

# Use Cases: Iteration 2

Use Case	Criticality (1-10)	Risk (1-10)	Priority (L<M<H)
<b>Writer</b>			
Writer Submits Article	10	4	High
<b>Designer</b>			
Designer Submits Graphic	10	6	High
<b>Photographer</b>			
Photographer Uploads Photos	6	6	High
<b>Article Editor</b>			
Article Editor Downloads Article	10	5	High
Article Editor Uploads Edited Article	8	2	High
Article Editor Views Submitted Article	4	8	Low
<b>Section Editor</b>			
Section Editor Approves Article	10	1	High
Section Editor Unapproves Article	10	1	High
Section Editor Approves End of Writer's Probation	4	1	High
Section Editor Places Writer on Probation	8	1	High
Section Editor Removes Article Workspace	8	4	High
Section Editor Submits Idea to Idea Pool	10	1	Med
Section Editor Removes Idea from Idea Pool	5	1	Med
Section Editor Edits Idea in Idea Pool	5	1	Med
Section Editor Unassigns Writer from Article	5	2	High
Section Editor Assigns Writer to Article	6	2	High

Section Editor Assigns Photographer to Article	8	2	High
Section Editor Unassigns Photographer from Article	8	2	High
Section Editor Assigns Design Editor to Article	8	2	High
Section Editor Unassigns Design Editor from Article	8	2	High
Section Editor Generates Article Workspace from Idea in Idea Database	4	1	Med
Section Editor Generates Article Workspace from Manually Inputted Information	10	5	High
<b>Editor-in-Chief</b>			
Editor-In-Chief Archives the Current Issue	10	2	High
Editor-In-Chief Approves Employee Registration Form	10	4	High
Editor-In-Chief Manually Edits Employee's Information	8	2	Med
<b>Managing Editor</b>			
Managing Editor Edits the <del>Issue's</del> Writer Timesheet	8	4 8	High
Managing Editor Approves the <del>Issue's</del> Writer Timesheet	8	2	High
Managing Editor Archives the <del>Issue's</del> Writer Timesheet	1	1	Low
Managing Editor Downloads Writer Timesheet	6	1	Med
Managing Editor Edits the <del>Issue's</del> Editor Timesheet	8	4	High
Managing Editor Approves the <del>Issue's</del> Editor Timesheet	8	2	High
Managing Editor Archives the <del>Issue's</del> Editor Timesheet	1	1	Low
Managing Editor Downloads Editor Timesheet	6	1	Med
<b>Photo Editor</b>			
Photo Editor Downloads a Submitted Photo	10	5	High
Photo Editor Uploads Edited Photo	10	5	High
Photo Editor Deletes Photo from Photo Pool	6	3	Med
Photo Editor Undoes Photo Deletion	4	2	Low
Photo Editor Marks Photo for Unused Storage After Issue Publication	2	1	Low

Photo Editor Searches for Photo	4	5	Med
<b>Subscription Manager</b>			
Subscription Manager Adds a Subscription	10	2	High
Subscription Manager Removes a Subscription	10	2	High
Subscription Manager Edits Subscription	8	2	Med
Subscription Manager Views Distribution Information	8	2	Med
<b>Circulation Manager</b>			
Circulation Manager Edits No. of Issues per Drop-off	6	1	High
Circulation Manager Adds Drop-off Location <b>at a Route</b>	5	2	Med
Circulation Manager Removes Drop-off Location <b>from a Route</b>	5	2	Med
Circulation Manager Generates Route	2	<del>8</del> 5	<del>Low</del> Med
<b>Business Manager</b>			
Business Manager Adds Ad Deal	6	2	Low
Business Manager Removes Ad Deal	6	2	Low
Business Manager Edits Ad Deal	6	2	Low
<b>Employee</b>			
Employee Edit's Own Employee Information	8	2	High
Employee Submits Registration Form	10	5	High
Employee Logs Into System	10	1	High
Employee Logs Out of System	10	1	High
<b>Idea Database</b>			
Idea Database Removes Expired Time-Sensitive Ideas from Idea Pool	2	2	Low
<b>Timesheet Database</b>			
Timesheet Database Generates Timesheet	6	6	High
Timesheet Database Archives Timesheet	4	4	Low
Timesheet Database Displays Selected Timesheet	10	1	High

Issue Database			
Issue Database Generates Article Workspace from Idea in Idea Database	4	4	Med
Issue Database Generates Article Workspace from Manually Inputted Information	10	8	High
Issue Database Archives The Just-Published Issue	10	10	High
Searcher			
Searcher Searches through Issue Archives	6	4	Med
Searcher Searches through Idea Database	4	4	Med
Searcher Searches through Archived Timesheets	1	4	Low
Photo Database			
Photo Database Deletes Photos Marked for Deletion	5	5	Low
Admin			
Admin Assigns Employee Permission	6	3	Med
Admin Unassigns Employee Permission	6	3	Med
Admin Assigns Title Permission	6	3	Med
Admin Unassigns Title Permission	6	3	Med

### Article Editor Uploads Edited Article

Risk: 2

Criticality: 8

Priority: High

#### *Precondition*

The Article Editor has already downloaded the permitted article they wished to edit, and made the edits in the word processor of their choice.

#### *Success Scenario*

The Article Editor logs into the system. They select to view the articles they are assigned to edit; the Issue Database supplies this information. They select the article whose text they have edited, and choose to upload the edited version to that space. The Issue DB stores the article there and indicates that it is now the most recent version of the article.

#### *Alternate Scenario*

If the Issue DB is unable to store the file (not enough space, etc) the Article Editor is notified of the failure.

#### **Section Editor Submits Idea to Idea Pool**

Risk: 1

Criticality: 10

Priority: High

#### *Main Success Scenario*

Section Editor views idea pool, whose information is supplied by Idea Database. Section Editor requests to add an idea. The form is identical to the Article Workspace form (see: Section Editor Creates Article Workspace), but lacks assignment of writer/photographer, and also includes an expiration date. Upon submission, the idea is stored in the Idea Database. System notifies Section Editor that idea was successfully stored in the Idea Database.

