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| **Use Case Name:** | **1. Register a Scout** |
| **Description:** | |
| A Scout Master adds a new scout. | |
| **Preconditions:** | |
| 1. Person adding scout is TLC (Tree Lot Coordinator). | |
| **Workflow:** | |
| 1. Scoutmaster tells Tree Lot Coordinator (TLC) he wants to add a new Scout to   the System   1. TLC asks Scout Master for Scout’s information 2. The Scoutmaster provides the TLC with First name, Middle Initial, Last Name, DOB, Phone number, email, and TroopID. 3. The TLC validates the data provided by the Scoutmaster to check that all the data items are in the right format. 4. TLC verifies that a record with the TroopID on this form does not already exist in the “Scout” folder. 5. TLC creates a new “Scout” record with the TroopID, First name, Last name and other provided data. 6. TLC files this new “Scout” record to the “Scout” folder. 7. TLC informs the Scoutmaster that the registration is complete. | |
| **Results:** | |
| 1. A new Scout is registered. | |
| **Alternates:** | |
| 1. The Scoutmaster does not provide all the needed information about the Scout to the TLC. 2. A record with the TroopID provided already exist in the “Scout” folder. | |
| **Entities Involved:** | |
| Scout, Scoutmaster, TLC, Scout folder | |

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| **Use Case Name:** | **2. Update a Scout** |
| **Description:** | |
| A Scoutmaster updates a scout, this use case also gives the ability to search for a scout. | |
| **Preconditions:** | |
| 1. Person updating scout is TLC (Tree Lot Coordinator). | |
| **Workflow:** | |
| 1. Scoutmaster tells Tree Lot Coordinator (TLC) he wants to update a Scout in   the System   1. TLC asks Scoutmaster for Scout’s First and Last name 2. Scoutmaster provides TLC with the Scout’s First and Last name 3. The TLC retrieves all Scout pages that match the data provided in step 3. 4. The TLC provides the above collection of Scout pages to the Scoutmaster and asks the Scoutmaster to select a Scout. 5. The Scoutmaster selects the ScoutID of the desired scout. 6. The TLC retrieves the appropriate scout page from the Scout folder using the ScoutID selected in step 6. 7. The TLC hands over the Scout record to the Scoutmaster. 8. The Scoutmaster makes the changes necessary to the Scout record. 9. The Scoutmaster hands the Scout record back to the TLC. 10. The TLC validates that the new information on the Scout record is correct. 11. The TLC refiles the Scout record into the scout folder. | |
| **Results:** | |
| 1. The appropriate pages in Scout folder are updated. | |
| **Alternates:** | |
| 1. The Scout does not exist. 2. The Scoutmaster does not provide both the first name and last name. 3. The Scoutmaster does not know which entry is the correct scout to update. | |
| **Entities Involved:** | |
| Scout, Scoutmaster, TLC, Scout folder | |

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| **Use Case Name:** | **3. Remove a Scout** |
| **Description:** | |
| A Scout Master removes a Scout | |
| **Preconditions:** | |
| 1. Person removing a scout is TLC (Tree Lot Coordinator). | |
| **Workflow:** | |
| 1. Scoutmaster tells Tree Lot Coordinator (TLC) he wants to remove a Scout from   the System   1. TLC asks Scout Master for Scout’s First Name and Last Name 2. The Scoutmaster provides the TLC with First name and Last Name 3. The TLC retrieves all Scout pages form the scout folder that match the data provided. 4. The TLC provides the above collection of Scout pages to the Scoutmaster. 5. The Scoutmaster selects the ScoutID of the desired scout. 6. The TLC retrieves the appropriate scout page from the Scout folder using the ScoutID selected in step 6. 7. TLC gives the scout file to the Scoutmaster for confirmation. 8. The Scoutmaster confirms to the TLC that this Scout is to be deleted. 9. The TLC updates the status field in the Scout file to ‘Inactive’ and updates the DateStatusUpdated field to the current DTG (Date time group) 10. TLC refiles the scout file in the scout folder. | |
| **Results:** | |
| 1. The desired scout is removed. | |
| **Alternates:** | |
| 1. The Scoutmaster does not provide all the needed information about the Scout to the TLC. 2. Multiple scouts with the same first and last name are found in the scout folder. 3. Scout Does not exist | |
| **Entities Involved:** | |
| Scout, Scoutmaster, TLC, Scout folder | |

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| **Use Case Name:** | **4. Update a Tree** |
| **Description:** | |
| A Scout updates a tree, this use case also gives the ability to search for a tree. | |
| **Preconditions:** | |
| 1. Person updating tree is TLC (Tree Lot Coordinator). | |
| **Workflow:** | |
| 1. Scout tells Tree Lot Coordinator (TLC) he wants to update a Tree in   the System   1. TLC asks Scout for Tree’s Barcode 2. Scout provides TLC with the Tree’s Barcode 3. The TLC retrieves the Tree page from the Tree folder that matches the provided barcode. 4. The TLC hands over the Tree page to the Scout. 5. The Scout makes the changes necessary to the Tree Page. 6. The Scout hands the Tree page back to the TLC. 7. The TLC validates that the new information on the Tree page is correct. 8. The TLC refiles the Tree page into the Tree folder. 9. The TLC confirms to the Scout that the tree was updated successfully. | |
| **Results:** | |
| 1. The appropriate pages in Tree folder are updated. | |
| **Alternates:** | |
| 1. The Tree does not exist. 2. The Scout does not provide the proper tree. 3. The scout does not know which entry is the correct Tree to update. | |
| **Entities Involved:** | |
| Scout, Tree, TLC, Tree folder | |

