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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: | Create directive documents |
| Scenario: | Documents needed for a directive will be created |
| Triggering Event: | Create document inside directive folder |
| Brief Description: | Employees add documents pertaining to the directive |
| Actors: | Admin employee  QAD employee |
| Related Use Cases: | Add a directive |
| Stakeholders: | Admin employee: to create the letter and send to officers (electronic)  QAD employee: to create preparation documents and send to officers (electronic)  Officer: to sign the document (electronic) |
| Pre-condition: | A directive must exist |
| Post-condition: | A new document is added |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Employee creates the document 2. Employee clicks "add document" 3. Employee chooses which officer to notify for signature 4. Employee adds the document | **2.1** Open settings on adding requesting letter  **4.1** Notify chosen officers | |
| Exception Condition: |  |

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| Use Case Name: | Document Approval |
| Scenario: | A document will be approved by an officer |
| Triggering Event: | Send to officer |
| Brief Description: | When an employee creates a document, officers will be notified for its approval. |
| Actors: | QAD |
| Related Use Cases: | Create directive documents |
| Stakeholders: | Officer: to electronically sign 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 document 2. Officer signs the document (electronic) 3. Officer re-uploads the document | * 1. Notify officer   **3.1** Notify sender | |
| Exception Condition: |  |

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| Use Case Name: | Edit document |
| Scenario: | A document contents will be edited |
| Triggering Event: | Open document |
| Brief Description: | A tester will input the results to a test worksheet |
| Actors: | Tester |
| Related Use Cases: | Create directive documents |
| Stakeholders: | Tester: to input results |
| Pre-condition: | A document to edit must exist |
| Post-condition: | A document is edited |
| Flow of Activities: | |  |  | | --- | --- | | Actor | **System** | | 1. Tester opens test document folder 2. Tester opens test worksheet 3. Tester 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: | Create Report |
| Scenario: | A report will be produced based on the results of a 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: | Create directive documents |
| 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 | **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: | Archive document |
| Scenario: | A report is finalized and will be sent to HHQ |
| Triggering Event: | Document complete/archive document |
| Brief Description: | A test folder is complete and will be archived |
| 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  Create directive documents  Document approval |
| 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: | 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: | 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 | **3.1** Notifies the officer | |
| Exception Condition: |  |