

UseCaseID	UC-PET006
Module	Petition Management
SubModule	[Enter sub module from Work Breakdown Structure (if exists)]
Summary	Receive petition sheets/sections. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Description	Petition sheets will be delivered to the filing office once they have been circulated. Prior to signature verification, the signature sheets will be inventoried and reviewed.
Trigger Events	<ul style="list-style-type: none"> <li>▪ The staff receives signature sheets</li> </ul>
Precondition	<ul style="list-style-type: none"> <li>▪ Staff has appropriate user access rights to the system</li> <li>▪ Petition has already been created in the system</li> </ul>
ExpectedResult	<ul style="list-style-type: none"> <li>▪ Staff has completed initial review of the signature sheets and signatures</li> <li>▪ The petition is ready for the creation of the random sample of eligible signatures</li> </ul>
DetailedProcessFlow	<ol style="list-style-type: none"> <li>1. The staff may scan, import, and view a digital image of a petition sheet <ol style="list-style-type: none"> <li>1.1. The system shall have the capability to scan and import signature sheets</li> <li>1.2. The system shall have the capability to perform Optical Character Recognition (OCR) on petition sheets and record the data.</li> <li>1.3. The system shall have the capability of determining if whole sheets should be disqualified.</li> <li>1.4. The system shall determine the total number of signature sheets and signature lines submitted.</li> <li>1.5. The system shall be capable of determining signature lines to be disqualified.</li> <li>1.6. The system shall identify the remaining signature line of eligible voters after determining the whole sheets and signature lines on the remaining sheets that are disqualified.</li> <li>1.7. The system shall be capable of verifying the remaining signature lines of eligible voters.</li> </ol> </li> <li>2. If the signature sheets are not in the system, then staff enters information about all sheets submitted. <ol style="list-style-type: none"> <li>2.1. The system shall allow staff to enter information about all sheets submitted.</li> <li>2.2. The system shall allow staff to assign sheet numbers to all the initial signature sheets.</li> </ol> </li> <li>3. Staff will review the sheets and disqualify sheets for various reasons. <ol style="list-style-type: none"> <li>3.1. If the sheets are already in the system, then the system shall allow staff to view scanned images of the sheets and any automatic determination made by the system regarding each sheet.</li> <li>3.2. The system shall allow staff to disqualify petition sheets, indicate the specific sheet number disqualified and the reason for the sheet disqualification.</li> <li>3.3. The system shall update the number of qualified sheets based on the number of disqualified sheets.</li> </ol> </li> <li>4. Staff will review each sheet and remove signature lines that require disqualification for various reasons. <ol style="list-style-type: none"> <li>4.1. If the signature line of each sheet is already in the system, then the system shall allow staff to view scanned images of each signature line of the remaining sheets and any automatic determination made by the system regarding each signature line.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>4.2. The system shall allow staff to indicate in the system that a specific signature line is disqualified and indicate a reason for the signature line disqualification.</li> <li>4.3. The system shall be able to calculate the number of remaining signature lines and disqualified signature lines per sheet.</li> <li>4.4. The system shall be able to calculate the total number of remaining signature lines, and disqualified lines for the petition.</li> <li>4.5. The system shall compare the total number of signatures remaining to the number required for the petition. <ul style="list-style-type: none"> <li>4.5.1. If the system determines that the total number of signatures remaining is greater or equal to the number required for the petition, the system shall deem the petition still valid.</li> <li>4.5.2. If the system determines that total number of signatures remaining is less than the number required for the petition, then the system shall deem the petition failed for not having enough signatures after receiving the petition.</li> </ul> </li> <li>5. Staff will finish receiving and removal of sheets and signatures <ul style="list-style-type: none"> <li>5.1. The system will allow staff to update the petition status</li> <li>5.2. The system will allow staff to indicate that the signature sheets have been reviewed and ready for the creation of the random sample of eligible signatures.</li> </ul> </li> </ul>
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Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-PET006-01 The system shall have the capability of determining if whole sheets should be disqualified.</p> <p>UC-PET006-02 The system shall determine the total number of signature sheets and signature lines submitted.</p> <p>UC-PET006-03 The system shall be capable of determining signature lines to be disqualified.</p> <p>UC-PET006-04 The system shall identify the remaining signature line of eligible voters after determining the whole sheets and signature lines on the remaining sheets that are disqualified.</p> <p>UC-PET006-05 The system shall be capable of verifying the remaining signature lines of eligible voters.</p> <p>UC-PET006-06 The system shall allow staff to enter information about all sheets submitted</p> <p>UC-PET006-07 The system shall allow staff to assign sheet numbers to all the initial signature sheets</p> <p>UC-PET006-08 If the sheets are already in the system, then the system shall allow staff to view scanned images of the sheets and any automatic determination made by the system regarding each sheet.</p> <p>UC-PET006-09 The system will allow staff to disqualify petition sheets, indicate the specific sheet number disqualified and the reason for the sheet disqualification.</p> <p>UC-PET006-10 The system shall update the number of qualified sheets based on the number of disqualified sheets.</p> <p>UC-PET006-11 If the signature line of each sheet is already in the system, then the system shall allow staff to view scanned images of each signature line of the remaining sheets and any automatic determination made by the system regarding each signature line.</p> <p>UC-PET006-12 The system shall allow staff to indicate in the system that a specific signature line was disqualified and indicate a reason for the signature line disqualification.</p> <p>UC-PET006-13 The system shall be able to calculate the number of remaining signature lines and disqualified signature lines per sheet.</p> <p>UC-PET006-14 The system shall be able to calculate the total number of remaining signature lines, and disqualified lines for the petition.</p> <p>UC-PET006-15 The system shall compare the total number of signatures remaining to the number required for the petition.</p>

	<p>UC-PET006-16 If the system determines that the total number of signatures remaining is greater or equal to the number required for the petition, the system shall deem the petition still valid.</p> <p>UC-PET006-17 If the systems determines that total number of signatures remaining is less than the number required for the petition, then the system shall deem the petition failed for not having enough signatures after receiving the petition.</p> <p>UC-PET006-18 The system will allow staff to update the petition status</p> <p>UC-PET006-19 The system will allow staff to indicate that the signature sheets have been reviewed and ready for the creation of the random sample of eligible signatures.</p>
Additional Requirements	<ul style="list-style-type: none"> <li>▪ Ability to track page statistics by accepted and rejected voter signatures.</li> </ul>
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Phillip George
Signoff	Data Entry
Date	5/10/2021