions

The particular event record has been managed and stored in the database.

## 5. Post-conditions

### 48.45 < Post-condition One >

A record of another new event is added into the database, and assigned a unique number to it.

## 6. Extension Points

None

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## Use Case Specification: Modify Event

### 7. UC 17 Manage Event

#### 48.46 Brief Description

This use case will allow the user to modify an upcoming event.

Refer to Figure 3.0

### 8. Flow of Events

#### 48.47 Basic Flow

7. Access website through Internet.
8. Log in with username and password.
9. Hover over Event tab and select Modify link.
10. Enter in required information to be modified- Event Name, Event Location, Event Time, Point of Contact Information.
11. Click Modify Button.
12. Confirm that user wishes to modify this entry.

#### 48.48 Alternative Flows

##### 48.48.1 < First Alternative Flow >

4. User logs into the system.
5. If some reason, the event database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
6. User reaches out for appropriate help.

##### 48.48.2 <Second Alternative Flow>

5. User logs into the system.
6. User accesses the event database.
7. This time, user fails to enter all required information about the current event.
8. While trying to save and exit out, an error message pops up with regards to the incomplete event info.

### 9. Special Requirements

An event must exist within the system

### 10. Pre-conditions

The particular event record has been modified and stored in the database.

### 11. Post-conditions

#### 48.49 < Post-condition One >

An event record is modified in the database.

### 12. Extension Points

None

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## Use Case Specification: Delete Event

### 13. UC 17 Delete Event

#### 48.50 Brief Description

This use case will allow the user to delete an event.

Refer to Figure 3.

### 14. Flow of Events

#### 48.51 Basic Flow

13. Access website through Internet.
14. Log in with username and password.
15. Hover over Event tab and select Delete link.
16. Select the event desired to be deleted
17. Click Delete Button.
18. Confirm that user wishes to delete this entry.

#### 48.52 Alternative Flows

##### 48.52.1 < First Alternative Flow >

7. User logs into the system.
8. If some reason, the event database is not accessible, a pop-up message will be displayed to indicate why it is not accessible.
9. User reaches out for appropriate help.

##### 48.52.2 <Second Alternative Flow>

9. User logs into the system.
10. User accesses the event database.
11. This time, user fails to delete the event.
12. While trying to save and exit out, an error message pops up with regards to the incomplete event info.

### 15. Special Requirements

None

### 16. Pre-conditions

The particular event must be within the database.

### 17. Post-conditions

#### 48.53 < Post-condition One >

An event record is deleted from the database.

### 18. Extension Points

None

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## Use Case Specification: Generate Report

### 19. UC 20 Generate Report

#### 48.54 Brief Description

This use case will allow the user to generate a report.

Refer to Figure 3.0.

### 20. Flow of Events

#### 48.55 Basic Flow

19. Access website through Internet.
20. Log in with username and password.
21. Hover over Report tab and select Generate Report link.
22. Enter in required information- Begin Date, End Date.
23. Select from the search criteria check boxes
24. Click Run Button.

#### 48.56 Alternative Flows

##### 48.56.1 < First Alternative Flow >

10. User logs into the system.
11. If some reason, the report database is not accessible; a pop-up message will be displayed to indicate why it is not accessible.
12. User reaches out for appropriate help.

##### 48.56.2 <Second Alternative Flow>

13. User logs into the system.
14. User accesses the report's database.
15. This time, user fails to enter all required information about the new report.
16. While trying to save and exit out, an error message pops up with regards to the incomplete report info.

### 21. Special Requirements

None

### 22. Pre-conditions

1. Report data must be within the database

### 23. Post-conditions

#### 48.57 < Post-condition One >

A statistical report based off of the users search parameters is generated and displayed on the screen.

### 24. Extension Points

None

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## Use Case Specification: Modify Report

### 25. UC 21 Modify Report

#### 48.58 Brief Description

This use case will allow the user to modify a report

Refer to Figure 3.1

### 26. Flow of Events

#### 48.59 Basic Flow

25. Access website through Internet.
26. Log in with username and password.
27. Hover over Report tab and select Modify Report link.
28. Enter in required information- Begin Date, End Date.
29. Select or deselect from the search criteria check boxes
30. Click Run Button.

#### 48.60 Alternative Flows

##### 48.60.1 < First Alternative Flow >

13. User logs into the system.
14. If some reason, the report database is not accessible; a pop-up message will be displayed to indicate why it is not accessible.
15. User reaches out for appropriate help.

##### 48.60.2 <Second Alternative Flow>

17. User logs into the system.
18. User accesses the report's database.
19. This time, user fails to enter all required information about the new report.
20. While trying to save and exit out, an error message pops up with regards to the incomplete report info.

### 27. Special Requirements

None

### 28. Pre-conditions

A report must exist within the system to be modified.

### 29. Post-conditions

#### 48.61 < Post-condition One >

A new report is generated based off the new criteria.

### 30. Extension Points

None



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## Use Case Specification: Delete Report

### 31. UC 22 Delete Report

#### 48.62 Brief Description

This use case will allow the user to delete a report.

Refer to Figure 3.1

### 32. Flow of Events

#### 48.63 Basic Flow

31. Access website through Internet.
32. Log in with username and password.
33. Hover over Report tab and select Delete Report link.
34. Enter in required information- Report Number.
35. Click Delete Button.

#### 48.64 Alternative Flows

##### 48.64.1 < First Alternative Flow >

16. User logs into the system.
17. If some reason, the report database is not accessible; a pop-up message will be displayed to indicate why it is not accessible.
18. User reaches out for appropriate help.

##### 48.64.2 <Second Alternative Flow>

21. User logs into the system.
22. User accesses the report's database.
23. This time, user fails to enter all required information about the new report.
24. While trying to save and exit out, an error message pops up with regards to the incomplete report info.

### 33. Special Requirements

None

### 34. Pre-conditions

A report must exist within the system to be deleted.

### 35. Post-conditions

#### 48.65 < Post-condition One >

A report is deleted based off the report ID.

### 36. Extension Points

None

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## Use Case Specification: Track Grant Deadline

### 37. UC 23 Track Grant Deadline

#### 48.66 Brief Description

This use case will allow the user to track the deadlines of grants.

Refer to Figure 3.2

### 38. Flow of Events

#### 48.67 Basic Flow

36. Access website through Internet.
37. Log in with username and password.
38. Hover over Grant tab and select Deadline link.
39. Enter in required information- Grant ID.
40. Click Run Button.

#### 48.68 Alternative Flows

##### 48.68.1 < First Alternative Flow >

19. User logs into the system.
20. If some reason, the grant database is not accessible; a pop-up message will be displayed to indicate why it is not accessible.
21. User reaches out for appropriate help.

##### 48.68.2 <Second Alternative Flow>

25. User logs into the system.
26. User accesses the grant's database.
27. This time, user fails to enter all required information about the grant.
28. While trying to save and exit out, an error message pops up with regards to the incomplete grant info.

### 39. Special Requirements

None

### 40. Pre-conditions

The particular grant record has to be created and stored in the database.

### 41. Post-conditions

#### 48.69 < Post-condition One >

A grant is displayed with its correlating deadline.

### 42. Extension Points

None

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## Use Case Specification: Identify Active/Inactive Student

### 43. UC 24 Identify Active/Inactive Student

#### 48.70 Brief Description

This use case will allow the user to identify active/inactive students.

Refer to Figure 3.3

### 44. Flow of Events

#### 48.71 Basic Flow

41. Access website through Internet.
42. Log in with username and password.
43. Hover over Active/Inactive tab and select Student link.
44. Enter in required information- Student IDs.
45. Click Run Button.

#### 48.72 Alternative Flows

##### 48.72.1 < First Alternative Flow >

22. User logs into the system.
23. If some reason, the Active/Inactive database is not accessible; a pop-up message will be displayed to indicate why it is not accessible.
24. User reaches out for appropriate help.

##### 48.72.2 <Second Alternative Flow>

29. User logs into the system.
30. User accesses the Active/Inactive database.
31. This time, user fails to enter all required information about the student.
32. While trying to save and exit out, an error message pops up with regards to the incomplete student info.

### 45. Special Requirements

None

### 46. Pre-conditions

The particular student record must be stored in the database.

### 47. Post-conditions

#### 48.73 < Post-condition One >

A record will be displayed with the student ID and their current status.

### 48. Extension Points

None

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## Use Case Specification: Identify Active/Inactive Volunteer

### 49. UC 25 Identify Active/Inactive Volunteer

#### 48.74 Brief Description

This use case will allow the user to identify active/inactive volunteers.

Refer to Figure 3.3

### 50. Flow of Events

#### 48.75 Basic Flow

46. Access website through Internet.
47. Log in with username and password.
48. Hover over Active/Inactive tab and select Volunteer link.
49. Enter in required information- Volunteer IDs.

#### 48.76 Click Run Button Alternative Flows

##### 48.76.1 < First Alternative Flow >

25. User logs into the system.
26. If some reason, the donor's database is not accessible; a pop-up message will be displayed to indicate why it is not accessible.
27. User reaches out for appropriate help.

##### 48.76.2 <Second Alternative Flow>

33. User logs into the system.
34. User accesses the Active/Inactive database.
35. This time, user fails to enter all required information about the volunteer.
36. While trying to save and exit out, an error message pops up with regards to the incomplete volunteer info.

### 51. Special Requirements

None

### 52. Pre-conditions

The particular volunteer record must be stored in the database.

### 53. Post-conditions

#### 48.77 < Post-condition One >

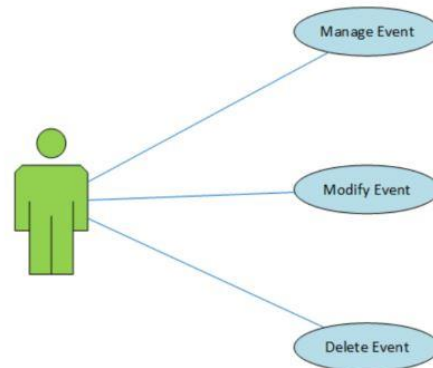
A record will be displayed with the volunteer ID and their current status.

### 54. Extension Points

None

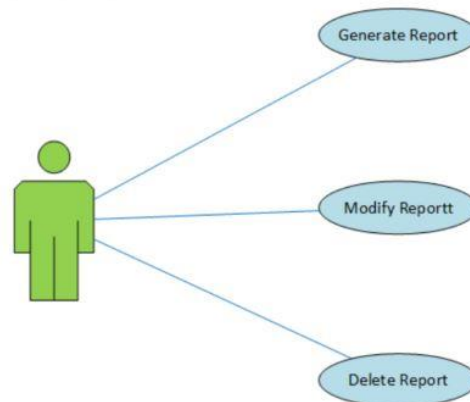
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Event (UC17, UC18, UC19)



**Figure 3.0** The diagram depicts the interaction between AHA's staff and the system. Managing, modifying, and deleting events--these events are initiated by the authorized user.

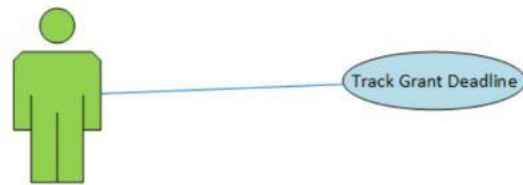
Reports (UC20, UC21, UC22)



**Figure 3.0** The diagram depicts the interaction between AHA's staff and the system. Generate, modifying, and deleting reports--these events are initiated by the authorized user.

