

UseCaseID	UC-PW005
Module	Election Worker
SubModule	
Summary	Troubleshooter Election Night Release
Description	Managing Release of Troubleshooter from assignment every night. Troubleshooters are assigned a group of CIC Locations. The Troubleshooters can be released from service or sent back to Headquarters after CIC Locations are confirmed closed after vote centers are closed. Release date/time is necessary so that timesheet can be reported to their supervisors.
Trigger	When CIC opens.
Precondition	User must have proper security level.
ExpectedResult	Troubleshooters are marked as sent to HQ and/or released. CIC closing date/time is seen in EMS.
DetailedProcessFlow	<p>Mark CIC Close.</p> <ol style="list-style-type: none"> CIC staff will mark the CIC closed using JEDI (RR/CC app use to manage CIC opening and closing). EMS will pull the CIC and closing date/time from JEDI thru API. API requirement UC-PW027. <p>Troubleshooter - Release/Send to Headquarters</p> <ol style="list-style-type: none"> User will open a screen to display Troubleshooter ID, Troubleshooter Name, CIC number, CIC status (open or close), if close Date/Time it closed. If all the CIC for the Troubleshooter is closed User will mark the Troubleshooter Released by selecting "Release" button. Staff will contact by phone the Troubleshooter and release him/her for the night. OR, if User click the "Headquarter" button. User will mark the Troubleshooter as sent to Headquarters button <ol style="list-style-type: none"> At the end of the night, Users will release all Troubleshooter at the Headquarters using release button. Users will generate a report of the Troubleshooter release/sent to Headquarters activity. Users will generate a Proof of attendance report for Troubleshooters showing Name, Date and time released.
AlternateFlow	
Parent	
Requirements	<p>UC-PW005-01 EMS shall provide a screen to view if CIC within Troubleshooters jurisdiction are closed. Group by Troubleshooters.</p> <p>UC-PW005-02 EMS shall provide a Form that User can open a to display Troubleshooter ID, Troubleshooter Name, CIC number, CIC status (open or close), if close Date/Time it closed.</p> <p>UC-PW005-03 EMS shall time stamp the date and time the Troubleshooter is Released or sent to Headquarters.</p> <p>UC-PW005-04 EMS can have 2 transaction records for the Troubleshooter: 1 sent to Headquarters and , 2 released.</p> <p>UC-PW005-05 EMS shall make a provide a report of the released, sent to Headquarters information that can be used as proof of attendance.</p>

	UC-PW005-06 EMS to provide or identify by font color the Troubleshooters that are yet to be released.
	UC-PW005-07 EMS to provide a letter form a proof of attendance/timecard.
RequirementID	
Gap	
Risk	Without this feature, Staff has a hard time using all paperwork to track the CIC's that are closed and releasing Troubleshooters at the end of the night and it creates confusion.
Actors	[Actors that use Use Case]
Documents	[List of documentation name, Link or location]
Author	Amelia Bartolome 05/12/2021 mod 6/3/21 ab
Signoff	Election operations management Blanca Lopez and Keysa Rancharan
Date	[Date Signed off as Complete] 5/26/21