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| Use Case Name: | Create or delete account |
| Scenario: | A new employee needs to create an account |
| Triggering Event: | Open account manager |
| Brief Description: | A new employee creates an account to gain access in the system. An officer assigns the privileges to be given to the new employee. |
| Actors: | Employee  Officer |
| Related Use Cases: | Includes: none |
| Stakeholders: | Employee: creates an account  Officer: Assigns new account role |
| Pre-condition: | Employee must be in RDC  Officer must be logged in to the system |
| Post-condition: | A new account of the employee is created. The new account has proper privileges. New employee can login to the system. |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Open system 2. Click "create an account" 3. Fill out needed information 4. New account login | **2.1** Show new account form | |
| Exception Condition: | 3.1 User may choose to cancel account creation  4.1 User cannot access newly created account if he/she is not verified by an officer |

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| Use Case Name: | Add a directive |
| Scenario: | Add a new directive to the system to start a process |
| Triggering Event: | New directive received by Admin |
| Brief Description: | When a new directive arrives and is received by admin, it will be scanned and added to the system to inform the whole office that a new test will be conducted |
| Actors: | Administrative Division |
| Related Use Cases: | Send letter to requesting party  Prepare for testing  Report processing |
| Stakeholders: | Administrative Division: to add the directive soft copy |
| Pre-condition: | An employee with proper privilege to add a directive must be logged in |
| Post-condition: | A new folder for a test document with the directive containing it is created |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Employee scans the directive document 2. Employee clicks "add a new test document" 3. Employee renames the new folder 4. Employee uploads the directive inside the folder | **3.1** Create a new folder  **4.1** Notify all computers | |
| Exception Condition: | 3.1 Employee may choose to cancel the creation of this document |

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| Use Case Name: | Send letter to requesting party |
| Scenario: | A new test will be conducted and the sample item should be requested to a requesting party (PABAC, PITC, other suppliers). |
| Triggering Event: | Admin employee creates a letter |
| Brief Description: | When a new directive is scanned, the sample item for testing should be requested. Letters for requesting must be sent to officers and electronically signed then saved inside its corresponding folder. |
| Actors: | Admin employee  Officer |
| Related Use Cases: | Add a directive |
| Stakeholders: | Admin employee: to create the letter and send to officers (electronic)  Officer: to sign the document (electronic) |
| Pre-condition: | A test document folder with a directive must be available |
| Post-condition: | The requesting letter is printed with needed signatures  The test is scheduled |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Employee creates the letter 2. Employee clicks "add letter" 3. Employee chooses which officer to notify for signature 4. Employee adds the document 5. Officer opens the document 6. Officer signs the document 7. Employee prints the document | **2.1** Open settings on adding requesting letter  **4.1** Notify chosen officers  **6.1** Notify the employee | |
| Exception Condition: | 5.1 Officer may proof read the document before signing it |

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| Use Case Name: | Prepare for testing |
| Scenario: | Preparations for a test will be made |
| Triggering Event: | Create test worksheet |
| Brief Description: | Quality Assurance Division (QAD) prepares a worksheet, implementation plan and task organization based on the item that will be tested on a corresponding test |
| Actors: | QAD |
| Related Use Cases: | Add a directive  Send letter to requesting party |
| Stakeholders: | QAD: to prepare all documents |
| Pre-condition: | A directive must exist |
| Post-condition: | Documents needed for the test are inside their corresponding test document folder |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. QAD employee encodes worksheet 2. QAD employee encodes implementation plan 3. QAD employee encodes task organization 4. Employee opens test document folder 5. Employee clicks "add preparation documents" 6. Employee chooses corresponding documents | **4.1** Show contents of test document folder  **6.1** Upload chosen documents  **6.2** Notify officers | |
| Exception Condition: | 6.1 Officers may proof read newly uploaded documents |

