

DUse Cases for Employee Monitoring System (EMS)

ID and name	UC-1: Login		
Primary actor	User	Secondary actors	None
Description	This is the process where User identify and authenticate themselves to gain access to EMS.		
Trigger	The User launches EMS.		
Preconditions	PRE-1: The User must be register in EMS by the Admin.		
Postconditions	POST-1: The User is logged into EMS. POST-2: The User has access to app's features, specific to his position.		
Normal flow	1.0 Successful Login <ol style="list-style-type: none"> 1. EMS asks the User to enter his username and password. 2. The User enters his username and password. 3. EMS validates the entered credentials against its user database. 4. If the credentials are valid, EMS grants access to the user, displaying the main dashboard. (see 1.0.E1) 		
Alternative flows	None		
Exceptions	1.0.E1: Failed Login Attempt: <ol style="list-style-type: none"> 1. If the credentials are invalid, EMS displays an error message and offers the User the options to exit or to try again. 2a. If the User exits the app the EMS closes. 2b. Else if the User retries to log in, then EMS restarts the use case. 		

ID and name	UC-2: Logout		
Primary actor	User	Secondary actors	None
Description	Allows the User to securely terminate his session in EMS.		
Trigger	The User intends to exit EMS after completing their session.		
Preconditions	PRE-1: The User is logged into EMS.		
Postconditions	POST-1: The User's session is securely terminated.		

Normal flow	1.0 Logout <ol style="list-style-type: none"> 1. The User selects the logout option within the application. 2. EMS prompts the User to confirm their intention to logout. 3. Upon confirmation, EMS ends the User's session. (see 1.1)
Alternative flows	1.1 Continue session <ol style="list-style-type: none"> 1. If the User does not logout, then EMS returns him to the main dashboard.
Exceptions	None

ID and name	UC-3: Add New Task		
Primary actor	Leader	Secondary actors	None
Description	Allows a Leader to create and enter a new task into EMS, which can later be viewed or assigned to employees.		
Trigger	The Leader identifies the need for a new task to be created in the system.		
Preconditions	PRE-1: The Leader is logged into EMS. PRE-2: The Leader has all necessary information for the task.		
Postconditions	POST-1: The new task is successfully added to EMS. POST-2: The task is available for assignment to employees.		
Normal flow	1.0 Task Added Successfully <ol style="list-style-type: none"> 1. The Leader selects the option to create a new task. 2. The Leader inputs the details of the task, such as the task name, description, expected completion time and any necessary resources. 3. The Leader submits the task into the system. 4. EMS acknowledges the creation of the new task and begins to validate its details. 5. If the details are valid, EMS adds the task to the list of tasks that can be viewed or assigned and prompts the Leader that it was successfully added. (see 1.0.E1) 		
Alternative flows	None		
Exceptions	1.0.E1 Invalid task details <ol style="list-style-type: none"> 1. EMS fails to add the task and prompts the user an error. 2. If the Leader wants to re-enter the task details, then return to step 2 of Normal Flow. 		

ID and name	UC-4: View Logged-in Employees		
Primary actor	Leader	Secondary actors	None
Description	Allows a leader to view a real-time list of employees who are currently logged into the system.		
Trigger	The leader wishes to monitor the current presence of employees at work.		
Preconditions	PRE-1: The Leader must be logged into EMS.		
Postconditions	POST-1: The Leader has an updated list of all present employees. POST-2: The Leader can use the list for monitoring attendance and task allocation.		
Normal flow	1.0 View Logged-in Employees <ol style="list-style-type: none"> 1. The Leader navigates to the section of the application that displays logged-in employees. 2. EMS presents a list of employees, including each one's name and the time they logged in. (see 1.0.E1) 3. The Leader reviews the list to determine which employees are currently present and available for tasks. 		
Alternative flows	None		
Exceptions	1.0.E1 EMS fails to update or display the list <ol style="list-style-type: none"> 1. EMS prompts the Leader with an error. 		

ID and name	UC-5: View All Tasks		
Primary actor	Leader	Secondary actors	None
Description	The Leader can see all tasks currently saved in EMS to assess overall progress and plan for future task assignments.		
Trigger	The Leader needs to review all existing tasks for management and planning purposes.		
Preconditions	PRE-1: The Leader must be logged into EMS. PRE-2: EMS contains tasks that have been added.		
Postconditions	POST-1: The Leader has an updated overview of all tasks.		
Normal flow	1.0 Monitor Tasks <ol style="list-style-type: none"> 1. The Leader opens the task overview section in the application. 		

