|  |  |
| --- | --- |
| **Actor** | **Goal** |
| Business Manager | * Get ad deals * Manage funding of The Lawrentian |
| Copy Chief | * Check written text within the paper   + grammar   + APL style   + fact-checking |
| Copy Editors | * Copy edit articles   + grammar   + AP Style * Submit checked articles to Section Editor |
| Circulation Manager | * Manage on-campus distributions:   + Maintain on-campus addresses   + Determine number of issues for each address |
| Design Editor | * Draws graphics for the different sections * Draws comics for varieties |
| Editor-in-Chief | * Change layout and content * Submit the paper to the press * Manage everyone’s permissions |
| Employee Administrator | * Manage timesheets * Keeps track of pay-rates * Keep track of employees * Keep track of who is on probation/staff |
| Managing Editor | * Manage payroll information |
| Photo Editor | * Choose news-worthy submitted photos * Modify photos until fit for printability * Send completed photos to Section Editor |
| Photographer | * Take pictures for assigned sections * Submit pictures to Photo Editor |
| Section Editor:  News Editor  Associate News Editor  Features Editor  Opinions & Editorials Editor  Arts & Entertainment Editor  Sports Editor  Variety Editor  Photo Editor | * Assign/Unassign writers * Check for content * Check for grammar * Check for style * Choose article topics * Create layouts for their sections * Maintain articles for their own section * Submit articles and layout to Copy Editor * Submit articles and layouts to Chief Copy Editor |
| <Section> Writer | * Write on assigned articles for corresponding section |
| Subscriptions Manager | * Maintain off-campus subscriptions   + Track off-campus addresses   + Determine number of issues for each address |

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case** | **Criticality (1-10)** | **Risk (1-10)** | **Priority (L<M<H)** |
| **Writer** |  |  |  |
| Writer Submits Article | 10 | 4 | High |
| **Designer** |  |  |  |
| Designer Submits Graphic | 10 | 6 | High |
| **Photographer** |  |  |  |
| Photographer Uploads Photos | 6 | 6 | High |
| **Article Editor** |  |  |  |
| Article Editor Downloads Article | 10 | 5 | High |
| Article Editor Uploads EditedArticle | 8 | 2 | High |
| Article Editor Views Submitted Article | 4 | 8 | Low |
| **Section Editor** |  |  |  |
| Section Editor Approves Content | 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 |
| Section Editor Creates Auto-Generated Basic Layout From Current Articles | 2 | 10 | Low |
| **Editor-in-Chief** |  |  |  |
| 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 |
| **Managing Editor** |  |  |  |
| Managing Editor Edits the Issue’s Writer Timesheet | 8 | 4 | High |
| Managing Editor Approves the Issue’s Writer Timesheet | 8 | 2 | High |
| Managing Editor Archives the Issue’s Writer Timesheet | 1 | 1 | Low |
| Managing Editor Edits the Issue’s Editor Timesheet | 8 | 4 | High |
| Managing Editor Approves the Issue’s Editor Timesheet | 8 | 2 | High |
| Managing Editor Archives the Issue’s Editor Timesheet | 1 | 1 | Low |
| **Photo Editor** |  |  |  |
| 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 |
| **Subscription Manager** |  |  |  |
| 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 |
| **Circulation Manager** |  |  |  |
| Circulation Manager Edits No. of Issues per Drop-off | 6 | 1 | High |
| Circulation Manager Adds Drop-off Location | 5 | 2 | Med |
| Circulation Manager Removes Drop-off Location | 5 | 2 | Med |
| Circulation Manager Generates Route | 2 | 8 | Low |
| **Business Manager** |  |  |  |
| Business Manager Adds Ad Deal | 10 | 4 | High |
| Business Manager Removes Ad Deal | 10 | 2 | High |
| Business Manager Edits Ad Deal | 10 | 4 | High |
| **Employee** |  |  |  |
| 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 |
| **Idea Database** |  |  |  |
| Idea Database Removes Expired Time-Sensitive Ideas from Idea Pool | 2 | 2 | Low |
| **Timesheet Database** |  |  |  |
| Timesheet Database Generates Timesheet | 6 | 6 | High |
| Timesheet Database Archives Timesheet | 4 | 4 | Low |
| Timesheet Database Displays Selected Timesheet | 4 | 4 | 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 | Med |
| **UI** |  |  |  |
| Oculus Rift Support | 11 | 11 | Imperative |

**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 compilates 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 articles.

**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