

Use Case ID	UC-LOC008
Module	Location – Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Offs (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Sub Module	
Summary	Manage Contracts for Locations – Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Offs (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Description	System shall provide user ability to manage contracts for Locations – Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Offs (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Precondition	User has appropriate security role permissions to update Contract information for each location.
Expected Result	System shall: <ol style="list-style-type: none"> 1. Allow Users to generate contracts for location(s) on demand. 2. Allow Users to manage/track contract status (e.g. signed, sent, pending, declined, etc.) and attach copy/image of contract to location’s record. 3. Provide users ability to identify location(s) that need contract(s) or require further action.
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 provide user Contracts Tab 3. System shall allow users ability to store, generate, print Contracts with barcodes for mailing based on Location Type and tracking when returned. 3. After printing, system shall create a transaction log to note that a contract has been printed and the print date. 4. As the Contract are received, system shall provide a scanning feature so that the barcode on the contracts can be scanned and marked as received. System shall update “contract received date” with the date received. 5. System shall allow users to upload the scanned images and attach to Location(s). 6. System shall provide Reports such as: <ul style="list-style-type: none"> ▪ Locations with missing Contracts ▪ Location that need to print contracts ▪ Locations contracts – completed 7. System shall allow users to view and print the image of the contracts. 8. System shall allow users to delete and scan additional contracts as needed. 9. System shall have the ability to generate mass quantity of contracts and not just one record at a time.
Alternate Flow	
Parent	
Requirements	<p>UC-LOC008-01 – The system shall provide staff the ability to manage, including but not limited to updating, editing and issuing contracts.</p> <p>UC-LOC008-02 – The 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).</p> <p>UC-LOC008-03 – The system shall provide user Contracts Tab within Location record.</p>

	<p>UC-LOC008-04 – The system shall allow users ability to store, generate, print Contracts with barcodes for mailing based on Location Type and tracking when returned . The barcode should be linked to Vote Center record and based on Recruitment status and attachment to an Assigned Service Area. Contract fields should be populated like a mail merge.</p> <p>UC-LOC008-05 - After printing, the system shall create a transaction log to note that a contract has been printed and the print date.</p> <p>UC-LOC008-06 - The system shall provide the ability for staff to process responses to the contract. As the Contracts are being received, system shall provide a scanning feature so that the barcode on the contracts can be scanned and marked as received.</p> <p>UC-LOC008-07 – The system shall allow users to upload the scanned images and attach to Location(s), as well as update the record with “contract received date” with the date received.</p> <p>UC-LOC008-08 - The system shall provide contract/notice reports on the contract status. Reports shall include but not limited to:</p> <ul style="list-style-type: none"> ▪ Locations with missing Contracts ▪ Location that need to print contracts ▪ Locations contracts – completed <p>UC-LOC008-09 – The system shall allow users to view and print the image of the contracts on file.</p> <p>UC-LOC008-10 – The system shall allow users to delete and scan additional contracts, as needed.</p> <p>UC-LOC008-11 – The system shall have the ability to generate mass quantity of contracts by type (e.g. vote center, VBM drop box, check in center, training) and not just one record at a time.</p>
Risk	Without this feature, the only way to manage contracts is by filing the contracts manually and counting by hand..
Actors	Staff
Documents	
Author	Carolynn Vu-Tran Revised 04/14/21
Signoff	Election operations management
Date	[Date Signed off as Complete]