SONAR

Generate Reports for Decision Making

Version <1.0>

Revision History

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| **Date** | **Version** | **Description** | **Author** |
| 19/Oct/16 | 1.0 | First draft of use case | Tim Mahan |
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Generate Reports for Decision Making

# Use-Case Name

Generate Reports for Committee Members

## Brief Description

The Committee Member will run many searches (queries) against the database in order to gain information about not just individual students, but groups of students that participate in the programs offered by the School of Nursing. These searches will be used to generate reports about students, and with these reports Committee Members will be able to reach out to students who may have decided to not enroll in a particular semester without graduating, or reach out to students that may be on academic probation or failed a course.

# Flow of Events

## Basic Flow

The Committee Member will have successfully logged into the system by this point, and select the reports tab visible on their home page.

Once the reports tab has been selected, the Committee Member will select the report they wish to run, as well as the date range (start and end dates) of the report so that not all data in the system will be returned. Once the report type and date range have been selected, the Committee Member will hit the “Submit” button, which will generate the report and display it in the white space below.

There will also be an option to export the report to an Excel file for further manipulation if the Committee Member so desires.

## Alternative Flows

### Incomplete Fields

The Committee Member will not fill in all three of the required fields and the report will not be generated. Instead of being met with an error, the Committee Member will be informed what was missing and asked to fill in that part of the form.

Once the missing piece of the form has been filled out, the Committee Member will be allowed to generate and export the report if they so choose.

### Report from Queries

A Committee Member may also decide to create a report from the queries they run. In order to do this, the Committee Member will start at the homepage and browse to the Queries page, select the kind of students they wish to query, select the attributes they wish to view, and the semester they want search. The Committee Member will click the Submit button and run the query.

When the query has finished running, and Export button will appear next to the Submit button, the export button will create a CSV file and export it from the system, and to the Committee Members Downloads folder on their local machine if they’re at the school, or their virtual lab Downloads folder if they connect remotely.

# Special Requirements

## Connectivity

Must be connected to School of Nursing network or connected through virtual Lab.

# Pre-conditions

## Logged in

The Committee Member must be logged into SONAR before running or exporting reports.

# Post-conditions

## Report Generated

The Committee Member will have generated a report of their choosing. From here they can simply view the report or export it for further manipulation.

# Extension Points

## Invalid Query

If the users query fails, they will not be able to export the results. If a query should fail, the user should follow the error message instructions on how to acquire the results they need.