**Use Case Full Description:**

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| **Use Case Name:** | Display available resources | |
| **Scenario:** | Student opens resource catalog | |
| **Triggering Event:** | Student views all available resources | |
| **Brief Description:** | When the student wants to view all available resources, or rooms | |
| **Actors:** | Student | |
| **Related Use Cases:** | Reserve an item, View room schedule, View item resource list | |
| **Stakeholders:** | Student | |
| **Preconditions:** | Must be an enrolled student of Asia Pacific College, has access to Office365 and APCIS | |
| **Postconditions:** | System display resource list. | |
| **Flow of Activities:** | **Student** | **System** |
| 1. Student wants to know all the available resources. 2. Student wants to view available rooms. | * 1. System displays all available resources.   2.1. System displays an updated room schedule |
| **Exception Conditions:** |  | |

**Use Case Full Description:**

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| **Use Case Name:** | Reserve an item | |
| **Scenario:** | Student reserves an item | |
| **Triggering Event:** | Student choose an item to reserve | |
| **Brief Description:** | Student has booked an item for a reservation | |
| **Actors:** | Student | |
| **Related Use Cases:** | Display available resources, Create transaction Record,  Verify reservation | |
| **Stakeholders:** | Student | |
| **Preconditions:** | Student must have an item/room to book a reservation | |
| **Postconditions:** | System provides reservation specification form. | |
| **Flow of Activities:** | **Student** | **System** |
| 1. Student has chosen an item to reserve 2. Student initiates item reservation. 3. Student provides reservation details. 4. Student verify reservation details 5. Student finalize the reservation | 2.1 Creates a new reservation  3.1 System adds reservation details specification  (Create Transaction Record  use case)  4.1 Show reservation details  (Verify reservation use case)  5.1 Complete reservation  5.2 Provide student final reservation details |
| **Exception Conditions:** | 4. If student wants to change the reservation details:  a. Repeat step 3 and 4  5. Student chooses to cancel reservation | |

**Use Case Full Description:**

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| **Use Case Name:** | Create transaction record | |
| **Scenario:** | New reservation has been received by the system | |
| **Triggering Event:** | Student submitted the reservation | |
| **Brief Description:** | Records the transaction in the system | |
| **Actors:** | System | |
| **Related Use Cases:** | Reserve an item | |
| **Stakeholders:** | Student | |
| **Preconditions:** | System must have received the reservation | |
| **Postconditions:** | Transaction record will be stored and for admin review. | |
| **Flow of Activities:** | **Student** | **System** |
| 1. Student submits the finalize reservation | * 1. Create new transaction record.   2. Retrieve reservation details.   3. Stores the record in the system. |
| **Exception Conditions:** | 1. Student cancels the reservation | |

**Use Case Full Description:**

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| **Use Case Name:** | Create an item condition report | |
| **Scenario:** | Student returned a defective item | |
| **Triggering Event:** | Admin has received a defective item | |
| **Brief Description:** | Admin will document the item condition | |
| **Actors:** | Admin | |
| **Related Use Cases:** | Verify item returned | |
| **Stakeholders:** | APC Community | |
| **Preconditions:** | Item returned defective or damaged | |
| **Postconditions:** | Submits an item condition for inspection | |
| **Flow of Activities:** | **Admin** | **System** |
| 1. Admin receives a defective or damaged item 2. Identifies the severity of item condition 3. Checks records prior to the incident. 4. Provide other details 5. Finalize report | 1.1. Create an item  condition report  3.1. Display transaction  records (Use Case)     * 1. Submit report for review and inspection. |
| **Exception Conditions:** | 1. Item is in a working condition 2. Item is still usable | |

**Use Case Full Description:**

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| **Use Case Name:** | Update room schedule | |
| **Scenario:** | The room schedule has been adjusted | |
| **Triggering Event:** | Facility manager updates the room schedule | |
| **Brief Description:** | Facility manager receives a requested room schedule adjustment | |
| **Actors:** | Facility manager | |
| **Related Use Cases:** |  | |
| **Stakeholders:** | APC Community | |
| **Preconditions:** | Schedule adjustments must have been approved or authorized | |
| **Postconditions:** | Room schedule must be updated according to the adjustments | |
| **Flow of Activities:** | **Facility Manager** | **System** |
| 1. Check for conflicting schedule 2. Adjust current room schedules. 3. Finalize room schedule | 1.1 Edit room schedule  2.1 View room schedule  3.1 Updates room schedule |
| **Exception Conditions:** | 1. If there is a conflicting schedule:   a. Notify and coordinate with the reservation owner.  b. Move to an available room. | |