

Derby City Development

Iteration 3

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System Requirements

System requirements are the functional and non-functional components of a system. These requirements are necessary for the system to perform desired business processes effectively. Functional requirements are defined as the physical components within the system. Non-functional requirements are defined as the virtual components within the system.

Functional Requirements

1. Website

- a. The website will allow members to log into a membership portal.
- b. The website will allow members to fill out forms.
- c. The website will allow members to apply for benevolence benefits online.
- d. The website will allow members to request reports online.
- e. The website will allow interested parties to apply for membership online.
- f. The website will allow visitors to send messages directly to KYHBPA.
- g. The website will allow visitors to view KYHBPA's social media feeds.
- h. The website will allow visitors to view events.
- i. The website will allow visitors to RSVP to events.
- j. The website will allow visitors to view a detailed board of directors page.
- k. The website will allow visitors to view meeting minutes.
- l. The website will allow visitors to view benefits of joining KYHBPA.
- m. The website will allow administrators to add pages.
- n. The website will allow administrators to edit pages.
- o. The website will allow administrators to delete pages.
- p. The website will allow members and administration to upload files.
- q. The website will allow members and administrators to download files.

2. Database

- I. The database will membership information input by members into forms.
- II. The database will manage the calendar functions.
- III. The database will manage payment information submitted by donors.
- IV. The database will manage payment information submitted by members.
- V. The database will store benevolence information.
- VI. The database will store report information.
- VII. The database will store information about the organization.
- VIII. The database will manage and store member and employee login information.
- IX. The database will allow management to send information to their mailing list.

3. Payments

- X. The website will allow donors to submit donations online.
- XI. The website will allow members to submit payments for reports online.

Nonfunctional Requirements

1. Operational

- I. The system will integrate with the current system.
- II. The system will be able to operate in the Windows environment.
- III. The system will be able to operate in the Mac OSX environment.
- IV. The system will automatically back up according to a weekly schedule.
- V. The system will be optimized to operate on all web and mobile browsers.

2. Performance

- I. The system will be operational 24/7.
- II. All interactions with the system will execute in two seconds or less.
- III. The system will update social media feeds every 5 minutes.
- IV. The system will update member information in less than 2 seconds.
- V. The system will have a hot-site.

3. Security

- I. All accounts will require a secure password.
- II. Only administrators will have access to member information.
- III. The system will have industry-standard security.

Use Cases

Use cases are formal representations of how the business system interacts with its environment. Use cases illustrate the activities performed by the users of the system, focusing on users view the process.

Use Case Specification: Online Membership

1. Online Membership

1.1 Brief Description

The purpose of the Online Membership use case is to describe how prospective members will interact with the “Apply for Membership” form in the KYHBPA website. The form allows users to input information KYHBPA requires for a membership application. The current system requires the user to provide a physical application.

2. Flow of Events

2.1 Basic Flow

- User clicks “Membership” tab
- User clicks “Apply for membership”
- User enters first name
- User enters middle initial
- User enters last name
- User enters stable, corporation, syndicate, or farm (if applicable, optional field)
- User enters managing partner
- User enters address line 1
- User enters address line 2 (if applicable, optional field)
- User enters city
- User selects state from dropdown box
- User enters zip code
- User enters phone number
- User enters email
- User selects birth month from dropdown box
- User selects birth day from dropdown box
- User selects birth year from dropdown box
- User selects member type (owner, trainer, or owner/trainer) from radio buttons
- User enters KRC license #
- User submits digital signature
- User clicks “Submit”
- Confirmation page appears

2.2 Alternative Flows

2.2.1 User Leaves Required Field Blank

- User clicks “Membership” tab
- User clicks “Apply for membership”
- User fills out all fields except for a required one

- User clicks “Submit”
- Dialog box appears: “Please fill out all required fields.”
- User clicks “OK”
- User fills out missing required field
- User clicks “Submit”
- Confirmation page appears

3. Special Requirements

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Personal Email

The user must have a personal email for KYHBPA to respond to.

4.3 Personal Phone

The user must have a personal phone for KYHBPA to contact them with questions or in case of emergency.

5. Post-conditions

5.1 Confirmation Page

If the email has been successfully sent, a confirmation page appears with a confirmation message stating a copy of the email has been sent to the user’s personal email address.

5.2 Error Page

If the email has not been successfully sent, a page appears with an error message stating the email has not been sent and the user should try again later.

5.3 Copy of Email

If the email has been successfully sent, a copy of the email is sent to the user’s personal email address.

Use Case Specification: Online Donations

1. Online Donations

1.1 Brief Description

The purpose of the Online Donations use case is to demonstrate how interested donors can contribute to KYHBPA using the donation form. The form will allow users to indicate their donation amount or input an amount of their own choosing.

2. Flow of Events

2.1 Basic Flow

- User clicks on “Donate” tab
- User enters first name
- User enters last name
- User enters email
- User enters phone number
- User selects donation amount
- User clicks “Proceed to PayPal”
- Page redirects to PayPal

2.2 Alternative Flows

2.2.1 User Chooses Custom Donation Amount

- User clicks on “Donate” tab
- User enters first name
- User enters last name
- User enters email
- User enters phone number
- User selects custom donation amount
- User enters donation amount
- User clicks “Proceed to PayPal”
- Page redirects to PayPal

2.2.2 User Omits Required Field

- User clicks on “Donate” tab
- User enters fields but forgets one or a few
- User clicks “Proceed to PayPal”
- Dialog box appears: “Please fill out all required fields.”
- User clicks “OK”
- User fills out missing fields
- User clicks “Proceed to PayPal”
- Page redirects to PayPal

3. Special Requirements

3.1 Donation Tracking

Donation tracking must be implemented in an administrator view in order to manage donations. The donation tracking should include first and last names, phone numbers, email addresses, and donation amounts.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Personal Email

The user must have a personal email for KYHBPA to respond to.

4.3 Personal Phone

The user must have a personal phone for KYHBPA to contact them with questions or in case of emergency.

5. Post-conditions

5.1 PayPal Processing

User inputs payment information or confirms payment information through PayPal.

5.2 Donation Confirmation

Confirmation page appears and states that the donation receipt will be emailed to the donor.

5.3 Donation Error

Error page appears with troubleshooting solutions in case the payment did not go through.

Use Case Specification: Online Payments

1. Online Payments

1.1 Brief Description

The purpose of the Online Payments use case is to describe how the user can pay for services rendered by the KYHBPA. Through this system, users can pay for reports and other fees. The current payment system is manual and less consolidated; this system ensures information is consolidated, secure, and easily accessible to administrators.

2. Flow of Events

2.1 Basic Flow

- User clicks “Payments” tab in membership portal
- User selects item to be paid for
- User views invoice
- User selects “Pay Now”
- User redirected to PayPal
- User enters/confirms payment information
- User returns to KYHBPA website’s confirmation page

2.2 Alternative Flows

2.2.1 Failed Payment

- User clicks “Payments” tab in membership portal
- User selects item to be paid for
- User views invoice
- User selects “Pay Now”
- User redirected to PayPal
- User enters/confirms payment information
- User returns to KYHBPA website’s error page (please try again)
- User reviews payment information
- User changes payment methods
- User enters/confirms payment information
- User returns to KYHBPA website’s confirmation page

3. Special Requirements

3.1 Member Login

Users can only access the Payments tab in the membership portal if they have logged into the KYHBPA website using valid credentials. All members must create/be assigned a login.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Payment Method

The user must have a valid payment method to submit a payment.

5. Post-conditions

5.1 PayPal Processing

User inputs payment information or confirms payment information through PayPal.

5.2 Payment Confirmation

Confirmation page appears and states that the payment receipt will be emailed to the user.

5.3 Payment Error

Error page appears with troubleshooting solutions in case the payment did not go through.

Use Case Specification: Contact KYHBPA

1. Contact KYHBPA

1.1 Brief Description

The purpose of the Contact KYHBPA use case is to describe how the user will interact with the “Contact Us” form embedded in the KYHBPA website. This form allows the user to send a direct email to KYHBPA. The current contact system requires the user to utilize a third-party email platform.

2. Flow of Events

2.1 Basic Flow

- User clicks “Contact Us” tab
- User enters their name
- User enters their email
- User enters the subject of the email
- User types content of email
- User clicks “Send Email”

2.2 Alternative Flows

2.2.1 User Leaves Field Blank

- User clicks “Contact Us” tab
- User enters required information but leaves field blank
- User clicks “Send Email”
- Dialog box appears: “Please fill out all required fields.”
- User clicks “OK”
- User fills out missing field
- User clicks “Send Email”

3. Special Requirements

3.1 Software Requirements

The website should have the appropriate built-in scripts to handle emailing from the embedded form. The scripts should ensure the information sent via the form remains private and secure.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Personal Email

The user must have a personal email for KYHBPA to respond to.

5. Post-conditions

5.1 Confirmation Page

If the email has been successfully sent, a confirmation page appears with a confirmation message stating a copy of the email has been sent to the user's personal email address.

5.2 Error Page

If the email has not been successfully sent, a page appears with an error message stating the email has not been sent and the user should try again later.

5.3 Copy of Email

If the email has been successfully sent, a copy of the email is sent to the user's personal email address.

Use Case Specification: Accept Digital Signature

1. Accept Digital Signature

1.1 Brief Description

The purpose of the Accept Digital Signature use case is to fulfill KYHBPA's requirements of a digital signature on their membership application.

2. Flow of Events

2.1 Basic Flow

- User activates the digital signature box
- User draws their digital signature using his/her mouse

2.2 Alternative Flows

2.2.1 Mobile Membership

- User activates digital signature box
- User draws digital signature box using his/her finger

2.2.2 Blank Box Submitted (Computer)

- User activates digital signature box
- User leaves box blank
- Dialog box appears: "Please provide required field."
- User clicks "OK"
- User draws digital signature using his/her mouse

2.2.3 Blank Box Submitted (Mobile)

- User activates digital signature box
- User leaves box blank
- Dialog box appears: "Please provide required field."
- User clicks "OK"
- User draws digital signature using his/her finger

3. Special Requirements

3.1 Mobile Capacity

If on mobile, the user must have a smartphone with touchscreen capability to draw the digital signature.

