

UseCaseID	UC-VR011
Module	Voter Registration
SubModule	
Summary	Merge / Duplicate Voter. When applications for voter registration are processed, the system will detect duplicate applications and potential duplicate voters. A potential duplicate applicant or voter is a record that may have other records that only partially match. 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 is meant to show how Users manages duplicate voter records. Users may view potential voter record matches, validate a voter match, and decline or accept matches.
Trigger Event	<ul style="list-style-type: none"> <li>Staff receives an indicator that there is a queue of records to be processed and resolved</li> </ul>
Precondition	<ul style="list-style-type: none"> <li>User has appropriate security role permissions</li> <li>Roll maintenance has occurred which has generated a soft match and potential duplicate records.</li> </ul>
ExpectedResult	<ol style="list-style-type: none"> <li>The potential duplicate records have been processed and resolved <ol style="list-style-type: none"> <li>A match will merge voter records.</li> <li>Non-matching records will be untouched</li> </ol> </li> </ol>
DetailedProcessFlow	<ol style="list-style-type: none"> <li>Staff selects the option to view queue of records <ol style="list-style-type: none"> <li>1.1.1.The primary record for comparison shall be the one with the most recent registration date and latest editing date.</li> <li>1.1.2.All fields in a voter registration are relevant for comparison</li> <li>1.1.3.The system shall make any field(s) that match visually distinct for user.</li> <li>1.1.4.The system should allow suppression of any field where compared records are mutually missing information</li> <li>1.1.5.The system shall identify hard match records based on a configurable set of fields and thresholds such as full last name, first 5 characters of first name, last 4 digits of SSN.</li> <li>1.1.6. The system shall display of queue of potential duplicate records, filtered for existing records with the oldest effective date of change/registration date state-wide and registered with the county.</li> </ol> </li> <li>Staff selects the option to review potential matches within the county. <ol style="list-style-type: none"> <li>2.1. The system shall identify potential matches within the county.</li> </ol> </li> <li>Staff selects the option to review potential matches statewide. <ol style="list-style-type: none"> <li>3.1. The system shall identify potential statewide matches</li> </ol> </li> <li>Staff selects a record to process where there is a potential match. <ol style="list-style-type: none"> <li>4.1. The system shall display the details of the potential match to verify if they match or not to include: <ol style="list-style-type: none"> <li>4.1.1. All voter details</li> <li>4.1.2.Full name details</li> <li>4.1.3.Identification numbers such as SSN.</li> <li>4.1.4.Residential address</li> </ol> </li> </ol> </li> </ol>

	<p>4.1.5. Mailing address</p> <p>4.1.6. Signatures</p> <p>4.2. Staff shall decide if record match.</p> <p>4.2.1. The system shall link records to form a new record</p> <p>4.2.2. The system shall take the latest data from each record, if the data does not match and process the corresponding update such as mailing address.</p> <p>4.2.3. The system shall maintain a history of all previous voter registration information for the new record.</p> <p>4.3. Staff can indicate that the records do not match.</p> <p>4.3.1. The system shall maintain the separate records,</p> <p>4.3.2. System alerts staff to any deficiencies in voter record and provides user with specific resolution instructions to correct any deficiencies</p> <p>4.3.3. System should autocorrect or alert user to any record deficiency that would result in a record fault.</p> <p>4.3.4. The System updates the local data tables.</p> <p>4.4. Potential match is marked as processed and removed from unprocessed queue.</p> <p>4.5. System shall log all changes to voter record in a transaction table.</p>
AlternateFlow	<ol style="list-style-type: none"> <li>1. IT provides automated report of potential duplicate voter records to users if EMS does not provide queue.</li> <li>2. Users will process merge/duplicate voter record (See Detailed Process Flow)</li> </ol>
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use cases	<ol style="list-style-type: none"> <li>1. Apply Affidavit</li> <li>2. Process Responses to Notices/Mailings</li> <li>3. Merge Voter</li> <li>4. Confidential Voter</li> <li>5. Manage Duplicates</li> <li>6. Apply pending VoteCal Updates</li> <li>7. User Security Roles</li> <li>8. NCOA</li> <li>9. Bulk Processing NCOA Records</li> </ol>
Requirements	<p>UC-VR011-01 The system shall make any field(s) that match visually distinct for user.</p> <p>UC-VR011-02 The system should allow suppression of any field where compared records are mutually missing information.</p> <p>UC-VR011-03 The system shall identify hard match records based on a configurable set of fields and thresholds such as full last name, first 5 characters of first name, last 4 digits of SSN.</p> <p>UC-VR011-04 the system shall display of queue of potential duplicate records, filtered for existing records with the oldest effective date of change/registration date state-wide and registered with the county.</p> <p>UC-VR011-05 The system shall identify potential matches within the county.</p> <p>UC-VR011-06 The system shall identify potential statewide matches</p> <p>UC-VR011-07 The system shall display the details of the potential match to verify if they match or not to include:</p> <ul style="list-style-type: none"> <li>• All voter details</li> <li>• Full name details</li> <li>• Identification numbers such as SSN.</li> <li>• Residential address</li> </ul>

	<p>UC-VR011-08 The system shall link records to form a new record</p> <p>UC-VR011-09 The system shall take the latest data from each record, if the data does not match and process the corresponding update such as mailing address.</p> <p>UC-VR011-10 The system shall maintain a history of all previous voter registration information for the new record.</p> <p>UC-VR011-11 The System alert staff to any deficiencies in voter record and provides user with specific resolution instructions to correct any deficiencies</p> <p>UC-VR011-12 The system should autocorrect or alert user to any record deficiency that would result in a record fault.</p> <p>UC-VR011-13 The System shall be able to mark Potential match as processed and removed from unprocessed queue.</p>
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	Phillip George
Signoff	Elections operations management
Date	

USE CASE WORKSHEET