Use Case Description

Request a Space

ID	1
Use Case Name	Request a space
Scenario	Client requests a space.
Triggering Event	Client wants to reserve a space.
Brief Description	To reserve a space, Client starts by choosing an available space based on their preferences. If the space requires an approval(s) before use, system will then notify Approver to decide whether to approve or reject the request.
Actor	Client
Related Use Case	-
Stakeholder	Client and Approver
Exception Condition	Another Client's request gets approved before the request is sent.
Pre – Condition	-
Post – Condition	The system sends a notification to Approver to evaluate the request.

Flow of Events		
Client	**No.**	**System**
Choose a space	1	
Submit a reservation request	2	
	3	Store the request
Get notified about the request	4	

Cancel a Request

ID	2
Use Case Name	Cancel a request
Scenario	Client cancels a request or a reservation.
Triggering Event	Client wants to cancel a request.
Brief Description	Client cancels a request that has not been approved. If the space doesn't require Approver, Client needs to cancel the reservation before a designated time.
Actor	Client
Related Use Case	-
Stakeholder	Client and Approver
Exception Condition	1. The request has been approved. 2. Client tries to cancel a reservation after a designated time.
Pre – Condition	A pending request is available in the system.
Post – Condition	The request will be marked as cancelled.

Flow of Events		
Client	**No.**	**System**
View pending requests	1	
Choose a request	2	
Submit a cancellation	3	
	4	Mark the request as cancelled
	5	Notify Client about the cancellation result
Get notified about the cancellation result	6	

Report a Problem

ID	3
Use Case Name	Report a problem
Scenario	Client reports a problem.
Triggering Event	When a user wants to report a problem to Admin.
Brief Description	Client can write a problem to the system which will be forwarded to a corresponding Admin.
Actor	Client
Related Use Case	-
Stakeholder	Client and Admin
Exception Condition	-
Pre – Condition	-
Post – Condition	System sends a notification to Admin to fix a problem.

Flow of Events		
Client	**No.**	**System**
Choose a space that client want to report	1	
Submit a problem report	2	
	3	Store the report
Client that have 'admin' permission will get notified with the report	4	Serve the report to the 'admin' permission client

Search and Browse Spaces

ID	4
Use Case Name	Search and browse spaces
Scenario	Client views spaces' details and availabilities.
Triggering Event	Client wants to view spaces' details; e.g. availability, schedule, seats and amenities.
Brief Description	Client searches and browses through spaces. Each space shows its information (e.g. seats, available times, amenities) and options to reserve it or report its problem.
Actor	Client, Guest, Admin and Approver
Related Use Case	-
Stakeholder	Client and Approver
Exception Condition	-
Pre – Condition	-
Post – Condition	User can go to *Reserve a Space*.

Flow of Events		
Client	**No.**	**System**
Enter search filters	1	
	2	Find spaces matching the search filters
See spaces matching the search filters	3	
If satisfied, select a space to view its details	4	

Evaluate a Request

ID	5
Use Case Name	Evaluate a request
Scenario	Approver views a reservation request, requested from user and evaluates it.
Triggering Event	Approver is notified of a new request.
Brief Description	Approver evaluates a pending request and accepts it or rejects it with a reason.
Actor	Approver
Related Use Case	-
Stakeholder	Approver and Client
Exception Condition	When there is no space to evaluate, this function will not be used.
Pre – Condition	A pending request exists in the system.
Post – Condition	1. The request is either marked as approved or rejected. 2. The system sends a notification to respective Client.

Flow of Events		
Approver	**No.**	**System**
View pending requests	1	
Choose a request	2	
Accept or reject the request	3	
	4	Mark the request as approved or rejected. If there's enough approval, mark the request as approved, else wait for more Approver to approve
Get notified that the request is rejected or approved	5	

View a Reported Problem

ID	6
Use Case Name	View a reported problem
Scenario	Admin views a reported problem.
Triggering Event	Admin is notified of a new reported problem
Brief Description	When Client reports a problem, the system will notify Admin about the problem to take further actions.
Actor	Admin
Related Use Case	-
Stakeholder	Client and Admin
Exception Condition	-
Pre – Condition	A problem report exists in the system
Post – Condition	-

Flow of Events			
Client	**No.**		**System**
View reported problems	1		
Select a problem	2		
	3		Find the selected problem
See the selected problem	4		

Manage a Space

ID	7
Use Case Name	Manage space
Scenario	When Admin wants to manage a space in the system.
Triggering Event	Admin wants to manage a space.
Brief Description	Admin has permissions to add, edit and delete spaces.
Actor	Admin
Related Use Case	-
Stakeholder	Admin and Client
Exception Condition	-
Pre – Condition	-
Post – Condition	-

Flow of Events		
User	**No.**	**System**
Choose an action to either add, edit and remove a space	1	
Submit the chosen action	2	
	3	Perform the action
Get notified about the action result	4	

Manage a Material

ID	8
Use Case Name	Manage a Material
Scenario	Modifying a material that bonds to a space
Triggering Event	Admin wants to add a material / bound material to a space / delete a material.
Brief Description	Managing a material to make it visible or delete from a space. User can reserve these material with the top of reserving a space.
Actor	Admin
Related Use Case	-
Stakeholder	Admin
Exception Condition	-
Pre – Condition	-
Post – Condition	-

Flow of Events		
Admin	**No.**	**System**
Open 'Material' Dashboard	1	
Create new or delete a current one	2	
	3	Add / Delete the material that admin select
	4	Update the available material in department list

Manage a Role

ID	9
Use Case Name	Manage a role
Scenario	Admin can manage user roles and permissions.
Triggering Event	Admin wants to manage roles and permissions.
Brief Description	Admin has permissions to add, edit and delete roles.
Actor	Admin
Related Use Case	-
Stakeholder	Admin and Client
Exception Condition	-
Pre – Condition	-
Post – Condition	-

Flow of Events		
Admin	**No.**	**System**
Choose an action to either add, edit or remove a role	1	
Submit the chosen action	2	
	3	Perform the action
Get notified about the action result	4	