**Task sheet**

**Volunteer**

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| **Scenario** | **Description** | **User role** | **User goals** | **Comments** |
| Create a provisional booking | Create a provisional booking | Volunteer (complete a form. A completed form is then sent to the warden. A feedback message should be provided to the volunteer by the system confirming this booking has been requested) | A volunteer should be able to complete a provisional booking based on the form provided by the system. The should be sent these details for to either approve or decline the booking |  |
| Amend a provisional booking | Amend a booking | Volunteer (amend a previous form. The information should then be sent to the admin confirming an amendment is waiting for confirmation from the admin. A feedback message should be sent to the volunteer from the system confirming the amendment has been sent to the admin ) | A volunteer should be able to view their bookings and be allowed to amend a booking. |  |
| View booking history | View previous bookings made at the hostel | Volunteer (view previous bookings made by the corresponding volunteer) | A volunteer should be able to view all their previous bookings made on the system. |  |

**Warden**

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| **Scenario** | **Description** | **User role** | **User goals** | **Comments** |
| Confirm a booking | Approve a booking based on the provisional booking requested by the volunteer | Warden (view and confirm bookings made by a volunteer. Send message to confirm booking to a volunteer) | A warden should be able to sign off any provisional bookings |  |
| Amend a booking | Amend a booking | Warden (amend a booking created by a volunteer. Amended booking information should be sent to the corresponding volunteer.) | A warden should be able to amend a provisional booking. An amendment may be needed to change a booking based on date and gender of the client/guests requesting a room. A room may be full or there is too many many occupants of the same gender. |  |