**Add Group Widget**

Actor: Admin  
Goal: To allow group administrators to add the many different components available in GUS.  
Precondition: Be logged in as an Admin  
Summary: There are many different components in GUS, and they will all have the same basic Use Cases, Add/Edit/Remove, allowing Administrators to add new widgets, edit existing widgets, and remove widgets.

Steps:

1. Enter Admin Mode by clicking the Admin link on a GUS Group Page.
2. Click the Add/Edit/Remove Component tab in the Admin Panel.
3. Click Add New Component.
4. Select a component from the list.
5. Fill out any necessary information for the component.
6. Click Add.

**Edit Group Widget**

Actor: Admin  
Goal: To allow editing, specific to each widget in GUS.  
Precondition: Be logged in as an Admin, and have Widgets already added to the group.  
Summary: There are many different components in GUS, and they will all have the same basic Use Cases, Add/Edit/Remove, allowing Administrators to add new widgets, edit existing widgets, and remove widgets.

Steps:

1. Enter Admin Mode by clicking the Admin link on a GUS Group Page.
2. Click the Add/Edit/Remove Component tab in the Admin Panel.
3. Click on a component to enter edit mode.
4. Make the desired changed.
5. Click Finish.

**Remove Group Widget**

Actor: Admin  
Goal: To allow the removal of existing components.  
Precondition: Be logged in as an Admin, and have Widgets already added to the group.  
Summary: There are many different components in GUS, and they will all have the same basic Use Cases, Add/Edit/Remove, allowing Administrators to add new widgets, edit existing widgets, and remove widgets.

Steps:

1. Enter Admin Mode by clicking the Admin link on a GUS Group Page.
2. Click the Add/Edit/Remove Component tab in the Admin Panel.
3. Click on a component to enter edit mode.
4. Click Remove Component at the top.
5. Click Finish.

**Create New Calendar**

Actor: Admin  
Goal: To allow groups to schedule events.  
Precondition: Must be logged in as an Admin for the desired group.  
Summary: Calendars will be able to display both time and location of events, as well as send reminder email out to specified members.

Steps:

1. Enter Admin Mode by clicking the Admin link on a GUS Group Page.
2. Click the Add/Edit/Remove Component tab in the Admin Panel.
3. Click Add New Component.
4. Select Calendar from the list.
5. Add any information required for the Calendar.
6. Click Add.

**Edit Calendar**

Actor: Admin  
Goal: Allow the modification of calendars.  
Precondition: Must be logged in as an Admin  
Summary: Events will change over time, this allows for the modification of those events, as well as creation of new events.

1. Steps: Enter Admin Mode by clicking the Admin link on a GUS Group Page.
2. Click the Add/Edit/Remove Component tab in the Admin Panel.
3. Click on the calendar to enter edit mode.
4. Select the Date to edit.
5. If editing an existing event, select the event.
6. If creating a new event click Add Event.
7. Fill out the correct information.
8. Click Finish.

**Remove Calendar**

Actor: Admin  
Goal: Allow the removal of un-needed calendars.  
Precondition: Must be logged in as an Admin.  
Summary: Some groups will need multiple calendars to allow for easy scheduling, this allows groups to remove those excess calendars once they are done with them.

Steps:

1. Enter Admin Mode by clicking the Admin link on a GUS Group Page.
2. Click the Add/Edit/Remove Component tab in the Admin Panel.
3. Click on the Calendar to enter edit mode.
4. Click Remove Component at the top.
5. Click Finish.

**Upload File**

Actor: Admin  
Goal: Allow groups to store files for the group to utilize.  
Precondition: Logged in as Admin, and group has storage space available for specified file.  
Summary: Many groups will want to share files between members, this allows for a place to share those files.

Steps:

1. Click the Group Files button on the Main Group Page.
2. Click Upload File.
3. Select the desired file from the local machine.
4. Click Upload.

**Remove File**

Actor: Admin  
Goal: Allow groups to remove files from their page.  
Precondition: Logged in as Admin, there are files uploaded to the Group.  
Summary: Groups will only have so much space to upload files, they will need to remove some in order to upload others.

Steps:

1. Click the Group Files button on the Main Group Page.
2. Click the Trashcan icon next to the desired file.
3. Click Ok.

**Edit ‘Apply to Group’ Form**

Actor: Admin  
Goal: Allow the Administrators to set specific requirements to the Apply to Group form.  
Precondition: Logged in as Admin.  
Summary: Some groups will have special requirements, this allows those groups to force perspective members to answer questions, and provide information before being accepted into the group.

Steps:

1. Enter Admin Mode by clicking the Admin link on a GUS Group Page.
2. Click ‘Apply to Group’ - Form.
3. Make the desired changes.
4. Click Finish.