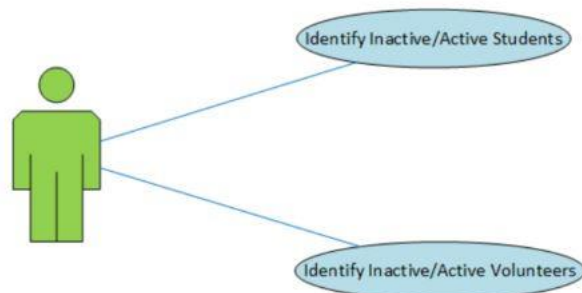
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#### Track Grant Deadline (UC23)



**Figure 3.2** The diagram depicts the interaction between AHA's staff and the system. Track Grant Deadline--these events are initiated by the authorized user.

#### Track Student/Volunteer (UC24, UC25)



**Figure 3.3** The diagram depicts the interaction between AHA's staff and the system. Track Inactive/Active students and volunteers--these events are initiated by the authorized user.

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# Use Case Specification: Track Volunteers Hours Served

## 49. Track Volunteers Hours Served

### 49.1 Brief Description

Because Adelante's staff must track the volunteer hours, the Adelante's staff will be the primary actors for this case. When volunteers serve at Adelante, their hours are tracked through the scheduling system. Their aggregated hours can be accessed at any time for any type of volunteer. Both the volunteers and the Adelante's staff have access to the aggregated hours.

## 50. Flow of Events

### 50.1 Basic Flow

1. The volunteer signs in through the scheduling system.
2. The volunteer schedules an appointment to volunteer.
3. The Adelante's staff access the scheduling system
4. The Adelante's staff selects a specific volunteer
5. The Adelante's staff selects the View Hours option
6. The system retrieves the total number of hours for this volunteer.

### 50.2 Alternative Flows

#### 50.2.1 *Hours Volunteered for Specific Date*

1. The Adelante's staff logins in the scheduling system.
2. The Adelante's staff chooses a specific date in calendar
3. The Adelante's staff selects Volunteers option.
4. The Adelante's staff selects View Hours for this specific date for the volunteers.

#### 50.2.2 *Volunteer Access to Hours Volunteered*

1. The volunteer logins into the system.
2. The volunteer clicks into the calendar.
3. The volunteer selects the View Hours option.
4. The volunteer now has access to their total hours volunteered.

#### 50.2.3 *Volunteer Access to Specific Hours Volunteered*

1. The volunteer logins into the system.
2. The volunteer clicks into the calendar.
3. The volunteer selects the specific date.
4. For this specific date, the calendar shows the View Hours option.
5. The volunteer selects the View Hours option.
6. The volunteer now has access to the hours volunteered for this specific date.

## 51. Special Requirements

There are no special requirements for this use case.

## 52. Pre-conditions

### 52.1 Scheduling Calendar and Non-operating dates.

1. Holydays, JCPS scheduled closings, and Adelante's scheduled closing must be incorporated before the volunteer has access to the calendar. The Adelante's staff goal

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is to retrieve volunteered hours efficiently and effectively.

2. Weather closings by JCPS and Adelante must be updated in the scheduling calendar with the best planning practices to avoid erroneous scheduling.

#### **52.2 Volunteer Must Already Have Volunteered**

1. The volunteer must have already volunteered in order to have hours.
2. New volunteers who have not yet made at least one or more hours do not have access to the View Hours option.

#### **52.3 Volunteer Must Show Proof of Participation**

1. To have a realistic account of hours volunteered, the volunteer must sign in at the place for the scheduled activity.

### **53. Post-conditions**

#### **53.1 Hours Volunteered Keep Updating**

1. The hours volunteered/served keep updating increasing according to the attendance proof and the scheduled appointments.

#### **53.2 Retrieving Data and Login**

2. The system keeps operating normally regardless of the data retrieved.
3. The volunteer and Adelante's staff can log off of the system normally.

### **54. Extension Points**

There are no extension points for this use case.



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# Use Case Specification: Sign-In Electronically

## 55. Sign-In Electronically

### 55.1 Brief Description

All actors for Adelante's operations like Students, Volunteers, and Staff must sign in to the system electronically. By doing this, they can interact with other users as needed basis and they can have access to information and tools. The term user is referred to include the students, the volunteers and the staff.

### 56. Flow of Events

#### 56.1 Basic Flow

1. The user starts their web browser and finds Adelante's website.
2. The user goes into the Login Portal web page.
3. The user is asked the user name and password.
4. The user clicks in Login button.
5. The user is now in the system.

#### 56.2 Alternative Flows

##### 56.2.1 *New User*

1. If the user is new to the system, this means that they do not have credentials to login.
2. The user goes into the Login web page.
3. The user goes into the New Users web page.
4. The user fills out the following fields: first name, last name, email, username, password, and re-type password.
5. The user clicks in the Sign Up button.

##### 56.2.1.1 *The chosen username already exists*

1. If the chosen username by the user is already taken, a message will inform the user to try again and choose another username.
2. The user tries again to enter a new username.
3. The user clicks in Sign Up button.
4. The system creates the new account.

##### 56.2.2 *The password is inefficient*

1. If the password the user chose does not meet standards of lengthiness, different characters, and symbols, the system will inform the user to try again to choose a new password
2. The user tries again and enters a new password that will meet guidelines.
3. The user clicks in Sign Up button.
4. The system created the new account.

##### 56.2.3 *Forgetting login information*

1. The user starts their web browser and finds Adelante's website.
2. The user goes into the Login Portal web page.
3. The user is asked the user name and password.
4. The user forgets either the username or password.
5. The user reads the Forget Login Information? prompt.

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## **57. Special Requirements**

There are no special requirements for this use case.

## **58. Pre-conditions**

### **58.1 User Must Have an E-mail Account**

1. The user must have an e-mail account prior to signing up.
2. This e-mail account will serve as a repository of newsletters, confidential information such as passwords, and as a way for Adelante to communicate mass messages.

### **58.2 User Must Have Access to Internet Connection**

1. To access the Login portal for Adelante, a user must have access to a reliable internet connection
2. The user must have access to a web browser to communicate with Adelante's website.

## **59. Post-conditions**

### **59.1 Entering Incorrect Login Information too many times**

1. When the user enters incorrect login information more than 3 times, the system takes the user to the Forgot Login Information web page.
2. The user follows the instructions to regain access through their e-mail account.

### **59.2 The user has access to the generic user portal**

1. The newly created user account has now access to the basic tools and information for first time users.
2. Adelante's staff will grant more tools, permissions, and information to the user depending on his credential levels: Student, Volunteer, or Staff.

## **60. Extension Points**

### **60.1 Forgetting Login Information Link**

1. Once the user reads the Forgot Login Information? prompt:
2. The user clicks in Click Here link located next to the Forgot Login Information?
3. The user is taken to answer questions about the account to grant access.
4. Once the access is granted by the system, the login information will be sent to the email account associated with the user.

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## Use Case Specification: <Use-Case Name>

### 61. Use-Case Name

#### 61.1 Brief Description

Because volunteers need to schedule tutoring appointments, this case describes the steps that a volunteer user will perform to plan their hours. Dates, times, descriptions about that appointment will be needed to post appointments in a calendar fashion. The actors involved are the volunteers, Adelante's staff and the students at last.

### 62. Flow of Events

#### 62.1 Basic Flow

1. The volunteer signs in with their credentials into the system.
2. The volunteer analyzes the calendar and the special events.
3. The volunteer makes a decision about the time and date for the tutoring appointments.
4. The volunteer chooses a date and time to tutor.
5. The volunteer saves this appointment.
6. The volunteer logs off the system

#### 62.2 Alternative Flows

##### 62.2.1 *No tutoring available*

1. The volunteer finds no available *tutoring* needs in the calendar.
2. The volunteer sends a request to Adelante's staff to remind of upcoming necessities to volunteer.

##### 62.2.2 *Volunteer alerts of upcoming events*

1. The volunteer gets notice of upcoming special events for tutoring needs.
2. The volunteer signs in to the system.
3. The volunteer schedules according to this need the date and time.

##### 62.2.3 *Volunteer schedules in months ahead*

1. The volunteer decides to schedule his hours in months of advance.
2. The volunteer searches for the date and time within the calendar.
3. The volunteer reserves the appointments within the present calendar year.

### 63. Special Requirements

There are no special requirements for this case.

### 64. Pre-conditions

#### 64.1 Scheduling Calendar and Non-operating dates.

3. Holydays, JCPS scheduled closings, and Adelante's scheduled closing must be incorporated before the volunteer has access to the calendar. The volunteer's goal is to schedule efficiently and effectively his/her time in advance.
4. Weather closings by JCPS and Adelante must be updated in the scheduling calendar with the best planning practices to avoid dangerous travel by volunteers.

#### 64.2 Login Credentials

1. Volunteer level credentials must exist and be assigned to each volunteer in order to access the

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system scheduling.

## **65. Post-conditions**

### **65.1 Volunteer Scheduling is Up-to-Date**

1. The volunteer's schedule saves the dates and times the volunteer has assigned as appointments.

## **66. Extension Points**

### **66.1 No Tutoring Available Alert (Link)**

1. The volunteer can sign up for alerts which will send them the upcoming events, tutoring, and miscellaneous needs for Adelante.
2. The volunteer decides to sign up for one of these once the alert is sent. This can be done with a link.

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## Use Case Specification: Modify Date to Volunteer

### 67. Use-Case Name

#### 67.1 Brief Description

A volunteer can modify the date and time of an already created appointment. Modifications are updates or cancellations for appointments. The volunteer can swap old appointments for more convenient dates and times. Because these modifications affect Adelante's operations, the system and the volunteer can individually alert Adelante's staff of such movements.

### 68. Flow of Events

#### 68.1 Basic Flow

1. The volunteer logs into the scheduling system
2. The volunteer wishes to modify a specific date
3. The volunteer finds the specific appointment to modify for another time or date

#### 68.2 Alternative Flows

##### 68.2.1 *Swapping A Current Appointment for Another One*

1. The volunteer chooses a new date or time to swap the currently undesired appointment.
2. This date and time can be for the same day.
3. The volunteer saves this new date and time as an appointment.
4. The system creates this new appointment and deletes the old/undesired one. The system does not create another vacant/open space date in calendar.

##### 68.2.2 *Volunteer Cancels Appointment*

1. The volunteer will not/cannot volunteer for the specific date he chose in the past.
2. The volunteer finds this appointment
3. The volunteer cancels this appointment
4. The system saves the changes.
5. The system creates a vacant/open space in the calendar.

##### 68.2.3 *Swapping or canceling appointment is too late*

1. The system will still allow the volunteer to modify the appointment even if it is near the date and time of the appointment.
2. An alert will be made immediately to Adelante staff to inform of the volunteer appointment to volunteer.
3. A message will *highly* recommend the volunteer to call the Adelante coordinator Dustin Bishop to inform of the changes.

### 69. Special Requirements

There are no special requirements for this use case.

### 70. Pre-conditions

#### 70.1 Date to Volunteer Must Already Exist

1. The volunteer must have already scheduled a date to volunteer to apply modifications or cancellations to the specific date.

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## **70.2 To Swap a Date with Another One**

1. Because the volunteer cannot volunteer for the prior appointment, the volunteer wants to volunteer for another date that works. Swapping the appointment does not cancel the appointment nor frees the volunteer from fulfilling an appointment.

## **71. Post-conditions**

### **71.1 Volunteer Schedule is Up-to-Date**

1. The volunteer's schedule saves the dates and times the volunteer has assigned as appointments.

### **71.2 Cancellation Creates New Scheduling Space**

1. When the volunteer cancels an appointment, the system creates a new vacant/open space in calendar.
2. The number of volunteers for that specific date can increase or decrease depending on cancellations. Therefore, the number of vacant spaces will increase or decrease according to cancellations.
3. The system will inform Adelante staff of this voids, and in return they can make decisions.

