

UseCaseID	UC-ADM011
Module	EMS Management
SubModule	Notices
Summary	Process notices responses. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Description	This use case allows staff to manage notice responses from the voters. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met. A notice/communication has been sent to a voter. Staff is able to track and update the status of the communication.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff receives a response to a notice
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system
ExpectedResult	<ul style="list-style-type: none"> ▪ The outstanding notice is closed in the system and a corresponding update or confirmation has been made to the voters' record.
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff selects the option to process a response to a notice <ol style="list-style-type: none"> 1.1. The system shall allow staff to process a response 1.2. The system shall have the capability for staff to scan in receipt of a notice 1.3. The system shall have the ability to capture the signature from a received notice and link it back to the voter. 2. Staff reviews the response, makes a determination, indicates the response in the system and closes out the outstanding notice. <ol style="list-style-type: none"> 2.1. The system shall update the corresponding outstanding notice status when a new voter registration record or update is received for the given potential voter. 2.2. The system shall allow staff to indicate receipt of a response to a notice and information provided in the response. 2.3. The system shall allow staff to close an outstanding or pending notice when a response to a notice is received.
Alternative Work Flow	NA
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-AMD011-01 The system shall allow staff to process a response</p> <p>UC-AMD011-02 The system shall have the capability for staff to scan in receipt of a notice</p> <p>UC-AMD011-03 The system shall update the corresponding outstanding notice status when a new voter registration record or update is received for the given potential voter.</p> <p>UC-AMD011-04 The system shall allow staff to indicate receipt of a response to a notice and information provided in the response.</p> <p>UC-AMD011-05 The system shall allow staff to close an outstanding or pending notice when a response to a notice is received.</p> <p>UC-AMD011-06 The system shall have the ability to capture the signature from a received notice and link it back to the voter.</p>

Additional Requirements	NA
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
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Signoff	VRRI/VBM
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