

UseCaseID	UC-ADM002
Module	EMS Management
SubModule	
Summary	View and manage users. RRCC does not expect a one to one relationship in the process steps.
Description	<p>Staff needs the ability to manage users. Staff move from different sections and their user roles in the system needs to be changed. Additionally, users leave the department and the user account needs to be made inactive. Some staff may need different rights to do various functions such as bulk update of records and to review confidential voters.</p> <p>This use case allows staff to view and modify user account information</p>
Trigger Events	<ul style="list-style-type: none"> ▪ Staff receives authorized paperwork to modify a user account ▪ Staff identifies a need to view information on a user
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system
ExpectedResult	<ul style="list-style-type: none"> ▪ The results of the inquiry are displayed to staff
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff selects option to search for a user with information on the user. <ol style="list-style-type: none"> 1.1. The system shall present a list of fields that can be used to search for a user. User field that can be searched, include but not limited to : <ol style="list-style-type: none"> 1.1.1.Login Name 1.1.2.Last name 1.1.3.First Name 1.1.4.Title 1.1.5.Location 1.1.6.Email address 1.1.7.Phone number 1.1.8.Employee type 1.1.9. Account status 1.1.10. User role(s) 1.1.11. Account creation date and time 2. Staff enters information that they have about the user and proceeds with their search. <ol style="list-style-type: none"> 2.1. The system shall display a list of users 2.2. If Multiple results: <ol style="list-style-type: none"> 2.2.1.A detailed list of user(s) matching search criteria is displayed, with pertinent identifying information, where items in the list are selectable to open the pertinent user record. Pertinent identifying information include: <ol style="list-style-type: none"> 2.2.1.1. Login Name 2.2.1.2. Last Name 2.2.1.3. First Name 2.2.1.4. Account Creation Date 2.2.1.5. Title 2.2.1.6. Account Status 2.3. If Single record, the system shall jump directly and display the user account record.

	<p>3. Staff selects the option in the system to view and/or manage the user account</p> <p>3.1. The system shall display account fields, include but not limited to:</p> <ul style="list-style-type: none"> 3.1.1.Login Name 3.1.2.Last name 3.1.3.First Name 3.1.4.Title 3.1.5.Location 3.1.6.Email address 3.1.7.Phone number 3.1.8.Employee type 3.1.9. Account status 3.1.10. User role(s) 3.1.11. Account creation date and time
Alternative Work Flow	<ul style="list-style-type: none"> ▪ NA
Associated Use Case	<ul style="list-style-type: none"> ▪ Manage User Roles
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-AMD002-01 The system has the capability for staff to search for a voter.</p> <p>UC-AMD002-02 The system shall present a list of fields that can be used to search for a user. User field that can be searched, include but not limited to:</p> <ul style="list-style-type: none"> ▪ Login Name ▪ Last name ▪ First Name ▪ Title ▪ Location ▪ Email address ▪ Phone number ▪ Employee type ▪ Account status ▪ User role(s) ▪ Account creation date and time <p>UC-ADM002-03 The system shall display a list of users</p> <p>If Multiple results: A detailed list of user(s) matching search criteria is displayed, with pertinent identifying information, where items in the list are selectable to open the pertinent user record. Pertinent identifying information include:</p> <ul style="list-style-type: none"> ▪ Login Name ▪ Last Name ▪ First Name ▪ Account Creation Date ▪ Title ▪ Account Status <p>If Single record, the system shall jump directly and display the user account record.</p> <p>UC-ADM002-04 The system shall provide the ability for staff to edit/manage the voter account.</p> <p>UC-ADM002-05 System shall provide the ability for staff to able to use wild cards in searches. Wild cards shall include (SQL examples are given but could be any standard wildcard notation)</p> <ul style="list-style-type: none"> ▪ Zero or more characters (%) ▪ A single character (_) ▪ A single number or letter (#,?) ▪ Ranges or lists and their negation (^[,])

Additional Requirements	<ul style="list-style-type: none"> ▪ System shall provide the ability for staff to able to use wild cards. Wild cards shall include (SQL examples are given but could be any standard wildcard notation) <ol style="list-style-type: none"> 1..1. Zero or more characters (%) 1..2. A single character (_) 1..3. A single number or letter (#,?) 1..4. Ranges or lists and their negation (^[,]) <p>UC-ADM002-06 Systems provides for the ability for users to be assigned into security groups/roles.</p> <p>UC-ADM002-05 Systems provides the ability to create security roles/groups.</p>
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Rod
Signoff	ITB/VSS
Date	5/20/2021