Use Case Specification

DMT/RM01/TMP

|  |  |
| --- | --- |
| Project Code | PRO\_LEAVEAPPLICATION\_01 |
| Project Name | LEAVE APPLICATION |

|  |  |  |
| --- | --- | --- |
| Prepared/Modified by | Role | Date of Preparation |
| Kothakota Kavya | Test Engineer | 21/06/2018 |
| Reviewed by | Role | Date of Review |
|  |  |  |
| Approved by | Role | Date of Approval |
|  |  |  |
| Circulation List |  | Version Number of the template:1.1 |
| Version Number | 1.0 |  |

<<Customer>> REVIEW HISTORY

<<Customer comments on the Use case along with the signed off is tracked here>>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Version | 1.0 |  |  |  |  |  |
| Date | <<Date of Review>> |  |  |  |  |  |
| Reviewed by | << Reviewer Name>> |  |  |  |  |  |
| Reviewed UI Specification doc | << Whether UI Specification doc is reviewed >> |  |  |  |  |  |
| All Open Queries/issues closed | << Whether all the open queries and issues resolved>> |  |  |  |  |  |
| Agreement on Assumptions | <<Whether all the assumptions have been agreed upon by the customer>> |  |  |  |  |  |
| Sign Off | <<Signature>> |  |  |  |  |  |

Disclaimer:

The scope of the project ‘**Leave application’** is restricted to the contents of this signed off use case.

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1. Use Case Name: LEAVE APPLICATION

**Use Case ID:**  PRO.LEAVEAPPLICATION\_001

**Brief Description:** This Use case here describes about the process by which employees of the company can apply for leave(1/2 day or more)

1. Actor(s)
2. EMPLOYEE
3. Preconditions
4. The employee will be the registered user of the process.
5. Employee should access to Company’s Intranet.
6. The leave balance should be available for the employee before requesting.
7. Flow of Events

4.1 Basic Flow

4.1.1 Name: SUCCESSFUL APPLICATION FOR ½ DAY LEAVE

1. User accesses Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User chooses the Half-Day check box in start date.
7. User selects the first session for half day.
8. User selects End Date same as Start Date.
9. User selects Type of Leave
10. User enters the reason for leave.
11. User clicks Submit button to submit leave application.
12. System validates the details
13. System submits the leave request for approval.
    1. Alternative Flows
       1. Alternate Flow 1 : ½ DAY LEAVE FROM END DATE
14. User accesses Intranet.
15. User clicks on Employee Corner.
16. User clicks on Attendance System.
17. User selects Leave Application.
18. User selects Start Date of leave from the Calendar
19. User chooses the Half-Day check box in end date.
20. User select the session for half day in end date.
21. User selects End Date same as Start Date.
22. User selects Type of Leave
23. User enters the reason for leave.
24. User clicks on submit button to submit leave application.
25. System validates the details
26. System submits the leave request for approval.
    * 1. Alternate Flow 2 : 1 OR MORE DAYS’ LEAVE
27. User accesses Intranet.
28. User clicks on Employee Corner.
29. User clicks on Attendance System.
30. User selects Leave Application.
31. User selects Start Date of leave from the Calendar
32. User selects End Date of leave from the Calendar
33. User selects Type of Leave.
34. User enters the reason for leave.
35. User clicks on Submit button to submit leave application.
36. System validates the details
37. System submits the leave request for approval.
    * 1. Alternate Flow 3 : CANCEL PENDING LEAVE
38. User accesses Intranet.
39. User clicks on Employee Corner.
40. User clicks on Attendance System.
41. User selects Leave Application.
42. User selects an un-approved leave.
43. User clicks on cancel to cancel the pending leave.
44. System validates the details
45. System cancels the respective leave.
    * 1. Alternate Flow 4 : FF Leave Against Comp.Off
46. User accesses Intranet.
47. User clicks on Employee Corner.
48. User clicks on Attendance System.
49. User selects Leave Application.
50. User selects Start Date of leave from the Calendar
51. User selects End Date of leave from the Calendar
52. User selects FF Type of Leave.
53. System provides a link ‘Select Comp. Off dates’
54. User clicks on the link ‘Select Comp. Off dates’
55. User selects the Comp. Off dates
56. System navigates back to Leave Application
57. User enters the reason for leave
58. User clicks on Submit button
59. System validates the details
60. System submits the leave request for approval
    * 1. Alternate Flow 5

EXCEPTION FLOW 1: CL Exceeds 3 Continuous Days

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User selects End Date as more than 3 days from Start date.
7. User selects CL Type of Leave
8. User enters the reason for leave.
9. User clicks on submit button.
10. System validates the details
11. System validation fails since end date exceeds 3 days.
12. System displays an error message regarding the end date selection.

