**USE CASES**

1. **Brief Format**
2. Create New Personnel for 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 records that must be encoded are 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.

1. 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.

1. Create Payroll Record

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

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. Monitor 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.

1. 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.

**Fully Dressed Use Cased**

4. Create Claim Record

*Primary Actor: Admin*

*Stakeholders and Interest:*

*Admin:*

*Personnel: Wants to add a claim   
Company: Wants an accurate record of data*

|  |  |
| --- | --- |
| **Actor Intention** | **System Responsibility** |
| *1.Admin Login* |  |
|  | *2. System Verifies the Login* |
| *3.Airforce Main wants to add a claim to personnel* |  |
| *4. Admin “Clicks Menu”* |  |
|  | *5. System will display claim Transactions* |
| *6. Admin “Clicks Transactions”* |  |
|  | *7. System Will display operations* |
| *8. Admin will “click create transactions”* |  |
|  | *9. System displays create transaction page* |
| *11.Admin will input a new claim to a personnel* |  |
| *12.Admin will “clicks create button”* |  |
|  | *13. Systems saves new claim of the personnel, The claim will be available for the personnel.* |

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| --- | --- |
| **Pre-conditions:** | Admin must login in the paf-fcms claiming system  User is logged in as admin |
| **Post condition:** | User must add new claim of the personnel  User must update selected files |
| **Special Requirements:** | Fields required transaction number, payroll, employee, status, and particular, period from, period to, department, date received, date submitted, and amount.  None admin cannot add new claim. |

**Alternative Flow:**

|  |  |
| --- | --- |
| **1.** At step 11 if admin missed to fill out a required fields |  |
|  | System will display error message |
| **2.** At step 12 if the admin missed to click the create button |  |
|  | System will not save the changes or updates that is done by the admin |

7. Update Claim Status Date

*Primary Actor: Admin*

*Stakeholders and Interest:*

*Admin:*

*Personnel: Wants to edit the date of the claim status report   
Company: Wants an accurate record of data*

|  |  |
| --- | --- |
| **Actor Intention** | **System Responsibility** |
| *1. Admin Login* |  |
|  | *2.System Verifies the login* |
| *3.Airforce Main wants to edit the date of the claim status report* |  |
| *4.Admin will “click menu”* |  |
|  | *5.System will display transactions operations* |
| *6.Admin will “click manage”* |  |
| *7.Admin will “click the desired personnel”* |  |
|  | *8. System will display the profile of the personnel* |
| *9.Admin will “edit the date of the status date”* |  |
| *10.Admin will “click save”* |  |
|  | *11.System will saves new date of the claim to certain personnel* |

|  |  |
| --- | --- |
| **Pre-condition:** | Admin must login in the paf-fcms claiming system  User is logged in as admin |
| **Post condition:** | User must edit the date of the claim of the status report  User updates selected files |
| **Special Requirements:** | Fields required transaction number, payroll, employee, status, and particular, period from, period to, department, date received, date submitted, and amount.  None admin cannot edit the claim status date.  Fields should have contents. |

**Alternative Flow:**

|  |  |
| --- | --- |
| **1.** At step 9 if the admin missed to fill out the required fields |  |
|  | System will display error message |
| **2.** At step 10 if the admin missed to click save |  |
|  | System will not save the changes or updates that is done by the admin |