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| Use Case: | Retrieve Personal Records | |
| Triggering Event: | Accessing of a personal records screen | |
| Brief Description: | The scholar will view recorded personal information | |
| Actor: | Scholar | |
| Stakeholder: | Scholar | |
| Pre-conditions: | A scholar must be present  Scholar must be signed-in to his/her account  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | The scholar’s personal information is displayed | |
| Flow of Activities: | Scholar | System |
| Navigate to a personal records screen  Select a category of information to view | Display available categories  Display relevant information based on category   Display relevant information based on selection |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Upload Scholar Forms | |
| Triggering Event: | Accessing of upload screen | |
| Brief Description: | The scholar will upload required forms | |
| Actor: | Scholar; SMFI | |
| Stakeholder: | Scholar; SMFI | |
| Pre-conditions: | Scholar or SMFI representative must be present  Scholar or SMFI representative must be signed-in to an account  Form to upload must exist  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | The uploaded form is saved to the database | |
| Flow of Activities: | Scholar/SMFI | System |
| Navigate to upload screen  Select upload type  Select file to upload  If desired, add a message to the uploaded document  Click submit button | Display upload options  Display upload form      Save uploaded form to the database |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | New Scholar Optional Work | |
| Triggering Event: | Accessing of optional work screen | |
| Brief Description: | The scholar will fill out the optional work information form | |
| Actor: | Scholar | |
| Stakeholder: | Scholar; SMFI | |
| Pre-conditions: | A scholar must be present  Scholar must be signed-in to his/her account  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | New scholar optional work details saved to database | |
| Flow of Activities: | Scholar | System |
| Navigate to optional work screen  Fill out optional work information form with relevant information  Click submit | Display optional work information form  Save information to database |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Send Scholar Message | |
| Triggering Event: | Accessing of contact screen | |
| Brief Description: | The scholar will send a message contacting SMFI | |
| Actor: | Scholar | |
| Stakeholder: | Scholar; SMFI | |
| Pre-conditions: | A scholar must be present  Scholar must be signed-in to his/her account  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | SMFI is sent the scholar’s message | |
| Flow of Activities: | Scholar | System |
| Navigate to contact screen  Fill out contact form with subject and message  Click submit | Display contact form  Forward the contents of contact form to SMFI via email |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Custom Search | |
| Triggering Event: | Inputting of search parameters | |
| Brief Description: | SMFI searches for specific records | |
| Actor: | SMFI | |
| Stakeholder: | SMFI | |
| Pre-conditions: | SMFI representative must be present  SMFI representative must be signed-in to an SMFI account  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | The results of the custom search are displayed | |
| Flow of Activities: | SMFI | System |
| Navigate to a records screen  Enter search parameters into search function | Display records screen  Search database for records matching search parameters  Display search results |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Retrieve Records | |
| Triggering Event: | Accessing of records screen | |
| Brief Description: | SMFI views detailed record information | |
| Actor: | SMFI | |
| Stakeholder: | SMFI | |
| Pre-conditions: | SMFI representative must be present  SMFI representative must be signed-in to an SMFI account  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | Detailed record information is displayed | |
| Flow of Activities: | SMFI | System |
| Navigate to a records screen  Click a record | Display relevant records screen  Display selected type of record  Display detailed information on record |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Generate Report | |
| Triggering Event: | Selection of report or interface file type | |
| Brief Description: | A report is generated based on entered report parameters | |
| Actor: | SMFI | |
| Stakeholder: | SMFI | |
| Pre-conditions: | SMFI representative must be present  SMFI representative must be signed-in to an SMFI account  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | Report is displayed  Report file is exported if desired | |
| Flow of Activities: | SMFI | System |
| Navigate to desired report screen  Enter report parameters  Click generate  If desired, select an export file type | Display report screen  Search database for records matching parameters  Organize records into report format  Display report  Export report details into selected file type |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Create New Record | |
| Triggering Event: | New information available | |
| Brief Description: | Scholar or SMFI creates new records in the database | |
| Actor: | SMFI; Scholar | |
| Stakeholder: | SMFI; Scholar | |
| Pre-conditions: | Scholar or SMFI representative must be present  Scholar or SMFI representative must be signed-in to an account  New record information must exist  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | New record created in the database | |
| Flow of Activities: | Scholar/SMFI | System |
| Navigate to a records screen  Click create record  Input new information  Click Save | Display records screen  Display relevant create record fields  Update database with new field values |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Manipulate Database Records | |
| Triggering Event: | Outdated record information | |
| Brief Description: | SMFI edits, updates, approves, or deletes an existing record | |
| Actor: | SMFI | |
| Stakeholder: | SMFI; Scholar | |
| Pre-conditions: | SMFI representative must be present  SMFI representative must be signed-in to an SMFI account  Record to be modified must exist  A working PC or smart device with access to the SMFI web portal must be available | |
| Post-conditions: | Database records are updated | |
| Flow of Activities: | SMFI | System |
| Navigate to a records screen  Choose a record to modify  If deleting a record, click delete  If editing, updating, or approving a record, click edit  Input new information  Click Save | Display records screen  Display editable fields for selected record  Update database with new field values |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |