

Use Case ID	UC-LOC010
Module	Locations – Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Offs (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Sub Module	
Summary	Location Operational Calendar/Scheduler
Description	<p>The system shall provide a calendar/scheduler feature is required to manage the days and time the Locations are operational.</p> <ul style="list-style-type: none"> <li>• Location Operational days shall vary from one location to another and a calendar scheduling is necessary to track daily tasks, as needed.</li> <li>• A calendar/scheduler feature also required for location workers to be assigned to work based on specific schedules.</li> </ul>
Precondition	
Expected Result	The system shall have a way to display and update dates and time of each day the Location is open.
Detailed Process Flow	<ol style="list-style-type: none"> <li>1. The system shall provide a screen in the Location record to show the days and times the Location is open and a drop down list for the user to assign task for that date/time (e.g. set-up, pick-up, drop-off, delivery, etc.)</li> <li>2. System shall provide a screen for user to find matching record after entering data in search fields, including option of location type (e.g. vote center, VBM drop off, check in center or training center)</li> <li>3. User shall select/open location within location module or election location module.</li> <li>4. User shall select Calendar/Schedule Tab</li> <li>5. User shall enter how many days the location shall be open, closed</li> <li>6. The system shall auto generate a tab for the number if days entered.</li> <li>7. The system shall provide an operation scheduler button for user to select a template.</li> <li>8. The system shall display a screen where user can update or view the days and hours of operation.</li> <li>9. User shall assign a task for each date/time set up, for example, Building open/closed, Set-up, delivery.</li> <li>10. User shall save the record and close the screen.</li> <li>11. The system shall provide user the ability to generate a report of location(s) operation schedule and tasks.</li> </ol>
Alternate Flow	
Parent	
Requirements	<p>UC-LOC010-01 - The system shall provide a screen in the Location record to show the days and times the Location is open and a drop down list for the user to assign task for that date/time (e.g. set-up, pick-up, drop-off, delivery, etc.).</p> <p>UC-LOC010-02 – The system shall provide a screen for user to find matching record after entering data in search fields, including option of location type (e.g. vote center, VBM drop off, check in center or training center).</p> <p>UC-LOC010-03 - The system shall display a Calendar/Schedule Tab screen where user can update or view the days and hours of operation.</p> <p>UC-LOC010-04 – The system shall allow user to enter how many days the location shall be open, closed.</p> <p>UC-LOC010-05 -The system shall auto generate a tab for the number if days entered.</p>

	<p>UC-LOC010-06 - The system shall provide an operation scheduler button for user to select.</p> <p>UC-LOC010-07 - The system shall display a screen where user can update or view the days and hours of operation.</p> <p>UC-LOC010-08 – The system shall allow user to assign a task for each date/time set up from a drop down list, for example, Building open/closed, Set-up, delivery.</p> <p>UC-LOC010-09 – The system shall allow user to save the record and close the screen.</p> <p>UC-LOC010-10 - The system shall provide user the ability to generate a report of location(s) operation schedule and tasks.</p>
Requirement ID	
Gap	
Risk	There is no way to manage the schedule operational schedule without this feature.
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Carolynn Vu-Tran Revised 04/14/21
Signoff	Election operations management
Date	[Date Signed off as Complete]