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Use Cases

1. User Authentication

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| **Use Case Number** | **UC01** | |
| **Use Case Name:** | **User Authentication** | |
| **Actor(s):** | **Admin, Staff** | |
| **Basic Flow** | **Actor Action**  **Step 2:** User selects privilege and types his username and password.  **Step 3:** User clicks the “Login” button. | **System Response**  **Step 1:** System displays the login page of Promax Decision Support system.  Step 4: System displays the system ui |
| **Alternate Flow** | 1. At Step 2 if users privilege does not match the username and password 2. At step2 if user inputs incorrect username or password | System displays a message (error code 001)  System displays a message (error code 001) |
| **Precondition** | User must be registered in the system | |
| **Postcondition** | The user successfully logged in | |

1. Creating new user account

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| **Use Case Number** | **UC02** | |
| **Use Case Name:** | **Creating new user account** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the maintenance tab  **Step 2:** Select users  **Step 4:** Click Add button  **Step 6:** User enters account credentials.  **Step 7:** Click save button. | **System Response**  **Step 3:** Display users page  **Step 5:** Display User Accounts input.  **Step 8:** Displays Success message. |
| **Alternate Flow** | At step 7 if after clicking confirm but the user account created already exists | Display an error message showing “Account already exist”. |
| **Precondition** | User must be registered into the system  User must be logged in as admin | |
| **Postcondition** | User account successfully created | |
| **Special requirements** | Only Admin account can perform this action | |

1. Creating User Types

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| **Use Case Number** | **UC03** | |
| **Use Case Name:** | **Creating User Types** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the maintenance tab  **Step 2:** Select user types.  **Step 4:** Click Add button  **Step 6:** User enters user type information.  **Step 7:** Click save button.  **Step 9:** Selects Access Rights  **Step 10:** Click save button. | **System Response**  **Step 3:** Display user types page  **Step 5:** Display User Type input page.  **Step 8:** Displays Success message.  **Step 11:** Displays Success message. |
| **Alternate Flow** | At step 7, after clicking confirm but the user type created already exists | Display an error message showing “ user type already exist”. |
| **Precondition** | User must be registered into the system  User must be logged in as admin | |
| **Postcondition** | User type successfully created | |
| **Special requirements** | Only Admin account can perform this action | |

1. Creating Unit Types

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| **Use Case Number** | **UC04** | |
| **Use Case Name:** | **Creating Unit Types** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the maintenance tab  **Step 2:** Select unit types.  **Step 4:** Click Add button  **Step 6:** User enters unit type information.  **Step 7:** Click save button. | **System Response**  **Step 3:** Display unit types page  **Step 5:** Display Unit Type input page.  **Step 8:** Displays Success message. |
| **Alternate Flow** | At step 7, after clicking confirm but the unit type created already exists  At step 6,if a required field is empty | Display an error message showing “unit type already exist”.  Display an error message showing “Please fill up the required fields”. |
| **Precondition** | User must be registered into the system  User must be logged in as admin | |
| **Post condition** | Unit type successfully created | |
| **Special requirements** | Only Admin account can perform this action | |

1. **Update User Account**

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| **Use Case Number** | **UC05** | |
| **Use Case Name:** | **Update User Account** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the maintenance tab  **Step 2:** Select My Account  **Step 4:** In the user Profile page, select account tab  **Step 5:** Click Update button  **Step 7:** User updates their selected data.  **Step 8:** Click save button. | **System Response**  **Step 3:** Display user profile page  **Step 6:** Display User Profile Update page.  **Step 9:** Displays Success message. |
| **Alternate Flow** | At step 8, after clicking confirm but updated information is similar with another account  At step 7,if a required field is empty | Display an error message showing “Updated User information already exists”.  Display an error message showing “Please fill up the required fields”. |
| **Precondition** | User must be registered into the system  User must be logged in | |
| **Post condition** | User profile successfully updated | |

