Use Case Description
Example Relationship Database

Use Case Name:	Report contacts
Iteration:	Filled
Summary:	The system generates a report of information about contact records stored in the system. The system includes only those records matching criteria specified by the user.
Basic Course of Events:	1. The user indicates that a report of stored information about contacts is to be generated 2. The system prompts the user for criteria to be used in select records to include in the report. This information includes: a. Start date for contacts to be reported (default – date preceding establishment of organization) b. End date for contacts to be reported (default – current date) c. Contact subjects (pick list, search list or similar, not free text entry) d. Person/organization involved in the contacts (pick list, search mechanism or similar, not free text entry) e. The staff person(s) involved in the contacts f. The completion status of the contact (planned, completed, etc.) g. Contact type (email, conversation, etc.) h. URL/email domain i. URL type (“blog”, “website”, etc.) The system also allows the user to indicate that they want to exit the use case 3. The system displays information from records matching the selection criteria entered by the user. This information includes: a. A summary of the selection criteria used to choose the set of records represented on the report b. The date on which the report was generated c. The name of the person/organization involved in the contact d. The contact subjects assigned to the contact e. The type of contact (letter, email,…) The system allows the user to specify the sorting of displayed records. The system also allows the user to indicate the next action to be taken by the system: f. export information from the displayed records to a system file g. print a copy of the report h. modify the selection criteria for this report i. create a new report using different criteria 4. If the user has selected “export”, “print” or “create new report”, the system performs the requested action and displays a message telling the user what is happening, prompting the user to indicate when they are done viewing the confirmation. 5. The system returns the user to step 2 with a blank set of selection criteria
Alternative Paths:	1. At step 3, if the user selects “modify”, they are returned to step 2 with the previously displayed selection criteria displayed intact 2.
Exception Paths:	1. At step 3, if no records matching the information provided by the user at step 2 are found, a message indicating that is issued to the user and the system returns them to step 2 with the information they entered previously displayed intact.
Extension Points:	1.
Trigger:	1.
Assumptions:	1. The user has appropriate privileges for working with contact information 2. Any classification codes, etc. to be applied to this record have already been entered into the system.
Preconditions:	1.
Postconditions:	1. Any output requested by the user at step 3 has been created

Related Business Rules:	
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Date:	Facade 7/29/2003; Filled 8/13/2003;

Notes

1. Note that the usual procedure for a user to exit the use case is for them to indicate an "exit" at step 2.
2. There are some interesting questions about whether a full list of all possible contact subjects should be offered to the user, only those represented in contacts already stored in the database, only those represented in contacts within the specified time period, etc. Similar questions arise with regard to several of the selection criteria prompts provided to the user.
3. In step 2, there may be a need to allow entry of a partial search pattern for name, etc to select records for use in the report.

Information Item Descriptions

Use Case Name – A very short phrase describing the interaction of an actor (person, program, system, etc) with the system. Should begin with an active verb.
Iteration – Relates to the four stages through which a use case typically progresses

- façade – use cases entered primarily with summary information as "placeholders", with no strongly focused cross-checks or similar analysis completed
- filled – preliminary description completed, some cross-checking with other described use cases to eliminate duplicates, etc.
- focused – use cases analyzed, prioritized to differentiate essential from nonessential user interactions with the system, common elements identified
- finished. – user interface requirements and nonfunctional requirements are added, and use cases documentation is packaged for the system design effort

Summary – A short paragraph (1-2 sentences) explaining the interaction.
Basic Course of Events – A numbered outline of the usual course of the interaction. A "normal" interaction without errors, malfunctions or mishaps should be represented. If several different courses are possible, the most commonly occurring should be described.
Alternative Paths – Outlines of less common courses of interaction. These should represent "normal" interactions without errors, malfunctions, or mishaps.
Exception Paths - Outline of alternative courses of interactions in case of errors, malfunctions, or mishaps.
Extension Points – Shows the steps in a related use case that includes the use of the interaction described here.
Trigger – Description of the event or circumstance that causes the start of the use.
Assumptions – Description of any conditions assumed to be true, but which might not be true.
Preconditions – List of things that must be true before this interaction can occur.
Postconditions – List of things that are expected to be true after the interaction.
Related Business Rules – Business rules are the written and unwritten rules that dictate how a company runs its business. This section documents or refers to business rules that relate to this interaction.
Author – The name of the individual entering information into the use case description.
Date – The date of modification for the use case description.