#### *Alternate Flow*

If the idea is unable to be stored, the idea is not submitted and the System notifies the Section Editor.

#### **Editor-In-Chief Approves Employee Registration Form**

Risk: 4

Criticality: 10

Priority: High

#### *Precondition*

Employee submits completed registration form. (See Use Case: Employee Submits Registration Form)

#### *Main Success Scenario*

The Editor-In-Chief is notified of a new Employee's registration form completion. The Editor-In-Chief requests to view unapproved registrations. The Editor-In-Chief reads over the information and approves it.

#### *Alternate Failure Scenario 1*

The Editor-In-Chief disapproves of some of the information the new Employee submitted, selects to reject the registration, and contacts new Employee to submit a new, unproblematic registration.

#### *Alternate Failure Scenario 2*

The Editor-In-Chief disapproves of some of the information the new Employee submitted, but (while in contact with the new Employee) fixes the information by manually editing the information (See: Editor-In-Chief Manually Edits Employee's Information) and approves it.

### *Sub-Variations*

How is the Editor-In-Chief notified?

- a. Email, on-screen popup/notification icon (upon login)

### **Managing Editor Archives the ~~Issue's~~ Editor Timesheet**

Risk: 1

Criticality: 1

Priority: Low

#### *Precondition*

The pay period is over / the timesheet is complete for included dates.

#### *Success Scenario*

The Managing Editor views the editor timesheet, supplied by the Timesheet Database. The Managing Editor chooses to archive it. The Managing Editor then chooses to wipe the current time sheet and create a new time sheet for the current month (see: Timesheet Database Generates Timesheet.)

### **Photo Editor Deletes Photo from Photo Pool**

Risk: 3

Criticality: 6

Priory: Medium

#### *Precondition*

The photo to be deleted is in the photo pool.

#### *Success Scenario*

The Photo Editor requests photo pool (See Use Case: Photo Editor Searches for Photo) from which they wish to delete a photo. Looking at the images, they select the one they want to delete, and request to delete it.

### **Photo Editor Undoes Photo Deletion**

Risk: 2

Criticality: 4

Priority: Low

#### *Precondition*

A photo has been chosen for deletion that the Photo Editor does not want deleted; the issue has not yet been published (see use case Photo Database Automatically Deletes Photos Marked for Deletion)

#### *Success Scenario*

The Photo Editor selects to view photo pool (See Use Case: Photo Editor Searches for Photo). They select to view deleted photos, and mark the desired photo for undeletion. The photo no longer shows up with the deleted photos, but with the undeleted photos.

### **Subscription Manager Views Distribution Information**

Risk: 2

Criticality: 8

Priority: Medium

#### *Success Scenario*

The Subscription Manager logs into the system, and from the tabs of their allowed interactions with the system, selects to view the Subscriptions tab, where subscriptions are managed. They select to display the list of distribution customers, and the system displays all their information.

### **Employee Submits Registration Form**

Risk: 5

Criticality: 10

Priority: High

#### *Success Scenario*

New Employee selects to register from the log-in screen. (Or perhaps they log in with a special new-employee credentials, and from there the System only allows them to submit a registration form.) Regardless, they are then displayed with / they can only select to show the new employee registration form. They fill out all the details, and hit submit. They then exit the system / log out.

#### *Sub-Variations*

1. What are the details?
  - a. Name,Phone,Email,LU ID, ...?
2. How to display registration?
  - a. Special new-employee login credentials (more secure)
  - b. Registration form available from login screen (less secure, but reasonably safe from abuse if only computers in that office will have this software)

### **Issue Database Archives the Just-Published Issue**

Risk: 10

Criticality: 10

Priority: High

#### *Precondition*

None, but if the issue has not just been published, an error will occur.

### *Success Scenario*

The Editor-In-Chief (See: Editor-In-Chief Archives the Just-Published Issue) chooses to archive the issue, after several warning screens. Gathering data from both the Issue and Photo Databases, the Archive Database compiles the issue that has just been published. It archives the pdf of the issue (which the Editor-in-Chief must supply), the most recent versions of all approved articles, as well as their associated approved photographs, if any. It stores all these into a folder and tracks relevant searchable information in the archive DB. It then deletes everything in the Issue Database in preparation for the next Issue.

### **Searcher Searches through the Issue Archive**

Risk: 4

Criticality: 6

Priority: Medium

### *Success Scenario*

(For whichever staff has this option available to them). From the home screen, Permitted Staff selects to view the archive. A search dialog comes up. They input their search parameters, and can browse and download the results.

### *Sub-Variations*

#### 1. Search Parameters

a. Issue date, event date, Article title, Article description, text search (of any article whatsoever), writer, photographer, editor(s).

### **Photographer Uploads Photos**

*Risk: 6*

*Criticality: 6*

*Priority: High*

### *Precondition:*

Photographer has all necessary photos and is logged into system

### *Main Success Scenario:*

Photographer requests to add photos. The System provides Photographer with a form which the Photographer can use to upload the photos. Photographer fills out the necessary fields and "submits" the form. The System adds the photos to the Photo Pool and notifies the Photographer that the Photo Pool was updated successfully. The System then redirects the photographer to the "Gallery" of uploaded photos.

### *Alternate Scenarios:*



Certain photos are too large in size (memory). The System adds the photos that are the correct size but does not add the ones that are too large in size. The System notifies the Photographer that some photos are too large for storage and indicates which of the photos were too large and were not added.

### **Section Editor Approves End of Writer's Probation**

*Risk: 1*

*Criticality: 4*

*Priority: High*

*Precondition:*

A Section Writer has been on probation.

Section Editor receives a notification from the System that a Section Writer had 3 consecutive articles published since the start of their probation. Section Editor approves taking the Section Writer off probation. The System updates the Employee database, indicating that the Section Writer has been taken off probation. The System notifies the Section Editor that the Section Writer has been taken off probation successfully. The System sends a notification to the Section Writer that they have been taken off probation.

