

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"> Staff receives an indicator that there is a queue of records to be processed and resolved
Precondition	<ul style="list-style-type: none"> User has appropriate security role permissions Roll maintenance has occurred which has generated a soft match and potential duplicate records.
ExpectedResult	<ol style="list-style-type: none"> The potential duplicate records have been processed and resolved <ol style="list-style-type: none"> A match will merge voter records. Non-matching records will be untouched
DetailedProcessFlow	<ol style="list-style-type: none"> Staff selects the option to view queue of records <ol style="list-style-type: none"> 1.1.1.The primary record for comparison shall be the one with the most recent registration date and latest editing date. 1.1.2.All fields in a voter registration are relevant for comparison 1.1.3.The system shall make any field(s) that match visually distinct for user. 1.1.4.The system should allow suppression of any field where compared records are mutually missing information 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. 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. Staff selects the option to review potential matches within the county. <ol style="list-style-type: none"> 2.1. The system shall identify potential matches within the county. Staff selects the option to review potential matches statewide. <ol style="list-style-type: none"> 3.1. The system shall identify potential statewide matches Staff selects a record to process where there is a potential match. <ol style="list-style-type: none"> 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"> 4.1.1. All voter details 4.1.2.Full name details 4.1.3.Identification numbers such as SSN. 4.1.4.Residential address

	<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"> IT provides automated report of potential duplicate voter records to users if EMS does not provide queue. Users will process merge/duplicate voter record (See Detailed Process Flow)
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use cases	<ol style="list-style-type: none"> Apply Affidavit Process Responses to Notices/Mailings Merge Voter Confidential Voter Manage Duplicates Apply pending VoteCal Updates User Security Roles NCOA Bulk Processing NCOA Records
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"> All voter details Full name details Identification numbers such as SSN. Residential address

	<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