

Notify Timesheets Late

System Use Case Specification Version 1.1

eTimeManager

Revision History

Date	Version	Description	Author
10/5/2004	1.1	Detailed	Chris Armstrong
9/23/2003	0.3	Outlined	
9/15/2003	0.2	Described	
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Description

Allows Timesheet Administrator to check if any timesheets for consultants have not been submitted on time. System notifies consultants via email that they need to enter their time.

Basic Flow

1 Request to check for late timesheets

⇒ Begins when Timesheet Administrator requests to check for late timesheets

2 Get late timesheets

- ✓ System retrieves list of timesheets that are open but not submitted
- ✓ System displays list of consultants with late timesheets

3 Create reminders

- ⇒ Timesheet Administrator chooses to create reminders for all consultants
- ⇒ Timesheet Administrator submit selections
 - For each consultant
 - ✓ System creates reminder for consultant to enter their time
 - For each late timesheet
 - ✓ System adds timesheet to reminder
 - Repeat for each timesheet
 - ✓ System saves reminder
 - Repeat for each consultant

4 Send message

- For each reminder
- ✓ System retrieves address to send message to consultant
- ✓ System creates message for consultant to enter their time
- ✓ System sends message to consultant via email system
- ✓ System displays message as sent
- ✓ System updates reminder as sent
 - Repeat for each reminder
 - Use case ends

Alternate Flows

1 No late timesheets

- ✦ In Get late timesheets [Step 2], system does not find any late timesheets
- ✓ System displays message to such effect
 - Use case ends

2 Notify specific consultants

- ✦ In Create reminders [Step 3], Timesheet Administrator decides to only notify specific consultants, not all consultants
- ⇒ Timesheet Administrator unselects consultants not to notify
- ⇒ Timesheet Administrator submit selections
 - Continue with Create reminders [Step 3]

3 Missing address

- ✦ In Send message [Step 4], system determines consultant does not have an address
- ⇒ System displays message to such effect
 - Continue with next reminder in Send message [Step 4]

4 Invalid address

- ✦ In Send message [Step 4], Email System returns message to system as undeliverable because of invalid address
- ✓ System displays message to such effect
- ✓ System updates reminder as not sent
 - Continue with next reminder in Send message [Step 4]

5 Email system unavailable

- ✦ In Send message [Step 4], system determines Email System is unavailable
- ⇒ System displays message to such effect
 - Use case ends

6 Cancel billing

- ✦ At any time before Send message [Step4], Timesheet Administrator chooses to abandon notification
- ✓ System requests confirmation from Timesheet Administrator
- ⇒ Timesheet Administrator confirms cancellation
 - Use case ends

Special Requirements

1. Consultant list
 - 1.1. Consultant first name
 - 1.2. Consultant last name
 - 1.3. Assigned projects
 - 1.4. Primary contact phone
 - 1.5. Last timesheet update date
 - 1.6. Total unreported hours for billing period
2. Allow consultant list to be sorted by any column
3. Reminder
 - 3.1. Reminder date
 - 3.2. Consultant
 - 3.3. Type
 - 3.4. Status
4. Reminder type
 - 4.1. To do
 - 4.2. Late timesheet
 - 4.3. Appointment
5. Reminder status
 - 5.1. Open
 - 5.2. Sent
 - 5.3. Closed

Comments and Questions

1. Perhaps this is something that the system could automatically do several days before the end of a billing period?

What's with all these blank pages, anyway?