3.2 Hardware Capacity

If on a computer, the user must have a mouse to draw the digital signature.

3.3 Browser Capacity

The browser must have the capability to process the interactive feature.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Personal Email

The user must have a personal email for KYHBPA to respond to.

5. Post-conditions

5.1 Confirmation Page

If the email has been successfully sent, a confirmation page appears with a confirmation message stating a copy of the email has been sent to the user's personal email address

5.2 Error Page

If the email has not been successfully sent, a page appears with an error message stating the email has not been sent and the user should try again later

5.3 Copy of Email

If the email has been successfully sent, a copy of the email is sent to the user's personal email address

Use Case Specification: Create Calendar Event

1. Accept Digital Signature

1.1 Brief Description

The purpose of the Create Calendar Event use case is to describe how an administrator can create an event for the calendar on KYHBPA's website.

2. Flow of Events

2.1 Basic Flow

- Administrator clicks "Calendar" tab
- Administrator clicks "Create Event"
- Administrator enters event name
- Administrator selects event month in dropdown box
- Administrator selects event day in dropdown box
- Administrator selects event year in dropdown box
- Administrator enters event hour in dropdown box
- Administrator enters event minute in dropdown box
- Administrator enters event location
- Administrator enters event details
- Administrator clicks "Upload Thumbnail"
- Administrator selects image for thumbnail
- Administrator clicks "OK"
- Administrator clicks "Submit"

2.2 Alternative Flows

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Administrator Login

Administrative access is required to have the appropriate authorization to create an event

5. Post-conditions

5.1 Confirmation Page

Once the event has been created, the administrator will see a confirmation page of the event details

Use Case Specification: Update Calendar Event

1. Update Calendar Event

1.1 Brief Description

The purpose of the Update Calendar Event use case is to describe how an administrator can update the details of an existing event.

2. Flow of Events

2.1 Basic Flow

- Administrator clicks “Calendar” tab
- Administrator selects event
- Administrator clicks “Edit”
- Edit Calendar Event form appears populated with event information
- Administrator makes necessary changes
- Administrator clicks “Save”

2.2 Alternative Flows

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Administrator Login

Administrative access is required to have the appropriate authorization to create an event

5. Post-conditions

5.1 Confirmation Page

Once the event has been edited, the administrator will see a confirmation page of the event details

Use Case Specification: Delete Calendar Event

1. Update Calendar Event

1.1 Brief Description

The purpose of the Update Calendar Event use case is to describe how an administrator can delete an existing event.

2. Flow of Events

2.1 Basic Flow

- Administrator clicks “Calendar” tab
- Administrator selects event
- Administrator clicks “Delete”
- Dialog box appears: “Confirm deletion?”
- Administrator clicks “Yes”
- Event deleted

2.2 Alternative Flows

2.2.1 Cancel Deletion

- Administrator clicks “Calendar” tab
- Administrator selects event
- Administrator clicks “Delete”
- Dialog box appears: “Confirm deletion?”
- Administrator clicks “No”
- Event unchanged

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Administrator Login

Administrative access is required to have the appropriate authorization to create an event

5. Post-conditions

5.1 Confirmation Page

Once the event has been deleted, the administrator will see a confirmation page of the event details

Use Case Specification: Member Login

1. Member Login

1.1 Brief Description

The purpose of the Member Login use case is to demonstrate how members can log into the membership portal to see relevant information. The form requests the member's email and password and has options to recover a forgotten password. The current system does not support this capability.

2. Flow of Events

2.1 Basic Flow

- User clicks "Login" button
- User enters email
- User enters password
- User clicks "Login"
- User redirected to member portal

2.2 Alternative Flows

2.2.1 Login Failed

- User clicks "Login" button
- User enters email
- User enters password
- User clicks "Login"
- Login authentication failed
- Error message appears above login form
- User clicks "Forgot Password?" link
- User inputs account email to recover password
- User redirected to confirmation page stating email is being sent to their account email
- User resets password via emailed link
 - i. User inputs new password
 - ii. User confirms new password
 - iii. User clicks "Reset Password"
- User enters email
- User enters new password
- User clicks "Login"
- User redirected to member portal

3. Special Requirements

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA's database to be able to log in.

5. Post-conditions

5.1 Member Portal

Once user is successfully logged in, they are redirected to the member portal where they can access relevant information such as forms, reports, and notifications.

Use Case Specification: Administrator Login

1. Administrator Login

1.1 Brief Description

The purpose of the Admin Login use case is to demonstrate how administrators can log into the administrator portal to see relevant information. The form requests an email and password and has options to recover a forgotten password. The current system does not support this capability.

2. Flow of Events

2.1 Basic Flow

- User clicks “Login” button
- User enters email
- User enters password
- User clicks “Login”
- User redirected to administrator portal

2.2 Alternative Flows

2.2.1 Login Failed

- User clicks “Login” button
- User enters email
- User enters password
- User clicks “Login”
- Login authentication failed
- Error message appears above login form
- User clicks “Forgot Password?” link
- User inputs account email to recover password
- User redirected to confirmation page stating email is being sent to their account email
- User resets password via emailed link
 - i. User inputs new password
 - ii. User confirms new password
 - iii. User clicks “Reset Password”
- User enters email
- User enters new password
- User clicks “Login”
- User redirected to administrator portal

3. Special Requirements

3.1 Administrator Login

User must have administrative account to access administrative controls.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing, administrative account within KYHBPA's database to be able to log in.

5. Post-conditions

5.1 Administrator Portal

Once user is successfully logged in, they are redirected to the administrator portal where he or she can manage the website and member information.

Use Case Specification: Create Member

1. Create Member

1.1 Brief Description

The purpose of the Create Member use case is to demonstrate how an administrator can create members by using information from the membership application form to create an instance of a member in the database

2. Flow of Events

2.1 Basic Flow

- Administrator receives membership application in administrator portal
- Administrator clicks specific membership application ID to open submitted information
- Administrator reviews membership application information
- Administrator clicks “Create Member”
- Administrator adds other required maintenance information
- Administrator clicks “Create”
- Administrator reviews member information
- Administrator clicks “Confirm”

2.2 Alternative Flows

2.2.1 Verification Failed

- Administrator receives membership application in administrator portal
- Administrator clicks specific membership application ID to open submitted information
- Administrator reviews membership application information
- Administrator finds error
- Administrator contacts prospective member

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA’s database to be able to log in.

4.3 Membership Applications Exist

There must be member applications submitted for the administrator to approve.

5. Post-conditions

5.1 Administrator Portal

Once user is successfully logged in, they are redirected to the member portal where they can access relevant information such as forms, reports, and notifications.

5.2 Member Stored

Once the administrator creates the member, the member's information is stored in the website and an account is created for them. An email from KYHBPA is sent to the email indicated on the membership application to start the account setup process where the member can then create a password and begin performing activities on the website.

Use Case Specification: Update Member

1. Update Member

1.1 Brief Description

The purpose of the Update Member use case is to demonstrate how an administrator or member can update the information of existing members.

2. Flow of Events

2.1 Basic Flow

- Administrator clicks on “Members” tab in administrator portal
- Administrator finds specified member
- Administrator clicks “Edit”
- Administrator redirected to form populated with member information
- Administrator changes desired information
- Administrator clicks “Save”

2.2 Alternative Flows

2.2.1 Member Edits Information

- Member clicks on “My Information” tab in member portal
- Member redirected to form populated with member information
- Member changes desired information
- Member clicks “Save”

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

3.2 Member Login

User must be logged in under a member account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA’s database to be able to log in.

4.3 Membership Information Exists

The member must be populated with information.

5. Post-conditions

5.1 Member Updated

Once either the administrator or member clicks save, member information is updated.

Use Case Specification: Deactivate Member

1. Delete Member

1.1 Brief Description

The purpose of the Deactivate Member use case is to demonstrate how an administrator can deactivate an active member

2. Flow of Events

2.1 Basic Flow

- Administrator receives request to deactivate membership
- Administrator clicks on “Members” tab in administrator portal
- Administrator finds specified member
- Administrator clicks “Deactivate”
- Dialog box: “Are you sure you want to deactivate member?”
- Administrator clicks “Yes”
- Member deactivated

2.2 Alternative Flows

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

3.2 Member Login

User must be logged in under a member account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA’s database to be able to log in.

4.3 Membership Information Exists

The member must be populated with information.

4.3 Membership Requested Deactivation

The member must have requested for their account to be deactivated.

5. Post-conditions

5.1 Member Deactivated

Once the administrator deactivates the account, the login no longer works. The administrator can reactivate the account at the request of the member at any point in time and functionality returns and the member will be prompted to update his or her information.

Use Case Specification: Poll Members

1. Poll Members

1.1 Brief Description

The purpose of the Poll Members use case is to demonstrate how KYHBPA can use an embedded widget to poll their members.

2. Flow of Events

2.1 Basic Flow

- Administrator logs into Survey Monkey account
- Administrator creates poll
- Administrator embeds poll in homepage using WordPress widget

2.2 Alternative Flows

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

3.2 Survey Monkey Widget

Administrator must have installed the Survey Monkey widget into the website

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the information resides.

4.2 Valid Administrative Account

User must have a valid, existing administrative account within KYHBPA's database to be able to log in.

4.3 Valid Survey Monkey Account

Administrator must have a valid Survey Monkey account

5. Post-conditions

5.1 Feedback

Administrator receives report detailing results of the poll.

Use Case Specification: View Newsletter

1. View Newsletter

1.1 Brief Description

The purpose of the View Newsletter use case is to demonstrate how KYHBPA's website visitors can view current and archived newsletters.

2. Flow of Events

2.1 Basic Flow

- User clicks on "Newsletter" tab
- User clicks on desired newsletter issue
- User directed to embedded newsletter

2.2 Alternative Flows

3. Special Requirements

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the information resides.

