**STAR HR User Story **

**Cathy administers the STAR system and has received notification from system that applications require to be reviewed and shortlisted**

* Cathy logs into the system
* Cathy goes to Received Applications
* Cathy clicks on the first application which loads on screen
* Cathy reviews the application and finds that it meets all required criteria
* Cathy changes the status of the application to shortlist the system generates a successful email to STAR applicant advising of further document and right to work check
* Cathy selects next and reviews the next application

**Geraldine administers the STAR system she tries to access the same application that Cathy is currently viewing**

* Geraldine logs into system
* Geraldine goes to Received Applications
* Geraldine clicks on the first application
* Geraldine receives notice that another member is reviewing the application
* Geraldine can see that the application has been locked by another user
* Geraldine selects next unlocked application to review

**Gemma is reviewing an application that doesn’t meet the required criteria**

* Gemma Logs into system
* Gemma goes to received Applications
* Gemma clicks on application
* Gemma reviews application and after review can see it doesn't meet required criteria
* Gemma makes note of reason for non shortlist
* Gemma changes Application status to not shortlisted and saves/closes the application
* The system generates email to send non successful email

**Cathy receives email from manager requesting access to System**

* Cathy logs onto System
* Cathy changes her User type to Administrator
* Cathy goes to System Access – New User
* Cathy creates a new Manager user on system with email address and auto generated password
* System generates email to Manager advising of username and password and advising that the password is only available for 48 hours (time length can be specified by administrator)

**Geraldine has been advised that a STAR Applicant has arrived for a Document check for STAR List**

* Geraldine reviews qualification certificates
* Geraldine review right to work documentation
* Documents received are correct and applicant has right to work in the UK
* Geraldine takes scan of documents and uploads to system
* Geraldine moves the Applicant from STAR applicant to STAR Member