



**Use Case Template**

Employee Management System

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**Record of Release**

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# Introduction

## Overview of the Use Case Document

The Use Case Documents defines all the functions of the Employee Management System and its responses to the User’s Interaction with it. The Use case document will help better understand the Portal and its functions.

### Purpose of the Document

The main purpose of the document is to help the user to understand the system’s workflow, to understand the system’s functions and the responses of the systems for his/her interaction with the system.

## Scope of the Project

Employee Management System helps the Senior Employees to communicate and manage the workflow along with the employees working under him. Employees working under a Senior is also be able to use the Employee Management Portal to know about His Profile. The system will be primarily used by the Employees who want to manage employees working under them and the Employees who are working under other employees to know about their profile. The Employees once registered will be able to login to the portal and view their profile and Update certain Credentials.

# Use Cases

## Use Case Summary

| **Use Case Id** | **Name** | **Priority** | **Related Use Cases** | **Remarks** |
| --- | --- | --- | --- | --- |
| UC\_01 | Employee Registration | High | U\_02,U\_03 | Employee registers into the portal using correct credentials validated by the system |
| UC\_02 | Login | High | UC\_03, UC\_04, UC\_05, UC\_06 | Employee or Admin uses his Employee ID login to the portal respectively |
| UC\_03 | Employee Dashboard | High | U\_03, U\_07 | Employee will be able to see the Dashboard when successfully logged in to the portal |
| UC\_04 | Admin Dashboard | High | U\_02, UC\_05, UC\_06 | Admin will be able to see the Dashboard when successfully logged in to the portal |
| UC\_05 | Update Employee Details | High | UC\_02,UC\_04 | Admin will be able to update the Department details and Unit Details where the employee is working. |
| UC\_06 | Delete  Employee Details | High | UC\_02,UC\_04 | Admin will be able to delete the employee details |
| UC\_07 | Update Details by Employee | High | UC\_01,UC\_02,UC\_03 | Employee will be able to update his details like Email,Phone Number and Address |

## Use Case Details

| **Use Case ID:** UC\_01 | **Use Case Name:** Employee Registration | | **Version No: 1.0**  **Date: 07-02-2021** | |
| --- | --- | --- | --- | --- |
| **Primary Actor:** Employee | | **Client Ref:** | | |
| **Brief Description:** Employee registers using a few personal details like Employee ID, First Name, Last Name, Gender, Mobile number, Email ID, Password, Confirm password, Address Details. | | | |
| **Stakeholders and Interests:** Employee | | | |
| **Preconditions:** Employee must possess valid credentials | | | |
| **Trigger:** When Employee clicks on Register Button in Home Page. | | | |
| **Assumptions:** User will enter the details like Name, Mobile Number, Email ID, Password, Employee ID, Address Details like City, State, Pin Code. While the user enters the Password, the system asks him to Enter a Password whose length is not less than 8, and Should contain a Number and Capital Letter.  While the user enters other details like Mobile Number,Email ID, the System should check whether those are in correct format. | | | |
| **Validations:** First Name, Last Name, Mobile Number, Email ID, Password, Confirm Password, Employee ID, Address Details. | | | |
| **Success Guarantee (Post conditions):** Employee is directed to login page.Employee Id will be given to the user. | | | |
| **Relationship with Other Use Cases:**  “extend”: It extends to UC\_02 | | | |
|  | | | |

| **Use Case ID:** UC\_02 | **Use Case Name:** Login | | **Version No: 1.0**  **Date: 07-02-2021** | |
| --- | --- | --- | --- | --- |
| **Primary Actor:** Employee | | **Client Ref:** | | |
| **Brief Description:** Employee/Admin can login using their Employee Id and password. | | | |
| **Stakeholders and Interests:** Employee, Admin | | | |
| **Preconditions:** Employee should be registered. | | | |
| **Trigger:** Employee clicks on the Login Button in the Home Page | | | |
| **Assumptions:** User will enter the EmployeeID and Password.  When the user enters incorrect Employee ID or Password, He/She will be said to enter Valid Credentials.  When the user enters correct credentials and clicks on Login, The System will check whether the Employee is Admin or not. If the Employee is Admin, He will be redirected to the Admin DashBoard. If the Employee is not an Admin, He will be redirected to the Employee Dashboard. | | | |
| **Validation:** Email ID, Password | | | |
| **Success Guarantee (Post conditions):** Employee/Adminis directed to view their respective dashboards. | | | |
| **Relationship with Other Use Cases:**  “include “: It includes UC\_01  “extend”: It extends to UC\_03 or UC\_04 | | | |
|  | | | |

| **Use Case ID:** UC\_03 | **Use Case Name:** Employee Dashboard | | **Version No: 1.0**  **Date: 07-02-2021** | |
| --- | --- | --- | --- | --- |
| **Primary Actor:** Employee | | **Client Ref:** | | |
| **Brief Description:** Employee details such as Employee Id, Name, Address, EmailID, Age, Gender, Phone Number, Role, Department Name, Business Unit Name will be displayed. Employees will be able to see his Details and options to edit his details such as Email, Phone Number, Address. | | | |
| **Stakeholders and Interests:** Employee, Admin | | | |
| **Preconditions:** Employee must login | | | |
| **Trigger:** Employee clicks on Login button | | | |
| **Assumptions:** Employee will see his details such as Employee Id, Name, Address, EmailID, Age, Gender, Phone Number, Role, Department Name, Business Unit Name will be displayed. Employees will be able to see his Details and options to edit his details such as Email, Phone Number, Address. | | | |
| **Success Guarantee (Post conditions):**  Employee can view all his details in the Dashboard. | | | |
| **Relationship with Other Use Cases:**  “include “: It includes UC\_01, UC\_02  “extend”: It extends to UC\_07 | | | |
|  | | | |