## **72. Extension Points**

### **72.1 Swapping or Cancelling Appointments is too late**

1. Because modifying the scheduling calendar near the date and time of the appointment can impact the operations and outcomes for Adelante, messages to the volunteer user suggesting to calling the Adelante coordinator can reduce the impact of modifying an appointment too late.
2. The system can also inform the coordinators of such sudden and detrimental changes.

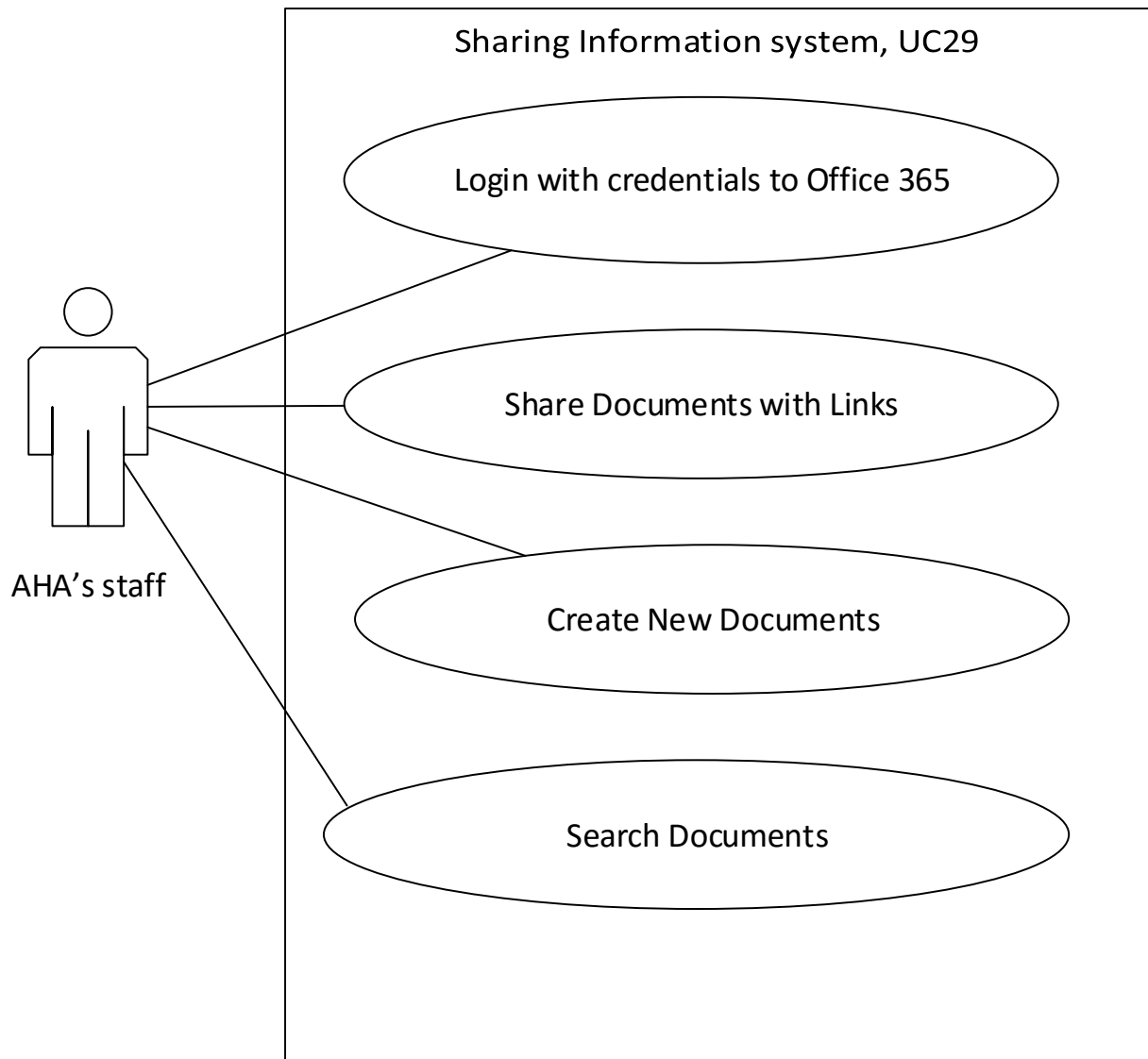


Figure 29

The only actor involve in this use case is Adelante’s staff. No other actor within the business processes of Adelante has access to an Office account. For instance, to share information among staff, Dustin illustrated as the figurine man, logs in with his credentials to Office 365. He then can share documents among users via a link. Though this is the easiest way, Dustin can also sort and search with keywords for a file. Dustin can also create new documents such as spreadsheets or word documents. This system then only interacts with Adelante’s staff. In the diagram this interaction is illustrated by the lines between the figurine man and the steps in ovals.

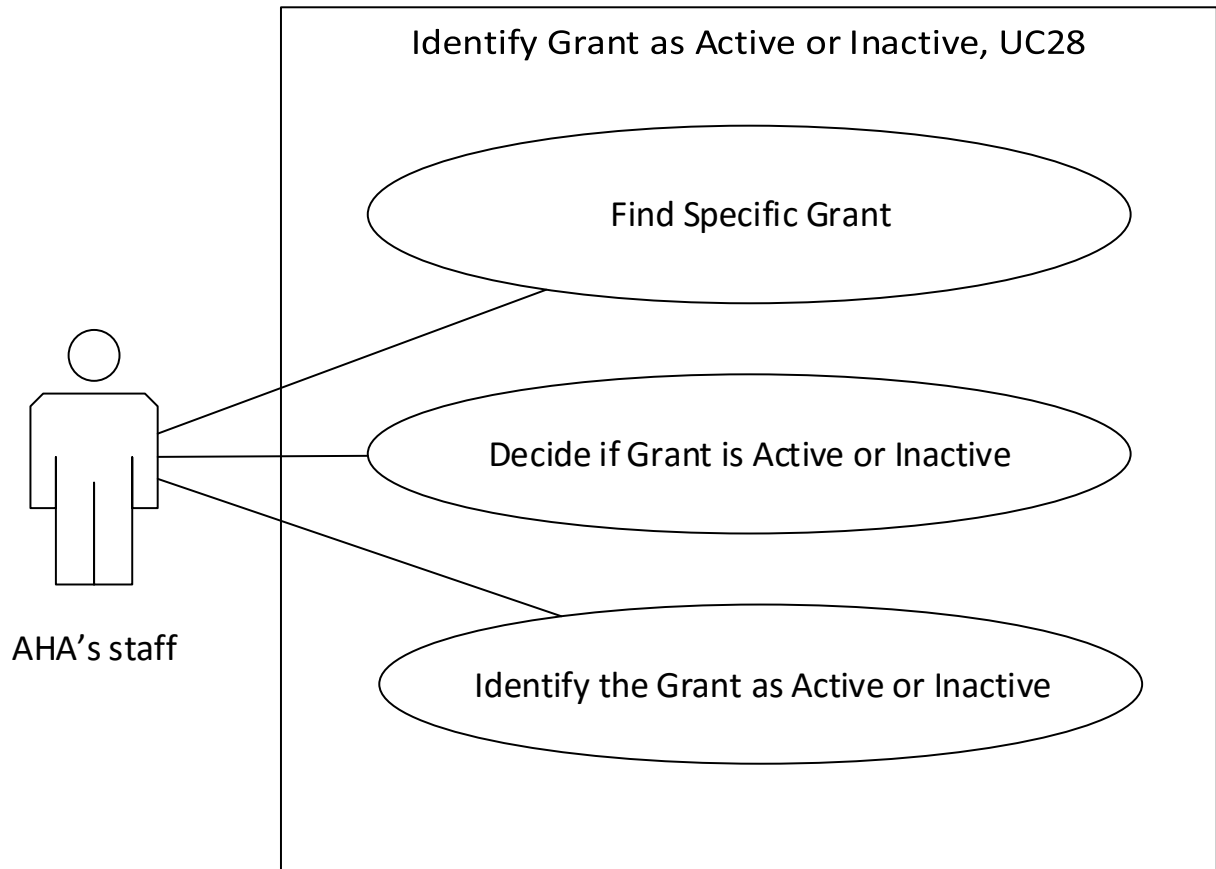


Figure 28

The only actor for this use case diagram must be Adelante's staff. For example, to identify a grant as Active or Inactive, Mara, illustrated as the figure man, finds the specific grant within the system. She decides whether this grant should be Active or Inactive. Once she makes the decision, she proceeds to place the grant according to the status she wishes.

The steps to identify a grant's status are represented in ovals. The association between these steps and the figure man illustrate the fact that these steps only belong to Adelante's staff.



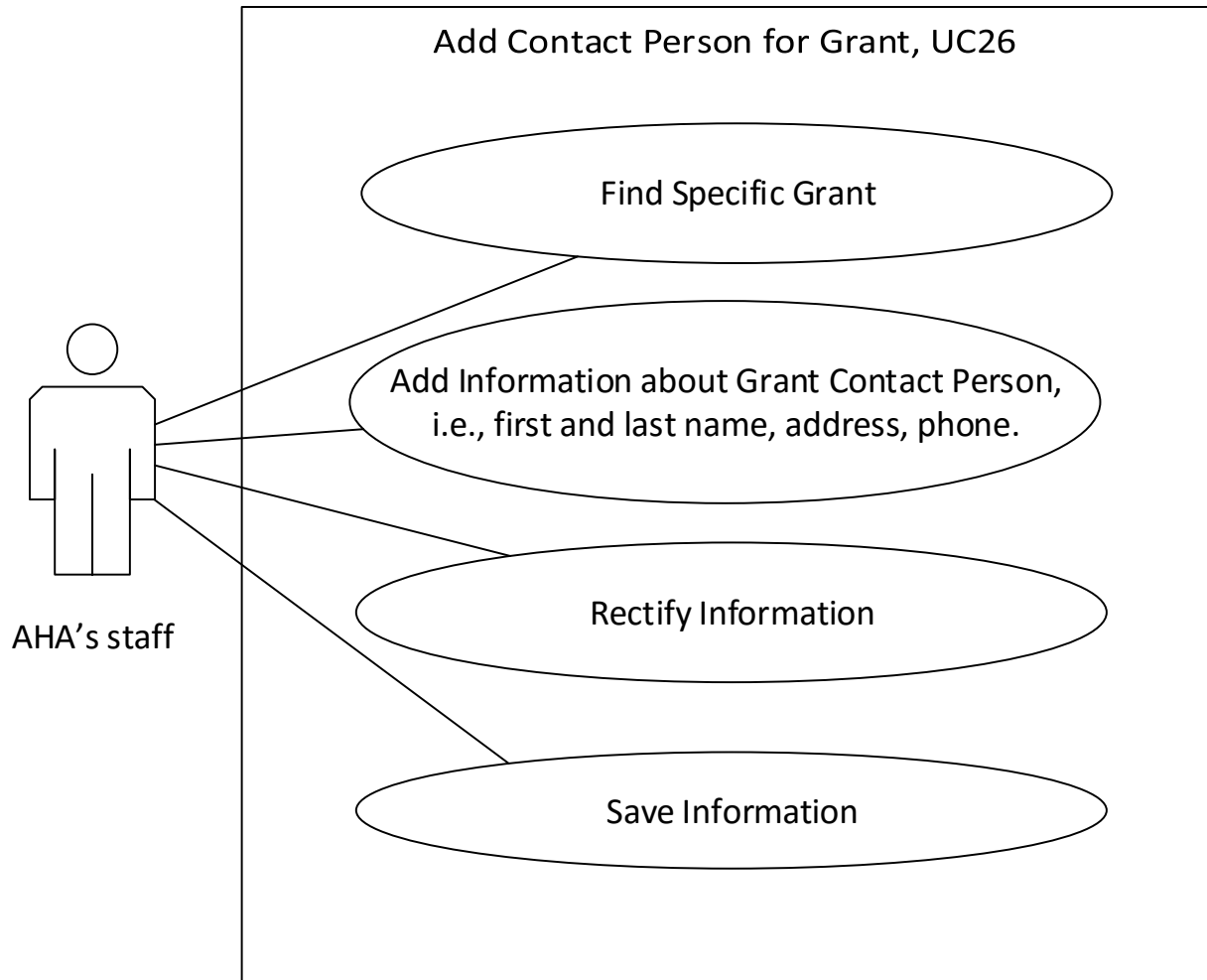


Figure 26

To add information about a contact person for a grant, the grant first must exist. That way, Dustin, represented by the figurine man, can search for the specific grant that needs *the first* entry for a contact person. Once the grant is found, Dustin can proceed to add information such as first and last names, address, and phone. Now, Dustin can save this information.