	<ol style="list-style-type: none"> 2. EMS displays a list of all tasks, including details such as task names, descriptions, assignment status and deadlines. (see 1.0.E1) 3. The Leader reviews this list to track progress and to identify unassigned tasks. (see 1.1)
Alternative flows	<ol style="list-style-type: none"> 1.1 Update Tasks <ol style="list-style-type: none"> 1. The Leader uses the list to update task priorities and assignments.
Exceptions	<ol style="list-style-type: none"> 1.0.E1 System Error in displaying the list <ol style="list-style-type: none"> 1. EMS prompts the Leader with an error.

ID and name	UC-6: Assign Task to Employee		
Primary actor	Leader	Secondary actors	Employee
Description	The Leader selects a task from the list and assign it to one or more Employees who are currently logged in.		
Trigger	The Leader decides to delegate a specific task to one or more Employees.		
Preconditions	PRE-1: The Leader is logged into EMS. PRE-2: There are tasks that have not yet been assigned. PRE-3: The Employee to whom the task will be assigned is logged into EMS.		
Postconditions	POST-1: The selected task is assigned to the chosen Employee. POST-2: The task appears in the Employee's list of tasks.		
Normal flow	<ol style="list-style-type: none"> 1.0 Delegate Task to Logged-in Employee <ol style="list-style-type: none"> 1. The Leader accesses the list of tasks. 2. The Leader selects a task for assignment. 3. The Leader chooses an Employee from the list of those present in EMS. (see 1.1) 4. The Leader sends the assignment. 5. EMS updates the task's status, notifies the Employee and prompts the Leader that the task was assigned successfully. (see 1.0.E1) 		
Alternative flows	<ol style="list-style-type: none"> 1.1 Multiple Assignment <ol style="list-style-type: none"> 1. The Leader chooses two or more Employees from the list of those present in EMS. 2. EMS sets the task as a collaboration (it cannot be classified as finished until all Employees finish it). 3. Return to step 4 of Normal Flow. 		
Exceptions	1.0.E1 Task already assigned		

	<ol style="list-style-type: none"> 1. EMS prompts the Leader that the selected task cannot be assigned. 2. Return to step 2 of Normal Flow.
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ID and name	UC-7: Clock Up		
Primary actor	Employee	Secondary actors	Leader
Description	Employees mark their presence after they login by entering their arrival time, which immediately notifies the Leader of their presence.		
Trigger	Employee loges-in and is ready to begin their day.		
Preconditions	PRE-1: The Employee is logged into EMS. PRE-2: The Employee knows their exact time arrival.		
Postconditions	POST-1: The Employee's arrival time is recorded in EMS. POST-2: The Leader can see the Employee's presence in the real-time list of present Employees.		
Normal flow	1.0 Mark Presence Upon Login <ol style="list-style-type: none"> 1. After the Employee loges-in, EMS asks him to enter the arrival time. 2. The Employee inputs their arrival time and clicks the "Present" button to confirm their start time. (see 1.1) 3. EMS validates the arrival time and redirects the Employee to the main dashboard. (see 1.0.E1) 4. EMS notifies the Leader by updating the list of currently present Employees. 		
Alternative flows	1.1 Cancel Clock-Up <ol style="list-style-type: none"> 1. If the Employee does not want to clock-up now, click the "Logout" button. 2. EMS will logout the Employee. 		
Exceptions	1.0.E1 Incorrect Time Entry <ol style="list-style-type: none"> 1. The arrival time is invalid and the EMS prompts an error message to the Employee. 2. Return to step 2 of Normal Flow. 		

ID and name	UC-8: View Assigned Tasks		
Primary actor	Employee	Secondary actors	None
Description	Employees can view a list of tasks that have been specifically assigned to them.		

Trigger	The Employee wishes to review their assigned tasks.
Preconditions	PRE-1: The Employee is logged into EMS.
Postconditions	POST-1: The Employee has accessed and reviewed their list of assigned tasks.
Normal flow	1.0 Review Assigned Tasks List <ol style="list-style-type: none"> 1. The Employee navigates to the “My Tasks” section in the application. 2. EMS displays a list of tasks assigned to the Employee, including details such as task name, description, due dates, etc. 3. The Employees reviews the list to determine which tasks to work on.
Alternative flows	1.1 No assigned Tasks <ol style="list-style-type: none"> 1. EMS prompts the Employee that he has no tasks to do.
Exceptions	1.0.E1 List Access Failure <ol style="list-style-type: none"> 1. EMS prompts the Leader with an error.

