UseCaseID	PW030
Module	Election Worker
SubModule	
Summary	Worker Portal Management by RRCC Staff
Description	Worker Portal Management including settings, survey, messages, communication, password resetting.
Trigger	
Precondition	Staff assigned to security level that has access to manage portal.
ExpectedResult	L.A. county Manager will be able to modify the portal without having to contact vendor for minor maintenance update to the portal. Staff will be able to reset password for workers.
DetailedProcessFlow	1. User will go into Portal tools and update necessary information displayed for worker election to see on Portal. 2. User will save update. 3. Election Workers will login to portal see information or changes posted.
AlternateFlow	
Parent	
Requirements	UC-PW030-01 EMS shall allow different security levels for staff to manage worker portal. UC-PW030-02 EMS shall allow staff to modify some of the information displayed in the portal. UC-PW030-03 EMS shall keep records of all transactions made in portal. UC-PW030-04 EMS shall allow User Admin to add messages on the portal. UC-PW030-05 EMS shall allow User Admin to have somewhat control of : disable, enable, make invisible some columns.
RequirementID	
Gap	
Risk	[List of Risk IDs] Without the access to modify some information displayed in the portal L.A. County will be too dependent on contacting the vendor for minor changes.
Actors	[Actors that use Use Case]
Documents	[List of documentation name, Link or location]
Author	Amelia Bartolome 04/18/2021 mod 5/28/21 ab
Signoff	Election operations management Blanca Lopez and Keysa Rancharan
Date	[Date Signed off as Complete] 5/26/21