### **Editor-In-Chief Archives the Current Issue**

*Risk: 2*

*Criticality: 10*

*Priority: High*

*Precondition:*

Editor-In-Chief reads through the entire newspaper and determines that it is ready for printing.

*Success Scenario:*

Editor-In-Chief requests to archive current issue. The Timesheet Database updates itself with the current version of the newspaper. (See use case Timesheet Database Generates Timesheet). The System notifies the Editor-In-Chief, once the newspaper has been archived (See Use Case: Issue Database Archives Just-Published Issue), that it was archived successfully.

*Failure Scenario:*

If the archive fails (not enough space, etc.), the Editor-In-Chief is notified.

### **Employee Edits Own Employee Information**

*Risk: 2*

*Criticality: 8*

*Priority: High*

*Preconditions:*

Employee is logged in.

*Main Success Scenario:*

Employee requests to view corresponding Employee information. Employee fills out the necessary fields to edit their own information. Employee submits the new information and the System updates the corresponding information in the Employee Database. Employee receives a notification that the change has been successful.

*Alternate Scenarios:*

Employee attempts to change information that they do not have permission to change (e.g. LU ID#). The System notifies the Employee that the specified information cannot be edited. The specified information remains unchanged.

Employee attempts to change information but the newly inputted data does not match the correct format (e.g. date or password). The System notifies the Employee that the data does not match the correct format and provides an example with the correct format. The specified information remains unchanged until it follows the correct format.

**Subscription Manager Adds a Subscription**

*Risk: 2*

*Criticality: 10*

*Priority: High*

*Main Success Scenario:*

Subscription Manager receives a subscription form from a new subscriber. Subscription Manager logs-into the System, navigates to the "Subscriptions" page, and manually adds the information from the form into the appropriate fields. The System updates the database that holds all information regarding off-campus subscriptions. The System notifies that the update was successful.

*Alternate Scenario:*

Some of the data (that is necessary for the system) is missing from the submitted subscription form. The System notifies the Subscription Manager that some necessary fields are empty and does not add the subscription. The Subscription Manager then either finds a way to contact the new subscriber to obtain the necessary information, or cancels the subscription if no contact information is available.

**Circulation Manager Edits No. of Issues per Drop-off**

*Risk: 1*

*Criticality: 6*

*Priority: Medium*

Circulation Manager receives an updated list of how many issues are required per drop-off area. The Circulation Manager logs-into the system and updates the no. of issues per drop-off based on the list. The System notifies the Circulation Manager that the update was successful.

### **Business Manager Adds Ad Deal**

*Risk: 4*

*Criticality: 10*

*Priority: High*

#### *Main Success Scenario:*

Business Manager receives a list of information regarding a new ad deal or deals. Business Manager logs-into the System, navigates to the “Ad Deals” page, and manually adds the new information into the appropriate fields. The System updates the database that holds all information regarding ad deals and notifies the Business Manager that the update was successful. The ad deal database then also asks the Business Manager if they want to update the financial database automatically, based on how much money the deal is providing. The Business Manager responds with a “yes” and the System also updates the financial database. The System then notifies the Business Manager that the update was successful.

#### *Alternate Scenarios:*

Certain information is missing from the list of new ad deal(s). The System notifies the Business Manager that certain fields are empty and that the database was not updated. The Business Manager can then find a way to contact the company associated with the ad and request the information from them.

Business Manager does not want to update the financial database automatically. The System provides the Business Manager with the options of updating the financial database manually or not updating the financial database at all.

#### *Alternate Flows:*

Business Manager decides to update the financial database manually. The System navigates the Business Manager to the financial database manager. The Business Manager manually edits the financial database. The System updates this information and notifies the Business Manager that the update was successful.

Business Manager decides not to update the financial database at all. The System returns to the “Ad Deals” homepage.

### **Idea Database Removes Expired Time-Sensitive Ideas From Idea Pool**

*Risk: 2*

*Criticality: 2*

*Priority: Low*

System receives a message that 24 hours have passed after the deadline of a time-sensitive idea. System removes the idea from the idea pool and updates the database storing the ideas. *Does the editor-in-chief need to approve these removals?*

### **Timesheet Database Generates Timesheet**

*Risk: 6*

*Criticality: 6*

*Priority: High*

After Editor-in-Chief submits the week's issue for printing, the Timesheet Database connects to the Issue Database and reads the information regarding the Writers of the issue. The Timesheet Database then calculates how many articles each Writer contributed to the issue, how many articles were on-time and how many were late, and whether the Writer was on probation during the week. The Timesheet Database then adds all of that information to itself, generating a timesheet for the week. The Timesheet Database then sends a notification to the Managing Editor for approval.

### **Writer Submits Article**

Criticality: 10

Risk: 4

Priority: Medium

#### *Preconditions:*

- Writer has article to submit in an accessible location wrt System
- Writer is permitted to submit article to desired article workspace
- Writer is connected to Internet
- Writer is logged in

#### *Main Success Scenario:*

1. Writer navigates to desired article workspace
2. Writer selects article to submit
3. System fills out automatic field information
4. System requests for Writer-provided field information
5. System verifies valid and complete field information
6. Writer provides requested information
7. Writer sends submission request for article to the Issue Database

8. If there is enough space in the Issue Database, the article along with corresponding field information is stored in the Article Database

*Alternative Scenario (at Step 5):*

1. The provided field information is not valid or complete
2. System again highlights incorrect Writer-provided field information
3. Writer provides correct relevant field information

*Failure Scenario:*

1. If there is not enough space in the Issue Database, Writer is informed of insufficient storage space and the request is denied

Sub-Variations:

1. What type of article?
  - a. .doc, .docx.....

**Article Editor Downloads Article**

Criticality: 10

Risk: 5

Priority: High

*Preconditions:*

1. Article Editor is permitted to view desired Article Workspace
2. Article Editor is connected to the internet
3. Article Editor is logged in

*Success Scenario:*

1. Article Editor navigates to permitted Article Workspace
2. Article Database reveals the list of permitted articles for Article Editor.
3. Article Editor selects which article(s) to download.
4. Article Editor submits download request to System for selected Articles.
5. System checks Article Editor's storage space.
6. If Article Editor has enough storage space, Article Database sends article to Article Editor's computer.

