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| **Use Case Number:** | 1 | |
| **Use Case Name:** | Log In | |
| **Actor(s):** | Admin, Employee | |
| **Basic Flow:** | **Actor Action** | **System Response** |
| Step1: User access the website of the system.    Step3: User enters username and password  Step4: User clicks the “Login” button | Step2: Displays the Login page  Step5: System redirects to the employees profile page. |
| **Alternate Flow** | 1. At Step 3: User types the username and password incorrectly 2. At Step 3: User did not enter username and password. 3. At Step5: User is an employee | System displays a message “Incorrect username and password”.  System displays a message “username cannot be blank”, “Password cannot be blank”  System displays a page for an employee where they can only view their profile and access emails. |
| **Precondition** | -User must be registered to the system | |
| **Post Condition** | -User is able to log in to the system. | |
| **Special Condition** | **Required Fields:**  Username  Password | |

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| **Use Case Number:** | 2 | |
| **Use Case Name:** | Create New Personnel for Profile Record | |
| **Actor(s):** | Admin, Personnel | |
| **Basic Flow:** | **Actor Action** | **System Response** |
| Step1: Admin clicks the tab “Menu”  Step3: Admin clicks the “Employee” sub tab.  Step5: The admin clicks “Create Employee” on the Operation’s sub tab.  Step6: Admin enters all the required fields.  Step7: Admin click on the “Create”. | Step2: System displays the menu page.  Step4: System displays the contents of the “Employee” sub tab.  Step8: System display all the data entered. |
| **Alternative Flow** | 1. At Step6: If admin missed to fill out one or more required field/s 2. At Step 6: Gender has a dropdown field user will choose between male and female. 3. At Step 6: User clicks a birthdate and a calendar will pop up. User will click the date. | System displays error message “Please fix the following input errors” displays all the missed required fields. |
| **Precondition** | -User must be registered to the system  -User must be logged into the system.  -User must be an admin. | |
| **Post Condition** | -User is able to add a new personnel. | |
| **Special Condition** | **Required Fields:**  -Serial Number  -Last Name  -First Name  -Mobile Number  -Gender  -Birthdate  -Address  -Street  -City  -PAGIBIG number  -Deduction  -PCT tax | |

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| **Use Case Number:** | 9 | |
| **Use Case Name:** | Monitor Financial Claim Record | |
| **Actor(s):** | Employee | |
| **Basic Flow:** | **Actor Action** | **System Response** |
| Step1: Employee logins in the system. | Step 2: System verifies the login of the system.  Step3: System displays the Profile of the employee where there is his/her financial status. |
| **Alternative Flow** |  |  |
| **Precondition** | -Employee must be registered in the system. | |
| **Post Condition** | -Employee successfully views his/her financial status. | |
| **Special Condition** | **Required Fields:**  Username  Password | |