With all new information, the system reminds Dustin to rectify the recently entered information as preventative step to have accurate data. Dustin had then time to make corrections, if any, and he can now Save Information.

The ovals represent the steps into the use case Adding Contact Person for Grant. The lines between the steps and the figurine man shows the fact that no one else other than Adelante's staff has access to this information.

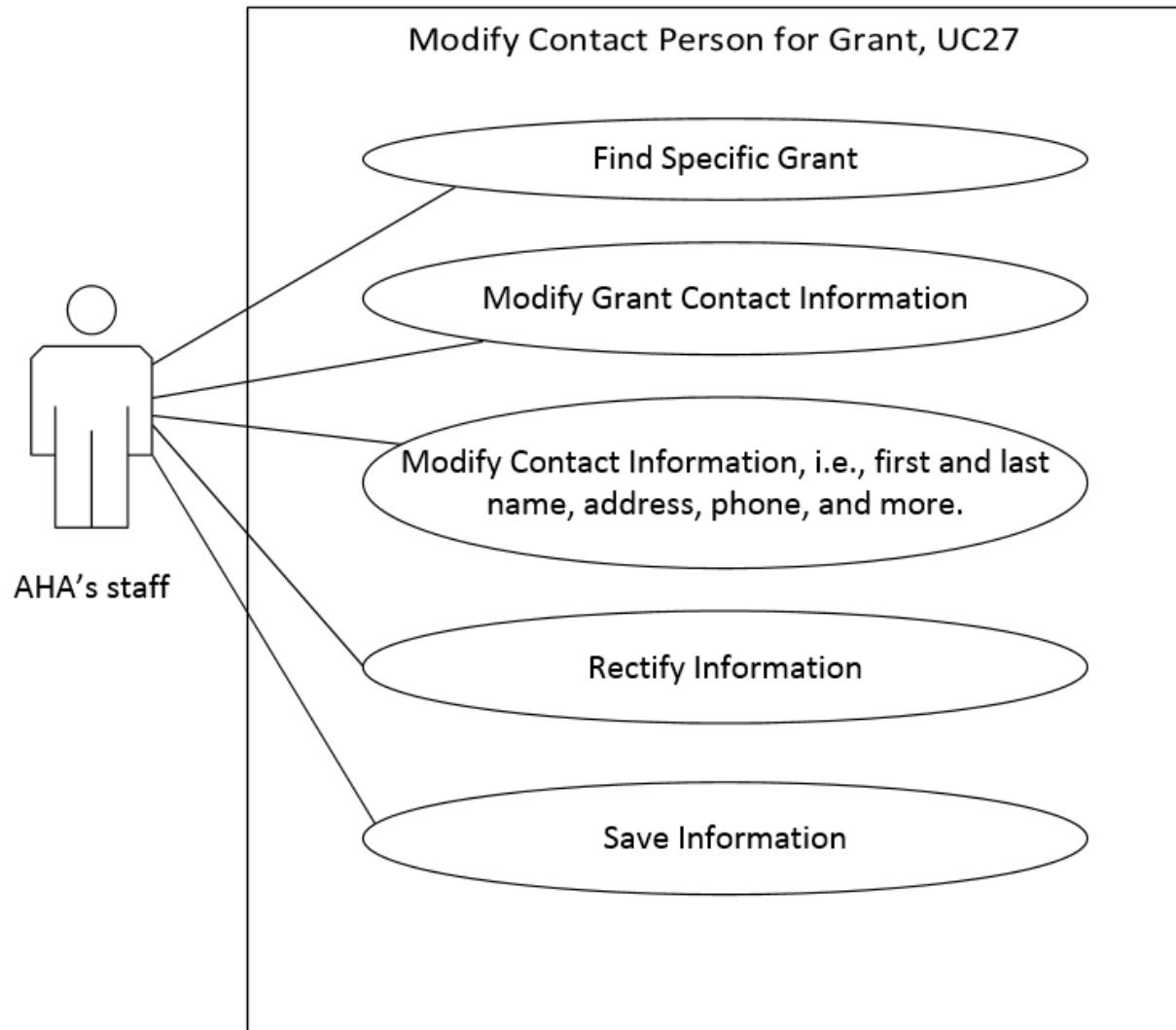


Figure 27

Because the real world consists of changes, contact information for a grant can change. This diagram shows the figurine man as Adelante's staff. The ovals represent the steps that this use case needs to Modify Contact Person for Grant. The lines between the ovals and the figurine man show that they are only associated and pertained to the tasks of Adelante's staff.

Modifying a contact person is possible by finding the specific grant. Once the grant is found, Mara, illustrated by the figurine man, can click in the button *Modify Grant Contact Information*. A new tab opens to help with entering information. This step repeats all the fields that a contact must have for accurate records.

Mara proceeds to save the changes. The system will inform her to Rectify Information as a preventative step to keep correct information. Satisfied with the entered information, she can now continue to Save Information.

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## Use Case Specification: 34

### 1. UC 34 (Add Payment method)

#### 72.2 Brief Description

Once a staff member has acquired a new payment method, such as being awarded a new grant, the staff member will be able to enter this information into the data consolidation system to keep track of how grant money can be used. Modifying and deleting information will also be allowed.

For a complete Add Payment Method use case, refer to **Figure 1.1**.

### 2. Flow of Events

#### 72.3 Basic Flow

1. An Adelante staff member signs into their Microsoft Office 365 account.
2. The user navigates to the Excel spreadsheet that stores the payment methods.
3. The user inputs the name of the grant
4. The user inputs the name of the organization the grant came from.
5. The user inputs the grant amount.
6. The user inputs when the grant expires.
7. The user may input an optional note about what the grant has to be spent on (if needed).
8. The user signs out.

#### 72.4 Alternative Flows

##### 72.4.1 < First Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user cannot gain access because the password was forgotten.
3. The user goes through the appropriate method, as determined by Microsoft, to reset their password.

##### 72.4.2 < Second Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user cannot gain access because the username is incorrect.
3. The user goes through the appropriate method, as determined by Microsoft, to obtain their correct username.

##### 72.4.3 < Third Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user selects the document that he or she wants to view.
3. The user cannot gain access because of an issue with Microsoft's services.
4. The user goes through the appropriate method, as determined by Microsoft, to view the document.

## 3. Special Requirements

### 73. None

### 4. Pre-conditions

#### 73.1 < Pre-condition One >

1. The user must login to Microsoft Office 365.
2. There must be a strong internet connection.
3. The Excel spreadsheet must be shared with both staff members.

## 5. Post-conditions

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### 73.2 < Post-condition One >

A new payment method has been added to the comprehensive list of funding sources. This information can now be modified or deleted.

## 6. Extension Points

73.3 None

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## Use Case Specification: UC 35

### 1. UC 35 (Modify Payment Method)

#### 73.4 Brief Description

Once a new payment method has been added to the comprehensive spreadsheet for each year, the information may need to be updated. These updates will keep track of how sources of money change - such as a grant being extended, a grant amount changing, or changes to how the grant can be spent. This case describes how Adelante staff will be able to keep track of all of this information in an easily accessible location.

For a complete Modify Payment Method use case, refer to **Figure 1.1**

### 2. Flow of Events

#### 73.5 Basic Flow

1. An Adelante staff member signs into their Microsoft Office 365 account.
2. The user navigates to the Excel spreadsheet that stores the payment methods.
3. The user may edit the name of the grant
4. The user may edit the name of the organization the grant came from.
5. The user may edit the grant amount.
6. The user may edit when the grant expires.
7. The user may edit an optional note about what the grant has to be spent on (if needed).
8. The user may input when the grant funding was last spent.
9. The user may input how much of the grant funding was spent.
10. The user may input which staff member was the purchaser.
11. The user signs out.

#### 73.6 Alternative Flows

##### 73.6.1 < First Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user cannot gain access because the password was forgotten.
3. The user goes through the appropriate method, as determined by Microsoft, to reset their password.

##### 73.6.2 < Second Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user cannot gain access because the username is incorrect.
3. The user goes through the appropriate method, as determined by Microsoft, to obtain their correct username.

##### 73.6.3 < Third Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user selects the document that he or she wants to view or edit.
3. The user cannot gain access because of an issue with Microsoft's services.
4. The user goes through the appropriate method, as determined by Microsoft, to view or edit the document.

### 3. Special Requirements

#### 74. N/A

### 4. Pre-conditions

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**74.1 < Pre-condition One >**

1. There must be a strong internet connection.
2. The Excel spreadsheet must be shared with both staff members for easy access.
3. A payment method must already exist for it to be modified.

**5. Post-conditions**

**74.2 < Post-condition One >**

The financial records for the remainder of the year for Adelante will be up-to-date.

**6. Extension Points**

**None**

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# Use Case Specification: UC 36

## 1. UC 36 (Delete Payment Method)

### 74.3 Brief Description

Once a new payment method has been added to the comprehensive spreadsheet for the year, the information may need to be deleted. For instance, an organization that rewards a grant may dismantle during the year, and might withdraw their grant money. This case describes how Adelante staff will be able to keep track of these instances in an easily accessible location.

For a complete Delete Payment Method use case, refer to **Figure 1.1**

## 1. Flow of Events

### 74.4 Basic Flow

1. An Adelante staff member signs into their Microsoft Office 365 account.
2. The user navigates to the Excel spreadsheet that stores the payment methods.
3. The user selects the the name of the grant and strikes through the text.
4. The user selects the name of the organization the grant came from and strikes through the text.
5. The user selects the the grant amount, and strikes through the text.
6. The user selects when the grant expires, and strikes through the text.
7. The user adds what day the expiration went into effect.
8. The user selects optional notes about what the grant has to be spent on, and strikes through the text.
9. The user selects when the grant funding was last spent, and strikes through the text.
10. The user may add an optional note for why the payment method was deleted for that year.
11. The user signs out.

### 74.5 Alternative Flows

#### 74.5.1 < First Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user cannot gain access because the password was forgotten.
3. The user goes through the appropriate method, as determined by Microsoft, to reset their password.

#### 74.5.2 < Second Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user cannot gain access because the username is incorrect.
3. The user goes through the appropriate method, as determined by Microsoft, to obtain their correct username.

#### 74.5.3 < Third Alternative Flow >

1. An Adelante staff members signs into their Microsoft Office 365 account.
2. The user selects the document that he or she wants to view or edit.
3. The user cannot gain access because of an issue with Microsoft's services.
4. The user goes through the appropriate method, as determined by Microsoft, to view or edit the document.

## 1. Special Requirements

75. N/A

## 1. Pre-conditions

### 75.1 < Pre-condition One >

1. There must be a strong internet connection.

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2. The Excel spreadsheet must be shared with both staff members for easy access.
3. A payment method must already exist for it to be modified.

## **1. Post-conditions**

### **75.2 < Post-condition One >**

The financial records for the remainder of the year for Adelante will be up-to-date.

