UseCaseID	UC-RESO-024 Approve or reject a document
Module	
SubModule	
Summary	A user needs to approve or reject a document
Description	User updating status of a document which has been uploaded for review and approval.
Trigger Events	▪ User receives a document that needs to go through an approval process.
Precondition	▪ Modern web browser ▪ An ESR exist in the system ▪ User is logged into account ▪ The system sends email notification that the status has changed.
Expected Result	▪ The document has gone through an approval process ▪ The Document status has changed

DetailedProcessFlow	1. User selects one of the statuses from Elections Status
	   o Active Elections
	   o Inactive Elections
	   o All Elections
	2. System presents User with a list of elections based on the above selection.
	3. User selects an Election from system generated list
	4. System displays the following filter options:
	   o Uploaded By (Dropdown box to select User) *_This option is only available if the User is a System Administrator, RR/CC User or Customers that are Election Official._
	   o File Type (Drop
	   o Uploaded between this date and that date (date fields with calendar object to select from)
	   o All Files
	5. The User selects filter.
	6. The User clicks the search button.
	7. The system displays the uploaded files with the following information.
	   o Document ID
	   o Document Name
	   o Document Type
	   o Document Description
	   o Document Upload Date
	   o Document Modified Date
	   o Document Status
	      1. Approved
	      2. Rejected
	      3. Pending
	   o Status Date

	o Comment 8. User selects a file/files by clicking a checkbox next to the file. 9. User clicks change one of the status 10. The System saves changes and updates the document table. 11. The System sends an automated email to RR/CC staff of such changes.
Alternative Work Flow	NONE
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	UC-RESCO-24-01 The system shall record/update the transactions log UC-RESCO-24-02 The system shall send email notifications on the change of a document's status. UC-RESCO-24-03 The system shall have an approval process for documents.
Associated Use Cases	
Additional Requirements	
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Customer, System Administrator, User
Documents	[List of documentation name, Link or location]
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