*Failure Scenario:*

1. Article Editor does not have enough storage space
2. The download request is canceled
3. The Article Editor is informed of insufficient storage space

**Section Editor Assigns Writer to Article**

Criticality: 6

Risk: 2

Priority: High

*Precondition:*

- Section Editor is connected to the Internet
- Section Editor has logged in
- Section Editor has permission over the section which the article belongs to

*Main Success Scenario:*

1. Section Editor navigates to Article Workspace.
2. Employee Database reveals potential Writer(s) for the corresponding article to the Section Editor.
3. Section Editor selects Writer(s).
4. Section Editor then submits assign-Writer(s) request.
5. Issue Database incorporates assigned Writer(s) to the corresponding articles.

**Section Editor Unassigns Writer from Article**

Criticality: 5

Risk: 2

Priority: High

*Precondition:*

- Section Editor is connected to the Internet
- Section Editor has logged in
- Section Editor has permission over the section in which the article belongs to

*Main Success Scenario:*

1. Section Editor navigates to Article Workspace.
2. Issue Database reveals Writer(s) for the corresponding article to the Section Editor.
3. Section Editor selects Writer(s).
4. Section Editor then submits unassign-Writer(s) request.
5. Issue Database deletes Writer(s) from the corresponding article.

**Photo Editor Downloads a Submitted Photo**

Criticality: 10

Risk: 5

Priority: High

*Preconditions:*

- Photo Editor is connected to the internet
- Photo Editor is logged in

*Main Success Scenario:*

1. Photo Editor navigates to designated photo-space.
2. Photo Editor chooses issue of interest (upcoming issue by default).
3. Photo Database reveals photos to Photo Editor.
4. Photo Editor selects photos to download.
5. Photo Editor sends download request to Photo Database.
6. System checks Photo Editor's storage space.
7. If Photo Editor has sufficient storage space, Photo Database downloads chosen photos to Photo Editor's system.

*Failure Success Scenario:*

1. Otherwise, Photo Editor is informed about insufficient storage space.

**Photo Editor Uploads Edited Photo**

Criticality: 10

Risk: 5

Priority: High

*Constraint:*

- Photo Editor can upload edited photo(s) to upcoming issue only

*Preconditions:*

- Photo Editor has edited photo(s) in an accessible location wrt System
- Photo Editor is connected to the Internet
- Photo Editor is logged in

*Main Success Scenario:*

1. Photo Editor navigates to designated photo-space
2. Photo Database reveals photo(s) for upcoming issue
3. Photo Editor selects photo(s) in photo-space which are replaced by corresponding edited-photo(s)
4. Photo Editor includes relevant field information for each replacement.
5. Photo Editor submits update-photo request
6. System checks for enough Photo Database storage space.
7. If there is enough storage space, System pre-processes the uploaded photos to .jpg format and compresses these photos to maximum 1200 pixels widest edge resolution.
8. Photos and corresponding relevant field information are then stored in the Photo Database.

*Alternate Scenario (at Step 5):*

1. Photo Editor provided incorrect field informat for at least one photo
2. System notifies Photo Editor of incorrect fields
3. Photo Editor corrects the fields

*Failure Scenario (at Step 6):*

1. The Photo Database does not have enough storage space
2. The update-photo request is denied
3. The Photo Editor is informed of insufficient storage space

**Employee Logs Into System**

Criticality: 10

Risk: 1

Priority: High

*Precondition:*

- Employee is connected to the internet

*Main Success Scenario:*

1. Employee navigates to login page
2. System requests username and password
3. Employee provides username and password
4. Employee submits login request
5. Employee Database verifies correct username and password
6. If correct, Employee has successfully logged in

*Failure Scenario:*

1. If incorrect, Employee is denied logging in
2. The login request is denied.

**Section Editor Generates Article Workspace from Idea in Idea Database**

Criticality: 4

Risk: 1

Priority: Med

*Precondition:*

- Section Editor is connected to the internet
- Section Editor is logged in
- Section Editor has chosen an Idea from Idea Database

*Main Success Scenario:*

1. Section Editor navigates to idea page
2. Special Editor requests to create article workspace on desired idea in desired section
3. Employee database verifies that Section Editor has access to desired section
4. If verified, request is passed to Issue Database
5. If sufficient storage space is available, Issue Database creates article workspace



*Failure Scenario (for Step 3):*

1. Section Editor does not have access to desired section
2. Request to create article workspace is denied
3. Section Editor is notified of inadequate permission

*Failure Scenario (for Step 5):*

1. Issue Database does not have sufficient storage space available
2. Request to create article workspace is denied
3. Section Editor is notified of insufficient storage space

**Section Editor Generates Article Workspace from Manually Inputted Information**

Criticality: 10

Risk: 5

Priority: High

*Precondition:*

- Section Editor is connected to the internet
- Section Editor is logged in
- Section Editor knows relevant field information to create an article workspace (title, due date, etc)

*Main Success Scenario:*

1. Section Editor navigates to desired section page in which article workspace will be created
2. Employee Database verifies if Section Editor has access to desired section
3. If verified, Section Editor requests to create an article workspace
4. System requests Section Editor to fill out relevant fields to create a topic
5. System verifies that all fields are inputted correctly
6. If verified, request is sent to Issue Database
7. Issue Database verifies that desired article workspace does not already exist
8. If verified, Issue Database checks for sufficient storage space.
9. If sufficient storage space is present, article workspace is created
10. Section Editor receives notified that article workspace is successfully created

