

UseCaseID	UC-AFF006
Module	Affidavits / Voter Registration Cards
SubModule	
Summary	Create Account Group. 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 create an Account Group/classification. An account group is a collection of users that has a common name such as LA County Fire Department.
Trigger Event	<ul style="list-style-type: none"> <li>▪ Organizations or individuals request Voter Registration Cards</li> </ul>
Precondition	<ul style="list-style-type: none"> <li>▪ Customers are issued contracts that they fill out; the information is transferred into the system.</li> <li>▪ Staff has appropriate user access rights to the system</li> </ul>
ExpectedResult	<ul style="list-style-type: none"> <li>▪ Staff will Create Account Group</li> <li>▪ Account group identification number is generated by the system</li> </ul>
DetailedProcessFlow	<ol style="list-style-type: none"> <li>1. Staff selects option to create an Account Group/classification <ol style="list-style-type: none"> <li>1.1. System shall display data entry fields to create an Affidavit Account Group(s). At minimum these shall include: <ul style="list-style-type: none"> <li>▪ Account Group ID (fixed)</li> <li>▪ Organization Name</li> <li>▪ Contact</li> <li>▪ Source</li> <li>▪ Delivery Source (In Person, In Office etc.)</li> <li>▪ Contact Phone Number</li> <li>▪ Email</li> <li>▪ Fax</li> <li>▪ Organization Flag</li> <li>▪ By Mail Flag</li> <li>▪ Address</li> </ul> </li> </ol> </li> <li>2. Staff enters required fields <ol style="list-style-type: none"> <li>2.1. Under Account Group Details staff enters: <ul style="list-style-type: none"> <li>▪ Organization Name</li> <li>▪ Source</li> <li>▪ Delivery Source (In Person, In Office etc.)</li> <li>▪ Organization Flag</li> </ul> </li> </ol> </li> <li>3. System creates Account Group with unique ID</li> </ol>
AlternateFlow	[An Alternate process flow]
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use cases	NA

Requirements	<p>UC-AFF006-01 The System shall display staff data entry fields to create an Account Group(s).  At minimum these fields shall include:</p> <ul style="list-style-type: none"> <li>▪ Account Group ID (fixed)</li> <li>▪ Organization Name</li> <li>▪ Contact</li> <li>▪ Source</li> <li>▪ Delivery Source (In Person, In Office etc.)</li> <li>▪ Contact Phone Number</li> <li>▪ Email</li> <li>▪ Fax</li> <li>▪ Organization Flag</li> <li>▪ By Mail Flag</li> <li>▪ Address</li> </ul> <p>UC-AFF006-02 The system creates Account Group with a unique ID</p>
RequirementID	[List of requirement IDs in Use Case]
Related Requirements	NA
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
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