## **1. Extension Points**

**None**



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# Use Case Specification: UC 37

## 1. UC 37 (Import/export data)

### 75.3 Brief Description

Once a staff member or volunteer has collected the appropriate data required for a report that will be generated, the data will be entered into the system. This case describes how Adelante staff will be able to import data into the appropriate tables in the database, as well as how they will be able to export data out to generate reports. The purpose of this use case is to give the staff an easily understandable means to access their data.

For a complete Import/export data use case, refer to **Figure 1.1**.

## 2. Flow of Events

### 75.4 Basic Flow

#### *Import*

1. An Adelante staff member logs into the portal to access the data consolidation system.
2. The user navigates to the data entry section.
3. The user selects the source of the data they want to import into the database.
4. The user selects which tables and fields the imported data will be imported into.
5. The user is asked to verify the source and destination for the data.
6. The user receives a message saying if the import was successful or not.

#### *Export*

1. An Adelante staff member logs into the portal to access the data consolidation system.
2. The user navigates to the report generator section.
3. The user selects the source of the data they want to export from the database.
4. The user selects the type of report that will be generated.
5. The user is asked to verify the source and type of report that will be generated.
6. The user receives a message saying if the export was successful or not.
7. The user receives a digital copy in the generated reports section of the report that was created.

### 75.5 Alternative Flows

#### 75.5.1 < First Alternative Flow >

1. User logs into the data consolidation system.
2. The user attempts to import data, but cannot. (Issue with data source)
3. The user receives a message to explain the problem with the import.
4. User contacts appropriate technical support.

##### 75.5.1.1 < An Alternative Subflow >

1. User logs into data consolidation system.
2. The user attempts to import data but cannot. (Issue with database itself)
3. The user receives a message to explain the problem with the database.
4. User contacts appropriate technical support.

#### 75.5.2 < Second Alternative Flow >

1. User logs into the data consolidation system.
2. The user attempts to export data, but cannot. (Issue with data source)
3. The user receives a message to explain the problem with the import.
4. User contacts appropriate technical support.

##### 75.5.2.1 < An Alternative Subflow >

1. User logs into data consolidation system.

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2. The user attempts to export data but cannot. (Issue with report generator functions)
3. The user receives a message to explain the problem with the database.
4. User contacts appropriate technical support.

### 3. Special Requirements

76. None

### 4. Pre-conditions

#### 76.1 < Pre-condition One >

1. User is able to log into database.
2. Database connection is valid.

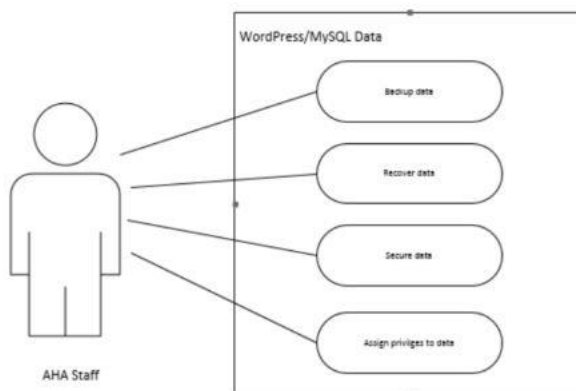
### 5. Post-conditions

#### 76.2 < Post-condition One >

Queries and reports can now be generated from the imported or exported data.

### 6. Extension Points

76.3 None



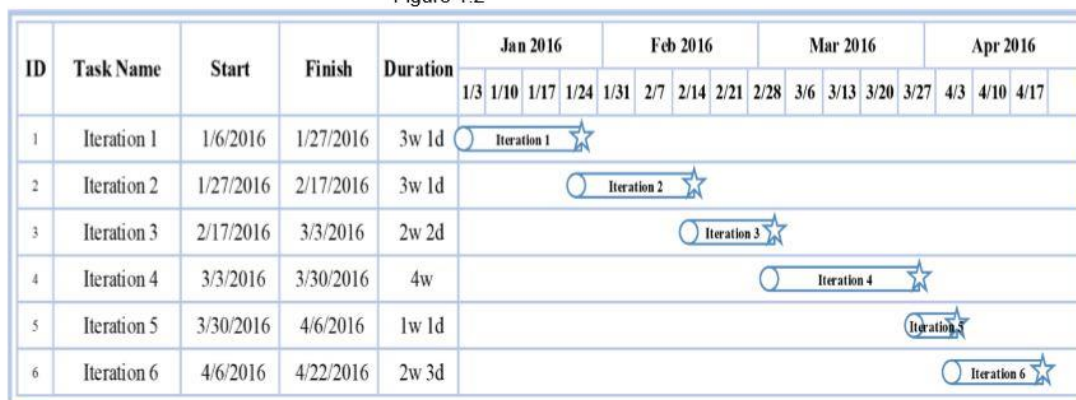
This diagram is used to represent the interaction between the AHA staffs with the system in order to perform very specific activities.

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## Gantt chart

- The following Figure 1.2 below depicts a Gantt chart that outlines the flow of the project. The current project spans from January 6 2016 to an estimated completion date of April 22 2016. Each of the star indicate a completion of a deliverable by a set date.

Figure 1.2



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# Prototypes

## HTML Prototypes

Because Hypertext Markup Language (HTML) is the programming language that Web designers and developers use to create Websites, a prototype is useful to visualize the use cases for Adding, Modifying, Identifying information about a grant, and Sharing Information for Adelante's staff.

### UC01: ADD STUDENT

AHA inputs gathered student information into the system in order to obtain a record to refer to later.

Student

Relationship Tracking:   
Grade:   
Last date attended:

March 16

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Student Name:   
Phone:   
School Name:   
GPA:   
Street Address:  Apt./Suite:  City:   
State:  Zip:   

Emergency contact

Parent(s) name:   
Phone:   

Modify Student

Delete Student

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## UC02: MODIFY STUDENT

AHA staff makes changes to the student record in order to obtain the up-to-date info about a particular student.

Student

Relationship Tracking: Active

Grade: 8<sup>th</sup>

Student Name: Shanon Lane

Phone: (502) 111-3333

School Name: Eastwest Middle School

GPA: 3.89

Street Address: 1234 Acder

Apt./Suite:

City: Louisville

State: KY

Zip: 40001

Last date attended:

March 16						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Emergency contact

Parent(s) name: Amigo Lane

Phone: (502) 222-6666

Modify Student

Delete Student

Last updated on 02/12/16

Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

### UC03: DELETE STUDENT

AHA staff is able to delete student records.

Student

Relationship Tracking: Active

Grade: 8<sup>th</sup>

Student Name: Shanon Lane

Phone: (502) 111-3333

School Name: Eastwest Middle School

GPA: 3.89

Street Address: 1234 Acder

Apt./Suite:

City: Louisville

State: KY

Zip: 40001

Last date attended:

March 16						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Emergency contact

Parent(s) name: Amigo Lane

Phone: (502) 222-6666

Modify Student

Are you sure that you want to delete this student record?

Yes
No

Delete Student

Last updated on 02/12/16

Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

#### UC04: ADD VOLUNTEER

Volunteer

Volunteer Name:

Phone:

School Name:

*Emergency contact*

Parent(s) name:

Phone:

Last date volunteered:

March 16						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Hours volunteered:

More

Modify Volunteer

Delete Volunteer

Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

## UC05: MODIFY VOLUNTEER

Volunteer

Volunteer Name: Dane Deen

Volunteer Phone: (502)-222-5555

Volunteer email: johnsmith@abc.net

School name: Southwest High

Last date volunteered:

March 16						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Emergency contact

Parent(s) name: Kim Deen

Phone: (502) 333-6765

Hours volunteered:

32

Last updated on: 02/12/16

Modify Volunteer

Delete Volunteer



Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

## UC06: DELETE VOLUNTEER

Volunteer

Volunteer Name: Dane Deen

Volunteer Phone: (502)-222-5555

Volunteer email: johnsmith@abc.net

School name: Southwest High

Emergency contact

Parent(s) name: Kim Deen

Phone: (502) 333-6765

Last date volunteered:

Hours volunteered: 32

Last updated on: 02/12/16

March 16						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Modify Volunteer

Delete Volunteer

Are you sure that you want to delete this volunteer record?

Yes

No

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	Date: 03/21/16

## UC07: ADD DONOR

Donor

Relationship Tracking:

ACTIVE

INACTIVE

Donor Name:

Donor Phone:

Donor email:

Company name:

Donation Amount:

Note:

Last date contacted ed:

March 16

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Contacted by:

Last updated on: 03/17/16

Modify Donor

Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

## UC08: MODIFY DONOR

Donor

Relationship Tracking:

ACTIVE

Donor Name: John Smith
Last date contacted ed:

Donor Phone: (502)-222-5555

Donor email: johnsmith@abc.net

Company name: ABC Company

Donation Amount: \$100

Note: Recurring donor

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Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

## UC09: ADD DONATION INFORMATION

DONORS

Donor Name:
Donor Phone:
Donor E-mail:
Donation Amount:
Company Name:
Note:

Relationship Tracking:

Active
Inactive

Last Date Contacted:

4
February 16
»

M T W T F S S

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29
5 6

7

Contacted By:

Create Donor
Save

Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

## UC10: MODIFY DONATION INFORMATION

DONORS

Donor Name:
Donor Phone:
Donor E-mail:
Donation Amount:
Company Name:
Note:

Relationship Tracking:

Active
Inactive

Last Date Contacted:

February 16

M T W T F S S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 5 6
7

Contacted By:

Modify Donor
Save

Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

# UC11: ADD GRANT INFORMATION

GRANTS

Grant Name:

Deadline:

4
February 16
▶

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29				5	6	
7						

Contact Name:

Contact Phone:

Contact E-mail:

Grant Amount:

Notes:

Application Status:

In progress:

Yes:
☒

No:
☐

Submitted:

Yes:
☒

No:
☐

Grant Awarded:

Yes:
☒

No:
☐

Grant Denied:

Yes:
☒

No:
☐

Grant Author:

Adelante Hispanic Achiever	Version: <1.0>
	Date: 03/21/16

## UC12: MODIFY GRANT INFORMATION

GRANTS

Grant Name:

Deadline: 

February 16

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29				5	6	
7						

Contact Name: 

Contact Phone: 

Contact E-mail: 

Grant Amount: 

Notes: 

Application Status:

In progress:

Yes: ☐ No: ☐

Grant Awarded:

Yes: ☐ No: ☐

Submitted:

Yes: ☐ No: ☐

Grant Denied:

Yes: ☐ No: ☐

Grant Author:

### UC13: TRACK RELATIONSHIP WITH DONORS

Track Relationship  
Grant

◀

March 16

▶

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Name of Event

Notes

### UC14: TRACK STUDENT ATTENDANCE

Student  
Attendance

◀

March 16

▶

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students ▼

Student 1

Student 2

Student 3



## UC15: TRACK VOLUNTEER ATTENDANCE

Volunteer  
Attendance

◀ March 16 ▶

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Volunteer ▼

Volunteer 1

Volunteer 2

Volunteer 3

## UC17: MANAGE EVENTS

Manage Event

Event ID

Event Location

Event Time

Event POC

Event Calendar

◀ March 16 ▶

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Event Details:

## UC18: MODIFY EVENTS

Event ID

12345

Event Location

Park

Event Time

5:00 PM

Event POC

Chris

Event Calendar

March 16						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Event Details:

Update Event

Exit

## UC19: DELETE EVENTS

Event ID

12345

Event Location

Park

Event Time

5:00 PM

Event POC

Chris

Event Calendar

March 16						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Event Details:

Delete Event

Exit

Adelante Hispanic Achiever	Version: <1.0>
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## UC20: GENERATE REPORT

Generate Report	
Start Date	03/01/2016
End Date	03/25/2016
Student ID	123456
Donor ID	B1234
Report Details:	