ID and name	UC-9: Finish Task		
Primary actor	Employee	Secondary actors	Leader
Description	The Employee marks a task as finished in EMS once they have completed it, automatically notifying the Leader of its completion.		
Trigger	The Employee completes the work required for a task.		
Preconditions	PRE-1: The Employee is logged into EMS. PRE-2: The Employee has at least one task assigned to them that they have been working on.		
Postconditions	POST-1: The task is marked as completed in the system. POST-2: The Leader is notified or can see the task’s status as completed.		
Normal flow	1.0 Complete Assigned Task <ol style="list-style-type: none"> 1. The Employee selects the task they have completed from their list of assigned tasks. 2. The Employee click the “Finish Task” button. 3. EMS updates the task status to “Completed” and removes the task from the Employee’s list. 4. EMS notifies the Leader that the task was completed. 		
Alternative flows	None		
Exceptions	1.0.E1 Completion Failure		

	1. If EMS fails to update the task status, prompts an error.
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ID and name	UC-10: Manage Employees		
Primary actor	Admin	Secondary actors	None
Description	The Admin can view and administer employee records in EMS		
Trigger	Changes in employee status.		
Preconditions	PRE-1: The Admin is logged into EMS.		
Postconditions	POST-1: Employee records are current, reflecting any additions, updates or deletions.		
Normal flow	1.0 Administer Employee Records <ol style="list-style-type: none"> 1. The Admin navigates to the employee management section of EMS. 2. The Admin performs an action (add, update, delete). 3. EMS processes the changes and updates the employee records accordingly. (see 1.0.E1) 		
Alternative flows	None		
Exceptions	1.0.E1 Records Not Updated <ol style="list-style-type: none"> 1. If one of the operations fail, EMS will prompt the Admin with an error and will not update the list. 2. Return to step 1 of Normal Flow 		

ID and name	UC-11: Add Employee		
Primary actor	Admin	Secondary actors	None
Description	The Admin adds a new employee record into EMS.		
Trigger	A new employee is hired and needs to be added to EMS.		
Preconditions	PRE-1: The Admin has logged into EMS. PRE-2: The Admin has all required information about the new employee, including personal details, position, department and start date.		
Postconditions	POST-1: The new employee's record is successfully created in EMS. POST-2: The employee is now visible in EMS for task assignments and management.		

Normal flow	<p>1.0 Add New Employee</p> <ol style="list-style-type: none"> 1. The Admin inputs the new employee's details into the provided fields in EMS, including name, contact information, job title, department and any other relevant data. 2. The Admin submits the new employee record. 3. EMS validates the entered details, creates the new employee record and confirms to the Admin that the process is complete. (see 1.0.E1)
Alternative flows	None
Exceptions	<p>1.0.E1 Data Validation Error or Duplicate Record Exception</p> <ol style="list-style-type: none"> 1. If there are errors in the data, EMS prompts the Admin an error. 2. Return to step 1 of Normal Flow.

ID and name	UC-12: Update Employee		
Primary actor	Admin	Secondary actors	None
Description	The Admin updates an existing employee record in EMS.		
Trigger	An existing employee's details change due to promotion, department transfer, personal information update, etc.		
Preconditions	PRE-1: The Admin is logged into EMS.		
Postconditions	<p>POST-1: The employee's record in EMS is updated with the new details.</p> <p>POST-2: EMS accurately reflects the status and information of the employee.</p>		
Normal flow	<p>1.0 Modify Employee Details</p> <ol style="list-style-type: none"> 1. The Admin selects the employee record that needs updating. 2. EMS will display the employee's details in the corresponding fields. 3. The Admin enters the new information into the appropriate fields in the employee's record. 4. The Admin submits the changes. 5. EMS validates the input, updates the record and provides a confirmation to the Admin that the changes have been successfully saved. (see 1.0.E1) 		
Alternative flows	None		
Exceptions	<p>1.0.E1 Invalid Information</p> <ol style="list-style-type: none"> 1. If there are errors in the data, EMS prompts the Admin an error. 2. Return to step 1 of Normal Flow. 		

ID and name	UC-13: Delete Employee		
Primary actor	Admin	Secondary actors	None
Description	The Admin permanently removes an employee's record from EMS.		
Trigger	An employee leaves the company or their record needs to be removed for administrative reasons.		
Preconditions	PRE-1: The Admin is logged into EMS.		
Postconditions	POST-1: The employee's record is permanently deleted from EMS. POST-2: The deleted employee is no longer accessible or visible in EMS's reports or lists. POST-3: The assigned task of a removed employee is removed from assigned tasks.		
Normal flow	1.0 Remove Employee Record <ol style="list-style-type: none"> 1. The Admin selects the employee that needs to be deleted. 2. The Admin clicks the "Delete" button. 3. EMS prompts the Admin to confirm the deletion to prevent accidental data loss. 4. Upon confirmation, EMS permanently removes the employee's record and removes his assigned tasks from his list. (see 1.1) 5. EMS displays a message that the operation succeeded. 		
Alternative flows	1.1 Cance Deletion <ol style="list-style-type: none"> 1. The deletion process is aborded and EMS return to the initial state. 		
Exceptions	1.0.E1 Employee not found <ol style="list-style-type: none"> 1. EMS prompts the Admin an error. 2. Return to step 1 of Normal Flow. 		

