**Brief Use Case:**

**Create new personnel profile record:** The main headquarters of the Philippine Air Force submits new personnel to Finance Center Administrator. The Finance Center Administrator will create new record of the personnel. The following record that must encode is the Name, rank, assigned unit and their serial number, including their username and password. Then, the personnel will now be able to access his/her account.

**Update personnel profile information:** The administrator has the capability to update the personnel’s profile information. If there were sudden changes about it and/or if the finance department will have an update in the personnel’s profile like the additional or the deduction gross amount of one of the personnel or changing of ranks and units.

**Create payroll record:** Every month, there is a new payroll record coming from the Payroll System Department Head. If that comes, the admin request to the system to create automatically a payroll record.

**Create claim record:** The admin of the system will add a claim to a certain personnel. The new claim will be included to the information and data of the personnel. The claim will be available for the personnel.

**New personnel claim amount:** If the admin wants to add amount to an existing claim of the personnel, the system will allow him/her to enter a value. The amount entered will be saved to the existing claim record of the personnel.

**Update claim status:** An update for the claim of each personnel is requested by the admin, the system will allow the admin to update the department location of the claim or the status of the claim of each personnel. Each department will now be visible if the updated claim of the personnel entered is approved or not. This approval will now be accredited by the bank if all the departments approved the said claim.

**Update claim status date:** If there was a sudden change or need to edit the date of the claim status report, the admin will change the date of the claim status report.

**Summary report of the financial account:** The admin wants to summarize the whole financial summary the total net amount of each personnel because the admin will check if the whole summary report was updated correctly. The system will display the whole financial claim summary of each personnel.

**Look up financial claim record summary:** A personnel wants to view summary of his / her financial claim status. The personnel logs in to the system and the system will automatically search for the account of the personnel who is logged in at that moment. The system will display the financial claim record summary of the personnel.

**View financial claim status:** If the personnel request to view the claim status information. The system will display the request of the personnel. He will now be able to view his status if it is approved or still processing.

**CASUAL USE CASES**

**Brief format:**

**Update personnel profile information:** The administrator has the capability to update the personnel’s profile information. If there were sudden changes about it and/or if the finance department will have an update in the personnel’s profile like the additional or the deduction gross amount of one of the personnel or changing of ranks and units.

**Casual format:**

**Main Success Scenario:**

The admin wants to update the personnel’s profile information. The system will display the profile information of the personnel

**Alternate Scenario:**

If nothing is displayed in the screen (perhaps it is corrupted), try refreshing the page and repeat the process. If nothing happens, contact or inform the admin and ask for assistance.

If the items that are displayed in the screen are incomplete, try refreshing the page and repeat the process. If nothing happens notify or contact the admin for help.

**Brief format:**

**Look up financial claim record summary:** A personnel wants to view summary of his / her financial claim accounts. The personnel use the CMS (Claim Monitoring System) and click the Financial Claim Account Inquiry, the system will automatically search for the account of the personnel. The system will display their claim summary of the personnel. The system also will display a drop-down list for identifying a type of claims to be displayed.

**Casual format:**

**Main Success Scenario:**

The personnel want to view summary of his / her financial claim accounts. The personnel use the CMS system and click the Financial Claim Account Inquiry, the system will automatically search for the account of the personnel who is logged in at that time. The system will display the summary financial claims and net amount of the personnel. The system also will display a drop-down list for identifying a type of claims to be displayed.

**Alternate Scenarios:**

If nothing is displayed in the screen (perhaps it is corrupted), try refreshing the page and repeat the process. If nothing happens, contact or inform the admin and ask for assistance.

If the items that are displayed in the screen are incomplete, try refreshing the page and repeat the process. If nothing happens notify or contact the admin for help.   
  
If the table displayed is empty, consult the admin to check if the data is corrupted or the data are not entered in the system.

If the browser tells that the system displayed that it is unavailable, check the internet connection and refresh the page to redirect in the system. If nothing happens, try to connect in the different computer.

If the information in the drop-down list were blank, consult the admin to check if the personnel has an existing claim o none.

If the system displayed incomplete information, refresh the page or consult to the admin to find if the information were entered in the system successfully.

**Brief format:**

**Adding New Personnel:** Air Force submits new personnel to Finance Center Administrator. The Finance Center Administrator will create new record of the personnel. The following record that must encode is the Name, rank, assigned unit and their serial number, including their username and password. Then, the personnel will now be able to access his/her account.

**Casual format:**

**Main Success Scenario:**

Air Force submits new personnel to Finance Center Administrator. The Finance Center Administrator will create new record of the personnel. The following record that must encode is the Name, rank, assigned unit and their serial number, including their username and password. Then, the personnel will now be able to access his/her account.

**Alternate Scenarios:**

If the system displayed “Incomplete data”, check the following blank requirements and enter the required information.  
  
If the system displayed “Duplicate record”, check if the personnel were been included to the system. If not, contact the assigned personnel for assistance and help.

If the system displayed “Username not available”, enter a valid username that is unique and easy to remember.

If the system displayed “Unsafe password”, enter a six unique character long valid password.

If the system displayed nothing after saving the information of the personnel, click the back button and save the information again.

If the browser tells that the system displayed that it is unavailable, check the internet connection and refresh the page to redirect in the system. If nothing happens, try to check the proxy settings or contact the network administrator.

**Brief format:**

**Update claim status date:** If there was a sudden change or need to edit the date of the claim status report, the admin will change the date of the claim status report.

**Casual format:**

**Main Success Scenario:**

If there was a sudden change or need to edit the date of the claim status report, the admin will change the date of the claim status report in the system.

**Alternate Scenarios:**

If nothing is displayed in the screen(perhaps it is corrupted), try refreshing the page and repeat the process. If nothing happens, contact or inform the admin and ask for assistance.