EXCEPTION FLOW 2: CL Combined With Other Type Of Leave

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User selects End Date of leave from the Calendar
7. User selects CL Type of Leave combined with Holidays/Weekends.
8. User enters the reason for leave.
9. User clicks on submit button.
10. System validates the details
11. System validation fails since CL is attached with other type of leave.
12. System displays an error message regarding the end date selection.
13. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 3: SL Suffixed With PL (PL is already submitted)

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User selects End Date of leave from the Calendar
7. User selects Type of Leave SL
8. User enters the reason for leave.
9. User clicks on submit button.
10. System validates the details
11. System validation fails since SL cannot be suffixed with PL.
12. System displays an error message regarding the Start date selection and SL suffixed with PL.
13. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 4: PL Prefixed With SL (SL is already submitted)

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User selects End Date of leave from the Calendar
7. User selects Type of Leave PL
8. User enters the reason for leave.
9. User clicks on submit button.
10. System validates the details
11. System validation fails since PL cannot be prefixed with SL
12. System displays an error message regarding the End date selection and PL prefixed with SL.
13. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 5: ML prefixed with SL (SL is already submitted)

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User selects End Date of leave from the Calendar
7. User selects Type of Leave ML
8. User enters the reason for leave.
9. User clicks on submit button.
10. System validates the details
11. System validation fails since ML cannot be prefixed with SL
12. System displays an error message regarding the End date selection and ML prefixed with SL.
13. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 6: ML prefixed with PL (PL is already submitted)

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User selects End Date of leave from the Calendar
7. User selects Type of Leave ML
8. User enters the reason for leave.
9. User clicks on submit button.
10. System validates the details
11. System validation fails since ML cannot be prefixed with PL
12. System displays an error message regarding the End date selection and ML prefixed with PL.
13. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 7: FF Sandwiched Between Any Leave (CL/SL/PL/holidays)

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User selects End Date of leave from the Calendar
7. User selects Type of Leave FF between 1st and 2nd CL.
8. User enters the reason for leave.
9. User clicks on submit button.
10. System validates the details
11. System fails since FF is sandwiched between two leaves.
12. System displays an error message regarding the sandwiched FF.
13. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 8: FF Applied in Break ups

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects Start Date of leave from the Calendar
6. User choses Half-Day check box in start date.
7. User selects session.
8. User selects End Date same as Start Date.
9. User choses Half-Day check box in end date.
10. User selects session.
11. User selects Type of Leave FF.
12. User enters the reason for leave.
13. User clicks on submit button.
14. System validates the details
15. System fails since FF is applied in break-ups.
16. System displays an error message regarding FF applied in breaks-ups.
17. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 9: Cancel Approved Leave- Cancel request not Submitted

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects an approved leave.
6. User clicks Cancel button.
7. System validates the details
8. System fails to cancel the leave since cancellation of leave request is not submitted.
9. System displays an error message regarding leave cancellation.
10. System navigates back to Leave Application.

EXCEPTION FLOW 10: Cancel approve leave- NOT Sanctioned

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects an approved leave.
6. User clicks Cancel button.
7. System validates the details
8. System fails to cancel the leave since cancellation request not sanctioned.
9. System displays an error message regarding leave cancellation.
10. System navigates back to Leave Application.

EXCEPTION FLOW 11: Leave For Future Dates (Next Year)

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects next year date as Start Date from Calendar
6. User selects next year date as End Date from Calendar.
7. User selects Type of Leave
8. User enters the reason for leave.
9. User clicks on Submit button.
10. System validates details
11. System fails since start date of leave requested for next year.
12. System displays error message regarding Future date selection.
13. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 12: Leave Against Marked Attendance Dates

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects marked attendance date as Start Date of leave .
6. Select End Date of leave.
7. User selects Type of Leave
8. User enters the reason for leave.
9. User clicks on Submit button.
10. System validates details
11. System fails since start date of leave requested against marked attendance.
12. System displays error message for selecting marked attendance date as Leave date.
13. System takes user to step 5 of Alternative Flow 2.

EXCEPTION FLOW 13: Leave For Week-Offs and Holidays

1. User access Intranet.
2. User clicks on Employee Corner.
3. User clicks on Attendance System.
4. User selects Leave Application.
5. User selects week offs and holidays as Start Date of leave.
6. User selects Type of Leave
7. User enters the reason for leave.
8. User clicks on Submit button.
9. System fails since start date of leave is in Week-offs or holidays.
10. System displays error message for selecting week offs or holiday dates as leave start date.
11. System takes user to step 5 of Alternative Flow 2.
12. Post Conditions

