Use Case ID	UC-LOC012
Module	Locations – Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Sub Module	
Summary	Facilities Comments
Description	There should be an audit trail to track date, time and operator who updated/edited each comment. Comments should be protected once the operator has selected save and not be edited afterwards. Each comment entry should have a flag to indicate that if this comment is priority and should always appear on top of the list in RED if marked as priority no matter how many comments are there.
Precondition	User shall have proper security level to add comments.
Expected Result	1. Comments shall be not be editable once the entry saved. 2. Comments can be flagged/unflagged as priority. 3. If the comment is flagged as priority, the comments color is red and shall be displayed at the top of the list of comments. 4. Comments shall be sorted by the most recent dates after priority comments. 5. A print button shall be provided to allow users to print all the comments listed for a record
Detailed Process Flow	1. User shall open Locations module to add a facility record. 2. User shall add a comment to a facility record and flag the comment as priority, as needed. 3. User shall save the record. 4. System shall protect the comment updated to the record from being edited, change the font color to red and prioritize the prioritized comment to the top of the list. 5. System shall allow users to print all the comments for the record.
Alternate Flow	
Parent	
Requirements	UC-LOC012-01 - The System shall provide user the ability to open the Location module to add a location record. UC-LOC012-02 - The System shall provide user the ability to add comments to records and flag the comment as a priority. UC-LOC012-03 - The System shall provide user the ability to save comments. 6. UC-LOC012-04 - The System shall protect the comment updated to the record from being edited, change the font color to red and prioritize the prioritized comment to the top of the list. UC-LOC012-05 - The system shall provide user the ability to Print comments for records selected. UC-LOC012-06 - The system shall display color coded comments depending on comments status.
Requirement ID	
Risk	
Actors	[List of Risk IDs] Without these feature, other users from other jurisdictions sometimes can alter the comments. Priority comments serves as an alert when looking at the comments.
Documents	Staff
Author	[List of documentation name, Link or location]
Signoff	Carolynn Vu-Tran Revised 4/21/21
Date	Election operations management
Use Case ID	[Date Signed off as Complete]