5. Post-conditions

5.1 Newsletter Opens

User views newsletter in browser.

Use Case Specification: View Board of Directors

1. View Board of Directors

1.1 Brief Description

The purpose of the View Board of Directors use case is to demonstrate how KYHBPA's website visitors can view details about the Board of Directors.

2. Flow of Events

2.1 Basic Flow

- User clicks on "Board of Directors" tab
- User clicks on member of board they wish to learn more about
- Popup screen appears with picture of board member, contact information, and board member biography
- User closes out of popup screen

2.2 Alternative Flows

3. Special Requirements

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the information resides.

5. Post-conditions

5.1 Board Member Biography Opens

User views board member biography in popup box with picture of board member, contact information, and board member biography. The user can view details of each board member.

Use Case Specification: View Mission Statement

1. View Mission Statement

1.1 Brief Description

The purpose of the View Mission Statement use case is to demonstrate how KYHBPA's website visitors can view KYHBPA's mission statement.

2. Flow of Events

2.1 Basic Flow

- User clicks on "About Us" tab
- User scrolls to see mission statement

2.2 Alternative Flows

3. Special Requirements

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the information resides.

5. Post-conditions

5.1 User Views Mission Statement

User views the mission statement embedded in the About Us page.

Use Case Specification: View Legislation

1. View Legislation

1.1 Brief Description

The purpose of the View Legislation use case is to demonstrate how KYHBPA's website visitors can view legislation items of interest and explore relevant external resources.

2. Flow of Events

2.1 Basic Flow

- User clicks on "Legislation" tab
- User clicks on legislation item of interest
- User redirected to directory of information related to legislation item
- User clicks on information items

2.2 Alternative Flows

3. Special Requirements

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the information resides.

5. Post-conditions

5.1 User Involved in Equine Legislation

After interacting with the legislation page, users will be educated on the legislation of interest and can then get involved as a KYHBPA member to turn legislation in favor of the equine industry.

Use Case Specification: View Meeting Minutes

1. View Meeting Minutes

1.1 Brief Description

The purpose of the View Meeting Minutes use case is to demonstrate how KYHBPA's website visitors can view KYHBPA's meeting minutes.

2. Flow of Events

2.1 Basic Flow

- User clicks on "Meeting Minutes" tab
- User selects meeting date of interest
- Meeting minutes open in new tab

2.2 Alternative Flows

3. Special Requirements

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the information resides.

5. Post-conditions

5.1 User Views Meeting Minutes

After viewing meeting minutes, the user is caught up with what he or she missed at the previous meeting.

Use Case Specification: Backup Website

1. Backup Website

1.1 Brief Description

The purpose of the Backup Website use case is to demonstrate the automatic backup functionality KYHBPA's website will possess.

2. Flow of Events

2.1 Basic Flow

- Website backs up automatically every other day at the vendor's specified time, outside of work hours.

2.2 Alternative Flows

2.2.1 Backup Failed

- Website backup fails
- Website automatically attempts to restart backup
- If backup fails again, alert sent to administrator

3. Special Requirements

3.1 Automatic Backup Setup

The backup will only run automatically if the administrator has set it up to do so.

3.2 Cloud Database Setup

There must be a cloud database for the website to backed up to.

4. Pre-conditions

5. Post-conditions

5.1 Information Backed Up

After backing up the website, the entire website will be stored on the cloud server and can be accessed for restoration at any point in time if the website goes down.

Use Case Specification: Restore Website

1. Restore Website

1.1 Brief Description

The purpose of the Restore Website use case is to demonstrate how an administrator can restore the website from a saved backup on a cloud server.

2. Flow of Events

2.1 Basic Flow

- Administrator contacts domain host
- Administrator provides authorization to restore website from backup

2.2 Alternative Flows

3. Special Requirements

3.1 Backup Setup

The website can only be restored from a backup if a backup exists.

3.2 Cloud Database Setup

There must be a cloud database for the website backup to be stored on.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Phone Access

Phone access is required to contact the domain host.

5. Post-conditions

5.1 Website Restored

After contacting the domain host, the website is restored from the backup.

Use Case Specification: Request Report

1. Request Report

1.1 Brief Description

The purpose of the Request Report use case is to demonstrate how a member can request reports from KYHBPA.

2. Flow of Events

2.1 Basic Flow

- Member selects “Request Report” from member portal
- Member selects conditions that apply to their situation
- Member provides additional details for request
- User clicks “Submit”

2.2 Alternative Flows

3. Special Requirements

3.1 Member Login

User must have member account to access member portal.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA’s database to be able to log in.

5. Post-conditions

5.1 Administrator Receives Request

After the member clicks “Submit,” the administrator receives the details for the report request and decides which report would best suit the member’s needs. The administrator then decides which report would best suit the member’s needs and sends a request to the member for additional information required to complete the report.

Use Case Specification: Provide Report Information

1. Provide Report Information

1.1 Brief Description

The purpose of the Provide Report Information use case is to demonstrate how a member provides additional information to the administrator to complete the report that best suits his or her needs.

2. Flow of Events

2.1 Basic Flow

- Member receives request for more information in member portal
- Member clicks “Complete request”
- Member fills in required information
- Member clicks “Submit”

2.2 Alternative Flows

3. Special Requirements

3.1 Member Login

User must have member account to access member portal.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA’s database to be able to log in.

4.3 Valid Request

User must have a valid, existing request for a report.

5. Post-conditions

5.1 Administrator Receives Information

After the member clicks “Submit,” the administrator receives the details for the request and completes the report using that information.

Use Case Specification: Complete Report

1. Complete Report

1.1 Brief Description

The purpose of the Complete Report use case is to demonstrate how the administrator completes reports using the information members provide.

2. Flow of Events

2.1 Basic Flow

- Administrator receives additional information provided by member in the administrator portal
- Administrator transfer information to report platform
- Administrator completes report

2.2 Alternative Flows

3. Special Requirements

3.1 Administrator Login

User must have administrator account to access administrator portal.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA's database to be able to log in.

4.3 Valid Request

User must have a valid, existing request for a report.

5. Post-conditions

5.1 Report Completed

After administrator completes report, the report can be sent to the member who requested it

Use Case Specification: Create Claim

1. Create Claim

1.1 Brief Description

The purpose of the Create Claim use case is to demonstrate how a member can create a claim on KYHBPA's website.

2. Flow of Events

2.1 Basic Flow

- Member clicks "Claims" tab in member portal
- Member clicks "New Claim"
- Member enters Track
- Member selects month from dropdown box
- Member selects day from dropdown box
- Member selects year from dropdown box
- Member enters owner(s) making claim
- Member enters horse
- Member enters race number
- Member enters sum
- Member creates signature of owner or authorized agent
- Member clicks "Submit"
- Confirmation page appears

2.2 Alternative Flows

2.2.1 User Leaves Required Field Blank

- User clicks "Claims" tab
- User clicks "New Claim"
- User fills out all fields except for a required one
- User clicks "Submit"
- Dialog box appears: "Please fill out all required fields."
- User clicks "OK"
- User fills out missing required field
- User clicks "Submit"
- Confirmation page appears

3. Special Requirements

3.1 Member Login

User must have member account to access member portal.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

5. Post-conditions

5.1 Confirmation Page

If the email has been successfully sent, a confirmation page appears with a confirmation message stating a copy of the email has been sent to the user's personal email address.

5.2 Error Page

If the email has not been successfully sent, a page appears with an error message stating the email has not been sent and the user should try again later.
User must have a valid, existing request for a report.

5.3 Claim Completed

After claim is completed, member can review it.

Use Case Specification: Update Claim

1. Update Claim

1.1 Brief Description

The purpose of the Update Claim use case is to demonstrate how an administrator or member can update claim information.

2. Flow of Events

2.1 Basic Flow

- Administrator clicks “Claims” tab in member portal
- Administrator locates specific claim to be edited
- Administrator clicks “Edit claim”
- Administrator redirected to claims form populated with current data
- Administrator changes desired information
- Administrator clicks “Save”

2.2 Alternative Flows

2.2.1 Member Edits Information

- Member clicks on “Claims” tab in member portal
- Member selects claim
- Member redirected to form populated with claim information
- Member changes desired information
- Member clicks “Save”

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

3.2 Member Login

User must be logged in under a member account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA’s database to be able to log in.

4.3 Benevolence Information Exists

The benevolence application must be populated with information.

5. Post-conditions

5.1 Benevolence Application Updated

Once either the administrator or member clicks save, claim information is updated.

Use Case Specification: Deactivate Claim

1. Deactivate Claim

1.1 Brief Description

The purpose of the Deactivate Claim use case is to demonstrate how an administrator can deactivate claim information after the claim has been handled.

2. Flow of Events

2.1 Basic Flow

- Administrator clicks “Claims” tab in administrator portal
- Administrator locates specific claim to be deactivated
- Administrator clicks “Deactivate claim”
- Dialog box: “Are you sure you want to deactivate claim?”
- Administrator clicks “Yes”
- Claim deactivated

2.2 Alternative Flows

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing administrative account within KYHBPA’s database to be able to log in.

4.3 Claim Information Exists

The claim must be populated with information.

5. Post-conditions

5.1 Claim Deactivated

Once either the administrator clicks “Yes,” claim information is deactivated.

Use Case Specification: Create Benevolence Data

1. Create Claim

1.1 Brief Description

The purpose of the Create Benevolence Data use case is to demonstrate how a member can create benevolence data under his or her account.