| Flow Name | Post Condition |
| --- | --- |
| Successful Leave application for ½ day | The leave request is submitted for approval |
| Successful application for 1 or more days leaves. | The leave request is submitted for approval |
| Successful Cancellation of Pending leave | The system cancels the leave |
| Successful Leave application for FF against Comp.Off | System submits the leave request for approval |
| CL Exceeds 3 Continues Days | System displays an error message regarding the end date selection.  Leave request is not accepted |
| CL Combined with other type of leave | System displays an error message regarding the end date selection.  Leave request is not accepted |
| SL Suffixed With PL (PL is already submitted) | System displays an error message regarding the Start date selection and SL suffixed with PL.  Leave request is not accepted |
| PL Prefixed With SL (SL is already submitted) | System displays an error message regarding the End date selection and PL prefixed with SL.  Leave request is not accepted |
| ML prefixed with SL (SL is already submitted) | System displays an error message regarding the End date selection and ML prefixed with SL.  Leave request is not accepted |
| ML prefixed with PL (PL is already submitted) | System displays an error message regarding the End date selection and ML prefixed with PL.  Leave request is not accepted |
| FF Sandwiched Between Any Leave (CL/SL/PL/holidays) | System displays an error message regarding the sandwiched FF.  Leave request is not accepted |
| FF Applied in Break ups | System displays an error message regarding FF applied in breaks-ups.  Leave request is not accepted |
| Cancel Approved Leave- Cancel request not Submitted | System displays an error message regarding leave cancellation.  Leave cancellation is not accepted |
| Cancel approve leave- NOT Sanctioned | System displays an error message regarding leave cancellation.  Leave cancellation is not accepted |
| leave For Future Dates (Next Year) | System displays error message regarding Future date selection.  Leave request is not accepted |
| Leave Against Marked Attendance Dates | System displays error message for selecting marked attendance date as Leave date.  Leave request is not accepted |
| Leave For Week-Offs and Holidays | System displays error message for selecting week offs or holiday dates as leave start date.  Leave request is not accepted |

# 6. SPECIAL REQUIREMENTS

# 7. PERFORMANCE

1. The visibility of the date on clicking the “From Date” (Calendar Option) shall be displayed within 15 seconds of user request.

# AVAILABILITY

1.The user can apply leave on the “Apply Leave” portal on all working days 24\*7 but cannot register on national holidays.

# USER INTERFACE

1.The letters on Menus shall be bold and red in color.

2.The active links should be displayed in blue color.

3. The note field related to the rules to be followed should appear on the top of the application portal.

4.The calendar field for entering the dates should be present on the right side of date option.

# SECURITY

1.The system shall not allow the user to cancel the approved leaves unless cancellation of leaves is submitted and is sanctioned.

2.The system shall not allow the user to apply the leave for the future dates.

3.The system doesnot allow the user to apply the leave when the attendance is already marked.

4.The system shallnot allow the user to apply the leave on weekoffs and holidays.

1. EXTENSION POINTS

EXTENSION IN: EXCEPTION flow1

In step 2. If the user has entered wrong end date

* 1. The system prompts the user to re-enter the data.
  2. The system takes the user to the step2.
  3. User enters the correct data.
  4. The system allows the user to submit the leave.

1. Business Rules:

|  |  |  |
| --- | --- | --- |
| Business Name | Business rules Description | Response of the Business Rules |
| BR01 | Leave Cannot be cancelled once approved | System displays error message that leave cannot be cancelled. |
| BR02 | Leave cannot be applied for future dates(Dates in the next Year) | System displays error message that  Please select valid dates |
| BR03 | Leave cannot be applied for the dates already attendance is marked. | System displays error message that attendance is already given for selected date. |
| BR04 | Leave cannot be applied for weekoffs and holidays. | System displays error message that leave cannot be applied. |

1. Usecase diagrams:

# 11. Scenarios

Success Scenarios

* Successful application for ½ Day Leave
* Successful application for 1 or more days leaves.
* Successful Cancellation of Pending leave
* Successful Leave application for FF against Comp.Off

Failure Scenarios

* CL Exceeds 3 Continues Days
* CL Combined with other type of leave
* SL Suffixed With PL (PL is already submitted)
* PL Prefixed With SL (SL is already submitted)
* ML prefixed with SL (SL is already submitted)
* ML prefixed with PL (PL is already submitted)
* FF Sandwiched Between Any Leave (CL/SL/PL/holidays)

# 12. ISSUES

* What if the user marked the wrong option in the session section.
* What if the user wants to apply the leave where attendance is already marked.

# 13. INTER SYSTEM DEPENDENCIES

**Module**: To Date gets impacted due to:

Use case name : Alternate Flow 1

**Impact:** If the user tries to enter the to date without entering the from calendar option given the permission is not granted.

# 14. ASSUMPTIONS

1. User is having an acess to Organization’s Intranet.

2.The leave application form is available within 15 sec on entering the URL.

3. All the modules on the Leave application form are visible and fuctional.

**REVISION HISTORY OF THE WORK PRODUCT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Date | Version # | Section Changed | Details of changes made | Approved By |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |