



**Use Case Specification Document**

Employee Management System

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**Record of Release**

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# Introduction

## Scope and Purpose

The objective of this project is to create an Employee Management System for a company to allow its Employees to manage the Employees working under them. 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 assignments, tasks and view and edit their profile. The Employees once registered will be able to login to the portal and view their profile and Tasks assigned to them.

## Definitions, Acronyms, and Abbreviations

| Term | Meaning |
| --- | --- |
| EMS | Employee Management System |
| Admin | Employee whose role is ‘Manager’. |
| User | Employee who is admin as well as the person working under the admin. |

1. **UC number:** unique Use Case ID  
     
   **Scope symbol:** Organization black-box, Organization white-box, System black-box, System white-box or Component. (optional – see Use Case Technique associtated with the RA.024 Task Overview)  
     
   **UC name:** the name should be the goal as a short active verb phrase.  
     
   **Level symbol:** User-Goal, Summary, Very high summary, Subfunction or Too low. (optional – see Use Case Technique associtated with the RA.024 Task Overview)  
     
   e.g., UC 26:  Register for Courses 

# <UC number>: <Scope symbol> Registration and Login<Level symbol>

## Context of Use

When Admin or Employee wants to enroll into the EMS portal and View his profile, View at the tasks assigned to him from the Manager. When Admin or Employee wants to access the EMS portal after enrolling himself into the same.

1. Use the Use Case Brief description to develop a longer statement of the goal, if needed, its normal occurrence conditions.   
     
   For example -  
   You should review the **Brief Description (From RA.023 Use Case Model Task):**  
   This use case begins when the A/P clerk has invoices that need to be settled.  
     
   The A/P clerk matches the invoices to the receipt information, until there are no more invoices to process.  
     
   This use case ends when the A/P clerk has settled all the invoices that have complete receipt information.  
    **Context of Use:**  The A/P clerk settles invoices on a daily basis.  This can happen several times throughout the day.  In order to settle the invoices, the invoice items and the receipt item information needs to be matched**.   
     
   *The Context Of Use should state under what conditions, when, how often etc.***

## Scope and Level

1. Scope: design scope, what system is being considered black-box under design.  
     
   Level: one of: Summary, User-goal, Subfunction

| Scope | Level |
| --- | --- |
| Admin registers himself into the EMS portal | Sea |
| Employee registers himself into the EMS portal | Sea |
| Admin logins to the portal | Sea |
| Employee logins to the portal | Sea |

## Primary and Secondary Actors

1. Role name and/or description of the primary and secondary actors for the use case, people, or other associated systems.

#### Primary Actor

| Name | Description |
| --- | --- |
| Admin | Admin is a user who will manage the Employee whoa re working under him, |
| Employee | Employee is a user who is working under an admin. He has the access to view his profile. |

#### Secondary Actors

| Name | Description |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Stakeholder and Interest

1. Name of the stakeholder and key interests of the stakeholder in the use case.

| Name | Interest |
| --- | --- |
|  |  |
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## Assumptions

The User will get a prompt indicating Registered Successfully. If invalid details are entered, the User will get a prompt indicating “Enter Valid Details”.

1. List any assumptions about the Use Case  
   e.g., The current time of day system xxx will be used to determine the effective date.  
    This Use Case applies to all types of Employee Actor.

## Pre-Condition

To Register, the user must have the Placement Id which he will be provided after successfully selected in the interview.

1. List of conditions that must be true before the use case may be applied. Write pre-conditions as simple assertions.  
     
   e.g. The user is logged on.  
    The credit card has been validated.

## Post-Condition

After Registering, All the user details including, Name, Address, Email ID, Password provided by the user is stored in the backend. A unique Employee ID is given to the Employee which along with the password, he can use it to Login into the UserPortal.

## Trigger

When the user clicks on the Register button which is present in the Home Page, He/She will get a page where he can register himself into the portal. Or in the Login Page, When the User clicks on Register link he will be redirected to the Registration Page.

1. The action upon the system that starts the use case, may be a time event.

## Main Success Scenario

1. Put here the steps of the scenario from trigger to goal delivery, and any cleanup after.  
     
   This is in the format:  
     
    <step number> <action description>  
     
   where action description is of the form <subject> <active verb> <object>. Make sure the actions moves forward after this step. After each step, another subject "has the ball", so that typically we show a dialog that is user-system-user.  
     
   e.g., 3. The system displays a list of matching customers and requests a selection
2. During the discovery of the Main Success Scenario, the actor may have several options. References to conditional options should be placed in the alternate and exception flow areas of this template. The assumption in the Main Success Scenario, is that everything works as the user expected and achieves the goal they had intended.   
   It is recommended that you **use the table format below.** Both an actor step and a system step may appear in the same row of the table.b You should use structure sentences that use active verb phrases and are in the present tense. Avoid compound sentences and describe the steps by starting with the phrase The actor or the system, wait until you are done to number the steps. Each step should contain one testable, traceable requirement.

|  |  |
| --- | --- |
| **What the Actor does** | **What the System does** |
| 1. The Employee clicks on the Register button located in the Home Page | 2. A page opens where user is asked to enter his/her details. |
| 1. The Employee types Password with length more than 8 characters, contains a Capital Letter,Small Letter,Number and Alpha Numeric Symbols. | 1. The system displays that all the conditions for the password has been met. |
| 5. The Employee after entering all the correct details click on Register button. | 6. The system displays User Registered Successfully. |
|  |  |

## Extension – Alternate Flow Scenarios

1. Put here there extensions, one at a time, each referring to the step of the main scenario.  
   The first step of the alternate path should explain the deviation  
   The first step has the same number as the step of the main flow that it came from  
   Steps should be numbered x.1, x.2, x.3 (x is the step number of the main flow that originated the alternate flow  
   Last step of the alternate flows indicates which step in the Main Success scenario that invoked this alternate flow  
   Post conditions are in addition to those of the basic flow.  
     
   This is in the format:  
     
   < step altered><branch letter>. <condition>:, followed by <step altered><branch letter><step number>. <action or sub-use case>, where “step altered” is the step at which condition occurs and we follow an alternative sequence of numbered steps. One possible action is "the use case continues at step <step number>".  
     
   e.g., 3a. There are no matching customers:  
    3a1. System reports that no match was found

|  |  |
| --- | --- |
| **What the Actor does** | **What the System does** |
| 1. User types password with length less than 8 characters and with no Capital Letter,Small Letter,Number and Alpha Numeric Symbols. | 2. The system displays that the password does not match the criteria. |
|  |  |
|  |  |

#### Extension - Alternate Flow Scenarios Post-Condition(s)

1. Extension Post conditions define the state of the system if an Alternate path causes the use case to address conditional options. Ultimately, the main goal of the Actor is attained. These alternate Post Conditions are in addition to the Post Conditions of the Main Success Scenario.  
   e.g., 3a.The transaction is not completed:  
    3a1. The System reports that error <description> was encountered

<extension step> <condition description>

## Exception Flow Scenarios

|  |  |
| --- | --- |
| **What the Actor does** | **What the System does** |
| 1. <step altered><branch letter> <condition>: | 2. <step altered><branch letter><step number>. <action or sub-use case> |
|  |  |
|  |  |
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1. Exception flows deviate from the Main flow and does not return to the main flow.  
   The actor’s goal is not achieved. The path from the beginning of the use case to the end of the exception flow, is called the “exception scenario”  
   This is in the format:  
     
   < step altered><branch letter>. <condition>:, followed by <step altered><branch letter><step number>. <action or sub-use case>, where “step altered” is the step at which condition occurs and we follow an alternative sequence of numbered steps. One possible action is "the use case continues at step <step number>".  
     
   e.g. 3a. There are no matching customers:  
    3a1. System reports that no match was found

#### Exception Flow Scenarios - Failed Post-Condition(s)

1. Failed Post conditions define the state of the system if an exception causes the use case to end without achieving the primary actor’s goal.  
   e.g., 3a.The transaction is not completed:  
    3a1. The System reports that error <description> was encountered

<exception step> <condition description>

## Technology and Data Variations List

1. Extensions serve to express that what the system does is different, but occasionally, you want to express that "there are several different ways this can be done". What is happening is the same, but how it is done might vary. Almost always, this is because there are some technology variations you need to capture, or some differences in the data captured.   
     
   e.g.,:  
     
   Your system must credit a customer for returned goods. You write the action step:  
     
    **Main Success Scenario:**  
    7. Repay customer for returned goods.  
     
   They can be paid by check, by electronic funds transfer, or by credit against the next purchase.  
     
   So you add:  
     
    **Technology & Data Variations List:**  
     
    7. Repay by check, EFTS, or credit against future purchases.

<step or variation # > <list of variations>

<step or variation # > <list of variations>

## Related Information

1. Whatever your project needs for additional information. Typical categories are priority, performance target, frequency, data descriptions, business rules, system actions and so on.  
     
   e.g., Data definitions: **existing holdings** = Company, Holding Name, Price, Quantity
2. You may use this area to keep references to related artifacts  
   e.g., emails, meeting minutes or other documents

The following meeting notes, documents, and email message contents   
are of relevance to the use case:

**Meetings**

mm/dd/yy yy ATTENDEES <list of meeting attendee> <notes>

**Source Documents**

mm/dd/yyyy TITLE <document title>

**Email messages**

1. mm/dd/yyyy FROM<email source>
2. Use this area to document the decisions that were made regarding issues, and how those were reflected in an individual use case. This is not an exhaustive list, but it will help the readers understand the background, limitations and current state of the use case

## Decisions

The following provides a summary of important decisions made by the business or technical teams that impact the individual use case

#### <Issue>. <Decision/Action>

<Brief Description/Background>

1. The following items are listed as samples of what types of information to include in the decisions section. This section should be used to record decisions made to resolve issues about a use case, in order for the project to continue to move forward.

**EXAMPLES:**

**SPECs and Design Pages are not complete.**

Team will use snapshot copies.

The Design Specification documents and Design pages are not complete. <Customer Long Name> is working to complete the content. (The specific files are listed in the Related Information section.)

To work around this problem, we have taken a snapshot of the requirement files and placed them under version control. This will allow us to start developing the use cases. The current folders are:

SPECs - trunk\docs\orcl\business requirements\Administration\020507 WFA Specs

UID - trunk\docs\orcl\User Interface\ORCL UCD JAN07\GP

After we have gone through the initial creation of the use case, the developer of this use case will go back and get a new copy of the requirements and update the use case.

**No SPEC. Creating Use Case from Design sample pages.**

There is no customer Design Specification (SPEC) document for this use case at this time. We are creating the use case from the Design pages that the customer provided. We will ask questions to help us fill in the information that we cannot obtain from the Design sample pages. We will update the use case when s the SPEC document has been released.

**<Use case detail> will be handled outside of the Oracle Applications implementation**

We will use the <alternate system name> application to handle position management. The position management features in the Oracle ERP will not be used.

The manager can change a person’s Job Title or Position in the ERP system. If the title or position does not exist, the manager can create it ad hoc with no approvals or validation. (See: SPEC-zzz-xxx01 Change Job Title.doc). People who have an ERP or relational database background will have a hard time with the fact that there is no rigid process of Job Title or Position changes.

**The Design is Set. Any additional changes are for future releases.**

1. During the <date> Turnover Meeting, the project sponsor stated, “The design is set. Design changes are for future releases.” (See: Turnover\_Meeting Minutes\_20070122.DOC)

## Open Issues

1. List of issues about this use case awaiting decisions.

# References

## Notation

#### Design Scope

Level in which the system is inserted in the use case. Am I checking up on organization or on system? Am I describing its internal structure or not?

|  |  |
| --- | --- |
|  | **Organization black-box**  Consider the **organization** where the system is inserted, **without revealing** its intern structure. |
|  | **Organization white-box**  Consider the **organization** where the system is inserted, **revealing** its intern structure. |
|  | **System black-box \*\***  Consider the system, **without revealing** its intern actions. |
|  | **System white-box**  Consider the system, **revealing** its intern actions. |
|  | **Component**  Describes the functioning of a system component. |

#### Goal Level

Level in which the user requirements are met, and operation way

|  |  |
| --- | --- |
|  | **User-Goal \*\*\***  Corresponds to a user interaction with the system in which one of his goals is met. |
|  | **Summary & Very high summary**  More abstract level than user-goal, commonly used to provide the context in which the use cases are inserted. |
|  | **Subfunction & Too low**  Detailed user-goal, used when some operational detail is necessary. |

# Appendix

<Appendix: Review Guidelines are for the Self Review. To be removed after the review>

## Review Guidelines

Please use the following criteria when reviewing the Use Case Specification suggested in *"Writing Effective Use Cases"* from *Alistair Cockburn* (all of them should produce a "yes" answer):

Use Case Name

* Is it an active-verb goal phrase that names the goal of the primary actor?
* Can the system deliver that goal?
* Primary Actor
* Does he/she/it have behavior?
* Does he/she/it have a goal against the SuD that is a service promise of the SuD?
* Pre-Conditions
* Are they mandatory?
* Is it true that they are never checked in the use case?
* Main Success Scenario
* Does it have 3-9 steps?
* Does it run from trigger to delivery of the success guarantee?
* Does it allow the right variations in sequence?
* Each Step in Any Scenario
* Is it phrased as a goal that succeeds?
* Does the process move distinctly forward after its successful completion?
* Is it clear which actor is operating the goal--who is "kicking the ball"?
* Is the intent of the actor clear?
* Is the goal level of the step lower than the goal level of the overall use case? Is it, preferably, just a bit below the use case goal level?
* Are you sure the step does not describe the user interface design of the system?
* Is it clear what information is being passed in the step?
* Extension Condition
* Can and must the system both detect and handle it?
* Is it what the system actually needs?