

UseCaseID	UC-VR023
Module	Voter Registration
SubModule	
Summary	Alternate Residency Confirmation (ARC)
Description	The system selects voters who have not voted in elections you select, or have not had any transactions after a date you specify, and imports them all into a single category. Although the option is titled "Failure to Vote", this feature really encompasses the failure to have different types of activity, one of which is voting. You then print notification cards from Import Reports and mail them to those voters. Process any responses you receive along with undelivered returned notifications. You choose when to apply the file back to the voter file to change the status of the voters to inactive.
Trigger Event	Performed in an odd year following an even-year general election.
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system. ▪ Staff has logged into the system to administer ARC.
ExpectedResult	<ul style="list-style-type: none"> • The identified voters are moved from "Active" voter list to "Inactive" voter list. • Print notification cards from import reports and mail them out to voters.
DetailedProcessFlow	<ol style="list-style-type: none"> 1. The system shall have the ability to target voters who failed to have activity within the last four years. 2. The System shall have the ability to import file and apply ARC Failure to Voter Purge. The system will also have the ability to: <ol style="list-style-type: none"> 2.1. Overwrite Files 2.2. Append Files 2.3. Election Nonvoters check 2.4. Tran Date Cutoff 3. Users will Import file and apply ARC Failure to Vote Purge. <ol style="list-style-type: none"> 3.1. The System shall provide a count of the number of records imported and note the date the file was created. 4. The User will select option to produce a report based on defined parameters. <ol style="list-style-type: none"> 4.1. System shall have ability to generate a variety of reports based on User-defined parameters. The reports available depend on the import method selected. <ol style="list-style-type: none"> 4.1.1. The system shall have the ability to sort by: <ol style="list-style-type: none"> 4.1.1.1. Name 4.1.1.2. Zip Code 4.1.1.3. Category / Name 4.1.2. The System shall have the ability to set date ranges by: <ol style="list-style-type: none"> 4.1.2.1. Date Start 4.1.2.2. Date End 4.1.3. The system shall have the ability to leave comments about the report. 4.1.4. The System shall have the ability to Cancel the report. 5. The User will select report name in system by either select mailing labels or confirmation cards (8D2) cards. 6. The User will process the returned cards.

	<ul style="list-style-type: none"> 6.1. The system shall have the ability to place records in Residence Confirmation Procedures (RCOP) and remove records from the Address Change Service (ACS). 7. The User will sort the returned mail stacks into four stacks: The categories are: <ul style="list-style-type: none"> 7.1. Returned mail that indicate a voter has moved out of the county. 7.2. Returned mail that indicate a voter has a change of residence address within the county. 7.3. Returned mail that indicate mail could not be delivered and where there is no forwarding address. 8. The User will upload into the Residence Confirmation Procedure (possible use case) 9. The User will upload the same file again and will remove the voters from the ARC file. 10. They user will Apply the file. 11. The System shall have the ability to Apply ARC file. <ul style="list-style-type: none"> 11.1. The system shall display the Apply Voter Import Data Module. The module will include informational fields to apply the file: <ul style="list-style-type: none"> 11.1.1. Status 11.1.2. Reason Code 11.1.3. Transaction Date 11.1.4. Import Bypass Date 11.1.5. Delete if Updated 11.1.6. Notify Voter 11.1.7. Apply 11.1.8. Cancel 12. The System updates local data tables. 13. System shall log all changes to voter record in a transaction table.
AlternateFlow	
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use cases	<ul style="list-style-type: none"> 1. Apply Affidavit 2. Process Responses to Notices/Mailings 3. Merge Voter 4. Confidential Voter 5. Manage Duplicates 6. Apply pending VoteCal Updates 7. User Security Roles 8. NCOA 9. Bulk Processing NCOA Records
Requirements	<p>UC-VR023-01 The system shall have the ability to target voters who failed to have activity within the last four years.</p> <p>UC-VR023-02 The System shall have the ability to import file and apply ARC Failure to Voter Purge. The system will also have the ability to:</p> <ul style="list-style-type: none"> 1. Overwrite Files 2. Append Files 3. Election Nonvoters check 4. Tran Date Cutoff <p>UC-VR023-03 The System shall provide a count of the number of records imported and note the date the file was created.</p> <p>UC-VR023-04 The System shall have ability to generate a variety of reports based on User-defined parameters. The reports available depend on the import method selected.</p>

	<p>UC-VR023-05 The system shall have the ability to sort by:</p> <ol style="list-style-type: none"> 1. Name 2. Zip Code 3. Category / Name <p>UC-VR023-06 The System shall have the ability to set date ranges by:</p> <ol style="list-style-type: none"> 1. Date Start 2. Date End <p>UC-VR023-07 The system shall have the ability to leave comments about the report.</p> <p>UC-VR023-08 The System shall have the ability to Cancel the report.</p> <p>UC-VR023-09 The system shall have the ability to place records in Residence Confirmation Procedures (RCOP) and remove records from the Address Change Service (ACS).</p> <p>UC-VR023-10 The System shall have the ability to Apply ARC file.</p> <p>UC-VR023-11 The system shall display the Apply Voter Import Data Module. The module will include informational fields to apply the file in the following fields but is not limited to:</p> <ol style="list-style-type: none"> 1. Status 2. Reason Code 3. Transaction Date 4. Import Bypass Date 5. Delete if Updated 6. Notify Voter 7. Apply 8. Cancel <p>UC-VR023-12 System shall log all changes to voter record in a transaction table.</p>
RequirementID	[List of requirement IDs in Use Case]
Related Requirements	[Requirements not stated in use case that need to be captured or may impact]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Alan Castillo
Signoff	Elections operations management
Date	

USE CASE WORKSHEET