2. Flow of Events

2.1 Basic Flow

- Member clicks “Benevolence” tab in member portal
- Member clicks “Apply for Benevolence Benefits”
- Member enters first name
- Member enters middle initial
- Member enters last name
- Member enters Social Security number
- Member enters address line 1
- Member enters address line 2
- Member enters city
- Member selects state from dropdown box
- Member enters zip
- Member enters phone
- Member selects month from dropdown box
- Member selects day from dropdown box
- Member selects year from dropdown box
- Member enters type of Kentucky racing license
- Member enters license number
- Member enters date issued
- Member enters employer
- Member enters track
- Member enters date started
- Member enters date left
- Member selects whether he or she is currently employed
 - i. If no, member enters reason
- Member enters name of employer
- Member enters occupation
- Member enters weekly salary before taxes
- Member enters how long he or she has been employed in Kentucky

- Member enters type of assistance he or she is seeking
- Member clicks “Submit”
- Confirmation page appears

2.2 Alternative Flows

2.2.1 User Leaves Required Field Blank

- Member clicks “Benevolence” tab in member portal
- Member clicks “Apply for Benevolence Benefits”
- User fills out all fields except for a required one
- User clicks “Submit”
- Dialog box appears: “Please fill out all required fields.”
- User clicks “OK”
- User fills out missing required field
- User clicks “Submit”
- Confirmation page appears

3. Special Requirements

3.1 Member Login

User must have member account to access member portal.

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

5. Post-conditions

5.1 Confirmation Page

If the email has been successfully sent, a confirmation page appears with a confirmation message stating a copy of the email has been sent to the user’s personal email address.

5.2 Error Page

If the email has not been successfully sent, a page appears with an error message stating the email has not been sent and the user should try again later.
User must have a valid, existing request for a report.

5.3 Application Completed

After application is completed, member can review it.

Use Case Specification: Update Benevolence Data

1. Update Benevolence Data

1.1 Brief Description

The purpose of the Update Benevolence Data use case is to demonstrate how an administrator or member can update benevolence information.

2. Flow of Events

2.1 Basic Flow

- Administrator clicks “Benevolence” tab in administrator portal
- Administrator locates specific benevolence application to be edited
- Administrator clicks “Edit benevolence application”
- Administrator redirected to claims form populated with current data
- Administrator changes desired information
- Administrator clicks “Save”

2.2 Alternative Flows

2.2.1 Member Edits Information

- Member clicks on “My Information” tab in member portal
- Member redirected to form populated with claim information
- Member changes desired information
- Member clicks “Save”

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

3.2 Member Login

User must be logged in under a member account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing account within KYHBPA’s database to be able to log in.

4.3 Benevolence Information Exists

The claim must be populated with information.

5. Post-conditions

5.1 Benevolence Application Updated

Once either the administrator or member clicks save, benevolence information is updated.

Use Case Specification: Deactivate Benevolence Data

1. Deactivate Benevolence Data

1.1 Brief Description

The purpose of the Deactivate Benevolence Data use case is to demonstrate how an administrator can deactivate benevolence information after the benevolence application has been handled.

2. Flow of Events

2.1 Basic Flow

- Administrator clicks “Benevolence” tab in administrator portal
- Administrator locates specific benevolence application to be deactivated
- Administrator clicks “Deactivate benevolence application”/
- Dialog box: “Are you sure you want to deactivate benevolence application?”
- Administrator clicks “Yes”
- Benevolence application deactivated

2.2 Alternative Flows

3. Special Requirements

3.1 Administrator Login

User must be logged in under an administrator account with appropriate privileges

4. Pre-conditions

4.1 Web Access

Web access is required to access the KYHBPA website where the interface for the form resides.

4.2 Valid Account

User must have a valid, existing administrative account within KYHBPA’s database to be able to log in.

4.3 Benevolence Information Exists

The benevolence application must be populated with information.

5. Post-conditions

5.1 Benevolence Application Deactivated

Once either the administrator clicks “Yes,” benevolence application information is deactivated.

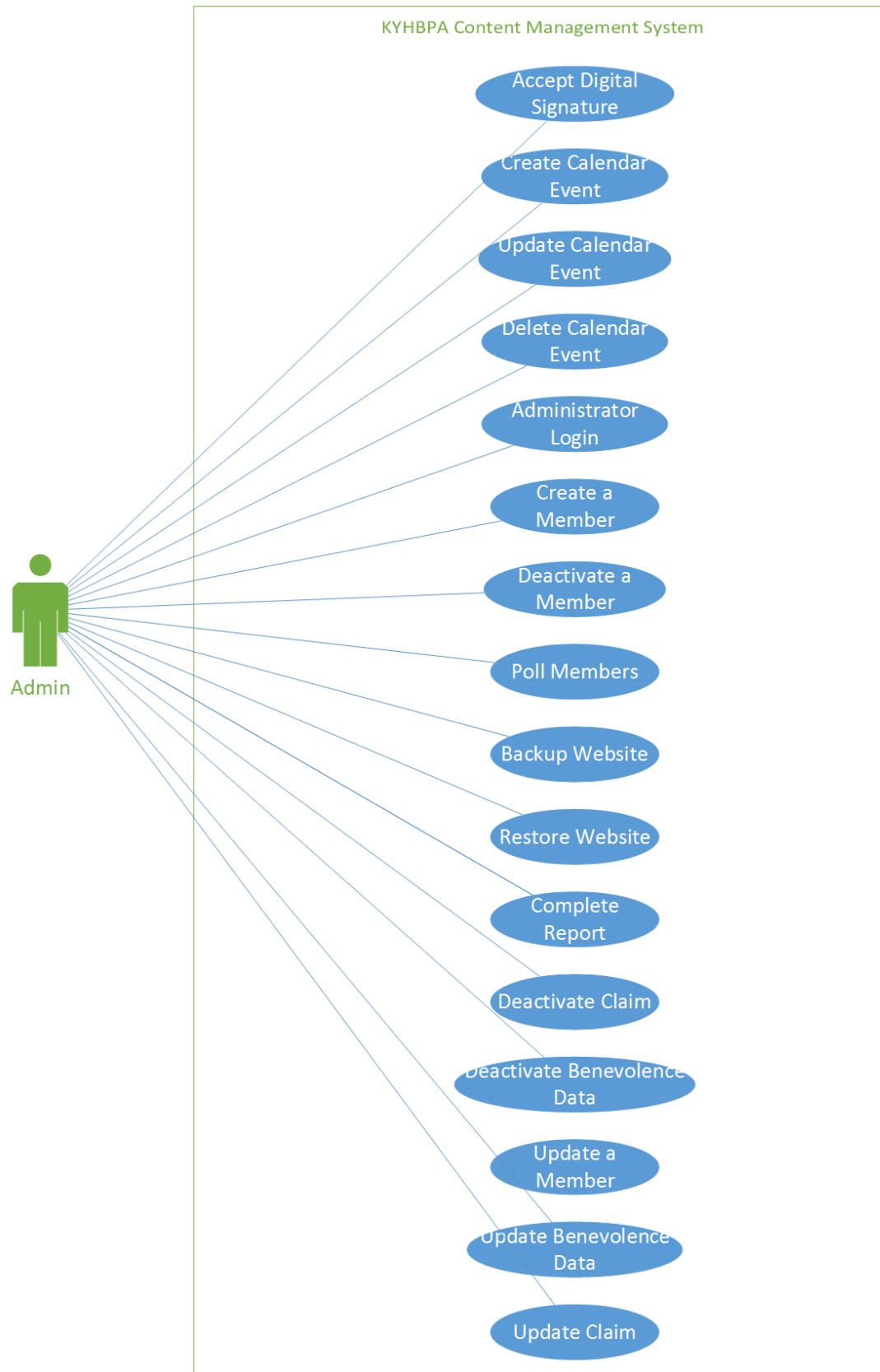
Trace Matrix

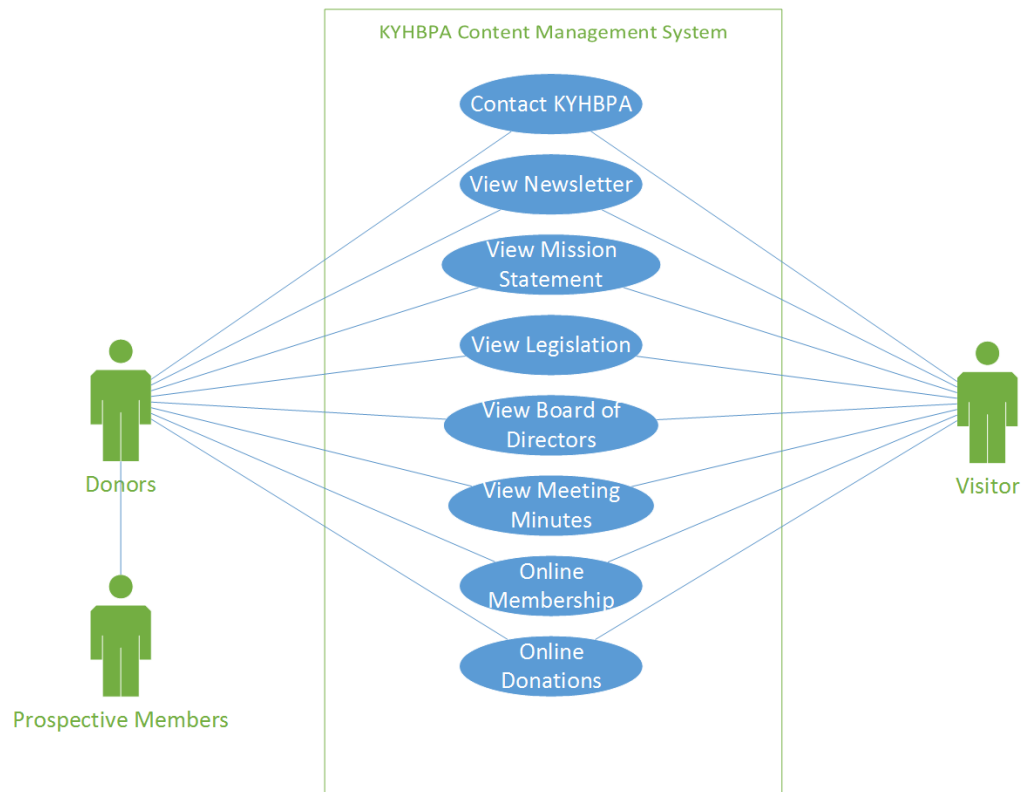
The trace matrix is used to show how business processes tie into use-cases, displaying how each use-case is developed from KYHPBA's business processes. Each use case satisfies one or more system requirements and is displayed in the matrix below.

