Mike’s Use Cases

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| **Send Text Message** | |
| **Actors** | Group leader |
| **Goals** | Send a short, SMS-specific message to certain group members |
| **Preconditions** | Desired members already have special texting numbers entered into gus |
| **Related Use Cases** | Send e-mail message, create a mailing/texting list |
| **Steps** | |
| 1. **Log in to gus** 2. **Click ‘Messages’** 3. **Click ‘New Text Message’** 4. **Select recipients from displayed list (those without texting numbers are grayed out)** 5. **Enter message into box** 6. **Click ‘Send’** | |
| **Alternatives** | 1. Send an email in addition 2. Send as an addition to an email 3. Send to a mailing/texting list |
| **Postconditions** | The selected users receive the text message |

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| **Create a Mailing/Texting List** | |
| **Actors** | Group leader |
| **Goals** | Define a list of people to email or text in the future |
| **Preconditions** | Desired members already have special texting numbers entered into gus |
| **Related Use Cases** | Send e-mail message, send text message |
| **Steps** | |
| 1. **Log in to gus** 2. **Click ‘Messages’** 3. **Click ‘Create New Mailing/Texting List’** 4. **Enter name of list** 5. **Select email recipients from list, if any** 6. **Select text message recipients from displayed list (those without texting numbers are grayed out), if any** 7. **Click ‘Save’** | |
| **Alternatives** | 1. Click ‘Save and Send Message’ to save and create a new message 2. Select existing mailing/texting list as a recipient |
| **Postconditions** | Gus now allows the selection of a mailing/texting list as a recipient |

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| **Add Group-wide Event Reminder** | |
| **Actors** | Group leader |
| **Goals** | Add group-wide email or text reminders for events |
| **Preconditions** | None |
| **Related Use Cases** | Send e-mail message, send text message, add event |
| **Steps** | |
| 1. **Log in to gus** 2. **Click ‘Calendar’** 3. **Select the event on the calendar** 4. **Click ‘Edit Event’** 5. **Click ‘Set up Reminder’** 6. **Select a time relative to the event to send the reminder on the menu** 7. **Choose whether to recur with the event via checkbox** 8. **Select email recipients from list, if any** 9. **Select text message recipients from displayed list (those without texting numbers are grayed out), if any** 10. **Edit the default event reminder message, if desired** 11. **Click ‘Save Reminder’** | |
| **Alternatives** | 1. Choose an e-mail/texting list instead of individuals 2. Set up a reminder at event creation |
| **Postconditions** | Gus is set up to send automated reminders through the appropriate channels at the specified time |

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| **Add Individual Reminder** | |
| **Actors** | Group member |
| **Goals** | Set up an individual reminder for an event on the group calendar |
| **Preconditions** | An event exists on the group calendar |
| **Related Use Cases** | Send e-mail message, send text message, add group-wide event reminder |
| **Steps** | |
| 1. **Log in to gus** 2. **Select the event on the displayed calendar** 3. **Click ‘Set up Reminder’** 4. **Select a time relative to the event to send the reminder on the menu** 5. **Choose whether to recur with the event via checkbox** 6. **Select channels of communication (e-mail, texting, or both)** 7. **Edit the default event reminder e-mail message, if desired** 8. **Edit the default event reminder text message, if desired** 9. **Click ‘Save Reminder’** | |
| **Alternatives** | None |
| **Postconditions** | Gus is set up to send an automated reminder through the appropriate channels at the specified time |