

UseCaseID	UC-ADM009
Module	EMS Management
SubModule	Notices
Summary	Manage Notices module. 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 manage notices/correspondence between a voter and Election Operations.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff views a queue of records that notices need to be generated ▪ Staff decides to issue a notice
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system
ExpectedResult	<ul style="list-style-type: none"> ▪ Staff has made updates to a notice template
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff selects the option to manage notice <ol style="list-style-type: none"> 1.1. The system shall allow staff to manage a notice 2. Staff may create their own notice template <ol style="list-style-type: none"> 2.1. The system shall allow staff to create new templates 3. Staff select the option to update a notice template <ol style="list-style-type: none"> 3.1. The system shall allow staff to update an existing template including format and content 4. Staff may set a specific review period to allow for responses after which a requirement for a second notice will be needed. <ol style="list-style-type: none"> 4.1. The system shall allow staff to set a review period for notices to generate a second notice once the time period has lapsed with no response from the first notice.
Alternative Work Flow	NA
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-ADM009-01 The system shall allow staff to manage a notice</p> <p>UC-ADM009-02 The system shall allow staff to create new templates</p> <p>UC-ADM009-03 The system shall allow staff to update an existing template including format and content</p> <p>UC-ADM009-04 The system shall allow staff to set a review period for notices to generate a second notice once the time period has lapsed with no response from the first notice.</p> <p>UC-ADM009-05 The system shall be able to create notice templates with static content</p> <p>UC-ADM009-06 The system shall be able to create notice templates with dynamic content based on data from specific voter records</p> <p>UC-ADM009-07 The system shall staff with ability to make a notice inactive</p> <p>UC-ADM009-08 The system shall have the ability to identify notices including versions of each notices</p>

Additional Requirements	<ul style="list-style-type: none"> ▪ The system shall be able to create notice templates with static content ▪ The system shall be able to create notice templates with dynamic content based on data from specific voter records ▪ The system shall staff with ability to make a notice inactive ▪ The system shall have the ability to identify notices including versions of each notices.
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	
Author	Phillip George
Signoff	VRRR/VBM
Date	[Date Signed off as Complete]