If the edited status report is not saved, try saving it again. If it still not saved contact the admin

If the system displayed “Incomplete data”, check the following blank requirements and enter the required information.

**Brief format:**

**Update claim status date:** If there was a sudden change or need to edit the date of the claim status report, the admin will change the date of the claim status report.

**Main Success Scenario:**

If there was a sudden change or need to edit the date of the claim status report and the admin will change the date of the claim status report, the system will display the input box that has information and need to be edited.

**Alternate Scenarios:**

If nothing is displayed in the screen(perhaps it is corrupted), try refreshing the page and repeat the process. If nothing happens, contact or inform the admin and ask for assistance.

If the edited status report is not saved, try saving it again. If it still not saved contact the admin

If the system displayed “Incomplete data”, check the following blank requirements and enter the required information.

**Brief format:**

**View financial claim status:** If the personnel request to view the claim status information. The system will display the request of the personnel. He will now be able to view his status if it is approved or still processing.

**Casual format:**

**Main Success Scenario:**

If the personnel request to view their claim status information, the system will display the request of the personnel.

**Alternate Scenarios:**

If nothing is displayed in the screen (perhaps it is corrupted), try refreshing the page and repeat the process. If nothing happens, contact or inform the admin and ask for assistance.

**Brief Format:**

**Create payroll record:** Every month, there is a new payroll record coming from the Payroll System Department Head. If that comes, the admin request to the system to create automatically a payroll number.

**Casual format:**

**Main Success Scenario:**

If the admin wants to create or generate a new payroll number, the system will automatically create a new payroll number

**Alternate Scenarios:**

If the system said that there is an error, try to refresh and request again a new payroll number. There may be some error in the internet connection or in the computer itself. If nothing happens and no payroll number added, contact the administrator to report the error.

**Brief format:**

**Create claim record:** The admin of the system will add a claim to a certain personnel. The new claim will be included to the information and data of the personnel. The claim will be available for the personnel.

**Casual format:**

**Main Success Scenario:**

If the administrator wants to create another claim record of the personnel, the system will be display the information needed to be inputted.

**Alternate Scenarios:**

If nothing is displayed in the screen (perhaps it is corrupted), try refreshing the page and repeat the process. If nothing happens, contact or inform the admin and ask for assistance.

If the claim record is not saved, try saving it again. If it still not saved try refreshing the page and repeat all the process.

**Brief format:**

**New personnel claim amount:** If the admin wants to add amount to an existing claim of the personnel, the system will allow him/her to enter a value. The amount entered will be saved to the existing claim record of the personnel.

**Casual format:**

**Main Success Scenario:**

If the admin wants to add an amount in the existing claim of the personnel, the system will be displayed an input box for the admin to enter the amount of the claim.

**Alternate Scenarios:**

If nothing is displayed in the screen, try refreshing the page and repeat the process. There may be some error in the internet connection or in the computer itself. If nothing happens and no payroll number added, contact the administrator to report the error. If nothing happens, contact or inform the admin and ask for assistance.

**Brief format:**

**Update claim status:** An update for the claim of each personnel is requested by the admin, the system will allow the admin to update the department location of the claim or the status of the claim of each personnel. Each department will now be visible if the updated claim of the personnel entered is approved or not. This approval will now be accredited by the bank if all the departments approved the said claim.

**Casual format:**

**Main Success Scenario:**

If the administrators want to update the location or the status of the claim, the system will display a dropdown list where it contain the choices of the stage location of the claim.

**Alternate Scenarios:**

If the items that are displayed in the screen are incomplete, try refreshing the page and repeat the process. If nothing happens notify or contact the admin for help.   
  
If the table displayed is empty, consult the admin to check if the data is corrupted or the data are not entered in the system.

If the browser tells that the system displayed that it is unavailable, check the internet connection and refresh the page to redirect in the system. If nothing happens, try to connect in the different computer.

If the textbox list is still disabled, consult the admin to check if the personnel has an existing claim o none.

If the system displayed incomplete information, refresh the page or consult to the admin to find if the information were entered in the system successfully.

**FULLY DRESSED USE CASES**

**Adding New Personnel**

Primary Actor:  
Admin

Stakeholders and Interest:  
Admin: Wants a fast entry of data  
Personnel: Wants a detailed summary  
Company: Wants an accurate record of data

Main Scenarios:  
Actor Intention System Responsibility

1. Air Force Main wants to add a new

personnel to the system.

1. Admin login to the system
2. Admin requests the system to add

a personnel

4. Accepts the request, display a form-like page.

5. Admin enters the required data.  
 6. Admin tells the personnel to enter   
 his / her username and password.

7. The system validates and

checks the entered data.

8. The system asks for   
 confirmation for adding the

new personnel.

9. Admin confirms the request.   
 10. The system displays a  
 message.  
 11. The system records all the   
 entered data and saves it to  
 the database.

**Look up financial claim record summary:**

Primary Actor:  
Personnel

Stakeholders and Interest:  
Personnel: Wants a fast and reliable detailed summary  
Admin: Wants a errorless system   
Company: Wants a reliable system and satisfies personnel

Main Scenarios:  
Actor Intention System Responsibility

1. Personnel want to view his/her  
   summary of his financial account.
2. Personnel login to the system.
3. Personnel ask for a financial  
   inquiry.

4. The system approves the  
 request.  
5. The system displays the   
 personnel account including his payroll numbers, claims.  
6. The system displays a drop-   
 down list box to identify the  
 type of claims.

7. Personnel choose a type of   
 claim.  
 8. The system displays the data  
 according to the claim type  
 chosen.  
 9. Personnel see a detailed of   
 his/her claim record summary

including the net amount.