Use Cases

for

IT Human Resource System, Release 1.0

Process Impact

**May 21, 2023**

The various user classes identified the following primary actors and use cases for the IT Human Resource System:

|  |  |
| --- | --- |
| Primary Actor | Use Cases |
| HR Manager | 1. Login 2. HR main control\* 3. User authorization 4. View account list, contract 5. Change account password |
| HR Staff | 1. Login 2. View all staff information, salary, timekeeping. 3. Manage all leave report, welfare. \* 4. Change account password |
| Project Manager | 1. Login 2. Manage working process. \* 3. Assign task. 4. Rating working performance. 5. Change account password |
| Staff | 1. Login 2. View user information, contract, overtime, salary, view timekeeping 3. Edit user information. 4. Register for leave day. 5. Update work process. 6. Change account password. |
| Recruiter | 1. Login 2. Receive and process candidate application. 3. Schedule an interview. 4. Change account password |

A diagram of a login system

Description automatically generated with low confidence

|  |  |  |  |
| --- | --- | --- | --- |
| ID and Name: | **UC-01 Login** | | |
| Created By: | Thanh Phong | Date Created: | 21/5/2023 |
| Primary Actor: | Public | Secondary Actors: | None |
| Description: | This feature authorized each employee’s role so they can access to the system with a specific account. | | |
| Trigger: | An employee wants to access to this system with authorized account as it specified each employee’s works when they have different role. | | |
| Preconditions: | PRE-1.0. Username and password are available for each employee.  PRE-1.1. Gmail must be supplied by the company.  PRE-1.2. User device must have the faceID feature. | | |
| Postconditions: | POST-1. User is accessed to the system.  POST-2. Be able to do a specific task for each employee’s role. | | |
| Normal Flow: | **1.0 Login**   1. User must go to the URL linked to web page or enter the website name in order to access the login page. 2. Users are required to input a valid username and password to be logged into the system. 3. User hits the login button to trigger the login process. 4. The system checks the existed account in the DB then transfer the user to the dashboard after a few seconds. | | |
| Alternative Flows: | * 1. **Login via Gmail**  1. A suggestion button is designed below the login button. 2. When user clicks it, the system shows a different login form that allows to enter gmail which the company gave to each employee. 3. User hits the login button to trigger the login process. 4. The system checks the existing account in the DB then transfers the user to the dashboard after a few seconds.   **1.2 Login via FaceID**  5. FaceID feature pops up as the time user click into the input box.  6. After the regconizing face process, user will be transfer directly to the dashboard. | | |
| Exceptions: | **1. Exceeding login times**  - If user enter incorrect username or password over 5 times. The system will throw an error message then lock the account for the next 30 mintes.  **2. Incorrec size of input box**  **-** If the user let the empty input box, the system will throw an error message and require user to enter.  **-** The system will not accept the input if it has exceeded characters. | | |
| Priority: | High | | |
| Frequency of Use: | Approximately 300 users, average of one usage per day. Peak usage load for this use case is between 9:00 A.M. and 10:00 A.M. local time. | | |
| Business Rules: |  | | |

A picture containing text, drawing, diagram, sketch

Description automatically generated

|  |  |  |  |
| --- | --- | --- | --- |
| ID and Name: | **UC-02 View user information** | | |
| Created By: | Trung Tuấn | Date Created: | 22/5/2023 |
| Primary Actor: | Common | Secondary Actors: | None |
| Description: | The system will be able to display a screen of user information including all personal information, contract if they click on the link directing to the labour contract. | | |
| Trigger: | When employee want to see and confirm if some information is stored incorrectly. | | |
| Preconditions: | PRE-1.0. Users must authenticate themselves by login to the system.  PRE-1.1. The system should incorporate appropriate security measures to protect user information from unauthorized access like encrytion, … | | |
| Postconditions: | POST-1. List of detail information of a user  POST-2. CRUD the information on profile page. | | |
| Normal Flow: | **1.0 View user information**  1. User will click on the button icon on the dashboard to trigger this feature  2. A screen of user will pop up displaying some personal information  3. Buttons to do CRUD are integrated below the dashboard.  4. When user clicks those buttons, the system will implement the code methods to do with the database. | | |
| Alternative Flows: | None | | |
| Exceptions: | * If user has set privacy setting to restrict access their information, even authorized users may not be able to access their information unless the setting is expired. * System may have bugs or error: There are temporary database failures or technical problems may prevent authorized user to view user information. | | |
| Priority: | High | | |

A picture containing drawing, diagram, sketch, text

Description automatically generated

|  |  |  |  |
| --- | --- | --- | --- |
| ID and Name: | **UC-03 Change account password** | | |
| Created By: | Thanh Phong | Date Created: | 23/5/2023 |
| Primary Actor: | Common | Secondary Actors: | None |
| Description: | In daily life, individuals often have mutiple accounts for various media platforms, leading to potential password forgetfullness. This is common when people trying to reuse their frequently used password across different apps. So this feature comes up to help user to change password which easier for them to remember. | | |
| Trigger: | . When user forget their current password and ought to change it to a different password. | | |
| Preconditions: | PRE-1.0. Username and email have been available and authenticated before reseting the password.  PRE-1.1. Current password must be confirmed.  PRE-1.2. Security measures: two-fators authentication or security questions before successfully changing the pasword.  PRE-1.3. Password complexity: Minimum length of charaters or password must include special char to ensure new password is strong and secure. | | |
| Postconditions: | POST-1. An appropriate password is changed to meet the user demand. | | |
| Normal Flow: | 1. User triggers the change password button to move a change password form. 2. User is required to input 3 input boxs which are current password, new password, and new password confirmation. 3. The users initiate the password modification procedure by hitting the change password button to ensure the updated password is recorded in the database. | | |
| Alternative Flows: | None | | |
| Exceptions: | 2a. The user entering the wrong current password 5 times will be given a warning by the system and next time will be lock in the next 30 minutes.  2b. New password and password confirmation must be the same, otherwise user cannot update the new password into the database.  3. User can only be able to change password in 6 months or more. | | |
| Priority: | High | | |

|  |  |  |  |
| --- | --- | --- | --- |
| ID and Name: | **UC-04 Manage working process** | | |
| Created By: | Hoàng Danh | Date Created: | 25/5/2023 |
| Primary Actor: | Project Manager | Secondary Actors: | Hr Manager |
| Description: | This feature allows user to oversee and control various aspects of the staff process to reduce the delays and improve the working methods. | | |
| Trigger: | When user is authorized and clickes on the relevant button, so it provides user with plenty functionality and tools for managing the staff work. | | |
| Preconditions: | PRE-1.0. Users must be authorized and authenticated themselves by login to the system.  PRE-1.1. Tasks and Workflow are set up in advance in the system.  PRE-1.2. Data is available like project timeline, tasks details or team member information, … | | |
| Postconditions: | POST-1. User will have up-to-date working process so they can reduce the delays or some detrimental effects.  POST-1.1. It facilitates team member to interact more to ensure that everyone is in the same page. | | |
| Normal Flow: | 1. User access the app system where this feature is available. 2. User starts viewing the existing work process, tasks or project needed to be done before the dealine. 3. User identify the specific work that requires modification or updates 4. Tracking task progress is executed when user monitor the progress of each individual task. 5. Iterative improment: This involves reassigning tasks, adjusting the deadline and implement new stategies to enhance productivities. | | |
| Alternative Flows: | None | | |
| Exceptions: | * Conflict changes: when multiple users are simultaneously working on the same work progress, conflicts are arise if they make conflicting changes. * Unexpected changes like shifting the protities, resource constrains or external factors. | | |
| Priority: | High | | |