Event Calendar

◀

March 16

▶

M	T	W	T	F	S	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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## UC21: MODIFY REPORTS

Modify Report																																											
Start Date	03/01/2016																																										
End Date	03/25/2016																																										
<input type="radio"/> Student GPA <input type="radio"/> Student Attendance <input type="radio"/> Student Status <input type="radio"/> Student Enrollment Date	<div>Event Calendar</div> <div> <div>◀</div> <div>March 16</div> <div>▶</div> </div> <table> <tr> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	M	T	W	T	F	S	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
M	T	W	T	F	S	S																																					
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14	15	16	17	18	19	20																																					
21	22	23	24	25	26	27																																					
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## UC22: DELETE REPORTS

Start Date

03/01/2016

End Date

03/25/2016

Report ID

123456

Event Calendar

March 16

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Delete Report

Exit

## UC23: TRACK GRANT DEADLINE

Start Date

03/01/2016

End Date

03/25/2016

Grant ID

Progress Status

Event Calendar

March 16

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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Search

Exit

## UC24: IDENTIFY ACTIVE/INACTIVE STUDENT

Student ID

Student Name

Birth Date

Student Status

Event Calendar

◀

March 16

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M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Search

Exit

## UC25: IDENTIFY ACTIVE/INACTIVE VOLUNTEER

Volunteer ID

Volunteer Name

Birth Date

Volunteer Status

Event Calendar

◀

March 16

▶

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Search

Exit

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The following are the high risks prototypes in a general vision for the use cases:

1. Adding a Contact Person for Grant, UC26, Prototype 26
2. Modifying a Contact Person for Grant, UC27, Prototype 27
3. Identify Active/Inactive Grant, UC28, Prototype 28
4. Sharing Information within Organization, UC29 Prototype 29

GRANTS

Grant Name: TJMAXX Scholarship Fund

Deadline: 
 

February 16
 

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Grant Author: Mara Maldonado

Grant Amount: \$10,000

Grant Status: 
 

Active

Inactive

Contact First Name:

Contact Last Name:

Contact E-mail:

Contact Phone:

Contact Street Address:

Contact City:

Contact State:

Contact Zip Code:

Contact Job Title:

Special Notes:

Add Contact Person

Modify Grant

Delete Grant Information

Click here to add the contact person for grant.

Prototype 26.1

Once a grant is created, the contact information for the grant also needs to be completed. For instance, the TJMAXX scholarship grant has been created, however information about the grant contact person is blank. By clicking in the *Add Contact Person button*, the Adelante's staff can enter valuable information to keep of the granter-applier relationship.

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Because this task requires more information, a new tab is open so that entering information is easiest.

Prototype 26.2 shows the new tab that opens when the user clicks in the *Add Contact Person* button.

Add Contact Person for Grant

Grant Name:
TJMAXX Scholarship Fund
Grant Author:
Mara Maldonado

---

Add Contact Information

Contact First Name:
Betty
Contact Last Name:
Jones
Contact E-mail:
Betty.Joe@TJMAXX.org
Contact Phone:
567-555-5555
Contact Street Address:
123 Business Ct, Suite 100
Contact City:
Framingham
Contact State:
MA
Contact Zip Code:
01701
Contact Job Title:
East Social Responsibility and Grant Associate
Special Notes:
Need to call or e-ma

Save Contact Information

Click here to save contact information.

Rectify Grant Contact Changes

Check that information for contact is correct. If the information is correct, click in Save. If the information is incorrect, click in Go Back.

Save
Go Back

Prototype 26.2

At the top Grant Name and Grant Author are shown to have a reference about what grant is being edited. Because this is the first time staff adds information about the contact person, the text fields such as first name are shown in blue to demonstrate that new information is being entered.

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All the most important information about a contact person is entered. One of the unique ways to communicate with this person is to have the system remember their job title. Special notes is a text field that allows the user to enter miscellaneous information about this person.

After entering information, the user can now save it by clicking in *Save Contact Information* button. The system asks the user to rectify the entered data. The user can choose Save or Go Back according to his/her decision.

The user may also need to modify or update information about this contact person. Once the user selects the specific grant to modify the contact information, the button *Modify Contact Information* opens a new tab to enter new information, Prototype 27.1. This use case only works when there already is a contact information entered. For instance, if the user wants to update the phone number for the Betty Jones, her information must already be entered in order to update her phone number.

GRANTS

Grant Name:
TJMAXX Scholarship Fund

Deadline:

February 16

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Grant
Author:
Mara Maldonado

Grant Amount:
\$10,000

Contact First Name:
Betty

Contact Last Name:
Jones

Contact E-mail:
Betty.Joe@TJMAXX.org

Contact Phone:
576-555-555

Contact Street Address:
123 Business Ct, Suite 100

Contact City:
Framingham

Contact State:
MA

Contact Zip Code:
01701

Contact Job Title:
East Social Responsibility and Grant Associate

Special Notes:

- Modify Grant Contact Information!

Grant Status:

Active
☒

Inactive
☐

Modify Grant Status

Modify Grant Contact Information

Modify Grant

Click here to modify contact person for grant



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Prototype 27.1

The user can choose to update more than one fields. It's important to note that changes about a contact can be for all the fields, not only the phone number. For instance, if the current contact has retired, clicking in the Modify Contact Information allows the user to enter new information for all the fields. The following prototype shows how the system envisions modifications for the Contact Phone.

Modify Contact Person for Grant

Grant Name: TMAXX Scholarship Fund

Grant Author: Mara Maldonado

**New Contact Information**

Contact First Name: Betty
Contact Last Name: Jones
Contact E-mail: Betty.Joe@TJMAXX.org
Contact Phone: 517-545-5657
Contact Street Address: 123 Business Ct, Suite 100
Contact City: Framingham
Contact State: MA
Contact Zip Code: 01701
Contact Job Title: East Social Responsibility and Grant Associate
Special Notes: 03/16/2016: New contact phone number assigned

**Old Contact Information**

Contact First Name: Betty
Contact Last Name: Jones
Contact E-mail: Betty.Joe@TJMAXX.org
Contact Phone: 567-555-555
Contact Street Address: 123 Business Ct, Suite 100
Contact City: Framingham
Contact State: MA
Contact Zip Code: 01701
Contact Job Title: East Social Responsibility and Grant Associate
Special Notes: 03/14/2016: Contact person not found at their phone number. Change soon!

Save Changes

Click here to save changes.

Rectify Grant Contact Changes

Check that changes for contact are correct. If the changes are correct, click in Save. If the changes are incorrect, click in Go Back.

Save

Go Back

Prototype 27.2

On the right all new information is entered and fields are blue. On the left the old information is shown and the text is not changeable here. That is also shown when the text is grayed out.

Confidential

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2016

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Once the information has been entered, the user can save it by clicking in *Save Changes*.

As with all modifications, the system reminds the user to rectify information entered. The user can now choose between Save or Go Back to revise.

Because a grant can be placed as Active or Inactive depending on the user decision, the Prototype 29.1 envisions the first step into identifying a grant in the two options: Active or Inactive. This use case highlights the importance of assigning a grant when first created its status. For instance, this prototype shows that the TJMAXX grant is currently under an Active status. The system envisions that for better tracking, all grants when first created must be placed under either Inactive or Active status. The user can modify this status by clicking in the *Modify Grant Status* button.

GRANTS

Grant Name:
TJMAXX Scholarship Fund
Contact Name:
Betty Joe

Deadline:

February 16

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29					5	6
7						

Contact Phone:
502-555-5555
Contact E-mail:
Betty.Joe@TJMAXX.org
Grant Amount:
\$10,000
Notes:

Modify Grant Status

Grant Status:

Active
☒
Inactive
☐

Grant Author:
Mara Maldonado

Modify Grant Status

Click here to modify the status of the grant

Modify Grant

Prototype 28.1

Clicking in this button will open a new tab in which the user can modify the status in a clean new form, Prototype 28.2

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### Modify Grant Status

Grant Name: 
Grant Author:

---

Choose Status:

Active

Inactive

☐
☒

Notes:

Save Changes

Choose status depending on decision

Click here to save changes.

Rectify Status Change

Check that change in status is correct. If the changes are correct, click in Save. If the changes are incorrect, click in Go Back.

Save

Go Back

Prototype 28.2

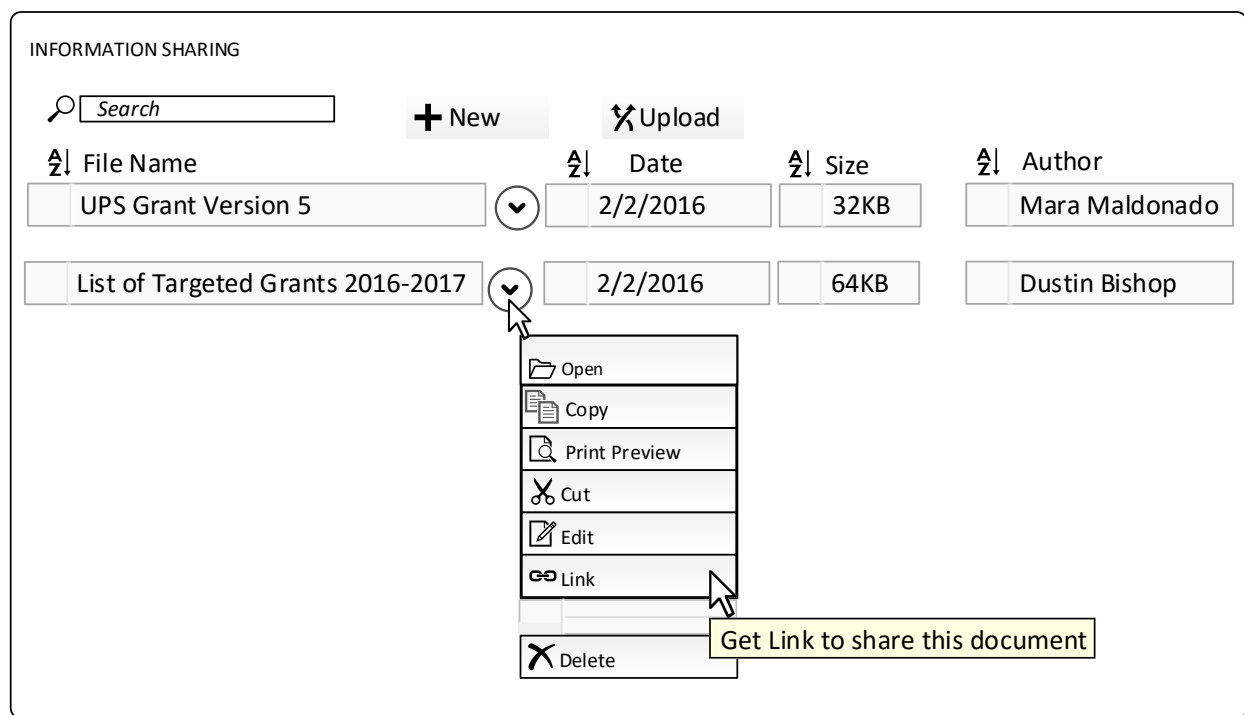
A new tab allows for more space to choose between Active or Inactive status. A special notes field allows the user to enter data about this change in status. Once the user chooses the status, the changes can be saved by clicking in the *Save Changes* button.

As per nature of changes, the systems reminds the user to rectify that information is correct. The user can now Save or Go Back because of errors, or he/she wishes to input more notes.

Now, we shift the conversation to sharing information between Adelante’s staff. To consolidate the data among users, Office 365 is the chosen tool to streamline files. OneDrive is the repository

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that lives within Office 365 and houses the files. The prototype 29.1 envisions the system to have a Link sub-menu option for each file.



