Use Case ID	UC-LOC020
Module	Locations/Owners
Sub Module	
Summary	Provide users the ability to add, update and import Locations and Owners information into the election management system.
Description	The system shall allow user to add, update and import Locations and Owners information into the election management system
Precondition	User shall have proper security level to import add, update and import Locations and Owners information.
Expected Result	1. User shall be able to use a template to import Locations and Owners files. 2. Use shall be able to add new Locations and Owners information manually 3. User shall be able to export Locations and Owners information.

Detailed Process Flow	1. User shall open Locations and Owners module
	2. User shall be able to view a list of all Buildings with the following fields:
	  • Voter Center ID
	  • Poll ID
	  • Consolidation
	  • Building Name
	  • Room/Area
	  • City
	  • Owner
	  • Category
	  • Designation
	  • Size
	  • Status
	  • Action (Edit)
	3. User shall be able search for the building by entering information into the following fields:
	  • Keyword
	  • Owner
	  • Account Manager
	  • Category
	  • Paid Facility
	    - Free
	    - Base Stipend Pay
	    - Special Pay
	  • Designation
	    - Vote Center
	    - 24 HR VBM Drop Box
	    - Staffed VBM Drop Box
	    - Training
	    - Mobile
	    - Pop Up
	    - CIC
	    - Flex
	    - Special/Other
	  • Status
	    - Potential

| | | - Inactive
- Unusable
• Size
• Size Text
4. If the location cannot be located, user shall select add new to add New Building with the following information:
• SOS ID
• Poll ID
• Vote Center ID
• Building Name
• Room/Area
• Street Number
• Pre-Direction
• Street Name
• Street Type
• Post Direction
• City
• State
• Zip
• Consolidation ID
• Consolidation Name
• Consolidation #
• Established Precinct
• Supervisorial District
• 11-Day Service Area
• 4-Day Service Area
• CIC
• VBMD Service Area
• Owner
• Category (e.g.Church, School, Park, Recreation Center)
• Size
• Type
• Status (Inactive, Active, Unusable
• Designation (e.g. voter center, VBM Drop Box, Training, Mobile, Pop Up, CIC, Flex, Special/Other.
• Contacts (Primary & Additional Contact)
  - Title
  - First Name
  - Last Name
  - Work Phone, extension
  - Cell Phone
  - Other Phone, extension
  - Email
  - Available for
    ■ Recruitment
    ■ Data
    ■ On Site
    ■ Electrical
    ■ Entry/exit
    ■ Emergency/After Hours
    ■ Custodian Issue
    ■ Other |

Parent (green cell)	5. User shall be able to view Activity Log of all transactions made to Building record
	6. User shall be able to view Communication Log of all communications made to Building record
	7. User shall be able to view "Election Used Log" listing all elections that Building has been used.
	8. User shall be able to export Building Information
	9. User shall be able to export for import Building Information
	10. User shall be able to import Building information.
	11. User shall be able to produce Building information as "Address label"
	12. User shall be able to produce "Mailing Label for Building"
	13. User shall be able to produce "Building Category List"
	14. User shall be able to "Update Established Precinct"
	15. User shall be able to view a list of all the Owners with the following fields:
	   • Owner Name
	   • Authorizing Agent
	   • Building Count (Total)
	   • Action (Edit)
	16. User shall be able search for the Owner by entering information into the following fields:
	   • Keyword
	   • Owner
	17. If the owner cannot be located, user shall select add new to add New Owner with the following information:
	   • Owner Name
	   • Owner Name Abbreviation
	   • Owner Address
	   • Owner City
	   • State/Zip
	   • Owner Mailing Address (Same as Owner address defined above)
	   • Owner Phone number, extension
	   • Owner Cell Phone
	   • Owner Other Phone
	   • Owner Email
	   • Pay Status (Free, Base Stipend Pay, Special Pay)
	   • Type (Public or Private)
	   • Authorizing Agent Title
	   • Authorizing Agent First Name
	   • Authorizing Agent Last name
	   • Authorizing Agent Phone, Extension
	   • Authorizing Agent Cell Phone
	   • Authorizing Agent Other Phone
	   • Authorizing Agent Email
	18. User shall be able to view a list of all Associated Buildings owned by Owner
	19. User shall be able to send a communication message to owner
	20. User shall be able to view a Communication Log of all communications made by Owner through EMS system.
	21. User shall be able to export Owner Information
	22. User shall be able to export for import Owner Information
	23. User shall be able to import Owner information.
	24. User shall be able to produce a list of Owner Type

Alternate Flow	
Parent	

Requirements	UC-LOC020 – 01- System shall allow user to open Locations and Owners module.

