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| **Use Case ID:** | 6.1.04 | | | |
| **Use Case Name:** | Create employee record | | | |
| **Created By:** | Tiona White | | **Last Updated By:** | Jeff Stobb |
| **Date Created:** | 9/15/18 | | **Last Revision Date:** | 9/21/18 |
| **Actors:** | | Manager | | |
| **Description:** | | Managers can create new employee records when someone is hired | | |
| **Trigger:** | | Manager clicks new employee | | |
| **Preconditions:** | | 1. **Manager is already logged in** | | |
| **Postconditions:** | | 1. A new employee record is made | | |
| **Normal Flow:** | | 1. Manager clicks new employee 2. Program displays an empty employee record to be filled in 3. Manager enters employees information and clicks save 4. Program save employees information and adds them to the list of employees | | |
| **Alternative Flows:**  **[Alternative Flow 1 – Not in Network]** | | 4a. (invalid information)   1. Program displays message that some fields may be invalid and to retry 2. Basic flow step 3 | | |
| **Exceptions:** | | None | | |
| **Includes:** | | None | | |
| **Frequency of Use:** | | On demand | | |
| **Special Requirements:** | | New employee button is needed and a save and cancel button | | |
| **Assumptions:** | | Manager has all the employees needed information | | |
| **Notes and Issues:** | | none | | |