UseCaseID	UC-VBM001
Module	Vote By Mail
SubModule	
Summary	Absentee Ballots mass transfer. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Description	Staff must mail out military and overseas (UOCAVA) vote by mail ballots between 60 and 45 days before an election. Less than 45 days before an election, the UOCAVA and other vote by mail ballots are mailed daily. Prior to the data being exported for the mailing list, the vote by mail voters need to be identified and assigned to a specific election. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Trigger Events	▪ Election code §§ 3001, 3005, 3101, 3114 and 3205. ▪ Notification from Election Operations Management
Precondition	▪ Staff has appropriate user access rights to the system to transfer data ▪
ExpectedResult	▪ All Vote By Mail voters are identified. ▪ Voter Notification Cards sent to voter that were activated

DetailedProcessFlow	1. Staff selects the option to deactivate/activate voters
	  1.1. The system will display deactivate voter options, including but not to
	    1.1.1. Activate Voters who are of age by election date
	    1.1.2. Deactivate voters who are under age by election date
	    1.1.3. Election date
	    1.1.4. Voter change status reason
	    1.1.5. Generate Voter Notification Cards
	
	2. Staff enters the information and selects deactivate voters
	  2.1. The system shall record voters that have been deactivated due to being less than 18 years old by the election date
	  2.2. The system shall record the change in voter status
	3. Staff enters the information and selects activate voters
	  3.1. The system shall record voters that have been deactivated due to being greater or equal to 18 years old by the election date
	  3.2. The system shall record the change in voter status
	  3.3. System shall issue voter notification cards for activated voters
	4. Staff selects option to select an election that absentee voters need to be identified
	  4.1. The system shall display options to search for an election. Election identification fields include:
	    4.1.1. Election Name
	    4.1.2. Election Year
	    4.1.3. Election Type
	5. Staff enters the information they have about the election and proceeds with their search.
	  5.1. The system shall display a list of elections that matches to the search criteria.
	  5.2. System jumps to directly to the election record, when the search results in a single matching election.
	6. Staff selects a specific election to view/manage.
	  6.1. The system shall display election information. For example, election information may include:

	6.1.1. Election Date
	6.1.2.Election Name
	6.1.3.Election Status
	6.1.4.Election close registration date
	6.1.5.Secretary of State election identification number
	6.1.6.Election Management System election identification number
	6.1.7.Number of extractions
	7. Staff selects option to identify and assign Absentee voters
	7.1. The system shall display Absentee voter information. For example, absentee voter information displayed includes:
	7.1.1. Permanent Absentee voters
	7.1.2.Voter by Mail
	8. Staff enters information and proceeds with their search.
	8.1. The system shall identify all voters that meet the search criteria
	8.2. The system shall update the status of all voters that meet the search criteria.
	8.3. The system shall assign all identified voters to a specific election
	8.4. The system shall be able to support overlapping elections
	8.5. The system shall assign to voters a unique ID which is linked to specific election.
Alternative Work Flow	NA
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]

Requirements	UC-VBM001-01 The system will display deactivate voter options, including but not to
	    1. Activate Voters who are of age by election date
	    2. Deactivate voters who are under age by election date
	    3. Election date
	    4. Voter change status reason
	    5. Generate Voter Notification Cards
	UC-VBM001-02 The system shall record voters that have been deactivated due to being less than 18 years old by the election date
	UC-VBM001-03 The system shall record the change in voter status
	UC-VBM001-04 The System shall issue voter notification cards for activated voters
	UC-VBM001-05 The system shall display options to search for an election. Election identification fields include:
	    1. Election Name
	    2. Election Year
	    3. Election Type
	UC-VBM001-06 The system shall display a list of elections that matches to the search criteria.
	UC-VBM001-07 The system shall display election information. For example, election information may include:
	    1. Election Date
	    2. Election Name
	    3. Election Status
	    4. Election close registration date
	    5. Secretary of State election identification number
	    6. Election Management System election identification number
	    7. Number of extractions
	UC-VBM001-08 The system shall display Absentee voter information. For example, absentee voter information displayed includes:
	    1. Permanent Absentee voters
	    2. Voter by Mail
	UC-VBM001-09 The system shall identify all voters that meet the search criteria
	UC-VBM001-10 The system shall update the status of all voters that meet the search criteria.

	UC-VBM001-11 The system shall assign all identified voters to a specific election UC-VBM001-12 The system shall be able to support overlapping elections UC-VBM001-13 The system shall assign to voters a unique ID which is linked to specific election. UC-VBM001-14 The system shall allow wildcard characters or other methods to be used in text fields for search for text.
Additional Requirements	▪ The system shall allow wildcard characters or other methods to be used in text fields for search for text.
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
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