# Create Missing Item Record

## Feature Process Flow / Use Case Model

## Use Case(s)

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| **Use Case ID:** | 4.1.20 | | | |
| **Use Case Name:** | Create Missing Item Report | | | |
| **Created By:** | Dani Russo | | **Last Updated By:** | 9/20/2018 |
| **Date Created:** | 9/13/2018 | | **Last Revision Date:** |  |
| **Actors:** | | Primary: Receiver  Other: Database | | |
| **Description:** | | The Receiver flags an item as missing and creates a report to be viewed by the Manager | | |
| **Trigger:** | | The Receiver selects “Missing Item” and submits | | |
| **Preconditions:** | | 1. The Receiver is logged in 2. **The Receiver is verifying incoming materials** | | |
| **Postconditions:** | | 1. A Record is created noting that an item is missing in an incoming shipment | | |
| **Normal Flow:** | | 1. The Receiver selects “Report Missing Items” and submits 2. The Program loads a form requesting information regarding the package and missing items 3. The Receiver fills out form and submits 4. The Program sends info to the Database 5. The Database creates a new Missing Item record and assigns a auto-number | | |
| **Alternative Flows:** | | N/A | | |
| **Exceptions:** | | N/A | | |
| **Includes:** | | Verify Incoming Materials - 4.5.04 | | |
| **Frequency of Use:** | | On Demand | | |
| **Special Requirements:** | | N/A | | |
| **Assumptions:** | | N/A | | |
| **Notes and Issues:** | | N/A | | |