ID and name	UC-14: Manage Leaders		
Primary actor	Admin	Secondary actors	None
Description	The Admin can view and administer leader records in EMS		
Trigger	Changes in leader status.		
Preconditions	PRE-1: The Admin is logged into EMS.		

Postconditions	POST-1: Leader records are current, reflecting any additions, updates or deletions.
Normal flow	1.0 Administer Leader Records <ol style="list-style-type: none"> 1. The Admin navigates to the leader management section of EMS. 2. The Admin performs an action (add, update, delete). 3. EMS processes the changes and updates the leader records accordingly. (see 1.0.E1)
Alternative flows	None
Exceptions	1.0.E1 Records Not Updated <ol style="list-style-type: none"> 1. If one of the operations fail, EMS will prompt the Admin with an error and will not update the list. 2. Return to step 1 of Normal Flow

ID and name	UC-15: Add Leader		
Primary actor	Admin	Secondary actors	None
Description	The Admin adds a new leader record into EMS.		
Trigger	A new leader is appointed within the organization and needs to be added to EMS.		
Preconditions	PRE-1: The Admin has logged into EMS. PRE-2: The Admin has all required information about the new leader, including personal details, leadership role, department and start date.		
Postconditions	POST-1: The new leader's record is successfully created in EMS. POST-2: The new leader is recognized in EMS for leadership-specific tasks and responsibilities.		
Normal flow	1.0 Add New Leader <ol style="list-style-type: none"> 1. The Admin inputs the new leader's details into the provided fields in EMS, including name, contact information, leadership role, department and any other relevant data. 2. The Admin submits the new leader record. 3. EMS validates the entered details, creates the new leader record and confirms to the Admin that the process is complete. (see 1.0.E1) 		
Alternative flows	None		
Exceptions	1.0.E1 Data Validation Error or Duplicate Record Exception		

	<ol style="list-style-type: none"> 1. If there are errors in the data, EMS prompts the Admin an error. 2. Return to step 1 of Normal Flow.
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ID and name	UC-16: Delete Leader		
Primary actor	Admin	Secondary actors	None
Description	The Admin permanently removes an leader's record from EMS.		
Trigger	A leader leaves their position or their profile needs to be removed for administrative reasons.		
Preconditions	PRE-1: The Admin is logged into EMS.		
Postconditions	POST-1: The leader's record is permanently deleted from EMS. POST-2: The deleted employee is no longer accessible or visible in any EMS reports, lists or leadership-specific functionalities.		
Normal flow	1.0 Remove Leader Record <ol style="list-style-type: none"> 1. The Admin selects the leader that needs to be deleted. 2. The Admin clicks the "Delete" button. 3. EMS prompts the Admin to confirm the deletion to prevent accidental data loss. 4. Upon confirmation, EMS permanently removes the leader's record. (see 1.1) 5. EMS displays a message that the operation succeeded. 		
Alternative flows	1.1 Cance Deletion 1.0 The deletion process is aborded and EMS return to the initial state.		
Exceptions	1.0.E1 Leader not found <ol style="list-style-type: none"> 1. EMS prompts the Admin an error. 2. Return to step 1 of Normal Flow. 		

ID and name	UC-17: Update Leader		
Primary actor	Admin	Secondary actors	None

Description	The Admin updates an existing leader record in EMS.
Trigger	An existing leader's details change due to promotion, department transfer, personal information update, etc.
Preconditions	PRE-1: The Admin is logged into EMS.
Postconditions	POST-1: The leader's record in EMS is updated with the new details. POST-2: EMS accurately reflects the status and information of the leader.
Normal flow	<p>1.0 Modify Leader Details</p> <ol style="list-style-type: none"> 1. The Admin selects the leader record that needs updating. 2. EMS will display the leader's details in the corresponding fields. 3. The Admin enters the new information into the appropriate fields in the leader's record. 4. The Admin submits the changes. 5. EMS validates the input, updates the record and provides a confirmation to the Admin that the changes have been successfully saved. (see 1.0.E1)
Alternative flows	None
Exceptions	<p>Invalid Information</p> <ol style="list-style-type: none"> 1. If there are errors in the data, EMS prompts the Admin an error. 2. Return to step 1 of Normal Flow.

Iterations:

- First: UC-1 to UC-6 (Leader Window)
- Second: UC-7 to UC-9 (Employee Window)
- Third: UC-10 to UC-17 (Admin Window)