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| **Use Case Name:** | **5. Add a Tree** |
| **Description:** | |
| A Scout Master/Scout adds a new Tree. | |
| **Preconditions:** | |
| 1. Person adding a Tree is the TLC (Tree Lot Coordinator). | |
| **Workflow:** | |
| 1. Scout tells Tree Lot Coordinator (TLC) he wants to add a tree too   the tree folder.   1. TLC asks scout for the tree’s Barcode. 2. The scout gives the TLC the information (Barcode, Notes) 3. The TLC validates the data provided by the Scout to check that all the data items are in the right format. 4. TLC verifies that a record with the Barcode on this form does not already exist in the “Tree” folder. 5. The TLC uses the given barcode to determine the barcode prefix. 6. The TLC searches through the Tree Type folder to determine the Tree Type from the barcode prefix in step 6. 7. The TLC notes the TreeTypeID from the Tree Type file retrieved in step 7. 8. TLC creates a new “Tree” record with the Barcode, Notes, and information the TLC determined in steps 6-8. 9. The TLC sets the status to “Active” and the DateStatusUpdated to the current date in the Tree file created in step 9. 10. TLC files this new “Tree” record to the “Tree” folder. 11. TLC informs the Scoutmaster that the new tree has been successfully added. | |
| **Results:** | |
| 1. A new tree is added. | |
| **Alternates:** | |
| 1. The Scoutmaster does not provide all the needed information about the tree to the TLC. 2. A record with the barcode provided already exist in the “Tree” folder. | |
| **Entities Involved:** | |
| Scout, Scoutmaster, TLC, Tree folder | |

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| **Use Case Name:** | **6. Remove a Tree** |
| **Description:** | |
| A Scout removes a tree | |
| **Preconditions:** | |
| 1. Person removing a Tree is the TLC (Tree Lot Coordinator). | |
| **Workflow:** | |
| 1. Scout informs TLC he wants to remove a tree. 2. TLC asks Scout for tree’s Barcode. 3. Scout provides TLC with the Barcode of the tree. 4. TLC retrieves the Tree file from the Tree folder with the corresponding barcode. 5. TLC validates that the tree provided by the Scout has an “Available” or “Damaged” value in the ‘Status’ field. 6. TLC removes that Tree page from the Tree folder. 7. TLC informs scout that tree removal is complete. | |
| **Results:** | |
| 1. A tree is removed. | |
| **Alternates:** | |
| 1. Tree Barcode not found. 2. Tree Barcode returns a tree that has a Status indicating it is not available. | |
| **Entities Involved:** | |
| Scout, TLC, Tree folder | |

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| **Use Case Name:** | **7. Add A Tree Type** |
| **Description:** | |
| A scoutmaster adds a tree type. | |
| **Preconditions:** | |
| 1. Person adding a tree type is the Tree Lot Coordinator (TLC). | |
| **Workflow:** | |
| 1. Scoutmaster tells the TLC he wants to add a tree type. 2. TLC asks the scoutmaster for the tree type’s information. 3. The scoutmaster provides the TLC with the Description, cost for the new tree type and barcode prefix for this Tree Type. 4. The TLC validates the data provided by the scoutmaster to check the data is in the correct format. 5. The TLC creates a new “Tree Type” page with the Description, cost and barcode prefix. 6. The TLC files this new “Tree Type” page to the “Tree Type” folder. 7. The TLC informs the scoutmaster that the new tree type has been added to the system. | |
| **Results:** | |
| 1. A new tree type is added to the system. | |
| **Alternates:** | |
| 1. The scoutmaster does not provide all the needed information about the tree type to the TLC. 2. A page with the TreeTypeID already exists in the “Tree Type” folder. | |
| **Entities Involved:** | |
| Scoutmaster, Tree Lot Coordinator, Tree Type, Tree Type Folder | |

