

Use Case ID	UC-SB001
Module	Sample Ballot Extraction
Sub Module	
Summary	
Description	Extract voter file to send sample ballots
Precondition	User has appropriate security role permissions
Expected Result	System shall generate a sample ballot extraction file to allow user to send sample ballots to voters.
Detailed Process Flow	<ol style="list-style-type: none"> <li>1. Find Election</li> <li>2. Select Election Status module shall include the following options: <ul style="list-style-type: none"> <li>• Districts</li> <li>• Contests</li> <li>• Candidates</li> <li>• Ballot Types</li> <li>• Polls</li> <li>• Consolidations</li> <li>• Ballot Order</li> <li>• Workers</li> <li>• VBM</li> <li>• Voting History</li> <li>• Extract Series</li> <li>• Extraction Instructions</li> <li>• Use VoteCal Official List</li> <li>• Last transaction</li> <li>• Comments</li> <li>• Copy Record</li> <li>• Language</li> </ul> </li> <li>3. Uncheck the Use VoteCal Official List</li> <li>4. Select Extraction Instructions</li> <li>5. Extractions Instructions page shall include the following options: <ul style="list-style-type: none"> <li>• Full Extraction</li> <li>• Update Extraction</li> <li>• Extraction with Underage Voters</li> <li>• Extraction with Precinct Counts</li> <li>• Extraction with Verification Counts</li> <li>• Extraction Series</li> <li>• Purpose of Extraction</li> </ul> </li> <li>6. Select Full Extraction without Underage Voters and without Precinct Counts</li> <li>7. Indicate purpose of extraction</li> <li>8. Select Extract Now and wait until “Election Extraction Precinct Counts Completed” message appears to complete extraction process.</li> <li>9. Query the system to confirm if the extraction completed and the extraction series.</li> <li>10. Submit two separate files to Vendor <ul style="list-style-type: none"> <li>• English Sample Ballot File</li> <li>• Multilingual Sample Ballot File</li> </ul> </li> </ol>
Alternate Flow	
Parent	

## Requirements

UC-SB001-01 – The system shall allow user to select election for Sample Ballot Extraction.

UC-SB001-02 – The system shall display an Election Status module with the following options:

- Districts
- Contests
- Candidates
- Ballot Types
- Polls
- Consolidations
- Ballot Order
- Workers
- VBM
- Voting History
- Extract Series
- Extraction Instructions
- Use VoteCal Official List
- Last transaction
- Comments
- Copy Record
- Language

UC-SB001-03 - The system shall have the capability for user to include/exclude:

- underage voters
- precinct counts
- verification counts
- Confidential voters
- Permanent VBM voters
- Out of country voters

UC-SB001-04 - The system shall allow user to uncheck the Use VoteCal Official List.

UC-SB001-05 - The system shall allow user to select Extraction Instructions.

UC-SB001-06 - The system shall display an Extractions Instructions page with the following options:

- Full Extraction
- Update Extraction
- Extraction with Underage Voters
- Extraction with Precinct Counts
- Extraction with Verification Counts
- Extraction Series
- Purpose of Extraction

UC-SB001-07 - The system shall allow user to select Full Extraction without Underage Voters and without Precinct Counts.

UC-SB001-08 - The system shall allow user to indicate purpose of extraction.

UC-SB001-09 - The system shall allow user to select Extract Now and wait until “Election Extraction Precinct Counts Completed” message appears to complete extraction process.

UC-SB001-10 - The system shall allow user to query the system to confirm if the extraction completed and the extraction series.

UC-SB001-11 - The system shall display to user extraction summary statistics. Summary statistics to be displayed include but not limited to:

- Number of voters extracted
- Number of active voters extracted
- Length of time needed for the extraction

UC-SB001-12 - The system shall be able to issue ballots in bulk for eligible voters based on date and an update flag (to select only records that have changed as of X date).

UC-SB001-13 - The system shall be able to generate an extraction number.

	<p>UC-SB001-14 - The system shall have the capability for user to add comments to the extraction.</p> <p>UC-SB001-15 - The system shall extract the voter information into a standard vendor mailing receipt file.</p> <p>UC-SB001-16 - The system shall increment and keep track of the number of extractions performed for an election.</p> <p>UC-SB001-17 - The system shall provide the capability for the vendor receipt file to be exported in a number of different formats including but not limited to flat file and CSV for two separate files:</p> <ul style="list-style-type: none"> <li>• English Sample Ballot File</li> <li>• Multilingual Sample Ballot File</li> </ul>
Requirement ID	
Risk	[List of Risk IDs]
Actors	[Actors that use Use Case]
Documents	[List of documentation name, Link or location]
Author	Carolynn Vu-Tran
Signoff	
Date	[Date Signed off as Complete]