

UseCaseID	UC-RESO-026 User adds an email message
Module	
SubModule	
Summary	A new email template/message is created in the system.
Description	The system admin setup the email distribution list. This determines when the system sends the email using the e-date, the recipient of the email and the content of the email.
Trigger Events	<ul style="list-style-type: none"> <li>▪ Need for new message</li> </ul>
Precondition	<ul style="list-style-type: none"> <li>▪ Modern web browser</li> <li>▪ An ESR exist in the system</li> <li>▪ User is logged into account</li> </ul>
Expected Result	<ul style="list-style-type: none"> <li>▪ New email message</li> <li>▪</li> </ul>
DetailedProcessFlow	<ol style="list-style-type: none"> <li>1. The user selects New Email</li> <li>2. The system presents the email distribution form with the following information: <ul style="list-style-type: none"> <li>○ Email Distribution ID (system auto generates)</li> <li>○ E-date</li> <li>○ Recipient <ol style="list-style-type: none"> <li>1. Customer</li> <li>2. User</li> <li>3. System Administrator</li> <li>4. All</li> </ol> </li> <li>○ Subject of Email <ol style="list-style-type: none"> <li>1. Notification of ESR Submission</li> <li>2. Incomplete ESR</li> <li>3. Notification of Resolution Submission</li> <li>4. ESR Status Update</li> <li>5. Cancellation of Election Notification</li> </ol> </li> <li>○ Message</li> <li>○ Add Date (automatically generated)</li> </ul> </li> <li>3. User inputs information</li> <li>4. User clicks the save button</li> <li>5. System assigns the email with an Email Distribution ID.</li> <li>6. System adds the email to the email distribution table. System displays the saved email in the grid view.</li> </ol>
Alternative Work Flow	<ol style="list-style-type: none"> <li>4a. User clicks cancel to cancel</li> <li>4b. System prompts user if user want to cancel</li> <li>4c. User confirms cancellation.</li> <li>4d. System closes the form and returns to the main page without saving the email.</li> </ol>
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]

Requirements	<p>UC-RESO-026-01The system shall provide the ability to set up the email distribution list, the content of the email and the e-date to be sent for each of the type of automated emails.</p> <p>UC-RESO-026-02The system will record/update transaction logs.</p> <p>UC-RESO-026-03The system should know that based on the current election year, the Jurisdiction’s election cycle, election date and the e minus date, it would send out certain type of emails to certain jurisdictions to notify them of the questionnaire submission.</p>
Associated Use Cases	
Additional Requirements	
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	System Administrator, User
Documents	[List of documentation name, Link or location]
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