

Actor List		
Actor Name	Level	Description
<b>Admin</b>	Complex	This person administers the site and has complete control over operations using an online graphical user interface.
<b>Manager</b>	Complex	This person oversees key parts of the site and has partial control over operations using an online graphical user interface.
<b>Employee</b>	Complex	This person has limited access to their own personal information on the site.
<b>Guest/Customer</b>	Average	This person has access only to the front-facing portion of the site.

A-Level Use Cases		
Use Case Name	Actor(s)	Description
<b>Add Employee</b>	Admin	The user can add a new employee to the system.
<b>Edit Employee</b>	Admin, Manager	The user can edit an employee's record in the system.
<b>Delete Employee</b>	Admin	The user can delete an employee from the system. Used sparingly as most will simply be deactivated and the record retained.
<b>List All Employees</b>	Admin, Manager	The user can view a list of all the employees in the system (active and inactive list), along with their current assignment and role.
<b>View Employee Details</b>	Admin, Manager, Employee	The user can view the details of the employee's record in the system along with list of the employee's assignment history, including store name and start/end dates, as well as recent shift history of shifts worked and shifts pending; should include shifts +/- 1 week from today. Employees can only see their own shift data.
<b>Add Store</b>	Admin	The user can add a new store to the system.
<b>Edit Store</b>	Admin	The user can edit an existing store in the system.
<b>List All Stores</b>	Admin	The user can list all stores in the system along with a count of the number of employees currently assigned to each store.
<b>View Store Details</b>	Admin	The user can view the details of a store's record in the system, along with a list of all the employees currently assigned to that store and shifts scheduled for that day and the next 7.
<b>Add Assignment</b>	Admin	The user can add a new assignment to the system.

<b>Edit Assignment</b>	Admin	The user can edit an existing assignment in the system.
<b>Delete Assignment</b>	Admin	The user can delete a assignment from the system.
<b>List All Current Assignments</b>	Admin	The user can list all current assignments in the system including the employee name and store name and start date.
<b>List All Past Assignments</b>	Admin	The user can list all past assignments in the system including the employee name and store name and start/end dates
<b>View Assignment Details</b>	Admin, Manager	The user can view the details of an assignment's record in the system along with a list of all the shifts that were completed or pending during that period along with the shift durations.
<b>Add Shift</b>	Admin, Manager	The user can add a new shift to the system.
<b>Edit Shift</b>	Admin, Manager	The user can edit an existing shift in the system, including adding information about what jobs were completed on that shift.
<b>Delete Shift</b>	Admin, Manager	The user can delete a shift from the system.
<b>List All Current &amp; Upcoming Shifts</b>	Admin, Manager, Employee	The user can list all current/upcoming shifts in the system. Employees can only see their own shift data.
<b>List All Completed Shifts</b>	Admin, Manager, Employee	The user can list all past shifts recorded in the system. Employees can only see their own shift data.
<b>View Shift Details</b>	Admin, Manager, Employee	The user can view the details of a shift record in the system, along with a list of all the jobs completed during that shift. Employees can only see their own shift data.
<b>Add Pay Grade</b>	Admin	The user can add a new pay grade to the system.

<b>Edit Pay Grade</b>	Admin	The user can edit a pay grade in the system.
<b>List All Pay Grades</b>	Admin	The user can list all pay grades the system.
<b>Add Pay Rate</b>	Admin	The user can add a new pay rate to a pay grade.
<b>List All Pay Rates</b>	Admin	The user can list all pay rates associated with a pay grade in the system.
<b>Login</b>	Admin, Manager, Employee	The user can log into the system with their username and a password.
<b>Logout</b>	Admin, Manager, Employee	The user can log out of the system and end their session.
<b>Reset Password*</b>	Admin, Manager, Employee	The user can reset their password if forgotten and have a new random password sent via email.

*\*Not required for phase 5, despite normally being an A-level use case*

B-Level Use Cases		
Use Case Name	Actor(s)	Description
<b>View Customer Home Page</b>	Customer, All	The customer can view a generic home page with information about the creamery and a list of area stores.
<b>View About Us Page</b>	Customer, All	The customer can read about the A&M Creamery story and the rags to riches tale of its owners.
<b>View Contact Page</b>	Customer, All	The customer can read details about how to get in touch with the Creamery to ask questions (such as future career opportunities)
<b>View Privacy Policy</b>	All	The user can read the Creamery's extensive privacy policy
<b>Add Job</b>	Admin	The user can add a new job to the system.
<b>Edit Job</b>	Admin	The user can edit a job in the system.
<b>Delete Job</b>	Admin	The user can delete a job from the system. Used sparingly as most will simply be deactivated and the record retained.
<b>List All Jobs</b>	Admin, Manager	The user can view a list of all the jobs in the system.
<b>View Job Details</b>	Admin, Manager	The user can view the details of a job in the system.
<b>Add Job to Shift</b>	Admin, Manager	The user can record that a job was worked by the employee during a particular shift.
<b>Remove Job from Shift</b>	Admin, Manager	The user can remove a job worked during a shift (useful if the record was an error).

<b>Clock Into Shift</b>	Employee	If appropriate (i.e., the employee has a pending shift today) then option appears to clock in, starting the shift and recording the current time.
<b>Clock Out of Shift</b>	Employee	If appropriate (i.e., the employee has started a shift today) then option appears to clock out, ending the shift and recording the current time.
<b>View Latest Pay Report</b>	Employee	An employer can view the latest pay report for the prior week (7 days) of work.
<b>Generate Payroll Report for Store</b>	Admin	The user can calculate the payroll for a particular store for a given time period. For now this simply prints an array of payroll statements for each employee in the calculation.
<b>View Employee Dashboard</b>	Employee	The employee user can view a home page with appropriate content to see recent shifts (upcoming and recent past), see latest pay, and clock in and out options, if appropriate.
<b>View Manager Dashboard</b>	Manager	The manager user can view a home page with content needed to give the user an overview of important business at the manager's current store. <i>(TBD by developer...)</i>
<b>View Admin Dashboard</b>	Admin	The admin user can view a home page with appropriate content needed to give the user an overview of the system and potential issues with staffing and employees. <i>(TBD by developer...)</i>
<b>Search Employees</b>	Admin, Manager	Admins and managers can search for employees. If the search result returns one record, it goes directly to employee details page, otherwise it returns a list of employees.
<b>Other Use Cases TBD by developer</b>	Manager	TBD by developer