

Use Case ID	UC -LOC004
Module	Locations – Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Sub Module	
Summary	Manage Equipment's and Supplies Required for Location(s)
Description	<p>A database of all supplies needed at the Location specific to type of locations (e.g. vote center, VBM Drop Off, training center and Check in center) and keep track of supplies and equipment required at each location.</p> <p>User needs to maintain/update all equipment(s), supplies and materials needed for locations (e.g. Tables, chairs, signs, ramp, PBR, BMD, Pollbook, etc.) including calendar to schedule dates/times for delivery, set up, break down and pick up.</p> <p>Interface with other systems and devices (e.g., Epollbook/Epulse, Cherwell) via an established API to display required supplies and equipment, such as tables, chairs, signs, ramp, BMD with stands, headphones, keypad, privacy screen, Epollbooks, case, tablet stand, EPollBook Charging Cart, cradle point, Network Device, Power Cables etc.</p>
Precondition	User has appropriate security role permissions
Expected Result	<ol style="list-style-type: none"> <li>1. System shall save all equipment and supply updates for each location, including calendar to schedule dates/times for delivery, set up, break down and pick up.</li> <li>2. Option is available to save in location module or election location module depending on the types of supplies and equipment. For example since EPBs, BMDs and USPS needs varies each election, these items are setup for the location in the election location module.</li> </ol>
Detailed Process Flow	<ol style="list-style-type: none"> <li>1. User shall query location table to find matching record after entering data in search fields.</li> <li>2. User shall select/open location within location module or election location module for a specific location.</li> <li>3. User shall select Equipment and Supplies Tab</li> <li>4. The system shall present data entry fields or dropdown list for user to select equipment(s) and supplies to add to location.</li> <li>5. User shall update equipment(s) and material(s) for location using data entry fields.</li> <li>6. User shall save information to selected location record.</li> <li>7. System shall provide user a report of Locations with equipment and supply information. This report can be sorted by location type to help assist the delivery of special supplies and equipment to the locations</li> <li>8. System shall have the ability to interface or upload bulk files from other election systems (Epulse/EpollBook and Cherwell) via established API.</li> </ol>
Alternate Flow	
Parent	
Requirements	<p>UC-LOC004-01 - The system shall provide a table to store and manage all required equipment(s) and supplies.</p> <p>UC-LOC004-02 - The system shall provide search screen for user to find matching location after entering data in search fields.</p> <p>UC-LOC004-3 – The system shall provide Equipment and Supplies Tab within each location record.</p>

	<p>UC-LOC004-04 - The system shall provide the ability for the user to select Equipment and Supplies Tab to update/delete equipment and supplies information.</p> <p>UC-LOC004-05 – The system shall present data entry fields or dropdown list for user to select equipment(s) and supplies to add to location, including but not limited to Chairs, signs, ramps, tables, etc.</p> <p>UC-LOC004-06 - The system shall allow user to save the updated/deleted equipment(s) and/or supplies information for the location.</p> <p>UC-LOC004-07 – The system shall have an equipment and supplies option within Facility Details Tab of each location to allow user to copy equipment/supplies stock for location to new default election.</p> <p>UC-LOC004-08 – The System shall provide user a report of Locations with equipment and supply information. This report needs to include but not limited to: Vote Center name, room, address, contact info, Vote Center specific supplies, equipment, delivery appointment and time, generic supplies, etc . The report shall be able to be sorted by location type to help assist the delivery of special supplies and equipment to the locations.</p> <p>UC-LOC004-09 – The System shall have the ability to interface or upload bulk files from other election systems.</p>
Requirement ID	
Gap	
Risk	This feature is necessary to manage all equipment(s) and supplies needed for each location for delivery and inventory. Without this feature operations shall not be able to deliver equipment and supplies needed, as well as keep a record of available or remaining equipment/supplies.
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Carolynn Vu-Tran Revised 04/13/21
Signoff	Election operations management
Date	[Date Signed off as Complete]