

[eLA Manage Users BR]

Clockify Project/Task:	Custom eLogic Alchemy Software Development - [REDACTED]
Requester:	[REDACTED]
Priority:	4 in MVP List
Related Features:	All Alchemy Pages
Expected Client Delivery/Project Hours Allocated:	December 2024
Additional References:	N/A
Business Analyst:	SG

Change Log

#	Date	REF #	Previous	<u>New</u>	
MM/DD/YYYY		INITIAL INTERNAL SIGN-OFF			

General Information/Overview

Summary	The Manage Users feature allows admins to oversee both instructors and learners within the eLA system. Admins can manage user accounts, update details (e.g., name, email), assign roles, and perform actions such as deactivating or deleting users. This feature ensures instructors and learners are managed efficiently.
Problem	
Goal	Provide a comprehensive interface for admins to manage both instructors and learners. This includes viewing user lists, editing personal details, managing user roles, and handling actions such as deactivating, resetting passwords, or deleting accounts.
Scope	-Interface to manage user accounts for instructors and learners - Functionality to view, add, edit, deactivate, and delete users - Ability to reset passwords and assign roles - Search, filter, and sort user lists for easier management
Risks	N/A
Key Terms/Definitions	<ul style="list-style-type: none"> - Instructor: A user responsible for teaching and managing courses within the eLA system - Learner: A user enrolled in courses within the eLA system NV Registry: https://www.nevadaregistry.org/
Policies/Rules/Flags	- Only admins have access to manage users - Actions such as deactivating or deleting users require confirmation - Password resets must adhere to security protocols
Feature Flow	

Business Requirements

Location (s): eLA > Login >> Any Page

Assumption/Precondition: The user is logged into Alchemy.

BR1: Add the "Users" Tab > Manage Users in the left-hand navigation bar.

UC1: An admin locates the "Users" tab in the left-hand side navigation bar.**(US1):** As an admin, upon logging into the system and while on any page in Alchemy, I will be able to navigate to the "Users" tab where I can manage user information appropriately.

BR2: Add the "Instructors" Tab to the Manage Users screen.

UC2: An admin locates the "Instructors" button to manage instructors.**(US2):** As an admin, I want to locate the "Instructors" button so that I can manage all instructors and keep their account information up to date.

UC3: An admin views the instructors table.**(US3):** As an admin, I want to view a table that displays the user name, email address, and account status of all instructors so that I can see their information at a glance.

UC4: An admin searches the instructors table to find the relevant user.**(US4):** As an admin, I want to search the instructors table by name, email, or registry number so that I can easily find and take action on the relevant user.

UC5: An admin manages instructor information from the table.**(US5):** As an admin, I want to click on the three ellipsis (options) icon so that I can proceed with editing the user, deactivating the user, or deleting the user directly from the table.

UC6: An admin selects the "Edit User" icon from the table.**(US6):** As an admin, I want to edit an instructor's information so that I can keep their details up to date.

UC7: An admin edits an instructor's information.**(US7):** As an admin, I want to edit the first name, last name, email, and NV Registry Number (optional) of the instructor so that their information is accurate.

UC8: An admin forces a password reset for the user.**(US8):** As an admin, I want to force a password reset for the instructor so that they can log in if they are having trouble or if it is their first time accessing the system.

UC9: An admin selects a new account type for the user.**(US9):** As an admin, I want to change the user's account type so that they can access the system with the necessary roles and permissions.

UC10: An admin deactivates a user from the Account Information screen or table.**(US10):** As an admin, I want to deactivate users who are no longer using the system so that I can ensure the system is not overcrowded with inactive users.

UC11: An admin sends an invite to an instructor (optional).**(US11):** As an admin, I want to send direct invitations to instructors so that they can access the system and begin teaching their courses.

UC12: An admin deletes a user from the Account Information screen or table.**(US12):** As an admin, I want to delete users who no longer need access to the system to maintain accurate and up-to-date records.

BR3: Add a button to create a new instructor user.

UC13: An admin selects the "Create New Instructor" button. **(US13):** As an admin, I want to create a new instructor so that I can later link them to teaching courses.