*Alternate Scenario (for Step 5):*

1. Section Editor entered one of the fields incorrectly
2. System highlights incorrect field
3. Section Editor enters correct fields

*Alternate Scenario (for Step 7):*

1. Desired article workspace already exists
2. Request is processed but does not incur action
3. Section Editor is notified that article workspace already exists

*Failure Scenario (for Step 2):*

1. Section Editor does not have access to section in which article workspace is desired to be created
2. Employee Database notifies Section Editor of missing permission

*Failure Scenario (for Step 8):*

1. Issue Database does not have enough storage space
2. Request is denied
3. Section Editor is notified of insufficient storage space

### **Searcher Searches through Archived Timesheets**

Criticality: 1

Risk: 4

Priority: Low

*Precondition:*

- Permitted Staff is connected to the internet
- Permitted Staff is logged in

*Main Success Scenario:*

1. Permitted Staff navigate to timesheet search page
2. System requests Permitted Staff to input search fields
3. Permitted staff fills out search fields
4. Permitted staff send search request
5. System verifies search fields are inputted correctly
6. If inputted correct, Employee database

## **More Use Cases**

### **Server Deletes Photos Marked for Deletion**

Risk: 5 Criticality: 5 Priority: Low

*Precondition:*

The time has elapsed a certain period. (The server has a clock that waits for certain in times.)

Main *Success Scenario*:

Upon above mentioned time elapsed, the server queries the database for a list of photos which were marked for deletion. (See use case: Photo Editor Deletes Photo from Photo pool.) The server calculates the file paths of these photos, and deletes them. The server then removes the listings for those photos in the database.

### **Employee Logs Out of System**

Risk: 10

Criticality: 1

Priority: High

Main *Success Scenario*:

User navigates to "profile" page. User requests to log-out. The System closes the main window and the login window is shown again (see use case Log In.)

### **Managing Editor Approves the ~~Issue's~~ Editor Timesheet**

Risk: 8

Criticality: 2

Priority: High

*Precondition*:

The biweekly pay period is over.

The information on the timesheet is all correct. (See other timesheet use cases.)

Managing Editor is logged in and their application is connected to the server.

Managing Editor has the permission to view and edit the editor timesheet.

*Main Success Scenario*:

Managing editor navigates to the editor timesheet window, where the timesheet for the biweekly period is displayed. After verifying that all the information is correct, the Managing Editor approves the timesheet. The timesheet is then saved (as a .csv spreadsheet?) to the server's timesheet archive. the Managing Editor is asked whether they would like a copy of the timesheet saved to their computer, and if yes, is prompted for a filepath. The file is downloaded to that location. The timesheet in the database is automatically wiped and a blank one created in preparation for the next biweekly period.

### **Managing Editor Approves the ~~Issue's~~ Writer Timesheet**

Criticality: 8

Risk: 2

Priority: High

*Precondition*:

The biweekly pay period is over.

The information on the timesheet is all correct. (See other timesheet use cases.)  
Managing Editor is logged in and their application is connected to the server.  
Managing Editor has the permission to view and edit the writer timesheet.

*Main Success Scenario:*

Managing editor navigates to the writer timesheet window, where the timesheet for the biweekly period is displayed. After verifying that all the information is correct, the Managing Editor approves the timesheet. The timesheet is then saved (as a .csv spreadsheet!) to the server's timesheet archive. The Managing Editor is asked whether they would like a copy of the timesheet saved to their computer, and is prompted for a file path. The file is downloaded to that location. The timesheet in the database is automatically wiped and a blank one created in preparation for the next biweekly period.

**Section Editor Assigns Photographer to Article**

Criticality: 8

Risk: 2

Priority: High

*Preconditions:*

Section Editor is logged in and their application is connected to the server.  
Section Editor has the permissions to view the article's section, and assign photographers.

*Main Success Scenario:*

The Section Editor navigates to the window. A list of articles they have been assigned to work with is displayed. They select to edit the article they wish to assign a photographer to, and select to assign a photographer. Employee Database provides list of all available photographers is displayed, and they select the one whom they wish to assign to the article. The change is saved upon selection.

Note: There are no restrictions as to which photographer may be assigned to which article.

**Section Editor Approves Content**

Criticality: 10

Risk: 1

Priority: High

*Preconditions:*

Section Editor is logged in and their application is connected to the server.  
Section Editor has the permission to create and approve article.

*Main Success Scenario:*

The section editor navigates to the issue window. A list of articles they have been assigned to work with is displayed. They select to edit the article they wish to approve, which brings up a window pertaining to that article's content. They select to approve the article.

Note: Upon approval, the Article Workspace may no longer be edited! The article is now "prepared for submission", and nobody can make any changes to the article (but they can view it and its content history). Other section editors (or the editor-in-chief) may unapprove the article, at which point it is open for editing again.

### **Section Editor Unapproves Content**

Criticality: 10

Risk: 1

Priority: High

#### *Preconditions:*

Section Editor is logged in and their application is connected to the server.

Section Editor has the permission to create and approve articles.

#### *Main Success Scenario:*

The section editor navigates to the issue window. A list of articles they have been assigned to work with is displayed. They select to edit the article they wish to unapprove, which brings up a window pertaining to that article's meta information (i.e. title, description, writers etc). They select to un approve the article.

NOTE: Now that the article is unapproved, content creators/editors may again edit the content of the article (copy, title, description, graphic, photo, assignment of writer/photographer/designer.....)

### **Designer Submits Graphic**

Criticality: 10

Risk: 6

Priority: High

#### *Preconditions:*

Designer is logged in and their application is connected to the server.

Designer has the filepath on their system of an image they wish to submit for an article.

Designer has the permission for the article's section and the ability to submit graphics.

#### *Main Success Scenario:*

Designer navigates to the issue window. A list of articles they have been assigned to work with is displayed. They request to edit the article they wish to submit a graphic to. They then select the graphic editing window. From that editing window, they choose to upload their image. Once uploaded, the graphic is now the current graphic associated with the article.

