UseCaseID	UC-VBM008
Module	Vote By Mail
SubModule	
Summary	Absentee Ballots mass transfer. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Description	Staff must mail out military and overseas (UOCAVA) vote by mail ballots between 60 and 45 days before an election. Less than 45 days before an election, the UOCAVA and other vote by mail ballots are mailed daily. Prior to the data being exported for the mailing list, the vote by mail voters need to be identified and assigned to a specific election.
Trigger Events	▪ Election code §§ 3001, 3005, 3101, 3114 and 3205. ▪ Notification from Election Operations Management
Precondition	▪ Staff has appropriate user access rights to the system to export data ▪ Completion of absentee voters identified and transferred for an election
ExpectedResult	▪ Staff provides their vendor with necessary files for mailing ▪ Absentee voters' signatures are exported for signature verification

DetailedProcessFlow	1. Staff selects the option to export absentee voter information
	   1.1. The system will display export options, including but not to
	      1.1.1. Export date range
	      1.1.2. Absentee voter category
	      1.1.3.Absentee voter source
	      1.1.4.Political party
	      1.1.5.Challenge code
	      1.1.6.File type
	      1.1.7.Languages
	      1.1.8.Districts
	      1.1.9.Ballot type
	      1.1.10. Election Name
	      1.1.11. Comments
	
	2. Staff enters in export information and selects export voters
	   2.1. The system shall export signatures to designated network\computer location
	   2.2. The system shall capture date and time and issued method
	   2.3. System shall allow a mailing date to be manually entered at the time of creation
	   2.4. System shall produce voter details and ballot type details in order to support delivery of ballots.
	   2.5. System shall display the total number of voter records and signature exported
	   2.6. The system shall be able to prepare a list email address and/or phone numbers for voters that are eligible for the selected election
	   2.7. The system shall be able to generate a unique extraction number for each extract for the selected election.

Alternative Work Flow	NA
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]

Requirements	UC-VBM008-01 The system will display export options, including but not to
	    1. Export date range
	    2. Absentee voter category
	    3. Absentee voter source
	    4. Political party
	    5. Challenge code
	    6. File type
	    7. Languages
	    8. Districts
	    9. Ballot type
	    10. Election Name
	    11. Comments
	UC-VBM008-02 The System shall export signatures to designated network\computer location
	UC-VBM008-03 The System shall capture date and time and issued method
	UC-VBM008-04 The System shall allow a mailing date to be manually entered at the time of creation
	UC-VBM008-05 The System shall produce voter details and ballot type details in order to support delivery of ballots.
	UC-VBM008-06 The System shall display the total number of voter records and signature exported
	UC-VBM008-07 The System shall be able to prepare a list email address and/or phone numbers for voters that are eligible for the selected election
	UC-VBM008-08 The System shall be able to generate a unique extraction number for each extract for the selected election.

Additional Requirements	UC-VBM008-09 The system shall provide the ability to identity voters that were missed between extractions UC-VBM008-10 The system shall provide the ability to export all signatures for an extraction without producing the export mailing file.
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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Signoff	VSS
Date	5/13/21