

Use Case ID	UC-LOC002
Module	Locations – Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Sub Module	Election Locations
Summary	<p>Add New Location(s) and Updating Existing Locations</p> <p>Database for locations - Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.</p>
Description	<p>Ability to add new location(s)</p> <p>A database for user to update/maintain locations manage Locations - Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.</p> <p>System shall have the following different types of locations:</p> <ol style="list-style-type: none"> 1. Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other) 2. Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes) 3. Check In Centers (CIC) 4. Training Centers
Precondition	User has appropriate security role permissions and is able to inquire within the location table to confirm that the location does not exist before adding new location(s).
Expected Result	<ul style="list-style-type: none"> • New location record(s) shall be created in the location table. • System shall auto assign a unique location ID(s) and range for each facility type to differentiate the different types of facilities (Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.) • System shall save all information including equipment(s), supplies and site surveys needed for location • Record shall be saved and any location change details will be added to designated election.
Detailed Process Flow	<ol style="list-style-type: none"> 1. System shall provide a screen for user to find matching record after entering data in search fields, including option of location type (e.g. vote center, VBM drop off, check in center or training center) 2. System shall allow user to select “NEW” to add a new location record into the system. 3. If there is a location match in the system, system shall display the match and allow the User to update record, as needed. 4. User shall add all location information and save record. 5. System shall display pop up alert if required fields for location(s) is/are not populated. 6. System shall validate the location’s address and update record with designated precinct and street modules within system. 7. If address is Invalid, system shall present error message to let user know the address is unprecinctable and provide partial address matches for user to correct record (s) 8. The User shall verify and attempt to make correction and select save. If the address is still unprecinctable, the User shall contact Precincting Operation to resolve address issues. 9. If address is valid, system shall auto assign Precinct Number, auto assign unique Location ID and save the new record in the Location database.
Alternate Flow	
Parent	

Requirements	<p>UC-LOC002-01 - The system shall have the ability to add multiple types of locations - Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.</p> <p>UC-LOC002-02 - The system shall provide the ability for the staff to search for location(s). Search criteria include but not limited to location ID, Poll ID, building name, address, owner, etc.</p> <p>UC-LOC002-03 - The system shall provide the ability to display the result of location search(es). If system doesn't find record match(es), the system shall provide ability for user to select "NEW" to add new location record. The screen shall have all the fields in the location table for users to add new record(s). If the system finds match(es), the system shall allow staff to update and save record(s).</p> <p>UC-LOC002-04 - The system shall display pop up alert if required fields are not populated.</p> <p>UC-LOC002-05 - The system shall validate the address based on system's Precinct and Street Module.</p> <p>UC-LOC002-06 - If address is invalid, the system shall indicate spelling errors and also present error message to let user know that the address is unprecinctable and provide partial address matches for user to correct record(s).</p> <p>UC-LOC002-07 - If address is valid, the system shall auto assign Precinct number and unique Location ID for address to be saved.</p>
Requirement ID	
Risk	[List of Risk IDs] This is to ensure all facilities have no duplicate records and precinct number is assigned
Actors	Staff
Documents	Interface with GIS for precincting address
Author	[List of documentation name, Link or location]
Signoff	Carolynn Vu-Tran Revised 05/06/21
Date	Election operations management
	[Date Signed off as Complete]