	UC-LOC020 – 02- System shall allow user to view a list of all Buildings with the following fields:
	
	• Voter Center ID
	• Poll ID
	• Consolidation
	• Building Name
	• Room/Area
	• City
	• Owner
	• Category
	• Designation
	• Size
	• Status
	• Action (Edit)
	
	UC-LOC020 – 03- System shall allow user to search for the building by entering information into the following fields:
	
	• Keyword
	• Owner
	• Account Manager
	• Category
	• Paid Facility
	   - Free
	   - Base Stipend Pay
	   - Special Pay
	• Designation
	   - Vote Center
	   - 24 HR VBM Drop Box
	   - Staffed VBM Drop Box
	   - Training
	   - Mobile
	   - Pop Up
	   - CIC
	   - Flex
	   - Special/Other
	• Status
	   - Potential
	   - Inactive
	   - Unusable
	• Size
	• Size Text
	
	UC-LOC020 – 04- If the location cannot be located, system shall user to select add new to add New Building with the following information:
	
	• SOS ID
	• Poll ID
	• Vote Center ID
	• Building Name
	• Room/Area
	• Street Number
	• Pre-Direction
	• Street Name
	• Street Type
	• Post Direction

- City
- State
- Zip
- Consolidation ID
- Consolidation Name
- Consolidation #
- Established Precinct
- Supervisorial District
- # Days (between 30 days and 1 day) Service Area
- CIC
- VBMD Service Area
- Owner
- Category (e.g.Church, School, Park, Recreation Center)
- Size
- Type
- Status (Inactive, Active, Unusable
- Designation (e.g. voter center, VBM Drop Box, Training, Mobile, Pop Up, CIC, Flex, Special/Other.
- Contacts (Primary & Additional Contact)
  - Title
  - First Name
  - Last Name
  - Work Phone, extension
  - Cell Phone
  - Other Phone, extension
  - Email
  - Available for
    - Recruitment
    - Data
    - On Site
    - Electrical
    - Entry/exit
    - Emergency/After Hours
    - Custodian Issue
    - Other

UC-LOC020 – 05- System shall allow user to view Activity Log of all transactions made to Building record beginning when the record was initially made and every single modification moving forward.

UC-LOC020 – 06- System shall allow user to view Communication Log of all communications made to Building record.

UC-LOC020 – 07- System shall allow user to view "Election Used Log" listing all elections that Building has been used.

UC-LOC020 – 08- System shall allow user to export Building Information.

UC-LOC020 – 09- System shall allow user to export for import Building Information.

UC-LOC020 – 10- System shall allow user to import Building information.

UC-LOC020 – 11- System shall allow user to produce Building information as "Address label".

UC-LOC020 – 12- System shall allow user to produce "Mailing Label for Building".

UC-LOC020 – 13- System shall allow user to produce "Building Category List".

UC-LOC020 – 14- System shall allow user to "Update Established Precinct".

UC-LOC020 – 15- System shall allow user to view a list of all the Owners with the following fields:
- Owner Name
- Authorizing Agent

	• Building Count (Total)
	• Action (Edit)
	UC-LOC020 – 16- System shall allow user to search for the Owner by entering information into the following fields:
	• Keyword
	• Owner
	UC-LOC020 – 17- If the owner cannot be located, system shall allow user to select add new to add New Owner with the following information:
	• Owner Name
	• Owner Name Abbreviation
	• Owner Address
	• Owner City
	• State/Zip
	• Owner Mailing Address (Same as Owner address defined above)
	• Owner Phone number, extension
	• Owner Cell Phone
	• Owner Other Phone
	• Owner Email
	• Pay Status (Free, Base Stipend Pay, Special Pay)
	• Type (Public or Private)
	• Authorizing Agent Title
	• Authorizing Agent First Name
	• Authorizing Agent Last name
	• Authorizing Agent Phone, Extension
	• Authorizing Agent Cell Phone
	• Authorizing Agent Other Phone
	• Authorizing Agent Email
	UC-LOC020 – 18- System shall allow user to view a list of all Associated Buildings owned by Owner.
	UC-LOC020 – 19- System shall allow user to send a communication message to owner.
	UC-LOC020 – 20- System shall allow user to view a Communication Log of all communications made by Owner through EMS system.
	UC-LOC020 – 21- System shall allow user to export Owner Information.
	UC-LOC020 – 22- System shall allow user to export for import Owner Information.
	UC-LOC020 – 23- System shall allow user to import Owner information.
	UC-LOC020 – 24- System shall allow user to produce a list of Owner Type.
	UC-LOC020 – 25- System shall allow user to add comments to Building record and Owner record.
Requirement ID	
Risk	
Actors	
Documents	Staff
Author	
Signoff	Carolynn Vu-Tran
Date	Election operations management
Use Case ID	[Date Signed off as Complete]