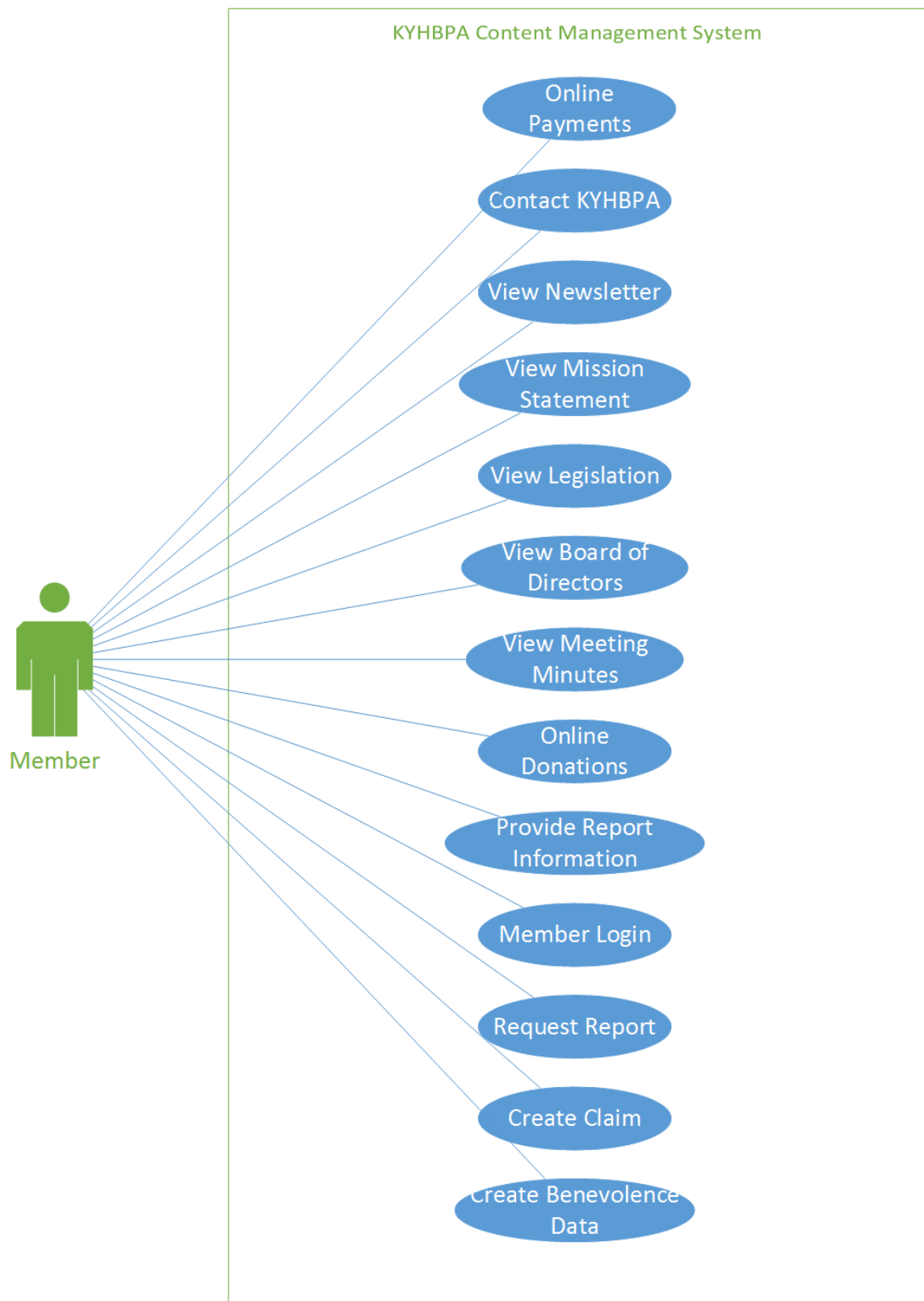
		System Requirements					
		Website	Database	Payments	Operational	Performance	Security
Use Cases	Online Membership	x	x		x	x	x
	Online Donations	x		x	x	x	x
	Online Payments	x		x	x	x	x
	Contact KYHBPA	x			x	x	
	Accept Digital Signature	x			x	x	x
	Create Calendar Event	x	x		x		
	Update Calendar Event	x	x		x		
	Delete Calender Event	x	x		x		
	Member Login	x	x		x		x
	Admin Login	x	x		x		x
	Create A Member	x	x		x		x
	Update A Member	x	x		x		x
	Deactivate A Member	x	x		x		x
	Poll Members	x			x	x	
	View Newsletter	x	x		x	x	
	View Board Of Directors	x			x	x	
	View Mission Statement	x			x	x	
	View Legislation	x			x	x	
	View Meeting Minutes	x			x	x	
	Restore Website	x	x		x		x
	Backup Website	x	x		x		x
	Request Report	x	x		x		x
	Provide Report Information	x	x		x		x
	Complete Report	x	x		x		x
	Create Claim	x	x		x		x
	Update Claim	x	x		x		x
	Deactivate Claim	x	x		x		x
	Create Benevolence Data	x	x		x		x
	Update Benevolence Data	x	x		x		x
	Deactivate Benevolence Data	x	x		x		x

Use Case Diagram

The use case diagram represents the relationships between an actor and the different use cases in which the user instantiates or is involved in. The proposed content management system creates many use cases as represented by the enclosure pictured below. An actor instantiates one or many use cases, as represented by the connectors.







Gantt Chart

The Gantt chart determines the tasks of a project and how long each task will take as well as task dependencies.

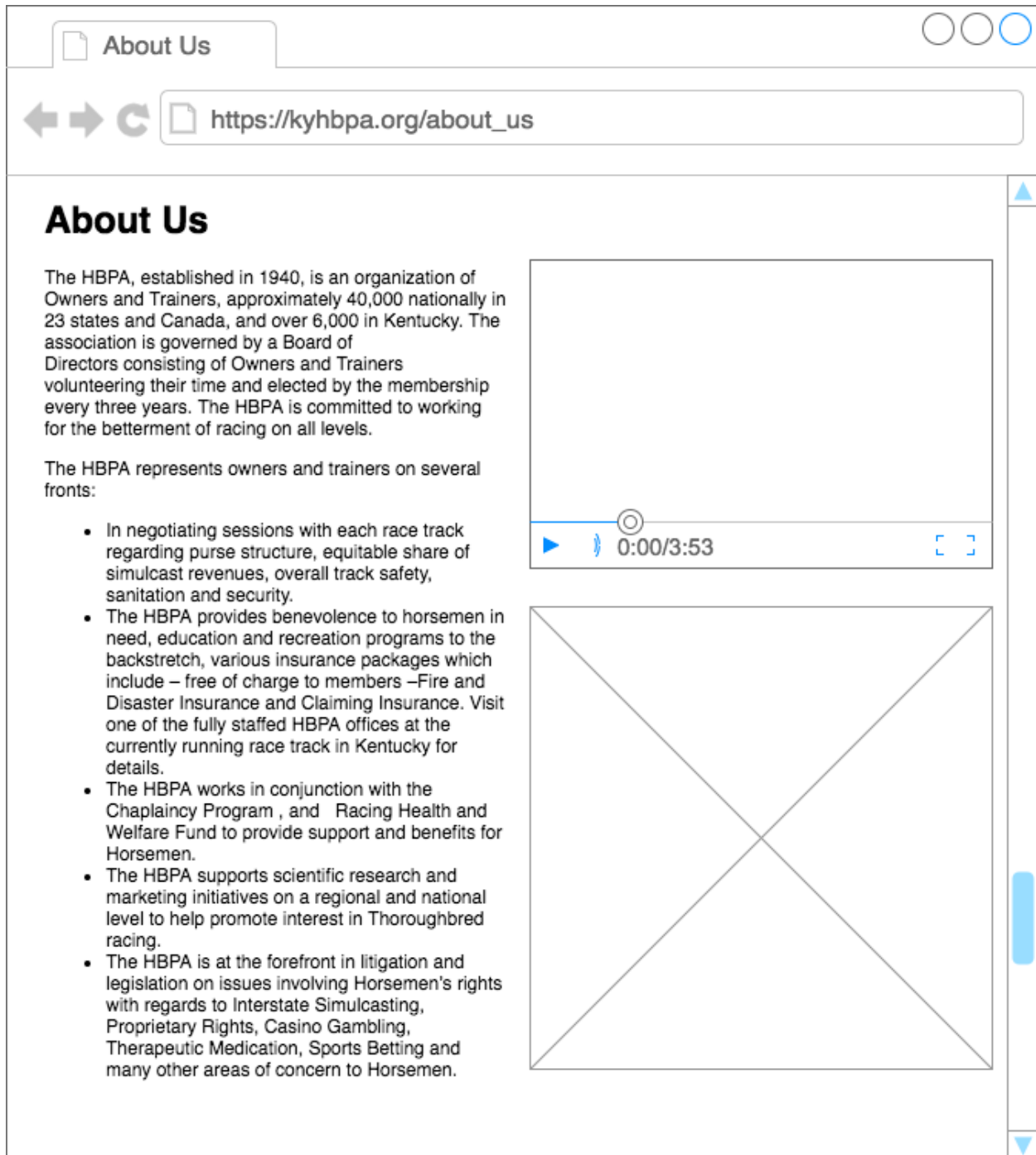
ID	Task Name	Task Responsibility	Start	Finish	Duration	Mar 2017	Apr 2017
1	Use Case Set 1	Emily	3/1/2017	3/3/2017	3d		
2	Use Case Set 2	Manoj	3/1/2017	3/3/2017	3d		
3	Use Case Set 3	Daniella	3/1/2017	3/3/2017	3d		
4	Use Case Set 4	Nicole	3/1/2017	3/3/2017	3d		
5	Use Case Diagram	Manoj, Daniella	3/6/2017	3/8/2017	3d		
6	Gantt Chart	Nicole	3/1/2017	3/1/2017	1d		
7	Use Case Prototype, Version 1	Emily	3/1/2017	3/1/2017	1d		

Use Case Prototypes

Use case prototypes are high-level prototypes that represent the data needs and process flows of the “to-be” business processes, with a focus on high-risk use cases.

