**Use Case: Approved Purchase Requisition**

**Actor:** Admin

**Trigger Point:** Admin receives notification or accesses the system dashboard to review approved purchase requisitions.

**Description:** This use case outlines the process of an admin handling approved purchase requisitions within the system.

**Pre-Conditions:**

1. Admin is authenticated and logged into the system.

2. Approved purchase requisitions are available in the system for review.

**Post-Conditions:**

1. Admin successfully manages approved purchase requisitions.

2. Approved requisitions are ready for further processing, such as procurement.

**Normal Flow:**

1. Admin accesses the "Approved Requests" section from the dashboard.

2. Admin views the list of approved requisitions displayed in the panel.

3. The system provides a search bar and filter button to facilitate the admin in sorting and filtering the purchase requisitions based on criteria such as status (Approved, Rejected, On Hold, Pending) and priority (High, Medium, Low).

4. Admin reviews the details of each requisition, including request number, name, location, date, total cost, priority, and status.

5. Admin scrolls through the list using the number scroll at the bottom if needed.

6. Admin selects a specific requisition from the list to view more details or take action.

**Alternative Flow:**

1. If admin needs to search for a specific requisition:

* Admin uses the search bar in the second card to search by username or date.
* Admin filters the list based on specific criteria using the filter button.

2. If admin requires further information about a requisition:

* Admin clicks on the requisition from the list to view additional details.
* Admin accesses attached documents or comments for more context.

3. If admin needs to approve additional requisitions:

* Admin repeats the normal flow steps to review and manage other approved requisitions in the list.