UseCaseID	UC-CAN019
Module	Contest
SubModule	
Summary	Proofreading Election Materials
Description	This use case access proofreading module to review & manage the approval of election materials in an election. During the proofreading process of the sample ballot booklets, users can either reject or approve the booklets depending if there are errors or not. The approvals of these booklets are tracked and stored in ECBMS to allow supervisors to monitor the approval process. The Sample Ballot Booklets are approved at the group level and not by page by page like the vote recorder pages. Once the approval is set for a page, it will apply to the entire group.
Trigger Event	• Staff identifies a need to review & manage the approval of election materials for an election.
Precondition	▪ Staff has appropriate user access rights to the system. ▪ Staff has logged into the system to review & manage the approval of election materials. ▪ Specified election has been selected.
ExpectedResult	Staff has reviewed & managed election materials.

DetailedProcessFlow	**Review and Approve by SB Group**
	1. Staff selects the option to select an Election.
	  1.1. System shall have the ability for staff to select an Election.
	2. Staff selects option to generate a report that reviews election materials.
	  2.1. System shall be able to give staff the ability to review & manage the approval of election materials. Three groups should be made for approval, each group has two proofers:
	    2.1.1. Team 1 Proofer 1
	    2.1.2. Team 1 Proofer 2
	    2.1.3. Team 2 Proofer 1
	    2.1.4. Team 2 Proofer 2
	    2.1.5. Supervisor
	    2.1.6. Supervisor (optional)
	3. Staff selects option to display Sample Ballots by groups.
	  3.1. System shall have the ability to list & display SB by ballot group.
	4. Staff selects SB Group.
	  4.1. System shall have the ability to load a tree with all the sample ballot booklets in the ballot group number order and sort.
	  4.2. System shall be able to show each Voter Recorder Type within each ballot group.
	5. Staff begins to proofread and makes sure there are no errors.
	  5.1. System shall be able to give staff the ability to check an **Approval Flag** for entire Sample Ballot Booklets.
	6. Staff highlights VR type, selects reviewer's names for Team 1 and Team 2 and selects option that teams have reviewed.

	6.1. System shall have the ability to automatically fill in the name of Team 1 and save display time of approval or clear all fields including reviewers name.
	6.2. System shall log and save transactions.
	
	Review and Approve by SB Precinct
	7. Staff selects the option to select an Election.
	    7.1. System shall have the ability to select an Election
	8. Staff selects option to view Sample Ballot by Precinct.
	    8.1. System shall display and list a tree view of Precincts.
	9. Staff reviews each page until they have gone through all the pages for that VR type for that ballot group.
	10. Staff begins to proofread and makes sure there are no errors.
	    10.1. System shall be able to give staff the ability to check an **Approval Flag** for entire Sample Ballot Booklets.
	11. Staff highlights VR type, selects reviewer's names for Team 1 and Team 2 and selects option that teams have reviewed.
	    11.1. System shall have the ability to automatically fill in the name of Team 1 and save display time of approval or clear all fields including reviewers name.
	    11.2. System shall log and save transactions.

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

Requirements	**Review and Approve by SB Group**
	UC-CAN019-01 System shall have the ability for staff to select an Election.
	UC-CAN019-02 System shall be able to give staff the ability to review & manage the approval of election materials. Three groups should be made for approval, each group has two proofers:
	    1.1. Team 1 Proofer 1
	    1.2. Team 1 Proofer 2
	    1.3. Team 2 Proofer 1
	    1.4. Team 2 Proofer 2
	    1.5. Supervisor
	    1.6. Supervisor (optional)
	UC-CAN019-03 System shall have the ability to list & display SB by ballot group.
	UC-CAN019-04 System shall have the ability to load a tree with all the sample ballot booklets in the ballot group number order and sort.
	UC-CAN019-05 System shall be able to show each Voter Recorder Type within each ballot group.
	UC-CAN019-06 System shall be able to give staff the ability to check an **Approval Flag** for entire Sample Ballot Booklets.
	UC-CAN019-07 System shall have the ability to automatically fill in the name of Team 1 and save display time of approval or clear all fields including reviewer's name.
	UC-CAN019-08 System shall log and save transactions.
	
	Review and Approve by SB Precinct
	UC-CAN019-09 System shall have the ability for staff to select an Election.
	UC-CAN019-10 System shall display and list a tree view of Precincts.

	UC-CAN019-11 System shall be able to give staff the ability to check an **Approval Flag** for entire Sample Ballot Booklets. UC-CAN019-12 System shall have the ability to automatically fill in the name of Team 1 and save display time of approval or clear all fields including reviewers name. UC-CAN019-13 System shall log and save transactions.
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]
Author	Phillip
Signoff	
Date	7/31/2021