

UseCaseID	UC-VMB004
Module	Vote By Mail
SubModule	
Summary	Issue Sample Ballot. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Description	County staff issue a sample ballot to all eligible voters for an election. Per Los Angeles County policies and procedures, a sample ballot extract is done 46 days before an election. The ballot information includes voter information such as name, address, group, etc. but also the preferred language of the voter.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff receives request to create extract voter information
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system to export data ▪ Initial VBM voter transfer completed
ExpectedResult	<ul style="list-style-type: none"> ▪ Staff has provided their vendor(s) with a standard vendor receipt file
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff selects the option for an election extraction. 2. The system shall display extraction options. <ol style="list-style-type: none"> 2.1.1. The system shall have the capability for staff to include/exclude: <ol style="list-style-type: none"> 2.1.1.1. underage voters 2.1.1.2. precinct counts 2.1.1.3. verification counts 2.1.1.4. Confidential voters 2.1.1.5. Permanent VBM voters 2.1.1.6. Out of country voters 2.1.2. The system shall be able to issue sample ballots in bulk for eligible voters based on date and an update flag (to select only records that have changed as of X date) 2.1.3. The system shall produce voter details and ballot style details by voter type in order to support delivery of the ballots. 2.1.4. The system shall be able to generate an extraction number 2.1.5. The system shall have the capability for staff to add comments to the extraction 3. Staff enters in the extraction information and performs extraction <ol style="list-style-type: none"> 3.1. The system shall extract the voter information into a standard vendor mailing receipt file 3.2. The system shall increment and keep track of the number of extractions performed for an election. 3.3. The system shall provide the capability for the vendor receipt file to be exported in a number of different formats including but not limited to flat file and CSV. 3.4. The system shall display to staff extraction summary statistics. Summary statistics to be displayed include but not limited to: <ol style="list-style-type: none"> 3.4.1. Number of voters extracted 3.4.2. Number of active voters extracted 3.4.3. Length of time needed for the extraction
Alternative Work Flow	

Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-VBM004-01 The system shall display the current default election</p> <p>UC-VBM004-02 The system shall provide the capability for staff to change the election</p> <p>UC-VBM004-03 The system shall display extraction options.</p> <p>UC-VBM004-04 The system shall have the capability for staff to include/exclude:</p> <ol style="list-style-type: none"> 1. underage voters 2. precinct counts 3. verification counts 4. Confidential voters 5. Permanent VBM voters 6. Out of country voters <p>UC-VBM004-05 The system shall be able to issue ballots in bulk for eligible voters based on date and an update flag (to select only records that have changed as of X date)</p> <p>UC-VBM004-06 The system shall produce voter details and ballot style details by voter type in order to support delivery of the ballots.</p> <p>UC-VBM004-07 The system shall be able to generate an extraction number</p> <p>UC-VBM004-08 The system shall have the capability for staff to add comments to the extraction</p> <p>UC-VBM004-09 The system shall extract the voter information into a standard vendor mailing receipt file</p> <p>UC-VBM004-10 The system shall increment and keep track of the number of extractions performed for an election.</p> <p>UC-VBM004-11 The system shall provide the capability for the vendor receipt file to be exported in a number of different formats including but not limited to flat file and CSV.</p> <p>UC-VBM004-12 The system shall display to staff extraction summary statistics. Summary statistics to be displayed include but not limited to:</p> <ol style="list-style-type: none"> 1. Number of voters extracted 2. Number of active voters extracted 3. Length of time needed for the extraction <p>UC-VBM004-13 The system shall provide the ability for staff to issue an single sample ballot for a voter.</p>
Associated Use Cases	<ul style="list-style-type: none"> ▪ Generate report
Additional Requirements	<p>UC-VBM004-14 The system shall allow wide card characters or other method to be used in text fields to search for text that begin or end with specific characters.</p> <p>UC-VBM004-15 The system shall be able to support overlapping elections.</p> <p>UC-VBM004-16 The system shall capture date, time, and issued method (mail, counter, in-person) when a ballot is issued.</p> <p>UC-VBM004-17 The system shall have the capability for staff to enter a mailing date and assigned to a group of ballots at the time of creation.</p> <p>UC-VBM004-18 The system shall have the capability for staff to create an update extraction.</p> <p>UC-VBM004-19The system shall provide the capability for staff to include/exclude confidential voters.</p> <p>UC-VBM004-20The system shall provide the capability for the creation of a multiple language extract file.</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	Phillip George
Signoff	Voter Systems
Date	05/13/21