Prototype 29.1

This link is the easiest and most direct way to share a file. When there are too many files in the repository, it's easy for the user to search, sort, or look through the many pages. Therefore, this is the most indirect way to access a file.

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INFORMATION SHARING

Search

+ New

✕ Upload

Share Document: List of Targeted Grants 2016-2017

Copy and Paste this Link:

[List\\_of\\_Targeted\\_Grants\\_2016-2017/OneDrive\\_#UserID178365645/Adelante/Grants](#)

This is the link for the specified document

Invite People to this Document:

[Dustin.Bishop@Adelante.org](#)  
[Morgan.Gerke@Adelante.org](#)

Send Sharing Invitation

Click here to send sharing invitation to these people

Prototype 29.2

With the Link option then, the user can send a direct link by copying and pasting the location assigned by the system, prototype 29.2. This link takes the user directly to the file.

The user can also Invite People to interact with the document. By entering the e-mail of one or more receivers, the user can now send the invitation to them. Once the e-mails are entered, the user clicks in the *Send Sharing Invitation* button.

Those were the prototypes for the high risk use cases. They were assigned in this risk level because of their impact to revenue and time for Adelante's staff operations.

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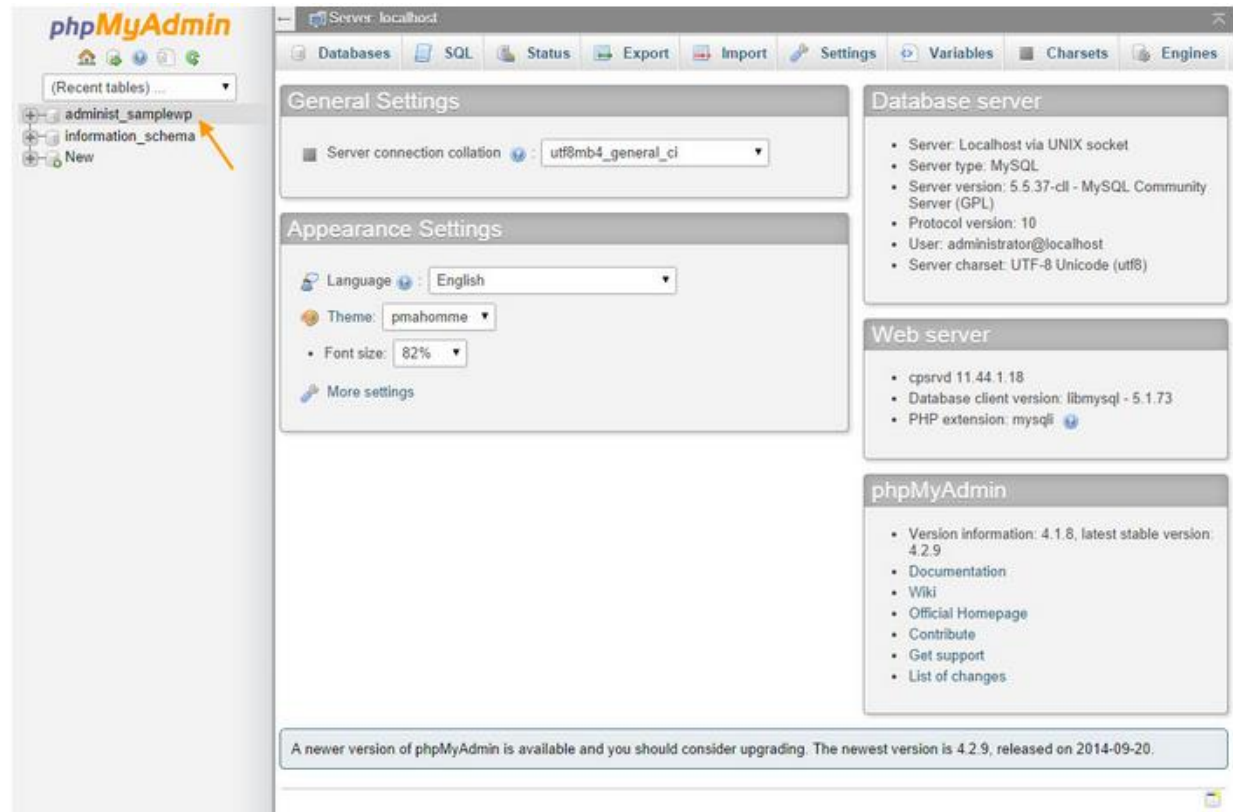
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The images below show how the backend user in charge of backing up data from the MySQL database might interact with a free tool that can manage backups, called phpMyAdmin.

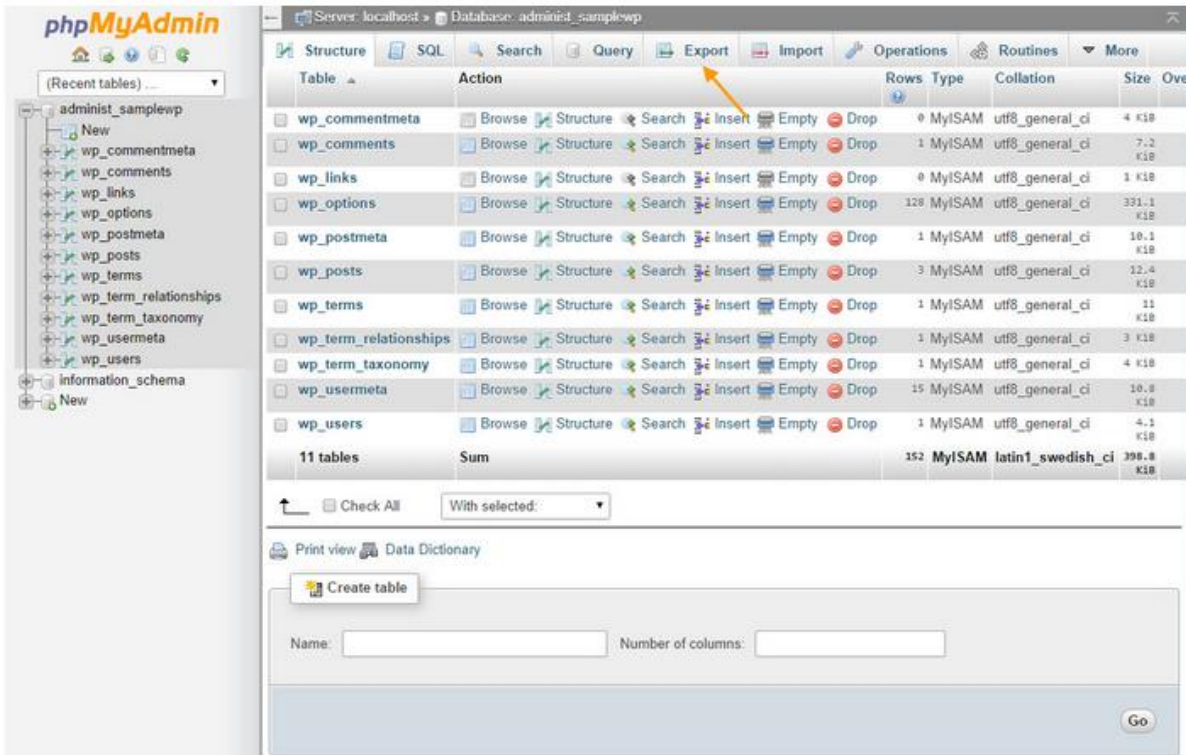
In addition to backing up data, this tool can be used to recover data that has been backed up, as well as be used to grant user privileges. UC 38.1 and 38.2 refers to Use Case 38, which is the documentation for backing up data.

#### UC 38.1



#### UC 38.2

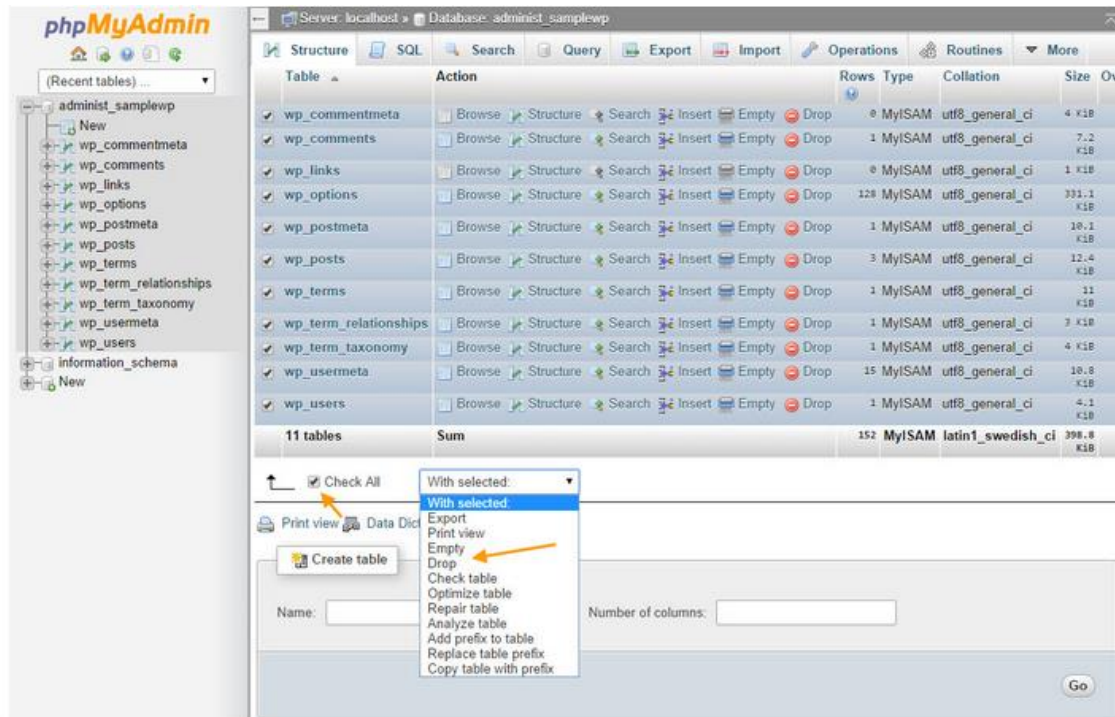
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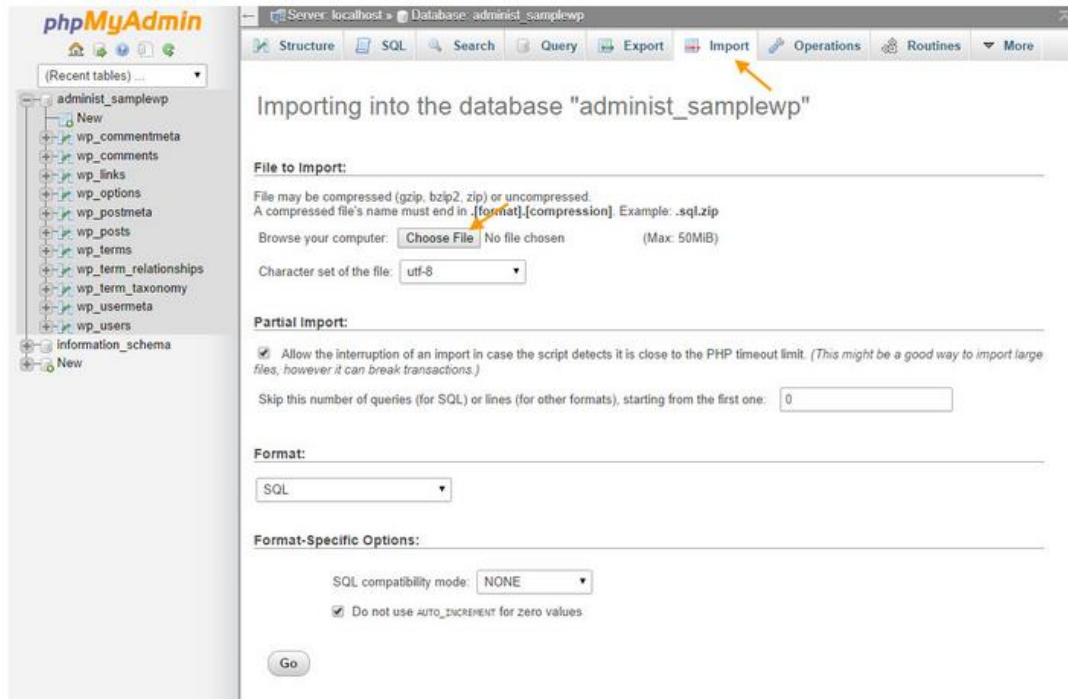
The images below show how the backend user in charge of recovering data from the MySQL database might interact with the phpMyAdmin client to recover data that was previously backed up. UC 39.1 and 39.2 refers to Use Case 39, which is the documentation for recovering data.

