**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.

1. **Casual Format**
2. Create New Personnel for Profile Record

* Main Scenario
* Alternate Scenario

1. Update Personnel Profile Information

* Main Scenario
* Alternate Scenario

1. **Fully Dressed Format**
2. Create New Personnel for Profile Record

*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 Success Scenario (or Basic Flow):

|  |  |
| --- | --- |
| **Actor Intention** | **System Responsibility** |
| 1. Air Force Main wants to add new personnel. |  |
| 1. Admin logins in the system. |  |
| 3. Admin clicks “Request adds Personnel” in the system. |  |
|  | 4. Accepts the request and shows a form to be filled up. |
| 5. Enters all required data. |  |
| 6. Admin tells the personnel to enter his/her username and password. |  |
|  | 7. Validates and checks the entered data. |
|  | 8. Displays dialog box “Confirm added Personnel” |
| 9. Clicks “Confirm” |  |
|  | 10. Displays a message "Information has been successfully saved!"” |
| 11. Clicks “Ok” |  |
|  | 12. Records and saves all data entered. |

2. Update Personnel Profile Information

*Primary Actor:*

Admin

*Admin*: Wants an updated profile information  
*Company*: Wants an accurate record of data

Main Success Scenario (or Basic Flow):

|  |  |
| --- | --- |
| **Actor Intention** | **System Responsibility** |
| 1. Administrator wants to update the personnel’s profile information. |  |
| 2. Administrator logins in the system. |  |
| 3. Administrator clicks “Employee” in the system. |  |
|  | 4. Displays the list of Employees. |
| 5. Administrator clicks the “Serial number” of the employee. |  |
|  | 6. Displays the profile of the employee |
| 7. Administrator click “update employee” |  |
| 8. Administrator updates the additional or the deduction gross amount. |  |
| 9. Administrator Clicks “Save” |  |
|  | 10. Saves all data entered |