UseCaseID	UCVR020
Module	Voter Registration
SubModule	
Summary	Inactive Voter Record
Description	Staff will change voter record to Inactive due to returned Vote by Mail Ballot.
Trigger Event	• Staff identifies a need to flag voter record status to Inactive.
Precondition	▪ Staff has appropriate user access rights to the system. ▪ Voter Record must exist in system. ▪ Staff has logged into the system to flag voter record as Inactive.
ExpectedResult	1. The Voter's record has been updated to reflect status change as Inactive.

DetailedProcessFlow	1. The User makes selection to search for Voter (See Use Case Search for Voter).
	2. The User selects Voter Record.
	3. System displays Voter Record with primary administrative voter information (See Use Case View or Update Voter Record).
	4. The User changes data entry fields which include:
	   4.1. Status: Inactive
	   4.2. Reason Code: (Out of County, etc.)
	5. The User saves change made to Voter Record.
	6. System shall log all changes to voter record.

AlternateFlow	
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use cases	1. Apply Affidavit 2. Process Responses to Notices/Mailings 3. Merge Voter 4. Confidential Voter 5. Manage Duplicates 6. Apply pending VoteCal Updates 7. User Security Roles 8. NCOA 9. Bulk Processing NCOA Records
Requirements	UCVR020-01 The System shall allow User option to search for a voter record (see Use Case UC-VR001 – Search for voter) UCVR020-02 The System shall displays Voter Record with primary administrative voter information (See Use Case UC-VR002 - View or Update Voter Record).

	UCVR020-03 The System shall log all changes to voter record.
RequirementID	[List of requirement IDs in Use Case]
Related Requirements	[Requirements not stated in use case that need to be captured or may impact]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Alan Castillo
Signoff	Elections operations management
Date	

USE CASE WORKSHEET