UC14: An admin adds instructor information. **(US14):** As an admin, I want to input the first name, last name, email, and NV Registry Number (optional) of the instructor so that they are properly set up in the system.

UC15: An admin selects the user type for the instructor. **(US15):** As an admin, I want to assign a user type to the new instructor so that they have the appropriate role when they log in.

UC16: An admin generates a temporary password for the instructor (optional). **(US16):** As an admin, I want to generate a temporary password for the instructor so that they have a way to log in after receiving their invitation.

UC17: An admin invites the instructor to create an account (optional). **(US17):** As an admin, I want to invite the instructor to create an account so that they can access the system and begin teaching courses.

UC18: An admin creates a new user without sending an invite. **(US18):** As an admin, I want to create users without sending an invitation so that I can assign them to courses without requiring immediate login.

UC19: An admin sends a new user an account invitation. **(US19):** As an admin, I want to send an invitation to new users so that they can easily log in and access the system.

BR2: Add the Learners Tab to the Manage Users screen.

UC2: An admin locates the "Learners" button to manage learners.**(US2):** As an admin, I want to locate the "Learners" tab so that I can manage all learners and keep their account information up to date.

UC3: An admin views the learner's table.**(US3):** As an admin, I want to view a table that displays the learner's name, email address, and account status so that I can see their information at a glance.

UC4: An admin searches the learner's table to find the relevant learner.**(US4):** As an admin, I want to search the learners table by name, email, or unique identifier so that I can easily find and contact the relevant learner.

UC5: An admin manages learner information from the table.**(US5):** As an admin, I want to click on the three ellipses (options) icon to proceed with editing, deactivating, or deleting the learner directly from the table.

UC6: An admin selects the "Edit Learner" icon from the table.**(US6):** As an admin, I want to edit a learner's information to keep their details up to date.

UC7: An admin edits a learner's information.**(US7):** As an admin, I want to edit the learner's first name, last name, and email so that their information is accurate.

UC8: An admin forces a password reset for the learner.**(US8):** As an admin, I want to force a password reset for the learner so that they can log in if they are having trouble or if it is their first time accessing the system.

UC9: An admin selects a new account type for the learner.**(US9):** As an admin, I want to change the learner's account type so that they can access the system with the necessary roles and permissions.

UC10: An admin deactivates a learner from the Account Information screen or table.**(US10):** As an admin, I want to deactivate learners who are no longer using the system to keep the system free from inactive accounts.

UC11: An admin sends an invite to a learner (optional).**(US11):** As an admin, I want to send direct invitations to learners so that they can access the system and begin using its features.

UC12: An admin deletes a learner from the Account Information screen or table.**(US12):** As an admin, I want to delete learners who no longer need access to the system to maintain accurate and up-to-date records.

BR3: Add a button to create a new learner user.

UC13: An admin selects the "Create New Learner" button.**(US13):** As an admin, I want to create a new learner so that they can be assigned to courses and begin participating in learning activities.

UC14: An admin adds learner information.**(US14):** As an admin, I want to input the first name, last name, and email of the learner so that they are properly set up in the system.

UC15: An admin selects the user type for the learner.**(US15):** As an admin, I want to assign a user type to the new learner so that they have the appropriate role when they log in.

UC16: An admin generates a temporary password for the learner (optional).**(US16):** As an admin, I want to generate a temporary password for the learner so that they have a way to log in after receiving their invitation.

UC17: An admin invites the learner to create an account (optional).**(US17):** As an admin, I want to invite the learner to create an account so that they can access the system and start their learning journey.

UC18: An admin creates a new learner without sending an invite. **(US18):** As an admin, I want to create learner accounts without sending an invitation, allowing them to be attached to courses without forcing them to log in immediately.

UC19: An admin sends a new learner an account invitation. **(US19):** As an admin, I want to send an invitation to new learners so that they can easily log in and access the system.

Note: I removed what happens when an instructor or learner receives an account invitation for now although we have designs. We can wait for this until we have the other components in place.