

UseCaseID	UC-CAN002
Module	Candidate
SubModule	
Summary	Manage and update candidate information. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met
Description	This use case assists staff in finding, viewing, and managing information about a candidate. (Update, delete, sort, etc...) Election business processes are guided by the California Law including the Governor Codes, Education Codes, Election Codes, etc., and/or Administrative constraints.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff identifies a need to search and/or update candidate information
Precondition	<ul style="list-style-type: none"> ▪ Candidate exists within the system
Expected Result	<ul style="list-style-type: none"> ▪ The results of inquiry are displayed for staff with an option to manage candidate information.
Detailed Process Flow	<ol style="list-style-type: none"> 1. Staff selects the option to search for candidate with information about the candidate <ol style="list-style-type: none"> 1.1. The system shall provide a list of fields that can be used to search for a candidate. Candidate information fields include but not limited <ol style="list-style-type: none"> 1.1.1.Name 1.1.2.Address (Street name, city, zip code) 1.1.3.Office Filing 1.1.4.Email address 1.1.5.Telephone address(es) 1.1.6.Occupation 1.1.7.Contest 1.1.8. Election date 1.1.9. Election year 2. Staff enters the information that they have about the candidate and proceeds with the search. <ol style="list-style-type: none"> 2.1. The system shall be able to display a list of possible candidates to the search criteria. 2.2. The system shall jump directly the candidate record when the search results in a single match. 3. Staff selects a specific candidate record to view and/or manage <ol style="list-style-type: none"> 3.1. The system shall display information about the candidate. Candidate information to be displayed include but not limited to: <ol style="list-style-type: none"> 3.1.1.All search criteria listed in 1.1 3.1.2.Candidate filing date 3.1.3.Filing fee 3.2. Staff may make updates to the candidate information <ol style="list-style-type: none"> 3.2.1. The system shall allow staff to update candidate information and save resulting changes. 3.2.2.System shall have the ability to Qualify a Candidate using a Qualified Flag and issue a qualified date. 3.2.3.The System shall allow staff to manually order the candidate name for a contest. 3.2.4.The system shall provide the capability to indicate that the candidate paid the filing fees. and/or the candidate filed a supporting petition with signatures. 3.2.5.The system shall provide the ability to qualify the candidate based on the residence address.

	<p>3.3. Staff may delete candidate information.</p> <p>3.3.1.The system shall allow staff the ability to delete candidate information and save.</p> <p>4. After filing for office, the candidate my choose to submit candidate information.</p> <p>4.1. The system shall allow staff to enter statement information</p> <p>4.2. The system shall allow staff to identify statement and biography word limits</p> <p>4.3. The system shall provide a spell checker when entering candidate information.</p> <p>4.4. The system shall provide a method for uploading and formatting candidate pictures.</p> <p>4.5. The system shall allow for an approval process for statements.</p> <p>4.6. If statement is rejected by staff, the system shall automatically generate a letter or email to the candidate with the rejection reason(s) based on a common list of rejection reasons.</p> <p>5. Staff chooses to finalize the candidate filing period.</p> <p>6. The system shall provide staff review ballot proof.</p> <p>7. The system shall provide for measures and enclosure information to be in rich text.</p>
Alternative Work Flow	<ul style="list-style-type: none"> ▪ NA
Associated Use Case	<ul style="list-style-type: none"> ▪
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-CAN002-01 The system shall provide a list of fields that can be used to search for a candidate. Candidate information fields include but not limited</p> <ol style="list-style-type: none"> 1. Name 2. Address (Street name, city, zip code) 3. Office Filing 4. Email address 5. Telephone address(es) 6. Occupation 7. Contest <p>UC-CAN002-02 The system shall be able to display a list of possible candidates to the search criteria.</p> <p>UC-CAN002-03 The system shall jump directly the candidate record when the search results in a single match.</p> <p>UC-CAN002-04 The system shall display information about the candidate. Candidate information to be displayed include but not limited to:</p> <ol style="list-style-type: none"> 1. All search criteria listed in 1.1 2. Candidate filing date 3. Filing fee <p>UC-CAN002-05 The system shall allow staff to update candidate information and save resulting changes.</p> <p>UC-CAN002-06 The System shall have the ability to Qualify a Candidate using a Qualified Flag and issue a qualified date.</p> <p>UC-CAN002-07 The System shall allow staff to manually order the candidate name for a contest.</p> <p>UC-CAN002-08 The system shall allow staff the ability to delete candidate information and save.</p> <p>UC-CAN002-09 The system shall provide the capability to indicate that the candidate paid the filing fees and/or the candidate filed a supporting petition with signatures.</p> <p>UC-CAN002-10 the system shall allow staff to enter statement information</p> <p>UC-CAN002-11 The system shall allow staff to identify statement and biography word limits</p> <p>UC-CAN002-12 The system shall provide a spell checker when entering candidate information.</p> <p>UC-CAN002-13 The system shall provide a method for uploading and formatting candidate pictures.</p>

	<p>UC-CAN002-14 The system shall allow for an approval process for statements.</p> <p>UC-CAN002-15 If statement is rejected by staff, the system shall automatically generate a letter or email to the candidate with the rejection reason(s) based on a common list of rejection reasons.</p> <p>UC-CAN002-16 The system shall provide the ability to qualify the candidate based on the residence address.</p> <p>UC-CANN02-17 The system shall provide the ability for staff to review ballot proofs.</p> <p>UC-CANN02-18 The system shall provide for measure and enclosure information to be in rich text format.</p>
Additional Requirements	<ul style="list-style-type: none"> ▪ The system shall allow staff to make a candidate inactive for a contest
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
Signoff	
Date	7/30/2021