UseCaseID	UC-VR013
Module	Voter Registration
SubModule	
Summary	Batch Scanning & Management
Description	This use case allows Users to perform Batch Scanning and management of scans and batches.
Trigger Event	User identifies a need to scan batch affidavits, VNC cards or other documents.
Precondition	▪ Staff has appropriate user access rights to the system. ▪ Staff has logged into the system to perform scan. ▪ Scanner attached to System ▪ Scan template have been created
ExpectedResult	The batch scan has been executed and resulting changes has been queued in the system.

DetailedProcessFlow	1. User prepares systems for scanning
	    a. User specifies scan template
	        i. Scan Template parameters shall include but not be limited to:
	            1. Document type (Affidavit, VNC card, provisional etc..)
	            2. Signature coordinate box
	            3. DPI
	            4. Color depth
	2. System scans affidavits in batches
	    a. User enters in, or system assigns, Batch ID
	    b. Systems scans
	3. System posts scan in queue
	    a. System shall save saves multipage TIF , or appropriate for image type
	    b. System may perform Optical Character Recognition (OCR) of key fields which may include but not be limited to:
	        i. Document ID number
	        ii. Voter_id
	        iii. Names
	        iv. Addresses
	        v. Checkbox status
	4. User manages batches and images
	    a. System shall have the ability to allow Users a view of processed batches.
	    b. System shall have the ability to remove a batch out of the workflow (Abort or Archive)
	    c. System shall point to the image location of the batch.
	    d. System shall have the option to change status to "Verified"
	5. User enters updated batch number.
	    a. System opens selected batch file.

AlternateFlow	The User makes selection to perform Affidavit batch scanning in system (see Alternate flow for Use Case UC-VR032 Process Voter Registration Manually)

Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Related Use cases	

Requirements	UC-VR013-01 Vendor will propose a scanning solution, which is independent of scanning hardware, to address but not limited to the following processes/document-types. The scanned documents will be tied to the records within EMS. The scanning solution will include scanning interface, OCR and any other pertinent workflow of how scanned documents are ingested and tied with records stored within EMS.
	
	    a. Affidavits
	    b. 8d2 cards
	    c. Voter records
	    d. Petitions
	
	UC-VR013-02 The department currently utilizes batch scanners and desktop scanners. Examples of such scanners are Kokak i42 series. As part of the project, the vendor will assess the scanning hardware inventory and recommend the newer hardware as per the appropriate workflows. The scanning solution (including OCR) should support off-the-shelf hardware.
	
	UCVR013-03 The system shall allow Staff to process voter registration using Batch feature.
	
	UC-VR013-04 The system shall have a Batch entry display. Which will include data entry fields and scan feature:
	
	    I. Batch ID
	
	UCVR013-05 System shall save saves multipage TIF, or appropriate for image type
	UCVR013-06 System may perform Optical Character Recognition (OCR) or suggested superior software, of key fields which may include but not be limited to:
	    I. Document ID number
	    II. Voter_id
	    III. Names
	    IV. Addresses
	    V. Checkbox status
	UCVR013-07 System shall have the ability to allow Users a view of processed batches.
	UCVR013-08 System shall have the ability to remove a batch out of the workflow (Abort or Archive)
	UCVR013-09 System shall point to the image location of the batch.
	UCVR13-10 System shall have the option to change status to "Verified"
	UCVR13-11 System will display Affidavits with the Signature highlighted
	UCVR13-12 The System shall link all related images to the voter record that is easily accessible to the user to view, auto populate record data, extract or deliver to print queues, bulk or individual records that includes but is not limited to: - affidavits - signature images - VNC postcards - supportive documentation

RequirementID	[List of requirement IDs in Use Case]
Related Requirements	[Requirements not stated in use case that need to be captured or may impact]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
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Date	

USE CASE WORKSHEET