About Us

The “About Us” prototype focuses on capturing the essence of what KYHBPA stands for and their history in an interactive, engaging biography page.



Benevolence

The benevolence benefit form is a direct transposition of KYHBPA's current paper form and captures all required information to process a benefit request. It aims to capture all required information in an online format that can be filled out and accessed from any platform.

Benevolence

https://kyhbpa.org/benevolence/application/apply

Apply for Benevolence Benefits

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

First Name

Middle Initial

Last Name

Social Security Number

Address Line 1

Address Line 2

City

State

Select State

Zip

Phone

Date of Birth

Month

Day

Year

List all current Kentucky racing licenses you have been issued.

Type	License Number	Date Issued

List all employers for whom you have worked in the past 90 days.

Employer	Track	Date Started	Date Left

Are you currently employed?

☐ Yes

☐ No

If no, please explain.

List all income you currently earn on and off the racetrack.

Name of Employer	Occupation	Weekly Salary Before Taxes

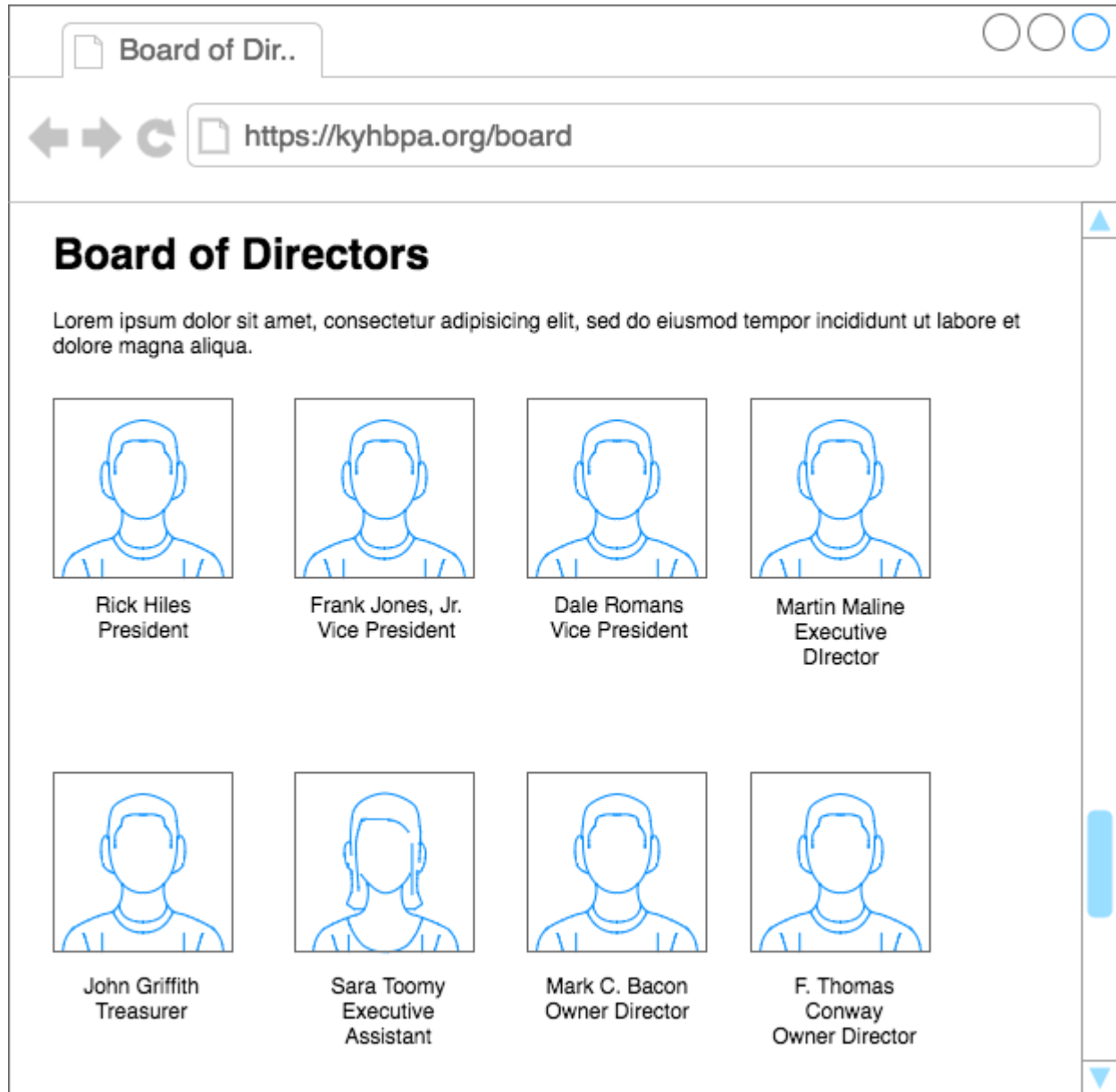
How long have you been employed in the racing industry in Kentucky? (in months)

What sort of assistance are you seeking?

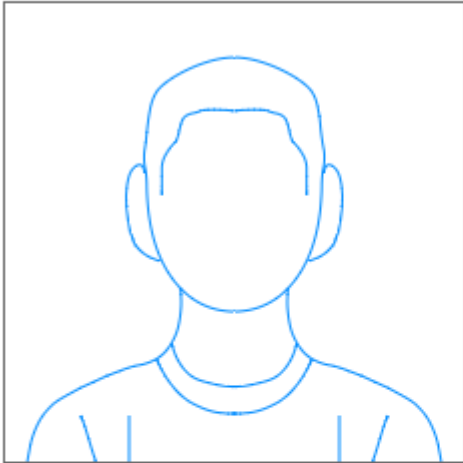
Submit

Board of Directors

The Board of Directors prototype aims to display the headshots of the Board of Directors in a sleek manner. Users wishing to learn more about a board member can click on a specific headshot to bring up a popup window with a board member biography.



Director Name



Bio

Contact Information

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Close

Calendar

The calendar prototype allows a user to select a date and, if there is one scheduled, view the event details for that day. It also allows users to RSVP to an event they are interested in.

Events

← → ↺

https://kyhbpa.org/events

< March 2017 >

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Find event

Event X

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

RSVP

Confirmation

You have RSVP'd! Look for a confirmation email with additional details.

OK

Claims

The claims form is, again, a direct transposition of the paper form KYHBPA currently uses. It aims to capture all required information in an online format that can be filled out and accessed from any platform.

Claims

https://kyhbpa.org/claims/submit

Kentucky Horse Racing Commission - Claim Bank

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Track

Date
Month Day Year

Owner(s) making claim

Horse

Owner(s) making claim

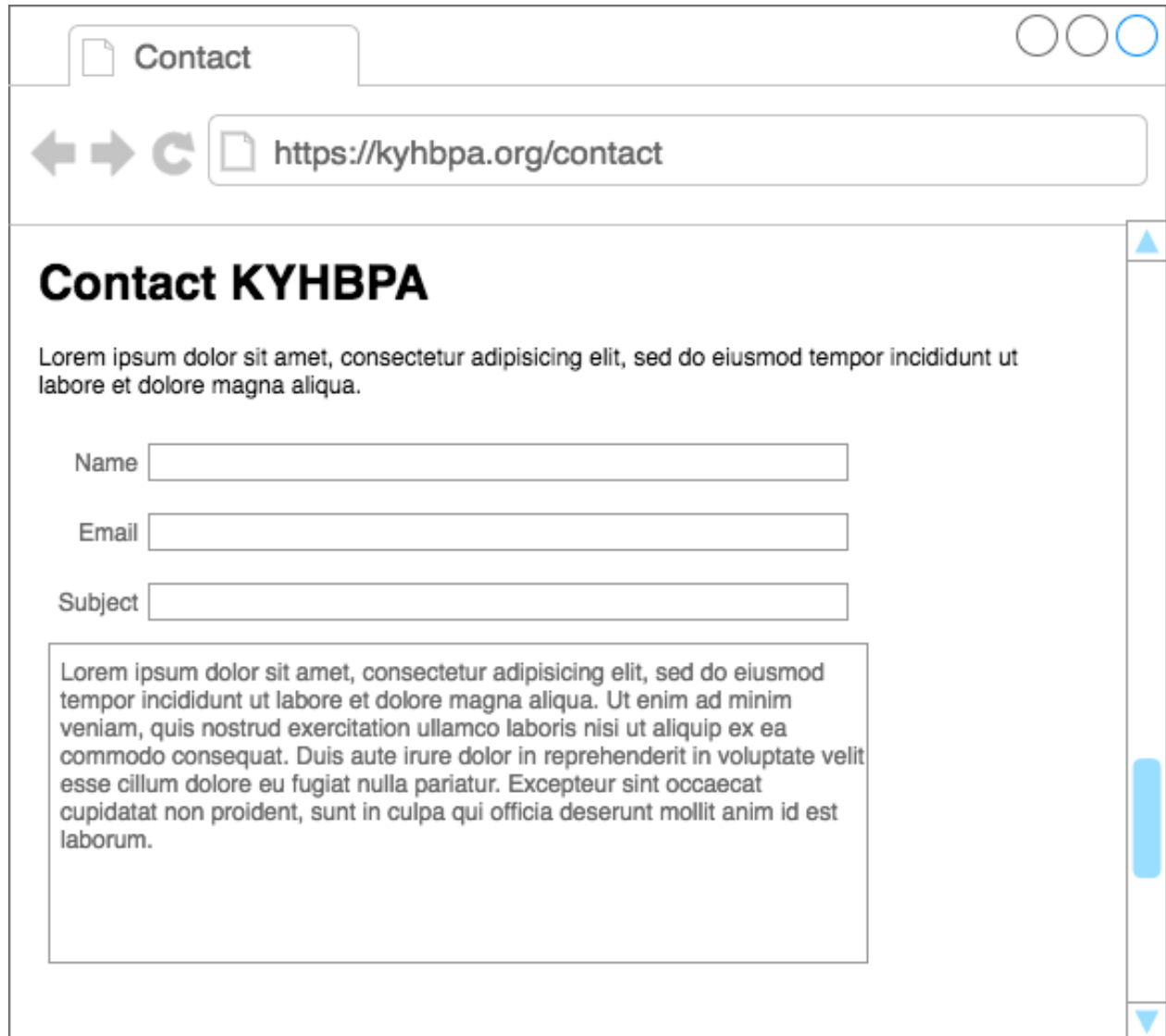
Race #

Sum

Signature of Owner or Authorized Agent

Contact Us

The contact us prototype demonstrates that a user can directly email KYHBPA through the embedded form on the site.



