**Use Case: My Requests**

**Actor:** Requestor

**Trigger Point:** The requestor accesses the request management panel in the procurement system.

**Use Case Description:** The requestor manages their requests within the procurement system, allowing them to track the status and progress of their requests.

**Pre-conditions:**

* The requestor is authenticated and logged into the procurement system.
* The requestor has appropriate permissions to manage their requests.
* There are requests available in the system for the requestor to manage.

**Post-conditions:**

* The requestor's requests are successfully managed according to their actions within the procurement system.

**Normal Flow:**

1. The requestor logs into the procurement system and navigates to the request management panel.

2. The system displays a top module with five cards: All Requests, Approved Requests, Pending Requests, Rejected Requests, On Hold Requests.

3. The requestor selects the appropriate card to view requests based on their status.

4. The system presents a list of requests with details including:

* Status
* Location
* Requested by
* Creation date
* Delivery date
* Total cost
* Priority

5. The requestor utilizes the filter and search functionalities to narrow down the list based on specific criteria such as user, name, or date.

6. The requestor scrolls through the list if necessary to locate specific requests.

7. The requestor reviews the details of the requests to understand their status and other relevant information.

8. Based on the information gathered, the requestor may take further actions such as:

* Approving requests that are pending approval.
* Providing additional information or clarification for requests that are on hold.
* Resubmitting requests that have been rejected.
* Updating the status or details of requests as necessary.

**Alternative Flow:**

* If the requestor encounters errors or issues with filtering or searching for requests during step 5, they may retry or report the issue for resolution.
* If there are no requests available in the system during step 3, the requestor may not find any entries in the request management panel.
* If there are specific actions associated with individual requests, such as contacting approvers for pending requests or providing additional information for requests on hold, the requestor may select the corresponding request and initiate the action accordingly.