

UseCaseID	UC-PW016
Module	Election Worker
SubModule	
Summary	Communication to Election Workers (email, letters, robocall, text)
Description	EMS to provide a function for Users to send communication to Election Workers via email, letters, robocall and text.
Trigger	User will set up when communication is needed.
Precondition	<ol style="list-style-type: none"> <li>a. Election Workers have been assigned a status of “available” and assigned to a Service Area.</li> <li>b. Users will create templates if needed.</li> <li>c. Users will create groups for distribution if sending in batches.</li> <li>d. Users will define triggers if communication is auto generated.</li> </ol>
ExpectedResult	System will generate communication to Election Workers when triggered. System will create transaction history of communication.
DetailedProcessFlow	<ol style="list-style-type: none"> <li>1. User will select Communication Module.</li> <li>2. User will select type of communication, group and template or create new information.</li> <li>3. If Letter is selected; System will display pdf and will be available for printing and/or save as pdf. <ul style="list-style-type: none"> <li>• System will display pop up prompt to ask the User if ready to flag/mark the records as mailing the letters.</li> <li>• If User selects Yes, system will create communication transaction log of letter sent. If No, system will not create transaction of communication.</li> </ul> </li> <li>4. If email, text or robocall is selected; provide a view of email or text. <ul style="list-style-type: none"> <li>• System will display pop up prompt to ask the User if ready to send to recipients and flag as communication sent.</li> <li>• If User selects Yes, system will create communication transaction log of email, text or robocall before sending communication. If No, system will not create transaction of communication.</li> </ul> </li> <li>5. Provide option to view or print report of communication.</li> <li>6. The communication transaction log should be available on the Election Workers Module when a worker is selected.</li> </ol>
AlternateFlow	
Parent	
Requirements	<p>UC-PW016-01 The System will provide staff the capability to maintain and manage the contents of each template letters and make updates if needed.</p> <p>UC-PW016-02 The system shall create a transaction history of record of all communications at the workers level.</p> <p>UC-PW016-03 EMS shall create a log to include with date /date sent for supplemental purpose to prevent duplicate mailings.</p> <p>UC-PW016-04 EMS shall provide User to view the actual communication (letters, email or text).</p> <p>UC-PW016-05 EMS shall allow User to view the letters, email, test before sending.</p> <p>UC-PW016-06 If communication was set Yes to send/printed. Log should include:</p> <ol style="list-style-type: none"> <li>a. Date/Time</li> <li>b. User full name</li> <li>c. Worker_id</li> </ol>

	<p>d. Login ID (user)</p> <p>UC-PW016-07 UPW016-04 The system shall be able to either generate letters on demand or set up an auto communication when triggers are set up.</p> <p>UC-PW016-08 UC-PW016-05 In addition to letters, System shall have capability to send mass email of Appointment Notice .</p> <p>UC-PW016-09 UPW016-06 The communication should allow Users to create groups or individual mailings.</p> <p>UC-PW016-010 EMS shall allow groups by: job title, election id, job type etc...</p> <p>UC-PW016-011 UPW016-07 The communication should allow Users to add Sender's email address information.</p>
RequirementID	
Gap	
Risk	Without this feature, the PW will not be notified the important information needed for the assignments such as training classes, location and schedule.
Actors	RRCC Staff
Documents	[List of documentation name, Link or location]
Author	Amelia Bartolome 02122019 reviewed ab 5/7/19, 4/11/21, 5/28/21 ab
Signoff	Election operations management Blanca Lopez and Keysa Rancharan
Date	[Date Signed off as Complete] 5/26/21