| **Use Case ID:** UC\_04 | **Use Case Name:** Admin Dashboard | | **Version No: 1.0**  **Date: 07-02-2021** | |
| --- | --- | --- | --- | --- |
| **Primary Actor:** Admin | | **Client Ref:** | | |
| **Brief Description:** Admin attempts to manage employees i.e. view Details such as Employee Id, Name, Address, EmailID, Age, Gender, Phone Number, Role, Department Name, Business Unit Name and options to update the details of the Employee such as details including Role, Department Name, Unit Name and delete the entire details of an Employee. | | | |
| **Stakeholders and Interests :** Employee, Admin | | | |
| **Preconditions:** Admin must login | | | |
| **Trigger:** Admin clicks on Login Button | | | |
| **Assumptions:** Admin will be able to view Details such as Employee Id, Name, Address, EmailID, Age, Gender, Phone Number, Role, Department Name, Business Unit Name and options.  Admin will be able to view the option to update the details of an Employee such as details including Role, Department Name, Unit Name. Admin will view the options to delete the entire details of an Employee. | | | |
| **Success Guarantee (Post conditions):** Admin can successfully view the employees’ data and view the options to update and Delete the Employee Details. | | | |
| **Relationship with Other Use Cases:**  “include “: It includes UC\_02  “extend”: It extends to UC\_05,UC\_06 | | | |
|  | | | |

| **Use Case ID:** UC\_05 | **Use Case Name:** Update Employee Details | | **Version No: 1.0**  **Date: 07-02-2021** | |
| --- | --- | --- | --- | --- |
| **Primary Actor:** Admin | | **Client Ref:** | | |
| **Brief Description:** Admin will be able to Update the Role, Department and Business Unit Details of the Employee. | | | |
| **Stakeholders and Interests :** Employee, Admin | | | |
| **Preconditions:** Admin must login | | | |
| **Trigger:** Admin clicks on Update Button | | | |
| **Assumptions:** Admin will click on Update option for a certain Employee. A division of Update Employee pane expands, where the Admin will be able to enter new details such as Role, Department and Business Unit Details and update the same. | | | |
| **Success Guarantee (Post conditions):** Admin can successfully update employees’ data. | | | |
| **Relationship with Other Use Cases:**  “include “: It includes UC\_02, UC\_04 | | | |
|  | | | |

| **Use Case ID:** UC\_06 | **Use Case Name:** Delete Employee Details | | **Version No: 1.0**  **Date: 07-02-2021** | |
| --- | --- | --- | --- | --- |
| **Primary Actor:** Admin | | **Client Ref:** | | |
| **Brief Description:** Admin will be able to Delete the entire employee details from the portal. | | | |
| **Stakeholders and Interests :** Employee, Admin | | | |
| **Preconditions:** Admin must login | | | |
| **Trigger:** Admin clicks on Delete Button | | | |
| **Assumptions:** Admin will click on delete button which will be present within the profile grid of the Employee. After clicking on the delete button. The admin will be asked for the confirmation to delete the Employee Details. When Admin clicks on “Yes”, Employee data will be deleted. If Admin clicks on “No”, The confirmation windows will collapse and the details will not be deleted. | | | |
| **Success Guarantee (Post conditions):** Admin can successfully Delete employees’ data. | | | |
| **Relationship with Other Use Cases:**  “include “: It includes UC\_02, UC\_04 | | | |
|  | | | |

| **Use Case ID:** UC\_07 | **Use Case Name:** Update Details by Employee | | **Version No: 1.0**  **Date: 07-02-2021** | |
| --- | --- | --- | --- | --- |
| **Primary Actor:** Employee | | **Client Ref:** | | |
| **Brief Description:** Employee will be able to change his EmailID, Phone number and Address | | | |
| **Stakeholders and Interests :** Employee, Admin | | | |
| **Preconditions:** Employee must have logged in | | | |
| **Trigger:** Employee clicks on Update Details Button | | | |
| **Assumptions:** Employee will click on Update option for a certain Employee. A division of Update Employee details pane expands, where the Admin will be able to enter new details such as EmailID, Phone number and Address and update the same. | | | |
| **Success Guarantee (Post conditions):** Employee would be able to successfully update his EmailID, Phone Number, Address. | | | |
| **Relationship with Other Use Cases:**  “include “: It includes UC\_01, UC\_03 | | | |
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## USECASE DIAGRAMS

* + 1. **USECASE DIAGRAM**

EMPLOYEE REGISTER

LOGIN/LOGOUT

EMPLOYEE

DASHBOARD

ADMIN

DASHBOARD

ADMIN

EMPLOYEE

UPDATE EMPLOYEE DETAILS

UPDATE DETAILS BY EMPLOYEE

DELETE EMPLOYEE DETAILS

# Glossary of Terms

| **Sl. No.** | **Business Term** | **Description** |
| --- | --- | --- |
|  | SRS | Software Requirement Document |
|  | EMS | Employee Management System |