**Use Case**: Add a new employee—name, id, address, pay-rate, weekly schedule, etc.

**Actors**: Receptionist/Manager

**Goal:** Enter basic information of new employees into the computer system.

**Overview:** When a new employee is hired on to the staff of Just-the-Job Cleaning Co. The receptionist enters the basic information of the employee into the new computer system. Basic info includes name, id, address, pay-rate, weekly schedule, etc.

**Typical Course of Events:**

**Actor Action: System Response:**

1. Just-the-Job Cleaning has hire a new employee.

2. The receptionist enters the new employees info

into the computer system.

**Alternative Courses:**

There are no alternative ways to enter a new employee in the system.

**Use Case:** Display/print a list of all employees with their information

**Actors:** Receptionist/Manager

**Goal:** System will display the information of all the employees in the computer system and will be able to print the list.

**Overview:** The receptionist has the ability to display/print all of the new and existing employees information that was entered into the computer system.

**Typical Course of Events:**

**Actor Action: System Response:**

1. Receptionist goes into the computer system to view 2. Displays list of all new/existing employees.

the current employees in the company. and their information.

3. Receptionist decides to print the list of all 4. Prints list of all employees.

employees.

**Alternative Courses:**

When printing, the receptionist has the option of printing the list of employees with or without their personal information.

**Use case**: Add New Customer  
**Actors**: Manager, Receptionist  
**Goal**: To add a new customer to the system

**Description**: When there is a new customer that would like cleaning, their name and information must be added to the system.

**Typical Course of Events**

Actor Action System Response

1) Logs in to system

2) Allows access

3) Chooses to add a new customer

4) Requests name and customer info

5) Enters the name and information

6) Checks to see if customer exists in system

7) Logs out of the system

**Alternate Courses**

Step 1 & 2: If the user enters an incorrect username or password the system will not allow them in.

Step 3-6: The actor may decide to not add a new customer and end the process

Step 5 & 6: The customer may already be a pre-existing customer and therefore will not be added to the system

**Use case**: Display/Print list of customers and info  
**Actors**: Manager, Receptionist  
**Goal**: To Display and or Print a list of customers and their information

**Description**: A list of all customers and their information is displayed. If the actor chooses to, he or she can also print the list off.

**Typical Course of Events**

Actor Action System Response

1) Logs in to system

2) Allows access

3) Chooses to display the list of customers

4) Displays list of all customers and their info

5) Chooses to print off list

6) Sends list to the printer to be printed

7) Logs out of the system

**Alternate Courses**

Step 1 & 2: If the user enters an incorrect username or password the system will not allow them in.

Step 5 & 6: The actor may decide to not print off the list, but to only view the list from the computer.

Step 5 & 6: There may not be a functioning printer connected to the computer.

**Use Case**: Add/register a new job

**Actors:** Receptionist/Manager

**Goal:** Add a new job

**Description**: Allows the Manager or Receptionist to add a new job to the system

**Typical Course of Events:**

|  |  |
| --- | --- |
| **Actor Action** | **System Response** |
| 1. Log into the system | 2. Grant access |
| 3. Chooses to add a new job to system | 4. Adds the new job to the database |
| 5. Log out |  |

**Alternate Courses:**

Step 1&2- If the Actor inputs the wrong username or password, then the system will deny access to the user.

**Use Case:** Display/print a list of all jobs with their completion status

**Actors:** Receptionist/Manager

**Goal:** Display/print list of all jobs and their status

**Description:** Allows the Manager or Receptionist to view or print a list of all jobs along with their completion statuses.

**Typical Course of Events:**

|  |  |
| --- | --- |
| **Actor Action** | **System Response** |
| 1. Log into the system | 2. Grant access |
| 3. Chooses to display list of jobs | 4. Displays jobs w/ completion statuses |
| 5. Chooses to print off list of jobs | 6. Prints off list |
| 7. Logs out |  |

**Alternate Courses:**

Step 1&2- If the Actor inputs the wrong username or password, then the system will deny access to the user.