# Feature Name Approve Event Request

## Feature Process Flow / Use Case Model

## Use Case(s)

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| **Use Case ID:** | UC-3.3.14 | | | |
| **Use Case Name:** | Manager-ApproveEventRequest | | | |
| **Created By:** | Caitlin Abelson | | **Last Updated By:** | Caitlin Abelson |
| **Date Created:** | 9/19/18 | | **Last Revision Date:** | 9/23/19 |
| **Actors:** | | Event Management | | |
| **Description:** | | Event Management approves and Event request | | |
| **Trigger:** | | Event Management receives an Event request | | |
| **Preconditions:** | | 1. Event request must have necessary information filled out | | |
| **Postconditions:** | | 1. Event request is approved | | |
| **Normal Flow:** | | 1. Event Manager logs into account 2. Clicks on request tab 3. Event Manager receives Event request 4. Event Manager reviews request 5. Event Manager clicks approve request 6. Event Manager logs out | | |
| **Alternative Flows:**  **[Alternative Flow 1 – Not in Network]** | | 4a. In step 4 of the normal flow, if the Event Manager has questions before approval   1. Event Manager makes note of questions on form 2. Sends back form to whomever sent it 3. Normal flow continues at step 6 | | |
| **Exceptions:** | |  | | |
| **Includes:** | |  | | |
| **Frequency of Use:** | | On Demand | | |
| **Special Requirements:** | |  | | |
| **Assumptions:** | |  | | |
| **Notes and Issues:** | |  | | |