Browser window showing the contact form:

Tab: Contact

Address bar: <https://kyhbpa.org/contact>

Contact KYHBPA

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Name

Email

Subject

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Donate

The donation prototype focuses on capturing necessary donor information before redirecting the donor to PayPal and pulling billing information directly from PayPal's output.

Donate

https://kyhbpa.org/donate

Donate

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

First Name

Last Name

Email

Phone

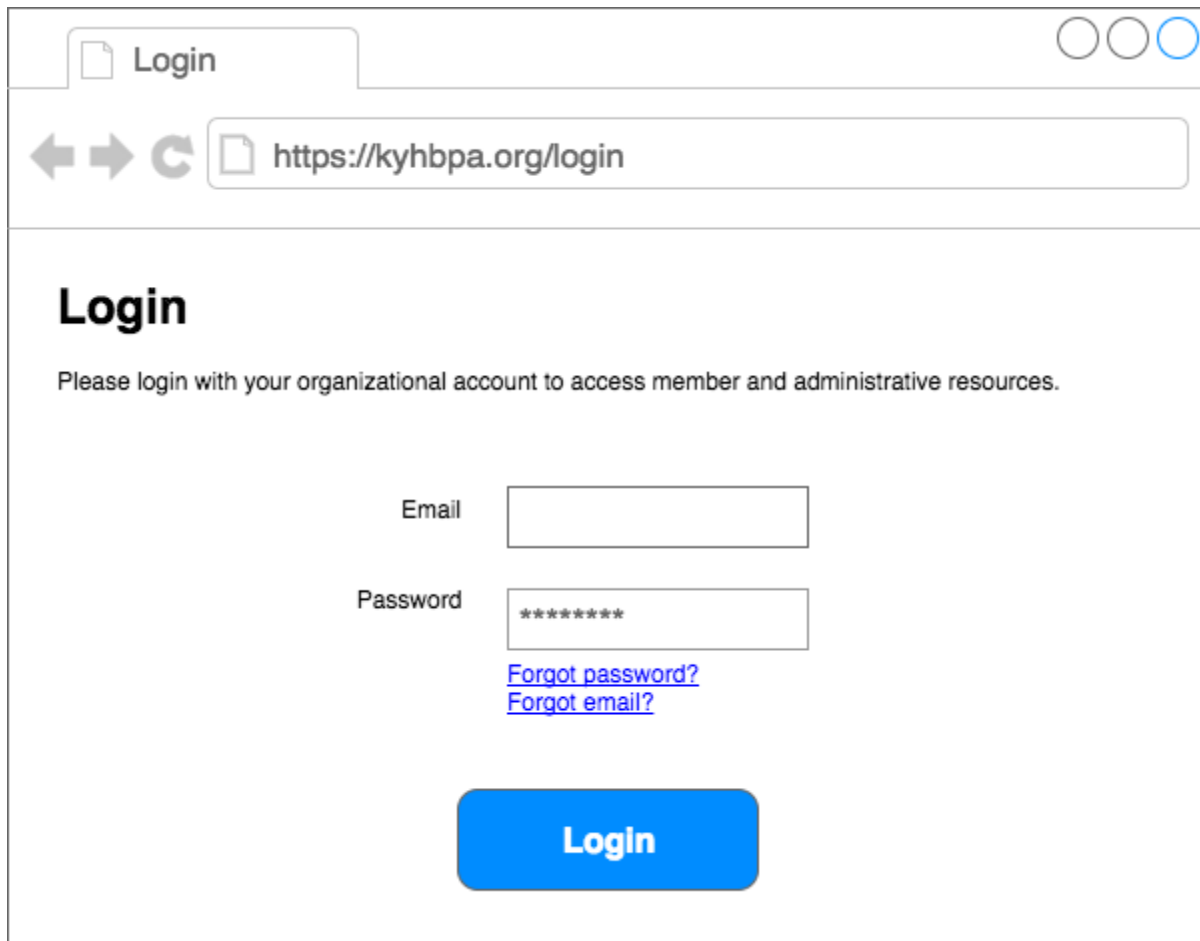
Donation amount

Option 1

Proceed to PayPal

Login

The login prototype demonstrates the interface administrators and members will use to access their respective portals.



A prototype of a login interface within a web browser window. The browser's address bar shows the URL `https://kyhbpa.org/login`. The page title is "Login". Below the title, a message states: "Please login with your organizational account to access member and administrative resources." The form contains two input fields: "Email" and "Password". The "Password" field is masked with asterisks. Below the password field are two links: "Forgot password?" and "Forgot email?". A large blue "Login" button is positioned at the bottom of the form.

Login

Please login with your organizational account to access member and administrative resources.

Email

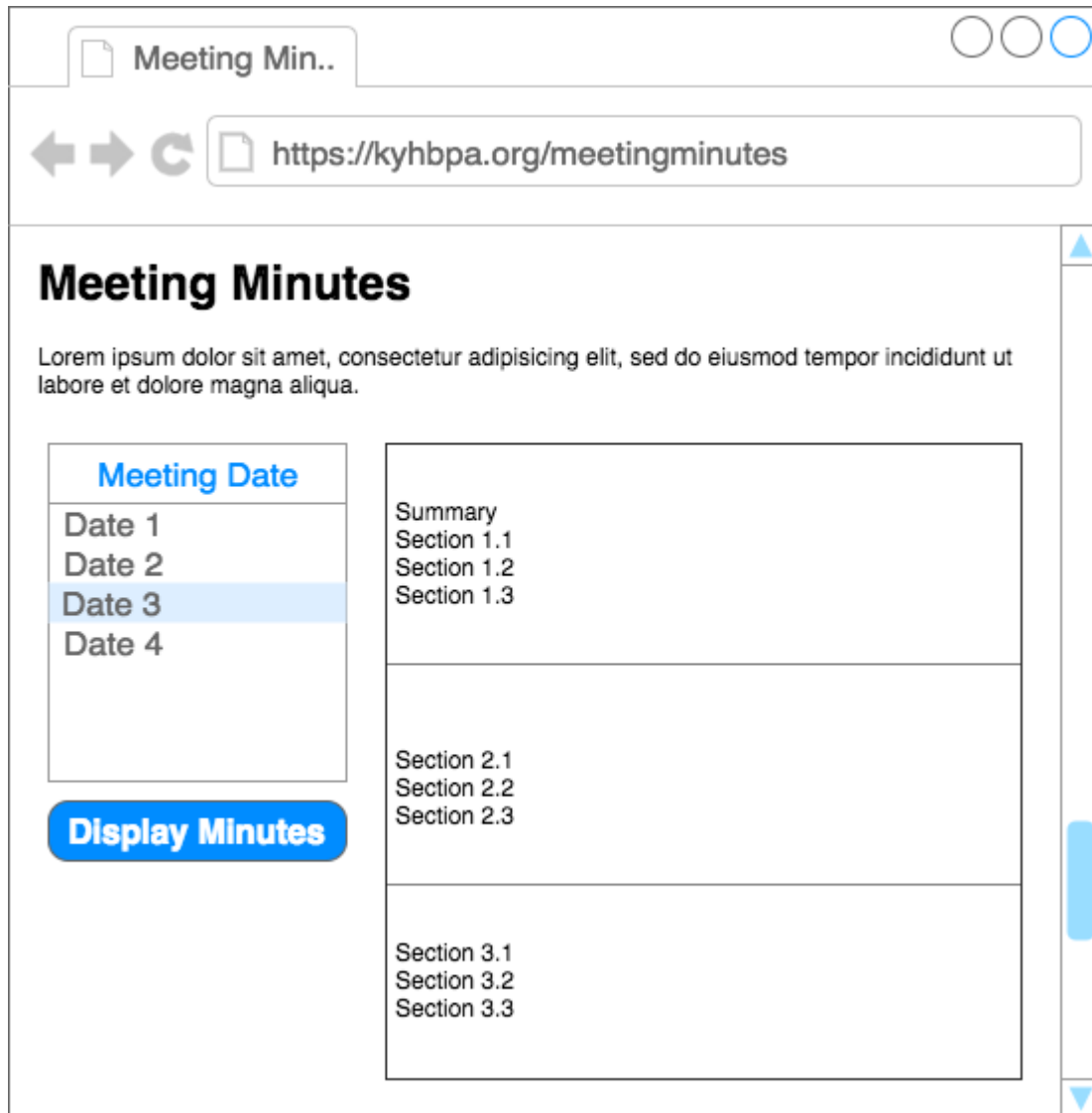
Password

[Forgot password?](#)
[Forgot email?](#)

Login

Meeting Minutes

The Meeting Minutes prototype demonstrates the view encountered when trying to access meeting minutes from a specific date. It enables the user to select the date from a side panel, click “Display Minutes,” and view the minutes in the same window.



Membership

The membership prototype focuses on capturing data required from the current, physical membership card. It aims to capture all required information in an online format that can be filled out and accessed from any platform.