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| **Use Case Name:** | **8. Update A Tree Type** |
| **Description:** | |
| A scoutmaster updates a tree type. | |
| **Preconditions:** | |
| 1. Person updating a tree type is the Tree Lot Coordinator (TLC). | |
| **Workflow:** | |
| 1. Scoutmaster tells the TLC he wants to update a tree type. 2. TLC provides the ScoutMaster with a collection of all Tree Types. 3. The TLC asks the scoutmaster which record he would like to update. 4. The scoutmaster chooses a record to update and provides the TLC with the new Description and/or cost, and/or barcode prefix. 5. The TLC validates the data provided by the scoutmaster to check the data is in the correct format. 6. The TLC updates the Tree Type page with the new information. 7. The TLC refiles the updated Tree Type page in the Tree Type folder. 8. The TLC informs the scoutmaster that the Tree Type record has been updated. | |
| **Results:** | |
| 1. An existing tree type is updated with new information. | |
| **Alternates:** | |
| 1. The search retrieves no pages from the Tree Type folder | |
| **Entities Involved:** | |
| Scoutmaster, Tree Lot Coordinator, Tree Type, Tree Type Folder | |
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| **Use Case Name:** | **9. Open a Shift** |
| **Description:** | |
| A scout opens a shift | |
| **Preconditions:** | |
| 1. Person creating a new session is the Tree Lot Coordinator (TLC).  2. No session is currently active. | |
| **Workflow:** | |
| 1. Scout tells the TLC that he wants to start a new session 2. TLC asks the scout for the session information. 3. The scout provides the TLC with the Date, Start Time, Start Cash and any notes 4. TLC creates a new session file with the ID, date, Start Time, Start Cash and Notes and files it in the session Folder 5. TLC notes the ID of the Session just filed. 6. TLC creates a collection of all Scout files from the Scout folder, presents it to the Scout and asks him to select a Scout staffing the shift. 7. For each Scout file the Scout user selects from this collection:    1. The TLC gets the Scout file from the Collection.    2. The TLC asks the Scout user for the start time, end time, companion name and companion hours for this Scout.    3. The Scout user provides the above information to the TLC.    4. The TLC creates a new Shift file with the Session ID (from step 5), Scout ID (from step 7a), and the rest of the information provided in step 7c.    5. The TLC files the new Shift file into the Shift folder, 8. Scout user tells the TLC that he is done selecting Scouts for this shift. 9. The TLC informs the user that the shift has opened successfully. | |
| **Results:** | |
| 1. A new Shift and/or session form is created and filed in their respective folder | |
| **Alternates:** | |
| 1. The search retrieves no pages from the scout folder. 2. An active session is already in the session folder. | |
| **Entities Involved:** | |
| Scout, Tree Lot Coordinator, Session folder, Shift Folder | |

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| **Use Case Name:** | **10. Close a Shift** |
| **Description:** | |
| A scout closes a shift | |
| **Preconditions:** | |
| 1. Person closing a session is the Tree Lot Coordinator (TLC).  2. No session is currently active | |
| **Workflow:** | |
| 1. Scout tells the TLC that he wants to close a session 2. The TLC retrieves the Session ID from the currently active Session record. 3. TLC retrieves all transaction files from the Transaction Folder with a Session ID matching the ID of the currently active session. 4. TLC adds all transaction amounts from the transaction files retrieved with a PaymentMethod equal to Check and sum them with the TotalCheckTransactionAmount and place it in the field TotalCheckTransactionAmount of the active Session record. 5. TLC adds all transaction amounts from the transaction files retrieved with a Payment Method equal to Cash and adds this total with the StartingCash and place it in the EndingCash field of the active Session record. 6. The TLC asks the Scout user to confirm the ending cash and total check transaction amounts. 7. The Scout user confirms that the information from step 6 is correct 8. TLC updates the EndTime of the active session file to the current time 9. TLC refiles the active session record into the session folder 10. TLC confirms to the Scout user that the active Session is closed. | |
| **Results:** | |
| 1. A Session file is updated to be closed. | |
| **Alternates:** | |
| 1. The search retrieves no session file from the session folder. 2. An active session is already in the session folder. | |
| **Entities Involved:** | |
| Scout, Tree Lot Coordinator, Session folder, Shift Folder, Transaction Folder | |

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| **Use Case Name:** | **11. Sell a Tree** |
| **Description:** | |
| A scout sells a tree. | |
| **Preconditions:** | |
| 1. Person selling a Tree is the Scout with their companion. | |
| **Workflow:** | |
| 1. The Scout tells the TLC that a customer would like to buy a tree. 2. The TLC asks for the barcode of the tree that the scout is selling 3. The TLC uses the barcode to determine the Tree Type of the Tree from the Tree type folder in order to determine the price of the tree. 4. The TLC informs the Scout the price of this Tree Type and other information about the tree. 5. The Scout gives the final sale price, customer name, email, phone number, transaction amount, and payment method to TLC. 6. The TLC creates a new transaction page with the information from step 10 and step 3 as well as filling it the current date, current time, and filling it current date for the dateStatusUpdated. 7. The TLC retrieves the tree page that corresponds to the barcode from the transaction page from step 6. 8. The TLC verifies that the status of the tree is not ‘sold’. 9. The TLC updates the status of the Tree page to ‘sold’. 10. The TLC refiles the Tree page into the Tree folder 11. The TlC files the new transaction page into the transaction folder. 12. The TLC informs the user that the tree sale is complete | |
| **Results:** | |
| 1. A new transaction page is added to the transaction folder  2. The Tree page is updated | |
| **Alternates:** | |
| 1. The Tree is damaged and new price is negotiated. 2. Tree page can’t be found. 3. Tree shows already sold on the tree page | |
| **Entities Involved:** | |
| Scout, Tree Lot Coordinator, Transaction folder, Tree Folder, | |