**Use Case Template**

**Project Name: Participation**

**Project ID: 2**

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# Send Out Email

## Use Case(s)

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| **Use Case ID:** | UC-1.6.1 |
| **Use Case Name:** | Send Out Email  |
| **Created By:** | Lavin H | **Last Updated By:** | Lavin H |
| **Date Created:** | December 2, 2016 | **Last Revision Date:** | December 5, 2016 |
| **Actors:** | Program Administrators  |
| **Description:** | The program administrators can send out or write up an automated email that can be sent out any time they wish the students or faculty to receive it.  |
| **Trigger:** | [Identify the event that initiates the use case. This could be an external business event or system event that causes the use case to begin, or it could be the first step in the normal flow.] |
| **Preconditions:** | 1. Program Administrator must be logged into their account.
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| **Postconditions:** | 1. Administrator can write an email that can be sent when desired.
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| **Normal Flow:** | 1. Program administrator clicks on “Send Out Email” tab from logged in page.
2. System grants access to email page.
3. Program administer picks from the drop down menu who to send the email to.
4. Program administrator picks which date and time to send it on.
5. Program administrator types the email with information they want to send out.
6. Program administrator clicks send.
7. System alerts program administrator that email will send on decided time and date.
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| **Variations:** | 1a. In step 1 of the normal flow, if the user is on a different page besides the logged in page, 1. User clicks on “Send Out Email” tab from that page 2. Use Case resumes on step 2 |
| **Exceptions:** | 3a. In step 3 of the normal flow, if the user does not specify who send the email to, 1. System will send it to the incorrect people on the date specified upon hitting “Submit” 2. User chooses correct people to send email to  3. Use Case resumes on step 44a. In step 4 of the normal flow, if the user does not specify when to send out email, 1. User will not be able to send the email  2. User will pick when to send the email 3. Use Case resumes on step 55a. In step 5 of the normal flow, if the user has left the email box blank, 1. System will send an empty email.  2. User will type a post in the email box 3. Use Case resumes on step 6 |

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