

UseCaseID	UC-VBM020
Module	Vote By Mail
SubModule	
Summary	Receive ballot. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Description	The public may return their Vote By Ballot ballots by mail, drop them off in person at election voter centers, drop off boxes, or at Register Recorder County Clerk. The use case allows staff to manage ballots received.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff receives a ballot and needs to process receiving of ballots in the system ▪
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system
ExpectedResult	<ul style="list-style-type: none"> ▪ Receipt of ballot and the disposition of the ballot is recorded in the system.
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff receives a ballot and selects option in the system to process receiving the ballot, the receiving method, date and time the ballot was received, and timeframe of the vote (late, early voting, election, late). <ol style="list-style-type: none"> 1.1. The staff may pre-sort received ballots. 1.2. The system shall allow staff to process receipt of a VBM ballot. 1.3. The system shall allow staff to scan a barcode to identify receipt of the VBM ballot 1.4. The system shall allow staff to record the received method (Counter, mail, drop off), location e.g., specific drop off location, date and time of ballot received.) <ol style="list-style-type: none"> 1.4.1. List of possible drop off locations should be automatically updated when new locations are added or removed from the election management module -- Manage Vote Center/drop box) 1.5. The system shall be able group ballots into batches, matching the physical batch of ballots. 1.6. The system shall provide the capability for the batch number to be assigned by the system. 1.7. The system shall provide the ability to display and report on batch status. 1.8. System shall have the capability to interface with a mail ballot verification machine to verify voter signatures. 2. Staff selects the option to view the voters signature <ol style="list-style-type: none"> 2.1. The system shall display the voters signature from their voter registration or VBM application. 2.2. The system shall display an image of the signature from the voter's returned VBM ballot. 2.3. The system shall provide the capability of side by side/up and down comparison between the voter's registration signature and voter's VBM ballot. 2.4. The system shall allow direct access to the full registration card image if available and a point and click access to the voters record 3. Staff determines if the voters hand written signature from a voter registration/VBM application and from the returned voter's VBM ballot match and verify and/or indicate the potential match in the system.

	<ul style="list-style-type: none"> 3.1. The system shall allow staff to manually indicate if a hand written signature matches between a voter’s registration and their VBM ballot. 3.2. System shall be able to display a scanned ballot signature image and the corresponding voter registration signature image on the same screen (and preferably, multiple sets of signatures at a time). 3.3. System shall allow signatures top checked side by side or above/below 3.4. System shall allow zooming in and out of the signature images 4. Staff will determine the status of the received vote by mail ballots in the system. <ul style="list-style-type: none"> 4.1. The system allows staff to indicate a status (accepted, challenge, rejected, suspend) of the received ballot and if rejected, include a rejection reason. <ul style="list-style-type: none"> 4.1.1. The system shall allow staff to add voter records to the queue to issue notices (See use Case Issue Notice) <ul style="list-style-type: none"> 4.1.1.1. System will allow the ballot status to be changed and for the ballot to be accepted. 4.1.1.2. System shall allow for scanning and attaching returned notice letters. 5. Staff will determine if ballot is undeliverable <ul style="list-style-type: none"> 5.1. The system will allow staff to record a status (suspend, rejected) of the received ballot and include a rejection code. 5.2. The system shall allow staff to inactivate the voter. 6. Staff will suspend a duplicate returned ballot from the voter. 7. Staff will determine status on ballot exemptions. <ul style="list-style-type: none"> 7.1. The system will allow provide the capability to track ballot exemptions 7.2. The system will allow staff to update ballot exemption status
Alternative Work Flow	<ul style="list-style-type: none"> ▪ NA
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-VBM020-01 The system shall allow staff to process receipt of a VBM ballot.</p> <p>UC-VBM020-02 The system shall allow staff to scan a barcode to identify receipt of the VBM ballot</p> <p>UC-VBM020-03 The system shall allow staff to record the received method (Counter, mail, drop off), location e.g., specific drop off location, date and time of ballot received.)</p> <p>UC-VBM020-04 The system shall be able group ballots into batches, matching the physical batch of ballots.</p> <p>UC-VBM020-05 The system shall provide the capability for the batch number to be assigned by the system.</p> <p>UC-VBM020-06 The system shall provide the ability to display and report on batch status.</p> <p>UC-VBM020-07 The System shall have the capability to interface with a mail ballot verification machine to verify voter signatures.</p> <p>UC-VBM020-08 The system shall display the voters signature from their voter registration or VBM application.</p> <p>UC-VBM020-09 The system shall display an image of the signature from the voter’s returned VBM ballot.</p> <p>UC-VBM020-10 The system shall provide the capability of side by side/up and down comparison between the voter’s registration signature and voter’s VBM ballot.</p> <p>UC-VBM020-11 The system shall allow staff to manually indicate if a hand written signature matches between a voter’s registration and their VBM ballot.</p> <p>UC-VBM020-12 The system shall be able to display a scanned ballot signature image and the corresponding voter registration signature image on the same screen (and preferably, multiple sets of signatures at a time).</p> <p>UC-VBM020-13 The system shall allow signatures top checked side by side or above/below</p> <p>UC-VBM020-14 The system shall allow zooming in and out of the signature images</p>

	<p>UC-VBM020-15 The system allows staff to indicate a status (accepted, challenge, rejected, suspend) of the received ballot and if rejected, include a rejection reason.</p> <p>UC-VBM020-16 The system shall allow staff to add voter records to the queue to issue notices (See use Case Issue Notice)</p> <p>UC-VBM020-17 The system will allow the ballot status to be changed and for the ballot to be accepted.</p> <p>UC-VBM020-18 The system shall allow for scanning and attaching returned notice letters.</p> <p>UC-VBM20-19 The system shall allow staff the ability to inactivate\activate a voter.</p>
Association to other use case	<ul style="list-style-type: none"> ▪ Issue notice ▪ Receive Faxed ballot ▪ Suspend ballot
Additional Requirements	<p>UC-VBM020-20 System shall have the capability to alert staff if a ballot has already been received from the voter.</p> <p>UC-VBM020-21 System will provide a way of tracking ballots that are in into various categories such as duplicate voters, different voter status besides active and having staff adjudicate the final ballot status.</p> <p>UC-VBM020-22 The system shall provide the ability to track RAVBM ballots.</p>
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	VBM
Date	6/6/21