

UseCaseID	UC-PET001
Module	Petition Management
SubModule	[Enter sub module from Work Breakdown Structure (if exists)]
Summary	Create a petition. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met.
Description	California state law allows people the right to approve or reject certain state laws though the process of an initiative or referendum. For local issues, users have the right to file for local referendums, city creation, and candidate filling petitions.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff receives a petition letter
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user rights to the system
ExpectedResult	<ul style="list-style-type: none"> ▪ Petition is created in the system
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff selects the option to create a new petition. <ol style="list-style-type: none"> 1.1. The system shall display Petition details. The Petition detail fields include but not limited to: <ol style="list-style-type: none"> 1.1.1.Petition Name 1.1.2.Status 1.1.3.District 1.1.4.Contest Number 1.1.5.Maximum Signature 1.1.6.Petition deadline 1.1.7.Petition Received date 1.1.8.Circulation Start Date 1.1.9.Circulation End Date 1.1.10. Comments 1.1.11. Proponent information 1.1.12. Petition Type 1.2. The system shall provide the option to display information about: <ol style="list-style-type: none"> 1.2.1.Petition Segments 1.2.2.Linked Petitions 2. The staff enters in petition information 3. The staff selects the option to create Segment Information. <ol style="list-style-type: none"> 3.1. The system shall display all the segment information. These segment fields include but not limited to: <ol style="list-style-type: none"> 3.1.1. Segment Number 3.1.2. Number of Sections 3.1.3.Signatures per section 3.1.4.Beginning Section Number 3.1.5.Ending Section Number 3.1.6.Total Signatures 3.1.7.Submitted Date

	<ol style="list-style-type: none"> 4. Staff enters the section information 5. Staff repeats 3 – 4 for all segments 6. The staff reviews section information <ol style="list-style-type: none"> 6.1. The system shall display the section information 7. The staff selects the option to accept the sections and signers that have been entered <ol style="list-style-type: none"> 7.1. The system will calculate the petition sections and signers for each section 7.2. The system will display an alert that the segment has been created 8. The staff may scan in a copy of an application letter <ol style="list-style-type: none"> 8.1. The system shall the ability to record a scanned copy of the application letter 9. Staff will print labels for each petition page/section <ol style="list-style-type: none"> 9.1. The system will have the ability to print labels for each section 9.2. The system shall provide the ability to label a section that has been electronically scanned.
AlternateFlow	NA
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-PET001-01 The system shall have the capability for a user to create a petition.</p> <p>UC-PET001-02 The system shall display Petition details. The Petition detail fields include but not limited to:</p> <ul style="list-style-type: none"> ▪ Petition Name ▪ Status ▪ District ▪ Contest Number ▪ Maximum Signature ▪ Petition deadline ▪ Petition Received date ▪ Circulation Start Date ▪ Circulation End Date ▪ Comments ▪ Proponent information ▪ Petition Type <p>UC-PET001-03 The system shall provide the option to display information about:</p> <ul style="list-style-type: none"> ▪ Petition Segments ▪ Linked Petitions <p>UC-PET001-04 The system shall provide the capability for staff to create petition segments</p> <p>UC-PET001-05 The system shall provide the capability for staff to link petitions to candidates.</p> <p>UC-PET001-06 The system shall display all the segment information. These segment fields include but not limited to:</p> <ul style="list-style-type: none"> ▪ Segment Number ▪ Number of Sections ▪ Signatures per section ▪ Beginning Section Number ▪ Ending Section Number ▪ Total Signatures ▪ Submitted Date

	<p>UC-PET001-07 The system shall provide the option to accept the sections and signers that have been entered.</p> <p>UC-PET001-08 The system will calculate the petition sections and signers for each section</p> <p>UC-PET001-09 The system will display an alert that the segment has been created.</p> <p>UC-PET001-10 The system will provide the ability for the user to update and delete a petition.</p> <p>UC-PET001-11 The system will provide the ability for the user to delete a petition segment</p> <p>UC-PET001-12 The system shall provide the ability to recalculate the sections numbers if a segment is added or deleted.</p>
RequirementID	[List of requirement IDs in Use Case]
Additional requirements	<ul style="list-style-type: none"> ▪ The system will provide the ability for the user to update and delete a petition ▪ The system will provide the ability for the user to delete a petition segment. ▪ The system will provide the ability for a user to add a petition segment ▪ The system shall provide the ability to recalculate the sections numbers if a segment is added or deleted. ▪ The system shall have the ability to link to ECBMS (This system deals with Candidate Filings).
Association to other test cases	<ul style="list-style-type: none"> ▪ UC-PET008-Link candidates
Risk	[List of Risk IDs]
Actors	Data Entry
Documents	[List of documentation name, Link or location]
Author	Phillip George
Signoff	Data Entry
Date	05/10/2021