#### *Failure Scenario 1:*

If there is a network error that prevents the graphic from being transferred to the server, the user is notified of the failure and asked to contact a system administrator.

#### *Failure Scenario 2:*

If the file is too big, or incorrect dimensions, or file type, the file is not sent and the user is notified that they must submit a different image.

#### *Failure Scenario 3:*

Not enough space on the server to store the file. User is notified of the failure and asked to contact a sysadmin

#### *Sub-Variation:*

What constraints; what files will be accepted?

What range of dimensions are acceptable? (800\*600 .... 4000\*4000...)

What filetypes are acceptable? (jpg, bmp, tiff, png, gif, ...)

What file size?

### **Article Editor Views Submitted Article**

Criticality: 4 Risk: 8 Priority: Low

#### Precondition

- Article Editor is connected to internet
- Article Editor is logged in
- Article Editor knows which article to view
- Article Editor has permission over desired article

#### Main Success Scenario

1. Article Editor navigates to appropriate Article Workspace
2. Article Editor sends request to view article
3. Issue Database sends article to Article Editor
4. Article Editor's system receives article
5. Article Editor's system displays article to view

### **Section Editor Unassigns Photographer from Article**

Criticality: 8 Risk: 2 Priority: High

#### Precondition

- Section Editor is connected to internet
- Section Editor is logged in
- Section Editor knows which photographer to unassign
- Section Editor knows which article to unassign above mentioned photographer from

- Section Editor has permissions for the section of that article and the ability to unassign photographers

#### Main Success Scenario

1. Section Editor navigates to Article Workspace
2. Issue Database reveals assigned Photographer for the corresponding article
3. Section Editor selects Photographer to unassign from article
4. Section Editor then submits unassign-Photographer request
5. Issue Database deletes Photographer from corresponding article

### **Managing Editor Archives the ~~Issue's~~ Writer Timesheet**

Criticality: 1 Risk: 1 Priority: Low

#### Precondition

- Managing Editor is connected to the internet
- Managing Editor is logged in
- Managing Editor has permission to archive the writer timesheet.

#### Main Success Scenario

1. Managing Editor sends archive timesheet request
2. Timesheet Database archives timesheet (See UseCase: Timesheet Database Archives Timesheet)

### **Photo Editor Searcher for Photo**

Criticality: 4 Risk: 5 Priority: Med

#### Precondition

- Photo Editor is connected to internet
- Photo Editor is logged in
- Photo Editor knows name of photo to search for
- Photo Editor has permission to view and search through the photo pool.

#### Main Success Scenario

1. Photo Editor navigates to Photos section
2. Photo Editor selects which article to view photos of
3. Photo Database sends client application list of photos for article
4. client application reveals available photos for article to Photo Editor
5. Photo Editor provides name of photo to search for
6. client application finds photos with similar name from available photos
7. client application only displays photos which it found

### **Timesheet Database Archives Timesheet**

Criticality: 4 Risk: 4 Priority: Low

#### Precondition

- Request has been sent to archive timesheet

- Timesheet exists

#### Main Success Scenario

1. Timesheet database writes data into .xml file
2. Server stores .xml file in a folder

#### **~~Issue Database Generates Article Workspace from Manually Inputted Information~~**

~~Criticality: 10 Risk: 8 Priority: High~~

#### Precondition

- ~~Information is inputted correctly~~
- ~~Request is sent to generate Article Workspace~~

#### Main Success Scenario

1. ~~Issue Database sends relevant fields (title, description, contributors, etc) to client application~~
2. ~~Issue Database creates necessary physical storage directories for Article Workspace~~
3. ~~client application creates gui for Article Workspace~~

#### **Section Editor Places Writer on Probation**

*Risk: 1*

*Criticality: 8*

*Priority: High*

#### *Precondition:*

Section Editor is already logged into system.

Section Editor has permission to manag writers' permissions

#### *Main Success Scenario:*

Section Editor selects to view all employee information. Section Editor finds the employee that they will be putting on probation. Section Editor sends a request to the system to place that writer on probation. The Employee Database updates its values by setting the probation value for that employee to TRUE. The system sends a notification to the Section Editor that the writer has been successfully placed on probation.

#### *Alternate Scenario:*

If the Section Editor tries to place a writer on probation that is already on probation, the system would notify the Section Editor that the said writer is already on probation. The Employee Database does not make any changes.

#### **Section Editor Removes Article Workspace**

*Risk: 4*

*Criticality: 8*

*Priority: High*



*Precondition:*

Section Editor is logged into system and the article workspace that needs to be removed exists.

Section Editor has permission to edit, create, and delete article workspaces.

*Main Success Scenario:*

Section Editor navigates to an article workspace view, where all of the article workspaces are displayed. Section Editor indicates what article workspace they would like removed and sends the deletion request to the system. The system sends an alert to the Section Editor, inquiring whether or not they are sure they want to delete the said article workspace. After the user confirms the change, the CurrentIssue\_Article Database makes the necessary changes and the system notifies the Section Editor that the article workspace has been successfully removed.

*Alternate Scenario:*

If the Section Editor decides not to remove the article workspace, the system returns to the general article workspace view.

*Sub-variations:*

1. No files indicated in article workspace:

- The system merely sends an alert inquiring if the user is sure they want to delete the article workspace and that these changes cannot be taken back. Then the CurrentIssue\_Article Database is updated.

2. Files indicated in article workspace:

- The system notifies the Section Editor that there are files on the server that correspond to the article workspace. The system asks the Section Editor whether these files should be deleted from the server. If they should be deleted, the system sends a request to the server to delete the corresponding files. System then sends a notification to the Section Editor, informing them that the files have been successfully deleted. The CurrentIssue\_Article Database also makes the necessary changes by deleting the corresponding row from its table.

**Section Editor Assigns Design Editor to Article**

*Risk: 2*

*Criticality: 8*

*Priority: High*

*Precondition:*

Section Editor is logged into system and has permission over the section the article belongs in.