1. **Change User Password**

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| **Use Case Number** | **UC06** | |
| **Use Case Name:** | **Change User Password** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the maintenance tab  **Step 2:** Select My Account  **Step 4:** In the user Profile page, select account tab  **Step 5:** Change password credentials  **Step 6:** Click change password. | **System Response**  **Step 3:** Display user profile page  **Step 7:** Displays Success message. |
| **Alternate Flow** | At step 6,if a required field is empty | Display an error message showing “Please fill up the required fields”. |
| **Precondition** | User must be registered into the system  User must be logged in | |
| **Post condition** | Password successfully changed | |

1. Change Access Rights

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| **Use Case Number** | **UC07** | |
| **Use Case Name:** | **Change Access Rights** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the maintenance tab  **Step 2:** Select user types.  **Step 4:** Select user type that you would like to change.  **Step 6:** On the Access rights Table, check/uncheck the access rights you would like to give to the user type.  **Step 7:** Click save button. | **System Response**  **Step 3:** Display user types page  **Step 5:** Display User Type update page.  **Step 8:** Displays Success message. |
| **Precondition** | User must be registered into the system  User must be logged in as admin | |
| **Post condition** | Access rights successfully changed | |
| **Special requirements** | Only Admin account can perform this action | |

1. Edit Company

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| **Use Case Number** | **UC08** | |
| **Use Case Name:** | **Edit Company** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the maintenance tab  **Step 2:** Select Companies/branches.  **Step 4:** Select company  **Step 6:** Change selected information.  **Step 7:** Click save button.  . | **System Response**  **Step 3:** Display company page  **Step 5:** Display Company edit page.  **Step 8:** Displays Success message. |
| **Alternate Flow** | At step 7, after clicking confirm but shares the same company/ branch name with another company currently in the system | Display an error message showing “Company already exists”. |
| **Precondition** | User must be registered into the system  User must be logged in as admin | |
| **Post condition** | company successfully created | |
| **Special requirements** | Only Admin account can perform this action | |

1. Update user type

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| **Use Case Number** | **UC09** | |
| **Use Case Name:** | **Update User Type** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the maintenance tab  **Step 2:** Select user types.  **Step 4:** Select user type that you would like to change.  **Step 6:** update selected info (other function please refer to Change access rights use case)  **Step 7:** Click save button. | **System Response**  **Step 3:** Display user types page  **Step 5:** Display User Type update page.  **Step 8:** Displays Success message. |
| **Precondition** | User must be registered into the system  User must be logged in as admin | |
| **Post condition** | User type successfully updated | |
| **Special requirements** | Only Admin account can perform this action | |

1. Create Reservation Contract

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| **Use Case Number** | **UC10** | |
| **Use Case Name:** | **Create Reservation contract** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the data entry tab  **Step 2:** Select reservation contract.  **Step 4:** Select add  **Step 6:** Input required information  **Step 7:** Click save button. | **System Response**  **Step 3:** Display reservation contract page  **Step 5:** Display reservation contract input page.  **Step 8:** Displays Success message. |
| **Alternate Flow** | At step 7, after clicking confirm but shares the same contract information with another contract currently in the system | Display an error message showing “Tenant already exists”. |
| **Precondition** | User must be registered into the system  User must be logged in to the system  Properties/building exist  Unit exists  Tenant exists | |
| **Post condition** | Reservation contract saved successfully | |

1. Create units

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| **Use Case Number** | **UC11** | |
| **Use Case Name:** | **Create Units** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the data entry tab  **Step 2:** Select list of units.  **Step 4:** Select add  **Step 6:** Input required information  **Step 7:** Click save button. | **System Response**  **Step 3:** Display units’ page  **Step 5:** Display unit input page.  **Step 8:** Displays Success message. |
| **Alternate Flow** | At step 7, after clicking confirm but shares the same unit name with another unit in the same property | Display an error message showing “Unit already exists”. |
| **Precondition** | User must be registered into the system  User must be logged in as admin  Properties/building exist | |
| **Post condition** | Unit/s saved successfully | |

