UseCaseID	UC-VBM060
Module	Vote By Mail
SubModule	
Summary	Manage and update VBM Scenario Management. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met.
Description	Staff and the public can make various changes to the VBM voter record including change of address, VBM application change, status changes and voter record changes. These changes can affect if the voter will need to issue a new ballot. These changes can lead to a ballot being suspend and re-issued, suspended, needs evaluation, or no change is necessary. This use case allow staff to manage and configure system parameters for VBM ballots issuance and suspension.
Trigger Events	▪ Address change ▪ Voter status change ▪ Voter record changes ▪ VBM Application Change for example change to PVBM status
Precondition	▪ Staff has appropriate user access rights to the system
ExpectedResult	▪ System will automatically: 　○ Suspend and Re-issue 　○ Suspend Ballot 　○ Do Nothing 　○ Flag voter and ballot for needs evaluation
DetailedProcessFlow	1. Staff selects option to manage VBM parameters 　1.1. The system shall display a list of VBM parameters. List of parameters/configurations include but not limited Address, Voter Status, Voter Record changes, VBM Application 2. Staff selects option to display address parameter. 　2.1. System shall display address configurations that include but not limited to: 　　2.1.1. Resident change but in same precinct 　　2.1.2. Resident change different precinct 　　2.1.3. Resident any change 　　2.1.4. Mail address change but same precinct 　　2.1.5. Mail address change different precinct 　　2.1.6. Mail address any change 3. Staff updates the address parameters 　3.1. The system shall allow staff to make changes to the address parameters and save the changes 4. Staff selects option to display Voter Status parameters 　4.1. The system shall display Voter status parameters. List of parameters include but not limited to: 　　4.1.1. Active to Cancel 　　4.1.2. Active to inactive 　　4.1.3. Active to Pending

	4.1.4. Active to Fatal Pending
	5. Staff updates status parameters
	   5.1. The system shall allow staff to make changes to the status parameters and save the changes
	6. Staff selects option to display Voter Record Changes.
	   6.1. The system shall display voter record changes configurations that include but not limited to:
	      6.1.1. Party changes (partisan elections)
	      6.1.2. Name change
	      6.1.3. Language change
	7. Staff updates the address parameters
	   7.1. The system shall allow staff to make changes to the address parameters and save the changes
	8. Staff select option to display VBM application options
	   8.1. The system shall display VBM application configurations that include but not limited to:
	      8.1.1. Changed Mailing address
	      8.1.2. Permanent VBM status change
	      8.1.3. Changed delivery source
	      8.1.4. Modified PVBM category
	9. Staff updates the VBM application parameters
	   9.1. The system shall allow staff to make changes to the application parameters and save the changes

Alternative Work Flow	NA
Association to other use cases	▪ Suspend and re-issue a ballot ▪ Suspend a ballot ▪ Receive a ballot ▪ Issue Notice
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]

Requirements	UC-VBM060-01 The system shall display a list of VBM parameters. List of parameters/configurations include but not limited Residence Address, Mailing Address, Voter Status, Voter Record changes, VBM Application.
	UC-VBM060-02 System shall display Residence and mailing address configurations that include but not limited to:
	   ▪ Resident change but in same precinct
	   ▪ Resident change different precinct
	   ▪ Resident any change
	   ▪ Mail address change but same precinct
	   ▪ Mail address change different precinct
	   ▪ Mail address any change
	UC-VBM060-03 The system shall allow staff to make changes to the address parameters and save the changes.
	UC-VBM60-04 The system shall display Voter status parameters. List of parameters include but not limited to:
	   ▪ Active to Cancel

	- Active to inactive - Active to Pending - Active to Fatal Pending UC-VBM60-05 The system shall allow staff to make changes to the status parameters and save the changes UC-VBM60-06 The system shall display voter record changes configurations that include but not limited to: - Party changes (partisan elections) - Name change - Language change UC-VBM60-07 The system shall allow staff to make changes to the address parameters and save the changes UC-VBM60-08 The system shall display VBM application configurations that include but not limited to: - Changed Mailing address - Permanent VBM status change - Changed delivery source - Modified PVM category UC-VBM60-09 The system shall allow staff to make changes to the application parameters and save the changes UC-VBM60-10 The system shall flag the voter record and the voter, if staff selected "Need Evaluation" for staff review. UC-VBM60-11 The system shall automatically "suspend and re-issue" a received ballot, if staff selected "Suspend and re-issue". UC-VBM60-12 The system shall take no action, if selected "No Nothing" UC-VBM60-13 The system shall "suspend" a received ballot, if staff selected "Suspend" UC-VBM60-14 The system shall provide the capability of having a precedence order of the requested parameter for example from highest to lowest →Suspend and Re-issue, Suspend, Do Nothing, Needs Evaluation.
Additional Requirements	UC-VBM60-15 The system shall flag the voter record and the voter, if staff selected "Need Evaluation" for staff review. UC-VBM60-16 The system shall automatically "suspend and re-issue" a received ballot, if staff selected "Suspend and re-issue" UC-VBM60-17The system shall take no action, if selected "No Nothing" UC-VBM60-18 The system shall "suspend" a received ballot, if staff selected "Suspend" UC-VBM60-19 The system shall provide the capability of having a precedence order of the requested parameter for example from highest to lowest →Suspend and Re-issue, Suspend, Do Nothing, Needs Evaluation.

	UC-VBM60-20 System shall have the capability of displaying a decision table/decision tree of the proposed changes UC-VBM60-21 The system shall provide the ability to evaluate records after the close of registration based on the election registration date.
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Phillip George
Signoff	VBM
Date	6/2/2021