UC 39.1

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UC 39.2

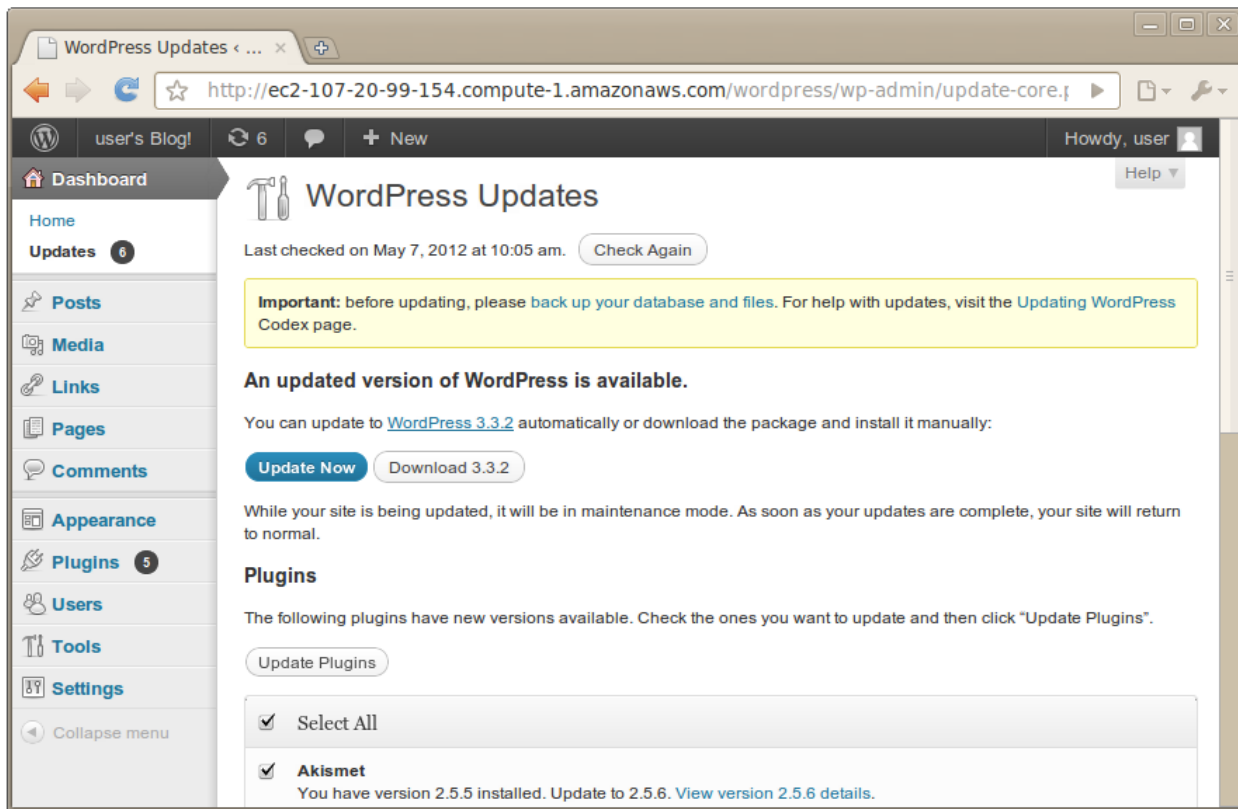


The following image shows how a backend user would maintain security updates for WordPress via the website. These updates are easily administered with the click of a button and are frequently advertised by WordPress for



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users to implement and keep data as secure as possible. UC 40 refers to Use Case 40, which is the documentation for security.



UC 40

The images below display how a backend user would be able to grant different levels of privileges to various groups of users in the system. For example, a typical volunteer should not be able to edit any information in tables related to grants or donations. phpMyAdmin allows for this administering of user rights to be done in an easily understandable, visual manner. UC 41.1, 41.2, and 41.3 refer to Use Case 41, which is the documentation for Administrative Rights.

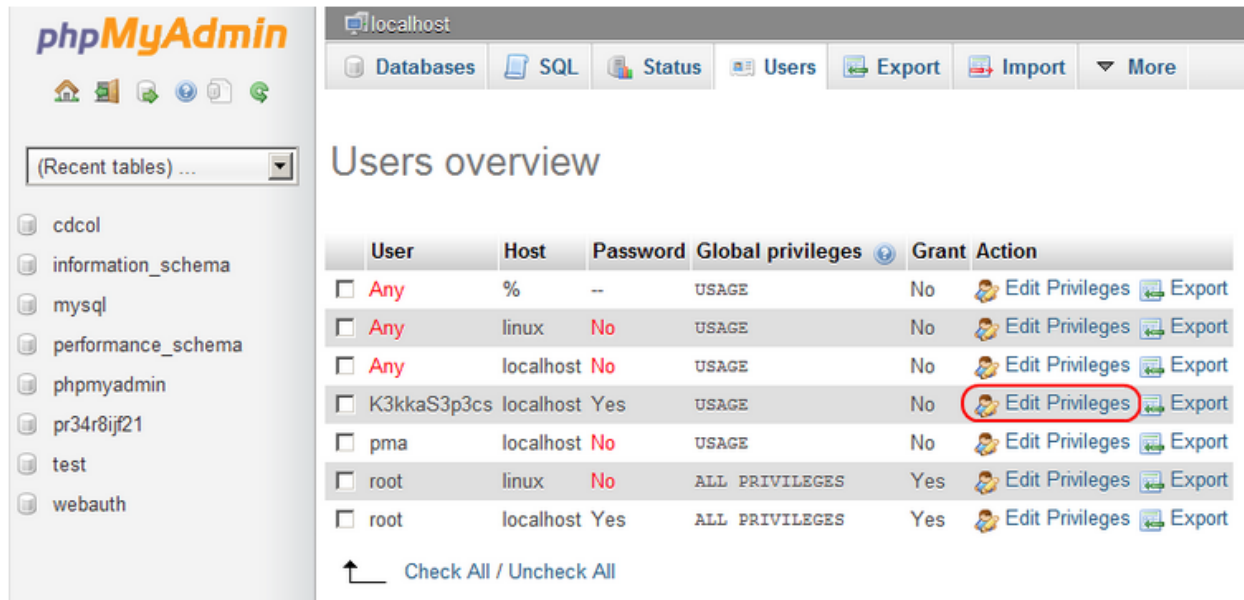
UC 41.1

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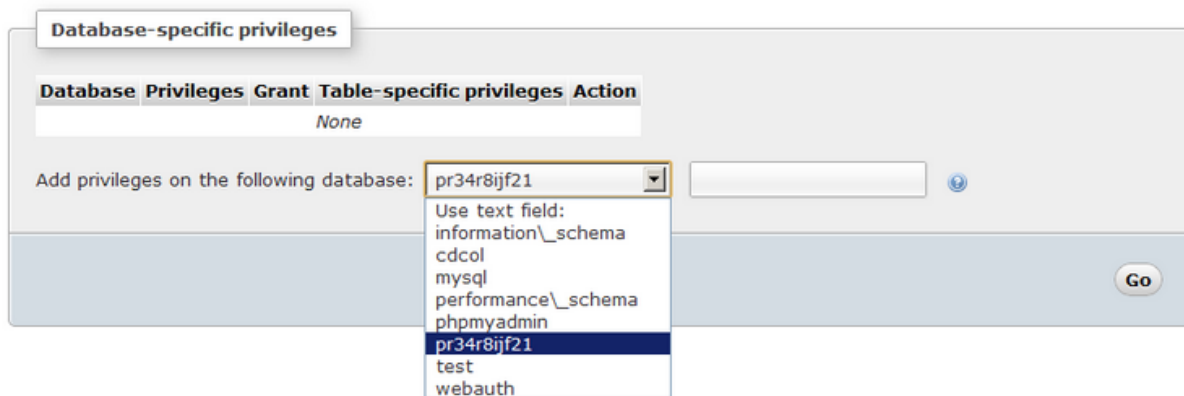


The screenshot shows the phpMyAdmin interface. On the left is a sidebar with a 'Recent tables' dropdown and a list of databases: cdcol, information\_schema, mysql, performance\_schema, phpmyadmin, pr34r8ijf21, test, and webauth. The main area is titled 'Users overview' and contains a table of database users. The table has columns: User, Host, Password, Global privileges, Grant, and Action. The 'Action' column contains 'Edit Privileges' and 'Export' links for each user. The user 'K3kkaS3p3cs' is highlighted, and its 'Edit Privileges' link is circled in red. Below the table is a 'Check All / Uncheck All' link.

User	Host	Password	Global privileges	Grant	Action
<input type="checkbox"/> Any	%	--	USAGE	No	Edit Privileges  Export
<input type="checkbox"/> Any	linux	No	USAGE	No	Edit Privileges  Export
<input type="checkbox"/> Any	localhost	No	USAGE	No	Edit Privileges  Export
<input type="checkbox"/> K3kkaS3p3cs	localhost	Yes	USAGE	No	Edit Privileges  Export
<input type="checkbox"/> pma	localhost	No	USAGE	No	Edit Privileges  Export
<input type="checkbox"/> root	linux	No	ALL PRIVILEGES	Yes	Edit Privileges  Export
<input type="checkbox"/> root	localhost	Yes	ALL PRIVILEGES	Yes	Edit Privileges  Export

↑ Check All / Uncheck All

UC 41.2



The screenshot shows the 'Database-specific privileges' dialog box. It has tabs for 'Database', 'Privileges', 'Grant', 'Table-specific privileges', and 'Action'. The 'Database' tab is selected, showing a table with columns 'Database', 'Privileges', 'Grant', 'Table-specific privileges', and 'Action'. The table is currently empty, with 'None' in the 'Database' column. Below the table is a section 'Add privileges on the following database:' with a dropdown menu showing a list of databases: information\\_schema, cdcol, mysql, performance\\_schema, phpmyadmin, pr34r8ijf21, test, and webauth. The 'pr34r8ijf21' database is selected. To the right of the dropdown is a text input field and a 'Go' button.

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Database-specific privileges (Check All / Uncheck All)

*Note: MySQL privilege names are expressed in English*

**Data**

- ☒ SELECT
- ☒ INSERT
- ☒ UPDATE
- ☒ DELETE

**Structure**

- ☐ CREATE
- ☐ ALTER
- ☐ INDEX
- ☐ DROP
- ☐ CREATE TEMPORARY TABLES
- ☐ SHOW VIEW
- ☐ CREATE ROUTINE
- ☐ ALTER ROUTINE
- ☐ EXECUTE
- ☐ CREATE VIEW
- ☐ EVENT
- ☐ TRIGGER

**Administration**

- ☐ GRANT
- ☐ LOCK TABLES
- ☐ REFERENCES

Go

UC 41.3