1. Create Tenant

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| **Use Case Number** | **UC12** | |
| **Use Case Name:** | **Create tenant** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the data entry tab  **Step 2:** Select tenants.  **Step 4:** Select add  **Step 6:** Input required information  **Step 7:** Click save button. | **System Response**  **Step 3:** Display tenant page  **Step 5:** Display tenant input page.  **Step 8:** Displays Success message. |
| **Alternate Flow** | At step 7, after clicking confirm but shares the same tenant information with another tenant currently in the system | Display an error message showing “Tenant already exists”. |
| **Precondition** | User must be registered into the system  User must be logged in to the system | |
| **Post condition** | Tenant created | |

1. Create Property

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| **Use Case Number** | **UC10** | |
| **Use Case Name:** | **Create Property** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the data entry tab  **Step 2:** Select list of properties..  **Step 4:** Select add  **Step 6:** Input required information  **Step 7:** Click save button. | **System Response**  **Step 3:** Display properties page.  **Step 5:** Display property input page.  **Step 8:** Displays Success message. |
| **Alternate Flow** | At step 7, after clicking confirm but shares the property information with another property currently in the system | Display an error message showing “Property already exists”. |
| **Precondition** | User must be registered into the system  User must be logged in as admin | |
| **Post condition** | Property created | |

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| **Use Case Number** | **UC14** | |
| **Use Case Name:** | **Create Reservation contract** | |
| **Actor(s):** | **Admin** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the data entry tab  **Step 2:** Select reservation contract.  **Step 4:** Select add  **Step 6:** Input required information  **Step 7:** Click save button. | **System Response**  **Step 3:** Display reservation contract page  **Step 5:** Display reservation contract page.  **Step 8:** Displays Success message. |
| **Alternate Flow** | At step 7, after clicking confirm but shares the same information with another tenant currently in the system | Display an error message showing “Tenant already exists”. |
| **Precondition** | User must be registered into the system  User must be logged in to the system  Properties/building exist  Unit exists | |
| **Post condition** | Reservation contract saved successfully | |

1. Generate Invoice

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| **Use Case Number** | **UC15** | |
| **Use Case Name:** | **Generate invoice** | |
| **Actor(s):** | **Admin, admin assistant** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the data entry tab  **Step 2:** Select Reservation contract  **Step 4:** Select active contract you would like to invoice  **Step 6:** select generate invoice  **Step 8:** Select print statement | **System Response**  **Step 3:** Display payment page  **Step 5:** Display record contract information page.  **Step 7:** Display invoice page.  **Step 9:** Displays Success message. |
| **Precondition** | User must be registered into the system  User must be logged in to the system  Contract must exist | |
| **Post condition** | Invoice generated | |

1. Create invoice for miscellaneous payments

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| **Use Case Number** | **UC15** | |
| **Use Case Name:** | **Create invoice for miscellaneous payments** | |
| **Actor(s):** | **Admin, admin assistant** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the data entry tab  **Step 2:** Select invoice  **Step 4:** Select add  **Step 6:** Fill in required information  **Step 7:** Click Save  **Step 9:** Select document details  **Step 10:** In document items, select others  **Step 11:** Define addition expense.  **Step 12:** Input amount  **Step 13:** Click adjacent button  **Step 14:** Click save at the top of the screen  **Step 15:** Select print statement | **System Response**  **Step 3:** Display invoice page  **Step 5:** Display invoice creation page.  **Step 8:** Displays Success message.  **Step 16:** Displays Success message. |
| **Precondition** | User must be registered into the system  User must be logged in to the system  Tenant must exist | |
| **Post condition** | Invoice generated | |

1. Create invoice for miscellaneous payments

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| **Use Case Number** | **UC15** | |
| **Use Case Name:** | **Create invoice for miscellaneous payments** | |
| **Actor(s):** | **Admin, admin assistant** | |
| **Basic Flow** | **Actor Action**  **Step 1:** Click the data entry tab  **Step 2:** Select invoice  **Step 4:** Select invoice you would like to pay  **Step 6:** Select payment details  **Step 7:** input payment details  **Step 8:** select apply payment | **System Response**  **Step 3:** Display invoice page  **Step 5:** Display invoice details page.  .  **Step 9:** Displays Success message. |
| **Precondition** | User must be registered into the system  User must be logged in to the system  Tenant must exist  Contract must exist | |
| **Post condition** | Invoice payed | |