# Feature Name (Create time off request)

## Feature Process Flow / Use Case Model

## Use Case(s)

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| **Use Case ID:** | 1.1.06 | | | |
| **Use Case Name:** | Create time off request | | | |
| **Created By:** | Brandon Beltz | | **Last Updated By:** | Alisa Roehr |
| **Date Created:** | 2018-09-13 | | **Last Revision Date:** | 2018-11-02 |
| **Actors:** | | Primary: Worker  Secondary: Manager | | |
| **Description:** | | Create a time off request to submit to the Manager | | |
| **Trigger:** | | User submits the request | | |
| **Preconditions:** | | 1. Assumptions are true | | |
| **Postconditions:** | | 1. If logged in and request is submitted successfully, request will be sent to the Manager pending approval | | |
| **Normal Flow:** | | 1. User chooses new time off request 2. User fills out all necessary fields 3. User submits the request | | |
| **Alternative Flows:**  **[Alternative Flow 1 – Already Logged In]** | | 1a. In step 1 of the normal flow, if the User is not logged in to the system   1. System prompts the user to sign in 2. Use Case resumes on step 1 | | |
| **Alternative Flows:**  **[Alternative Flow 2 – System unavailable]** | | 1b. In step 1 of the normal flow, if the system is not available   1. System will alert user that it is not available and to try again later 2. Use Case terminates | | |
| **Exceptions:** | | See alternate flows (above) | | |
| **Includes:** | | System | | |
| **Frequency of Use:** | | On demand, 50+ times per year | | |
| **Special Requirements:** | | N/A | | |
| **Assumptions:** | | User is logged in. User has permissions. | | |
| **Notes and Issues:** | | N/A | | |