*Main Success Scenario:*

Section Editor navigates to article workspace view. Employee Database reveals potential design editors for the corresponding article to the Section Editor. Section Editor selects appropriate design editor and then submits a request to the CurrentIssue\_Article Database to assign the design editor. CurrentIssue\_Article Database updates its information and notifies the Section Editor that the assignment was successful.

*Alternate Scenario:*

If system experiences an error while attempting to update the CurrentIssue\_Article Database, the Section Editor is notified of the error and informed that the update could not be completed.

**Section Editor Unassigns Design Editor from Article**

*Risk: 2*

*Criticality: 8*

*Priority: High*

*Precondition:*

Section Editor is logged into system and has permission over the section the article belongs in.

Section Editor has permission for that article's section, and permission to assign and unassign designers for articles.

*Main Success Scenario:*

Section Editor navigates to article workspace view. Section Editor selects the required article workspace. Section Editor sets the Design Editor to unassigned. CurrentIssue\_Article Database updates its information and notifies the Section Editor that the update was successful.

*Alternate Scenario:*

If system experiences an error while attempting to update the CurrentIssue\_Article Database, the Section Editor is notified of the error and informed that the update could not be completed.

**Editor-in-Chief Manually Edits Employee's Information**

*Risk: 2*

*Criticality: 8*

*Priority: Med*

*Preconditions:*

Editor-in-Chief is logged in

Editor-in-Chief has permission to edit employee information.

*Main Success Scenario:*

Editor-in-Chief requests to view all employee information. Editor-in-Chief navigates to, selects, and requests to edit the information of the appropriate employee. Editor-in-Chief fills out the

necessary fields to edit the information. Editor-in-Chief submits the new information and the System updates the corresponding information in the Employee Database. Editor-in-Chief receives a notification that the change has been successful.

*Alternate Scenarios:*

Editor-in-Chief attempts to change information that they do not have permission to change (e.g. password). The system notifies the Employee that the specified information cannot be edited. The specified information remains unchanged.

Editor-in-Chief attempts to change information but the newly inputted data does not match the correct format (e.g. date or password). The System notifies the Employee that the data does not match the correct format and provides an example with the correct format. The specified information remains unchanged until it follows the correct format.

**Managing Editor Manually Edits the Issue's Writer Timesheet**

*Risk:* 4 8

*Criticality:* 8

*Priority:* High

*Precondition:*

Managing Editor is logged in.

Managing Editor has permission to edit the writer timesheet.

*Main Success Scenario:*

Managing Editor requests to view Writer Timesheet. Managing Editor makes the appropriate changes in the table. Managing Editor submits the new information and the System updates the corresponding information in the Writer Timesheet Database. Managing Editor receives a notification that the change was successful.

*Alternate Scenario:*

Managing Editor attempts to change information but the newly inputted data does not match the correct format. The System notifies the Managing Editor that the data does not match the correct format and provides an example with the correct format. The specified information remains unchanged until it follows the correct format.

**Circulation Manager Adds Drop-off Location at a Route**

*Risk:* 2

*Criticality:* 5

*Priority:* Med

*Precondition:*

Circulation Manager is logged in and knows the relevant information regarding the new drop-off location.

Circulation Manager has permissions to view and edit routes.

*Main Success Scenario:*

Circulation Manager requests to view all route information. Circulation Manager selects appropriate route and requests to add a drop-off location. Circulation Manager fills out appropriate information regarding the new location. Circulation Manager submits the new information and the System updates the corresponding information in the Location Database and Route Database. Circulation Manager receives a notification that the change was successful.

*Alternate Scenario:*

If the specific location already exists at a different route, the system notifies the Circulation Manager that there is an overlap in locations and informs the Circulation Manager what route the location already exists in. System then prompts the Circulation Manager to either confirm or cancel the change.

**Circulation Manager Removes Drop-off Location from a Route**

*Risk: 2*

*Criticality: 5*

*Priority: Med*

*Precondition:*

Circulation Manager is logged in.

Circulation Manager has permissions to view and edit routes.

*Main Success Scenario:*

Circulation Manager requests to view all route information. Circulation Manager selects appropriate route and requests to view the appropriate drop-off location information. Circulation Manager sends a request to remove the drop-off location. The system sends a confirmation alert and after the Circulation Manager confirms the change, the Route Database and the Location Database update. The system then notifies the Circulation Manager that the change was successful.

*Alternate Scenario:*

Circulation Manager decides not to remove drop-off location at the route. System redirects the user to the original route information. Changes in the Route and Location Database are not made.

**Circulation Manager Generates Route:**

*Risk: 2*

*Criticality: 8 5*

*Priority: Low-Med*

*Precondition:*

Circulation Manager is logged in and knows relevant information regarding the new route.  
Circulation Manager has permissions to view and edit routes.

*Main Success Scenario:*

Circulation Manager requests to view all route information. Circulation Manager requests to generate a new route. Circulation Manager fills out all necessary information regarding the new route. System verifies that all information was inputted correctly. If verified, a request is sent to the Route Database and Location Database. The two databases are updated with the corresponding information. The system notifies the Circulation Manager that the update was successful.

*Alternate Scenario:*

One of the locations added to this new route already exists in another route. System re-confirms with the Circulation Manager if they want to make this change or not.

**Managing Editor Downloads Writer Timesheet**

Risk: 1

Criticality: 6

Priority: Med

*Precondition:*

Managing Editor is logged in.  
Managing Editor has permission to edit the writer timesheet.

*Main Success Scenario:*

Managing Editor navigates to writer timesheet view. Managing Editor requests to download writer timesheet. System retrieves the appropriate information from the Writer Timesheet Database and sends the writer timesheet to the Managing Editor. Managing Editor downloads writer timesheet to their computer.

**Managing Editor Downloads Editor Timesheet**

Risk: 1

Criticality: 6

Priority: Med

*Precondition:*

Managing Editor is logged in.  
Managing Editor has permission to edit the editor timesheet.

