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| **Use Case Name:** Shift Schedule Input | | | **ID:** UC-2 | | **Priority**: High | |
| **Brief Description:**  This use case describes how the manager will input the upcoming schedule into the timekeeping system. | | | | | | |
| **Actor:** Manager | | | | | | |
| **Trigger:** Manager needs to create or change schedule.  **Type**  x External ◻ Temporal | | | | | | |
| **Preconditions:**   1. Employees will be already registered with the system (Have their personal information on record) 2. Manager will have authorization to alter system. | | | | | | |
| **Normal Course**   1. Manager authenticates with the system 2. System verifies authentication   2.2 If valid, then process continues.  2.3 If invalid, then process repeats from step one.   1. Manager requests schedule 2. System obtains schedule and presents it to manager 3. Manager selects date, then inputs shifts and assigns employees to shift.   4.2 If employee is scheduled for overtime, the system will notify the manager, who will approve it.  4.3 Step 3 repeats until schedule is complete, then continues to step 6.  6. Manager will confirm schedule input, then system will save schedule. | | | | **Information for Steps**  <---------- Manager authentication  <---------Schedule Query  --------->Schedule Query  ←------- Schedule  --------->Edited Schedule  --------->Edited Schedule  --------->Schedule Confirmation | | |
| **Alternative Course(s):**  3a If manager selects a date that has already been scheduled, they can choose to edit any of the employees or shifts on that date. | | | | | | |
| **Postconditions:**  Employees will be able to clock-in at authorized times. | | | | | | |
| **Exceptions:**  3a. If an employee have not been registered with the system, the manager will be unable to assign them to a shift, and they will be unable to clock-in. | | | | | | |
| **Summary:**  **Inputs Source Outputs Destination** | | | | | | |
| Authentication  Schedule Query  Schedule  Edited Schedule  Schedule Confirmation | Manager  Manager  Schedule Database  Manager  Manager | 1. Schedule  2. Edited Schedule 3.ScheduleConfirmation  4. Schedule Query | | | | 1.Manager  2.Schedule Database  3.Manager  4. Schedule Database |