Membership

https://kyhbpa.org/membership/apply

Apply for Membership

I hereby appoint the Kentucky Horsemen's Benevolent and Protective Association, Inc. to act as my sole and executive agent and representative for the purpose of negotiating and executing, or refusing to executing with Thoroughbred race tracks in Kentucky and all contracts and agreements relating to Thoroughbred racing in the state. By this appointment, I hereby revoke any and all previous authorities given by me for similar purposes.

First Name

Middle Initial

Last Name

Stable, Corporation, Syndicate, or Farm (if applicable)

Managing Partner

Address Line 1

Address Line 2

City

State

Select State

Zip

Phone

Email

Date of Birth

Month Day Year

Select one:

☐ Owner

☐ Trainer

☒ Owner/Trainer

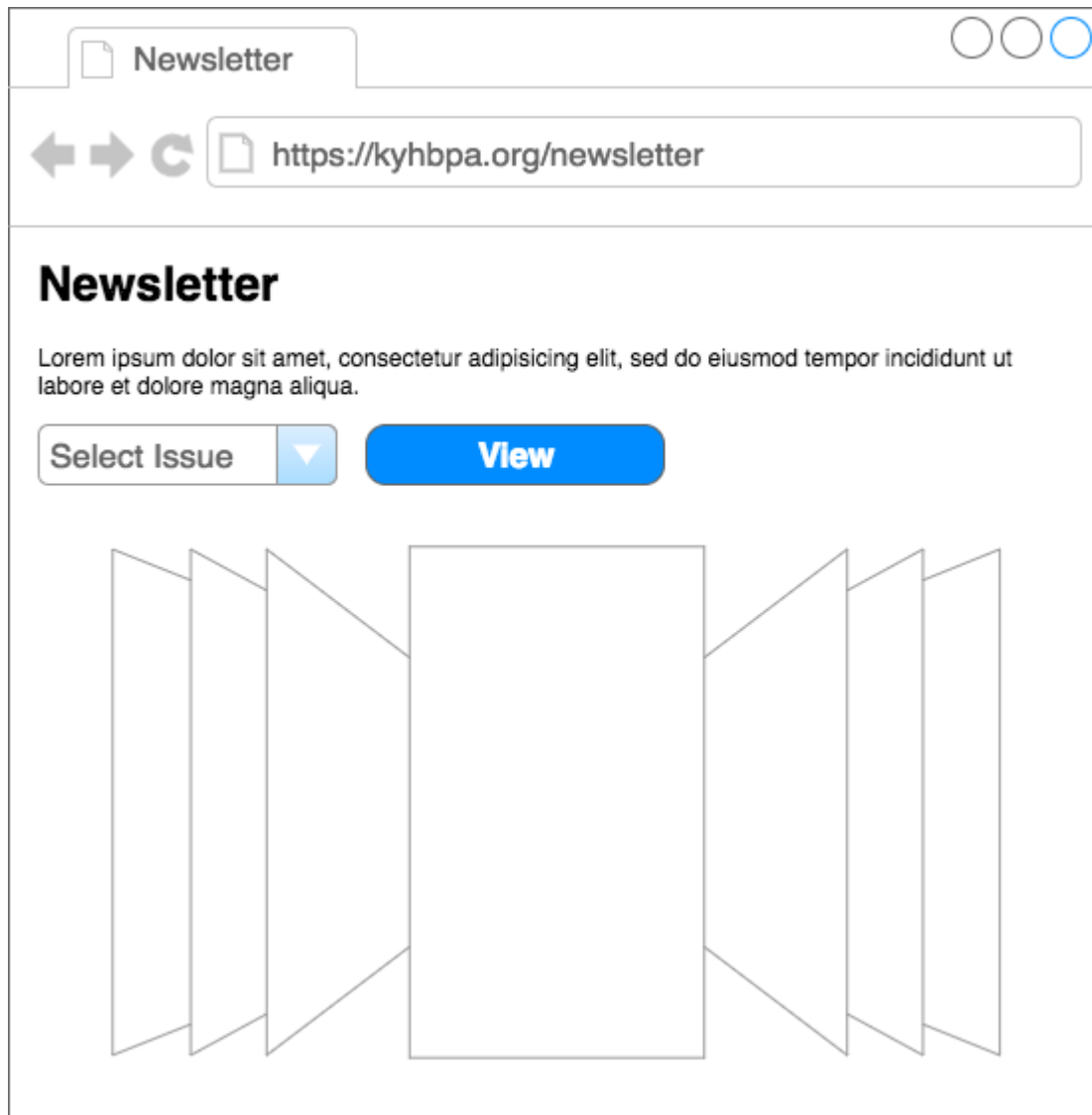
KRC License #

Signature

Submit

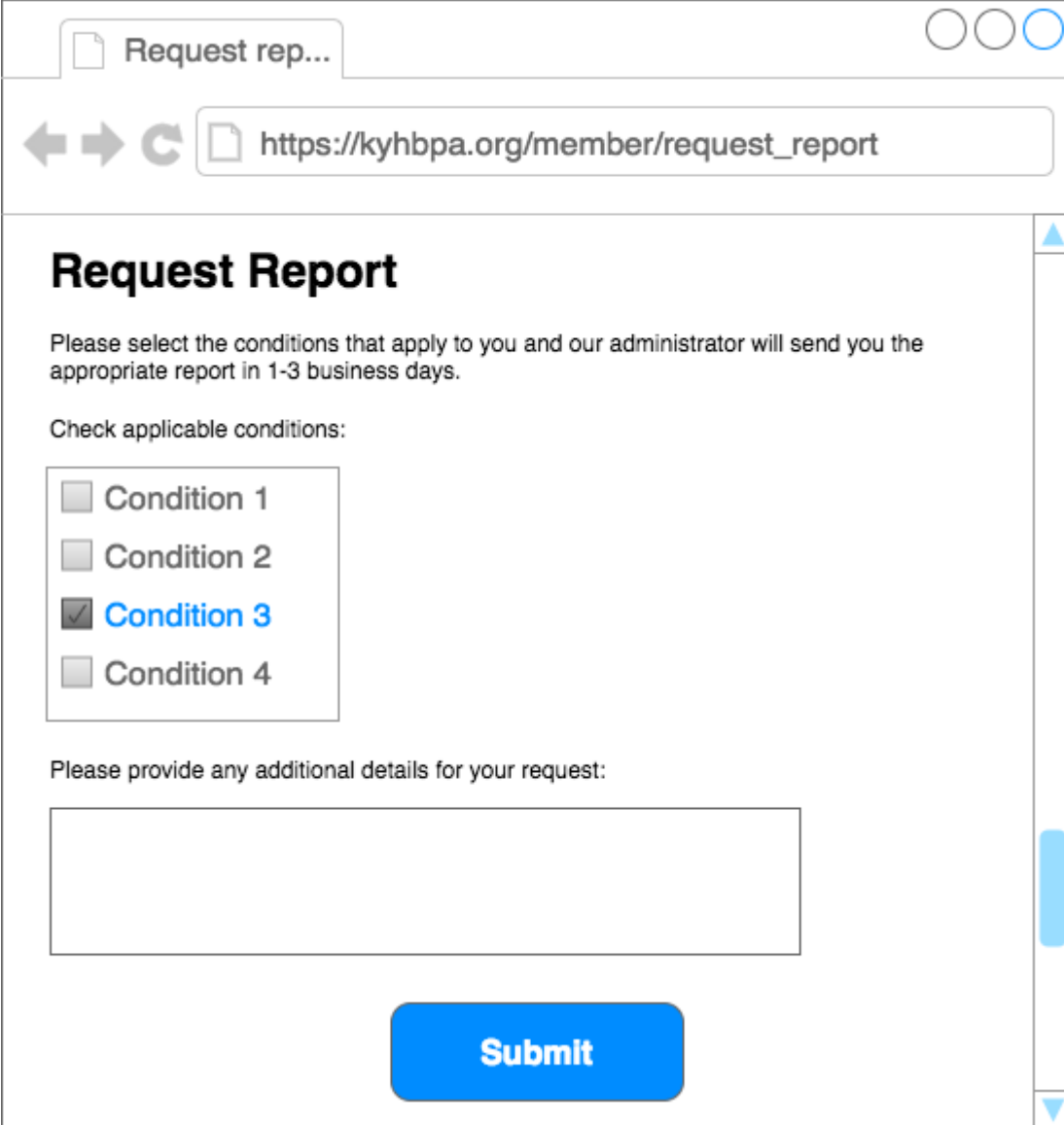
Newsletter

The newsletter prototype allows the user to select the issue he or she wishes to view and displays the e-reader version on the screen. The display function is linked directly to the National HBPA's newsletter display feature.



Request Report

The request report prototype captures how members can request reports from KYHBPA by checking off the conditions that meet their needs. Since there are over 500 possible reports, being as thorough as possible in the descriptive process eases the selection process the administrator must complete.



The screenshot shows a web browser window with a single tab titled "Request rep...". The address bar displays the URL "https://kyhbpa.org/member/request_report". The page content includes a heading "Request Report", a paragraph explaining the purpose of the form, a section for selecting conditions with four checkboxes (Condition 1, Condition 2, Condition 3, and Condition 4), and a text area for additional details. The "Condition 3" checkbox is checked and highlighted in blue. A blue "Submit" button is located at the bottom of the form.

Request Report

Please select the conditions that apply to you and our administrator will send you the appropriate report in 1-3 business days.

Check applicable conditions:

- ☐ Condition 1
- ☐ Condition 2
- ☒ Condition 3
- ☐ Condition 4

Please provide any additional details for your request:

Submit

Select Report

The Select Report prototype captures the administrator's view of reports that match the member's requests. The administrator can further use the member's additional details to select the report best suited for the member's needs.

Select Report

https://kyhbpa.com/admin/select_report

Select Report

Select report best suited to members' needs.

Member ID	Conditions	Report
xxxxxxx	<ul style="list-style-type: none">Condition 1Condition 2Condition 3etc...	Reports ▼
xxxxxxx	<ul style="list-style-type: none">Condition 1Condition 2Condition 3etc...	Reports ▼

Submit