SONAR

Use Case Specification: Setup Automatic Reporting

Version <1.0>

Revision History

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Automatic Reporting

# Use-Case Name

Setup Automatic Reporting

## Brief Description

Some reports can be generated and delivered automatically. On this page, users will be able to sign up for weekly, monthly, or semester reports. These will be the built in reports that are available on the reports page for users to export.

# Flow of Events

## Basic Flow

The Advisor will log into the SONAR system and start from the homepage. From here, Advisors will browse to the Automatic Reporting page by clicking the Automatic Reporting link listed in the Homepage main menu.

Once on the Automatic Reporting page, Advisors will have a table which contains all available automatic reports listed. From here, advisors will be able to click a checkbox to the left of each report. To the right of each report will be three radio buttons (meaning only one choice can be selected). The first button will fall into a column with the header “Weekly”, the next will fall into a column with the header “Monthly”, and the last button will fall into a column with the header “Semester”. When the Weekly box is checked, that report will be emailed weekly on Monday at 8AM, when Monthly is selected, that report will be emailed to the advisor once a month on the first day of the month. When the Semester box is checked, the report will be emailed out on the Monday one week before classes start each semester.

When the Advisor is finished making changes to the reports they wish to receive, they will have a Save button located above the table on the right side. The Save button will store all changes made, and start the process of emailing reports to the Advisors on the basis in which they specify.

## Alternative Flows

### Forgotten Save

If a user forgets to save and makes a move to browse away from the current page, a dialog box will pop up asking if a user wants to continue on to another page. If they click the Yes button, their changes will be lost and the browser will continue on to the next page the user requested. If the Advisor hits No, the browser will remain on the Automatic Reporting page until the user has saved their changes. Once the changes have been saved, the user will be able to navigate away without any further alerts from the system.

# Special Requirements

## Connectivity

System must be turned on and connected to the school’s network

## Login Type

Currently, the user must be an advisor.

# Pre-conditions

## Logged In

Advisors must be logged into the system to initiate the Automatic reporting process.

# Post-conditions

## Delivered Report

A report will be emailed out to the advisor however often they specified.

# Extension Points

## Forgotten Save

If a user does not save changes before navigating away from the page, their progress will be lost and they will have to start the process over if they wish to make changes to how which automatic reports are delivered and when.