UseCaseID	UC-ADM010
Module	EMS Management
SubModule	Notices
Summary	Issue Notices. RRCC does not expect one to process flow, but the expected results.
Description	This use case allows staff to issue notices to the public. Election Operation staff communicate to the public on a variety of different subjects including felony letters, mismatched signatures, etc.
Trigger Events	▪ Staff views a queue of records that notices need to be generated ▪ Staff decides to issue a notice
Precondition	▪ Staff has appropriate user access rights to the system ▪ Staff has logged into the system to view outstanding records for which notices need to be generated. ▪ An application record or other maintenance activity has occurred which requires a notice to be generated and sent.
ExpectedResult	▪ A notice is generated and sent. Notices can also be sent out via postal and electronically (email, text)

DetailedProcessFlow	1. Staff selects the option to send a notice
	  1.1. The system shall have an option to generate a notice
	  1.2. The system shall display a queue of records that notices need to be created
	2. Staff selects a potential voter record, notice type or group thereof to create notices/create a criteria of voters that will be the recipient of the notice(s).
	  2.1. The system shall for creation of various types of notices for various reasons, including but not limited to:
	    ▪ Request for signature for voters that did not sign their ballot envelope
	    ▪ A request for signature update for a voter who's signature did not match the signature on the envelope.
	    ▪ A request for signature for voters without a signature on file before an election
	    ▪ A notice to voters who submitted a late registration
	    ▪ Notice of incomplete voter registration application, with areas to provide missing information.
	    ▪ Notice to verify voters address when new address information is received from the USPS.
	    ▪ Notice requesting if a voter wants to be cancelled since they moved out of the county.
	    ▪ Notice requesting potential address update based on different address provided on a petition compared to registration record.
	3. Staff will select the option to create a specific notice, for a specific voter record.
	  3.1. The system shall record what notice template and version was used to create the voter specific notice.
	4. Staff will print notices and mail/email them
	  4.1. The system shall allow staff to print notices to be mailed
	    ▪ The system shall allow the user to print one notice at a time
	    ▪ The system shall the user to print a batch of notices at time from a queue.

	▪ The system shall allow the notice to be sent electionally (text, email) 4.2. The system shall have the ability to export a file that can be used to create a mail merge.
Alternative Work Flow	NA
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]

Requirements	UC-ADM010-01 The system shall have an option to generate a notice
	UC-ADM010-02 The system shall display a queue of records that notices need to be created
	UC-ADM010-03 The system shall create various types of notices for various reasons, including but not limited to:
	    ▪ A new registration notification card
	    ▪ Request for signature for voters that did not sign their ballot envelope
	    ▪ A request for signature update for a voter who's signature did not match the signature on the envelope.
	    ▪ A request for signature for voters without a signature on file before an election
	    ▪ A notice to voters who submitted a late registration
	    ▪ Notice of incomplete voter registration application, with areas to provide missing information.
	    ▪ Notice to verify voters address when new address information is received from the USPS.
	    ▪ Notice requesting if a voter wants to be cancelled since they moved out of the county.
	    ▪ Notice requesting potential address update based on different address provided on a petition compared to registration record.
	UC-ADM010-04 The system shall record what notice template and version was used to create the voter specific notice.
	UC-ADM010-05 The system shall allow staff to print notices to be mailed
	    ▪ The system shall allow the user to print one notice at a time
	    ▪ The system shall the user to print a batch of notices at time from a queue.
	    ▪ The system shall have the ability to electronically send notices,
	UC-AMD010-06 The system shall have the ability to export a file that can be used to create a mail merge.
	UC-AMD010-07 The system shall allow staff to send a text message (SMS) to voters.
	UC-AMD010-08 The system shall allow notices to be sent to a voter's email address.

Additional Requirements	▪ The system shall allow staff to send a text message (SMS) to voters. ▪ The system shall allow notices to be sent to a voter's email address. ▪ The system shall allow staff to track undeliverable email/SMS messages
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff

Documents	[List of documentation name, Link or location]
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