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| Use Case Name: | Add a directive |
| Scenario: | Add a new directive to the system to start a process |
| Triggering Event: | Add directive to the system to start a process |
| 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: | Includes: none |
| Stakeholders: | Administrative Division: to add the directive soft copy |
| Pre-condition: | Directive Document must be added |
| Post-condition: | A new folder for a test document with the directive containing it is created |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Open system 2. Employee creates new folder 3. Click "create a directive" 4. Fill out needed information 5. New directive added | **2.1** Show directive form | |
| Exception Condition: | 4.1 User may choose to cancel directive document creation |

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| Use Case Name: | Create/Edit directive documents |
| Scenario: | Create or edit documents pertaining to Directive; Test Worksheet, Item Specification etc. |
| Triggering Event: | Create/edit document pertaining to directive |
| Brief Description: | When a directive document is received the QAD will create documents pertaining to the directive. |
| Actors: | QAD |
| Related Use Cases: | Add a directive  Document Approval |
| Stakeholders: | QAD |
| Pre-condition: | Folder must be created |
| Post-condition: | New Documents must be uploaded |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. QAD opens folder from created directive folder 2. Employee clicks "add a new document" 3. Employee uploads the documents like test worksheet inside the folder | **2.1** show folder | |
| Exception Condition: | 2.1 Employee may choose to cancel the creation of document |

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| Use Case Name: | Document Approval |
| Scenario: | A document will be approved by an officers |
| Triggering Event: | Send to officer |
| Brief Description: | When an employee creates a document, officers will review it and provide feedback whether approved or not. |
| Actors: | Officers |
| Related Use Cases: | Create/edit directive documents |
| Stakeholders: | Officer: to approve documents |
| Pre-condition: | A document for approval must exist |
| Post-condition: | A document is approved by an officer |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Officer opens the folder 2. Officer opens the document 3. Officer approves the document 4. Officer re-uploads the document | * 1. Show folder   **2.1** Shows Document | |
| Exception Condition: |  |

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| Use Case Name: | Assigns Directive |
| Scenario: | QAD will assign task from a Directive to tester |
| Triggering Event: | Assigns directive |
| Brief Description: | After all the documents pertaining to directive has created, QAD will assign tester to conduct a test. |
| Actors: | Tester  QAD |
| Related Use Cases: | Create directive documents |
| Stakeholders: | Tester: to received directive  QAD: to assign directive |
| Pre-condition: | Directive documents are approved |
| Post-condition: | Directive is forwarded to tester |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. QAD uploads approved Directive documents 2. QAD Assigns task tester 3. Tester opens folder 4. Tester downloads Documents | **1.1** Show documents  **4.1** Open document | |
| Exception Condition: |  |

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| Use Case Name: | Conducts test |
| Scenario: | Tester conducts the test |
| Triggering Event: | Conduct test |
| Brief Description: | A tester will conduct test and add findings on worksheet for preparation in making report document. |
| Actors: | Tester |
| Related Use Cases: | Create report  Assign Directive |
| Stakeholders: | Tester: to input findings |
| Pre-condition: | Documents for testing must exists |
| Post-condition: |  |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Tester performs test 2. Tester downloads test worksheet 3. Tester inputs result in the test worksheet 4. Save test worksheet | **2.1** shows document | |
| Exception Condition: |  |

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| Use Case Name: | Create Report |
| Scenario: | A report will be produced based on the results and findings from the test |
| Triggering Event: | Create report |
| Brief Description: | Tester will submit report document that needs to be submitted to QAD after conducting the test. |
| Actors: | QAD  Tester |
| Related Use Cases: | Conduct test |
| Stakeholders: | Tester: to prepare report documents |
| Pre-condition: | Worksheet are filled out.  A test must be conducted. |
| Post-condition: | The Report document is ready for submission and must be first approved by QAD |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Tester encodes results report. 2. Tester opens test document folder 3. Tester clicks "add report document" 4. Tester chooses corresponding report document | **2.1** Shows contents of test documents  **4.1** Uploads chosen Document  **4.2** Notifies Officers | |
| Exception Condition: |  |

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| Use Case Name: | Report Approval |
| Scenario: | Report Document will be approved by officers |
| Triggering Event: | Approve report document |
| Brief Description: | The tester will submit a report document then the QAD and the Officers will approve the report. |
| Actors: | Tester  QAD  Officers |
| Related Use Cases: | Create Report |
| Stakeholders: | QAD and Officers: to approved the report document |
| Pre-condition: | A report document must exist |
| Post-condition: | QAD and Officers already approved the report |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Tester opens folder that is related to report document 2. Tester uploads the document 3. Officers opens the folder 4. Officers selects document 5. Officers downloads the report document | * 1. shows folder   4.1 shows documents | |
| Exception Condition: |  |

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| Use Case Name: | Create routine document |
| 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: | Admin  Officers |
| Related Use Cases: | Includes: none |
| Stakeholders: | Admin: 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. Admin creates document 2. Admin adds document to system dashboard 3. Admin chooses officer to notify | **3.1** Notifies the officer | |
| Exception Condition: |  |

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| Use Case Name: | Archive document |
| Scenario: | The Documents are approved and ready to store |
| Triggering Event: | Archive document |
| Brief Description: | The final test document is approved and ready to be archive for storing. A copy will be submitted to Higher Headquarters |
| Actors: | Admin |
| Related Use Cases: | Report Approval |
| Stakeholders: |  |
| Pre-condition: | A report document must be checked  The report must be finalized and approved by all Officers. |
| Post-condition: | The finalized test document is all done and already approved  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: |  |