

UseCaseID	[UC-VBM012]
Module	Vote By Mail
SubModule	
Summary	Suspend and re-issue VBM ballot. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Description	This use case allows staff to suspend and re-issue a ballot from different sources. The ballot will be suspended in accordance to election code 3014.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff receiving a returned Vote By Mail envelope ▪ Staff receives information from another source such as email, phone, mail, etc.
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system ▪ System has sent a voter a Vote By Mail ballot
ExpectedResult	<ul style="list-style-type: none"> ▪ Staff will issue a new vote by mail ballot to the voter
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff selects the option to search for a voter in a given election <ol style="list-style-type: none"> 1.1. The system will display options to search for a voter. Voter identification fields include but not limited to: <ol style="list-style-type: none"> 1.1.1. First Name 1.1.2. Last Name 1.1.3. Address 1.1.4. Absentee Voter Identification Number (AVID) 1.1.5. State 1.1.6. Country 1.1.7. Date of Birth 1.1.8. Drivers License Number 1.1.9. Voter ID 2. Staff enters information and proceeds with search <ol style="list-style-type: none"> 2.1. The system will display a list of possible voter matches <ol style="list-style-type: none"> 2.1.1. The system will jump directly to the voter's VBM record when there is only one match. 2.2. The system shall display information about the voter. Voter information may include but not limited to: <ol style="list-style-type: none"> 2.2.1. All search criteria from 1.1 2.2.2. Voter Status 2.2.3. Ballot Status 2.2.4. Issued Ballot information 2.2.5. Registration 2.2.6. Most recent signature date 2.2.7. Election Name 2.2.8. Comments 2.2.9. Last Transactions 2.2.10. Attachments

	<ol style="list-style-type: none"> 3. Staff will select voter <ol style="list-style-type: none"> 3.1. System shall be able to present warning alert about possible ballot change status 3.2. System shall present voter information. Voter information may include but limited to: <ol style="list-style-type: none"> 3.2.1. Search results from 2.2 3.3. System shall present option to issue a notice (See Use Case – Issue Notice) 4. Staff will select option to suspend ballot <ol style="list-style-type: none"> 4.1. The system will update the status of the earlier vote by mail ballot 5. Staff will update the voter information, reason for the update and ballot source <ol style="list-style-type: none"> 5.1. The system shall save updated voter information. 5.2. The system shall create a new absentee voter identification number 5.3. The system shall able to issue a new Vote by Mail Ballot to a voter. 5.4. The system shall be able to issue multiple ballots of the same ballot type for a given voter during an election. The system shall ensure that only one ballot is active. 5.5. System shall able to issue multiple ballots of different ballot types due to an address or precinct change for a given voter during an election. It must also ensure that only one ballot of the correct ballot type is accepted/counted. The system will restrict address and precinct changes to those that are within the eligible district for the given election. 5.6. The system shall be capable of interfacing with ballot on demand printers for counter delivery (including printing of address labels or envelopes with address information and other voter information including precinct, language , and ballot style 5.7. The system shall identify voters for whom a replacement ballot was issued with date and time of issuance.
Alternative Work Flow	NA
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-VBM012-01 The system will display options to search for a Vote By Mail voter. Voter identification fields include but not limited to:</p> <ol style="list-style-type: none"> 1. First Name 2. Last Name 3. Address 4. Absentee Voter Identification Number (AVID) 5. State 6. Country 7. Date of Birth 8. Drivers License Number 9. Voter ID <p>UC-VBM012-02 The system shall display information about the voter. Voter information may include but not limited to:</p> <ol style="list-style-type: none"> 1. All search criteria from 1.1 2. Voter Status 3. Ballot Status 4. Issued Ballot information 5. Registration 6. Most recent signature date 7. Election Name 8. Comments 9. Last Transactions 10. Attachments <p>UC-VBM012-03 System shall be able to present warning alert about possible ballot change status</p>

	<p>UC-VBM012-04 System shall present voter information. Voter information may include but limited to:</p> <ol style="list-style-type: none"> 1. Search results from 2.2 <p>UC-VBM012-05 System shall present option to issue a notice (See Use Case – Issue Notice)</p> <p>UC-VBM012-06 The system shall save updated voter information.</p> <p>UC-VBM012-07 The system shall create a new absentee voter identification number</p> <p>UC-VBM012-08 The system shall able to issue a new Vote by Mail Ballot to a voter.</p> <p>UC-VBM012-09 The system shall be able to issue multiple ballots of the same ballot type for a given voter during an election. The system shall ensure that only one ballot is active.</p> <p>UC-VBM012-10 System shall able to issue multiple ballots of different ballot types due to an address or precinct change for a given voter during an election. It must also ensure that only one ballot of the correct ballot type is accepted/counted. The system will restrict address and precinct changes to those that are within the eligible district for the given election.</p> <p>UC-VBM012-11 The system shall be capable of interfacing with ballot on demand printers for counter delivery (including address labels and other voter and ballot information)</p> <p>UC-VBM012-12 The system shall identify voters for whom a replacement ballot was issued with date and time of issuance.</p>
Additional Requirements	<ul style="list-style-type: none"> ▪ 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]
Author	Phillip George
Signoff	VBM
Date	7/29/2021