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| Use Case Name: | Test Processing |
| Scenario: | A test will be conducted |
| Triggering Event: | Edit test worksheet |
| Brief Description: | QAD is scheduled to conduct a test. While conducting the test, results will be encoded immediately on the test worksheet. |
| Actors: | QAD |
| Related Use Cases: | Prepare for testing  Report Processing |
| Stakeholders: | QAD: to conduct the test and encode results |
| Pre-condition: | QAD testers must be present  Test worksheet, task organization, implementation plan are created |
| Post-condition: | Test worksheet is accomplished, results are encoded |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. QAD opens test document folder 2. QAD opens test worksheet 3. QAD inputs result in the test worksheet 4. Save test worksheet | **1.1** Show documents inside test document  **2.1** Open document | |
| Exception Condition: |  |

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| Use Case Name: | Report processing |
| Scenario: | A report will be produced based on the results of the test |
| Triggering Event: | Create results report document |
| Brief Description: | Quality Assurance Division (QAD) will submit report document that will be signed by all executives after filling out the test worksheet and after conducting a test. |
| Actors: | QAD |
| Related Use Cases: | Prepare for testing  Report submission |
| Stakeholders: | QAD: to prepare report documents |
| Pre-condition: | Worksheet, implementation plan and Task organization are done.  A test must be conducted. |
| Post-condition: | All the report documents are finalized and are inside the test document folder.  All the report documents are verified/signed. |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. QAD encodes results report. 2. QAD opens test document folder 3. QAD clicks "add report document" 4. QAD chooses corresponding report document 5. Officers opens report documents 6. Officers verify and sign the report document | **2.1** Shows contents of test documents  **4.1** Uploads chosen Document  **4.2** Notifies Officers  **6.1** Notifies Employee | |
| Exception Condition: | 4.1 Officers may proof read newly uploaded documents |

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| Use Case Name: | Report submission |
| Scenario: | A report is finalized and will be sent to HHQ |
| Triggering Event: | Report approved by all executives |
| Brief Description: | A report is checked by all executives and is ready for printing. |
| Actors: | QAD |
| Related Use Cases: | Report Processing |
| Stakeholders: | QAD: submit a hard copy of the report to the executives |
| Pre-condition: | A report document must be checked  The report must be finalized and will be submitted to the executives for signature |
| Post-condition: | The finalized report will be signed by all the executives |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Open the final report 2. Print final report | **1.1** Notify that report verification is finished  **2.1** Print report | |
| Exception Condition: |  |

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| Use Case Name: | Archiving and filing |
| Scenario: | A test document is complete and is needed to be archived |
| Triggering Event: | Archive a complete test document |
| Brief Description: | A test document folder has all needed documents and does not need to be processed so it will be stored in the archived folder. |
| Actors: | Admin |
| Related Use Cases: | Add a directive  Send letter to requesting party  Prepare for testing  Report Processing  Report submission |
| Stakeholders: | Admin: to send the test document to archives |
| Pre-condition: | A test document must have signatures and test results report |
| Post-condition: | Test document is stored in archives |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Open system 2. Open test document 3. Click "send to archives" | **3.1** Store test document folder to archives | |
| Exception Condition: |  |

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| Use Case Name: | Document Processing |
| Scenario: | A document, apart from testing, should be processed |
| Triggering Event: | Create new document |
| Brief Description: | A document that needs signature of an officer will be sent to the corresponding officer. |
| Actors: | Employee  Officer |
| Related Use Cases: | Includes: none |
| Stakeholders: | Employee: to create the document  Officer: to proofread and sign document |
| Pre-condition: | Employee must have proper privileges |
| Post-condition: | Document is signed by officer |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Employee creates document 2. Employee adds document to system dashboard 3. Employee chooses officer to notify 4. Officer signs | **3.1** Notifies the officer  **4.1** Updates the document | |
| Exception Condition: | 4.1 Officer may proof read the document  4.2 Officer signs the document (electronic) |