*Main Success Scenario:*

Managing Editor navigates to editor timesheet view. Managing Editor requests to download editor timesheet. System retrieves the appropriate information from the Editor Timesheet Database and sends the editor timesheet to the Managing Editor. Managing Editor downloads editor timesheet to their computer.

### **Admin Unassigns Employee Permission**

Risk: 3 Criticality:6 Priority: Med

#### *Precondition:*

- Admin already logged into the system
- Admin connected to the internet
- Admin knows which permissions to unassign from employee

#### *Main Success Scenario:*

Admin navigates to the Permission view. Employee Permissions Database reveals list of employees with corresponding permissions. Admin selects employee and corresponding permissions to unassign from. Admin sends unassign employee permissions request. Employee Permission Database performs unassignment.

### **Admin Assigns Employee Permission**

Risk: 3

Criticality 6:

Priority: Med

#### *Preconditions:*

Admin logged in.

Admin has permission to edit permissions.

#### *Main Success Scenario:*

Admin navigates to the permission view. Admin requests to assign employee permission. Employee Database sends a list of employees to the permission view. Admin selects the employee whose permissions will be altered. Admin indicates what permission will be assigned to said employee. Admin submits changes. Employee Permissions Database updates itself with the given changes. System notifies Admin that the change was successful.

### **Admin Assigns Title Permission**

**Risk 3**

**Criticality 6**

**Priority Medium**

#### *Preconditions*

The admin has permission to edit permissions.

The admin is logged in and connected to the server.

*Main Success Scenario:*

The admin navigates to the permissions view. The admin selects to edit title permissions, and the system displays a list of titles. The admin selects the title whose permissions they wish to edit, and a list of permissions associated with that title are displayed, along with a list of all possible permissions. From the latter list, the admin selects which permissions they would like to assign for that title. The changes are updated to the database when the admin accepts their edits.

**Admin Unassigns Title Permission**

**Risk 3**

**Criticality 6**

**Priority Medium**

*Preconditions*

The admin has permission to edit permissions.

The admin is logged in and connected to the server.

*Main Success Scenario:*

The admin navigates to the permissions view. The admin selects to edit title permissions, and the system displays a list of titles. The admin selects the title whose permissions they wish to edit, and a list of permissions associated with that title are displayed, along with a list of all possible permissions. From the former list, the admin selects which permissions they would like to unassign for that title. The changes are updated in title\_permission the database when the admin approves the changes they made.

# UI Requirements

- **Login Window**
  - Prompts for username, password
  - Can redirect upon request to open registration window
- **Registration Window**
  - Prompts for:
    - Full name
    - Email
    - LU ID
    - Phone Number
    - Username
    - Password
- **Main Window**

- Contains “view” sections for the logged-in user based on their access privileges
- “View” Sections display their respective UI information (specified below)
- **Profile View**
  - Displays/Prompts for editing:
    - full name
    - password
    - username
    - email
    - profile picture
- **Employee Info View**
  - Display a table with fields based on the access privileges of the logged-in user
    - Different users have different access privileges:
      - *Admin*: LU ID, name, title, phone #, email, username, password, registration approval, probation
      - *Editor-in-chief*: LU ID, name, title, phone #, registration approval, probation
      - *Managing Editor*: LU ID, name, title, phone #, email, probation
      - *Section Editor*: LU ID, name, title, phone #, email, probation
      - *Everyone else*: LU ID, name, title, email
- **Article Workspace View**
  - User can request to finalize (publish) article (once all articles are approved)
  - ***New/Edit Article Workspace Dialog***
    - Article Management
      - User can request to:
        - Approve (finalize) article
        - Delete article
    - Article Information
      - Window prompts for article information:
        - Article title
        - Article description
        - Article Section
        - Assigned writer(s)
        - Assigned photographer(s)
        - Newspaper issue date
        - File Path of updated Copy
    - ***Copy History Dialog***
      - User can view version history. Each copy version is associated with:
        - Submission date
        - Submitter (writer, section editor...)
      - Download some copy from history
    - ***Photo Editing Dialog***
      - Displays/Prompts editing for:



- photo name
  - photo description
  - photo file
  - Allows download of photo
- **Graphic Editing Dialog**
  - Displays/prompts editing for:
    - graphic name
    - graphic description
    - graphic file
  - Allows download of graphic
- **Editor Timesheet View**
  - Displays/prompts to edit
    - current timesheet
  - Allows download of .csv file (note: formatted for Excel)
- **Writer Timesheet View**
  - View current timesheet
  - Request for the auto-generation of the writer timesheet
  - Edit any cell in timesheet
- **Circulation View**
  - View the different circulation routes stored in the system.
  - **Edit Route Dialog**
    - Edit a route's step by either deleting the step, changing the step's location, or changing the number of copies at the step
    - Allows complete deletion of route
  - **Add Route Dialog**
    - Creates a new route by supplying a list of locations and corresponding number of copies
- **Photo Editor View**
  - Displays for selection:
    - Folders of different sections
    - Folders of articles within sections
    - Photos submitted to articles
  - Downloads selection

## Storage Requirements

- PERSISTENT STORAGE
  - RELATIONAL DATABASE
    - Employee Information
    - Employee Permissions

- Title Permissions
  - Current Issue Articles' Information
  - Editor Timesheet
  - Writer Timesheet
  - Location
  - Route
  - Photo
  - Issue Archive
- FILESYSTEM STORAGE
  - Article copy history
  - Issue photos
  - Issue graphics/illustrations
  - Past writer timesheets
  - Past editor timesheets
  - Archived issues
- MEMORY STORAGE:
  - Base classes & objects (shuttles information back and forth)
    - Archive
    - Article
    - Circulation
    - Client
    - EditorTimesheet
    - Employee
    - LoginCredential
      - Permissions
      - Username
    - Receiver
    - Sender
    - FileSystem
    - FileSystemI
    - WriterTimesheet