

UseCaseID	UC-ADM001
Module	EMS Management
SubModule	
Summary	Create user
Description	<p>To access the system, users accounts need to be created. Once the user account is created the user is associated with a least one user roles that has permission to different sections of the system.</p> <p>This use case allows staff to create a new user.</p>
Trigger Events	<ul style="list-style-type: none"> ▪ Staff receives authorized paperwork to create the user account
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system ▪ The account does not already exist in the system
ExpectedResult	<ul style="list-style-type: none"> ▪ A new account is created in the system ▪ A new account is associated with at least one user role in the system
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff selects the option in the system to create a new account <ol style="list-style-type: none"> 1.1. The system shall display new account fields, included but not limited to: <ol style="list-style-type: none"> 1.1.1.Login Name 1.1.2.Last name 1.1.3.First Name 1.1.4.Title 1.1.5.Location 1.1.6.Email address 1.1.7.Phone number 1.1.8.Employee type 1.1.9. Account status 1.1.10. User role(s) 1.1.11. Account creation date and time 2. Staff enters in user information <ol style="list-style-type: none"> 2.1. The system shall the capability for staff to enter in user information 2.2. The system shall the capability for staff to attach the security paperwork to the user account 2.3. The system shall have the capability to display and indicate required fields 2.4. The system shall save entered information 2.5. The system shall display an alert that the information has been saved 2.6. The system shall record the account creation date and time
Alternative Work Flow	<ul style="list-style-type: none"> ▪ NA
Associated Use Case	<ul style="list-style-type: none"> ▪ Manage User Roles
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-ADM001-01 The system shall display new account fields, included but not limited to:</p> <ul style="list-style-type: none"> ▪ Login Name ▪ Last name

	<ul style="list-style-type: none"> ▪ First Name ▪ Title ▪ Location ▪ Email address ▪ Phone number ▪ Employee type ▪ Account status ▪ User role(s) ▪ Account creation date and time <p>UC-ADM001-02 The system shall the capability for staff to enter in user information.</p> <p>UC-ADM001-03 The system shall the capability for staff to attach the security paperwork to the user account</p> <p>UC-ADM001-04 The system shall have the capability to display and indicate required fields.</p> <p>UC-ADM001-05 The system shall save entered information.</p> <p>UC-ADM001-06 The system shall display an alert that the information has been saved</p> <p>UC-ADM001-07 The system shall record the account creation date and time</p> <p>UC-ADM001-08 The system shall have the capability for staff to create new users</p>
Additional Requirements	<ul style="list-style-type: none"> ▪ NA
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	
Author	Rod
Signoff	ITB/VSS
Date	[Date Signed off as Complete]