

Use Case ID	UC-LOC006
Module	Locations - Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Sub Module	
Summary	Ability to Link Attachments to Locations - Vote Centers (i.e. VC, Mobile, Flex, Pop-Up, Other), Vote By Mail Drop Box (i.e. 24 Hour VBM Drop Box & Staff VBM Drop Boxes), Check In Centers (CIC) and Training Centers.
Description	System shall have ability to attach or link documents such as: <ol style="list-style-type: none"> 1. Survey pictures 2. Survey forms 3. Survey measurements 4. Accessibility requirement forms 5. Contracts 6. Correspondence
Precondition	User has appropriate security role permissions and have the ability to scan, save or download pictures, documents etc. and save in a folder within Location record.
Expected Result	System shall have the ability to link all attachments to the Location for reference, audit and tracking.
Detailed Process Flow	<ol style="list-style-type: none"> 1. System shall provide a screen for user to find matching location 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 allow user to select/open record from a list of matching record(s). 3. System shall allow user to select "New Attachment" button. 4. System shall display a "Attachment" screen to allow user to browse folders/files and select documents (e.g. pdf, ms-word, ms-excel, ppt, vizio, ppt, and pictures) to upload/link to location's record. 5. When the user selects the attachment button within the election record, it should show all the attachments within the record 6. These attachments can be viewed, deleted with the proper security level.
Alternate Flow	
Parent	
Requirements	<p>UC-LOC006-01 - System shall provide a screen for user to find matching location 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-LOC006-02 - System shall allow user to select/open record from a list of matching record(s).</p> <p>UC-LOC006-03 - System shall allow user to select "New Attachment" button.</p> <p>UC-LOC006-04 - System shall display a "Attachment" screen to allow user to browse folders/files and select documents (e.g. pdf, ms-word, ms-excel, vizio,ppt and pictures) to upload/link to location's record.</p> <p>UC-LOC006-05 - When the user selects the attachment button within the election record, system shall show all the attachments within the record.</p> <p>UC-LOC006-06 - The system shall provide the user the ability to view and delete attachments with the proper security level.</p>
Requirement ID	

Risk	[List of Risk IDs] This feature is necessary to manage all the required documents pertaining to the different locations.
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Carolynn Vu-Tran Revised 04/14/21
Signoff	Election operations management
Date	[Date Signed off as Complete]