

UseCaseID	UC-ADM013
Module	EMS Management
SubModule	
Summary	Ballot Layout
Description	<p>Ballot data be exported in a format that can be imported into the tabulation system and electronic ballot delivery system.</p> <p>The use case allows staff to layout their ballots and export matching ballot layout files for our tabulation system without having to re-enter any data. The ballot data must comply with State and County code regarding ballot layout.</p>
Trigger Events	<ul style="list-style-type: none"> ▪ Staff identifies a need to export ballot files
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system
ExpectedResult	<ul style="list-style-type: none"> ▪ The ballot files are ready for importation into RRCC tabulation system and electronic ballots are ready for delivery.
DetailedProcessFlow	<ol style="list-style-type: none"> 1. The system shall allow staff to specify which election that they need to work on. <ol style="list-style-type: none"> 1.1. The system shall provide the ability for staff to work on multiple elections at the same time. 2. Staff will begin to prepare their ballot. <ol style="list-style-type: none"> 2.1. The system shall support the creation and modification of a standard ballot in multiple languages. 2.2. The system shall support the printing of the ballot. 2.3. The system shall have a process to extract ballot data including contests, precincts, candidates, measures, districts, district-contest relationships, and district-precinct relationships. 2.4. The system shall have a process to extract ballot data identically regardless of media of the ballot media. Ballot data includes but not limited to contests, precincts, candidates, measures, districts, district-contest relationships, and district-precinct relationships. 2.5. The system shall have the capability to generate a ballot that can be delivered electronically via the Interactive sample ballot (ISB) application. 2.6. The system shall have the capability to generate a ballot that can be delivered electronically via the Ballot Marking Device Manager and Ballot Marking Device. 2.7. The system shall provide the ability to interface with Ballot on Demand Printer for the ballot to be printed. 2.8. The system shall produce a standard export file of election data that can be imported into the tabulation system. 2.9. The system shall export of ballot data into different formats including PDF. 2.10. The system shall have the capability to generate reports of the ballot layout proofing process. 2.11. The system shall provide support for enclosures (candidate statements, arguments for and against a measure, etc)

	<p>3. The system shall allow staff to review electronic delivered ballot layouts that will appear on the ISB application.</p> <p>3.1. The system shall allow staff to view, edit and approve ballot layouts.</p> <p>3.2. The public self-service portal must consistently and accurately display all state, county and local races and ballot measures that are on the current or upcoming election ballot.</p> <p>3.3. The public self-service portal shall have the capability to display electronically delivered ballots for overlapping elections at the same time for a single voter.</p> <p>3.4. The system shall provide the ability for staff to track the review process of both the Vote by Mail and ISB ballot layout.</p>
Alternative Work Flow	NA
Parent	NA
Requirements	<p>UC-AMD013-01 The system shall allow staff to specify which election that they need to work on.</p> <p>UC-AMD013-02 The system shall support the creation and modification of a standard ballot in multiple languages for Federal, state and local contests.</p> <p>UC-AMD013-03 The system shall support the printing of the ballot.</p> <p>UC-AMD013-04 The system shall have a process to extract ballot data including contests, precincts, candidates, measures, districts, district-contest relationships, and district-precinct relationships.</p> <p>UC-AMD013-05 The system shall have a process to extract ballot data identically regardless of media of the ballot media. Ballot data includes but not limited to contests, precincts, candidates, measures, districts, district-contest relationships, and district-precinct relationships.</p> <p>UC-AMD013-06 The system shall have the capability to generate a ballot and enclosures that can be delivered electronically via the Interactive sample ballot (ISB) application.</p> <p>UC-AMD013-07 The system shall have the capability to generate a ballot that can be delivered electronically via the Ballot Marking Device Manager and Ballot Marking Device.</p> <p>UC-AMD013-08 The system shall provide the ability to interface with Ballot on Demand Printer for the ballot to be printed.</p> <p>UC-AMD013-09 The system shall produce a standard export file of election data that can be imported into the tabulation system.</p> <p>UC-AMD013-10 The system shall export of ballot data into different formats including PDF and a ready-print format supporting vector format</p> <p>UC-AMD013-11 The system shall have the capability to generate reports of the ballot layout proofing process.</p> <p>UC-AMD013-12 The system shall allow staff to view, edit and approve ballot layouts.</p> <p>UC-AMD013-13 The public self-service portal must consistently and accurately display all state, county and local races and ballot measures that are on the current or upcoming election ballot.</p> <p>UC-AMD013-14 The public self-service portal shall have the capability to display electronically delivered ballots for overlapping elections at the same time for a single voter.</p> <p>UC-AMD013-15 The system shall interface with Register Recorder County Clerk ECBMS system.</p> <p>UC-AMD013-16 The system shall support the creation and validation of audio files to be used in the ballot marking device.</p> <p>UC-AMD013-17 The system shall provide the ability for staff to track the review process of both the Vote by Mail and ISB ballot layout.</p> <p>UC-AMD013-18 The system shall provide support for ballot enclosures (candidate statements, arguments for and against a measure, etc.)</p>

Additional Requirements	
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	Election Planning/Tally
Date	[Date Signed off as Complete]