

VOTER REGISTRATION

File Maintenance

Voter Maintenance

Adding new voters: To assign the voter a number, simply press tab and the screen will prompt the operator to choose 'Yes' or 'No' to add. Once 'yes' is chosen, the next voter id number will be assigned and will display in the id field. Press tab to move to the next field.

Enter the ward in which the voter is registered.

If using districts, enter the district number as well.

The status will default to "Active". The other options are available for use when needed.

Once in the Name/Mailing Address field, enter last name first, comma, and then the first name. This will allow for alphabetical listings. Enter the mailing address to complete this field.

Enter the street number of the physical address in the first field of the Street Address. Press tab and enter the street name in the second field. This will allow for street address listings.

Enter the telephone number beginning with the area code. No dashes or slashes need to be entered. The system will place those where needed. This is an optional field.

Enter the social security number of the voter. No dashes need to be entered. The system will place those where needed. If the social security number is not available, this field may be skipped.

The status date will default to the date the new voter was entered into the computer.

Enter the date the voter registered to vote.

Enter the voter's birth date. The age will automatically calculate and display in the field to the right of the birth date.

Gender: Use the drop down box to choose the correct gender for the voter. Optional.

Race: Use the drop down box to choose the correct race. Optional.

Party: Use the drop down box to choose the correct party. Optional.

Once all the information has been entered for this particular voter, use the mouse to click the save button on the tool bar. This will add the voter into the voter file.

Changing existing voters: To change information on an existing voter, a voter id number may be entered or the search box may be used. If using the search by name, simply begin typing the last name in the search box and the file will begin to display the names that fit that listing. Use the mouse to click on the desired voter and their information will be called to the screen. Once on the screen, any information may be changed. Use the mouse to click the save button in order to keep the changes. If the operator exits the screen without using the save option, the changes will be lost. Other search options include searching by ward and by street.

Once changes have been made, a list of those changes may be printed give to election commissioners. Simply press the printer button on the toolbar. This will bring up the print screen. Upon printing the report, a window will prompt the operator to purge the file. This will only purge the file that prints out the changes that have been made. Once an accurate report is retrieved, the purge does need to be done in order for the report to reflect only new changes the next time. If the file is not purged, the same changes will continue to print every time this report is printed.

THIS PURGE WILL NOT DELETE ALL OF YOUR VOTERS.

Control Maintenance

This screen contains the name and address of the city. It also stores the next voter number that will be assigned and a message that can be printed on voter notices.

Ward Transfer

This will allow the operator to transfer voters from one ward to another by street. Simply enter the street name and each voter on that street will be displayed one at a time. Enter the new ward number at the bottom of the screen and click on the save button. After pressing save, the next voter on that street will be displayed. Continue changing the ward for as many voters as needed.

Build Election File

This option will allow the operator to build an election file by ward. This file can then be copied to a diskette to give or sell to candidates to use to campaign. This file can be taken to their computer to generate labels or just a list.

Election Entry

Build Election

Enter the description of the election, such as General or Primary. Enter the date of the election and press tab to format the date field. Click the save button and a file will be built to allow the operator to enter voter participation. This option only builds the file. Entry will take place in the next option.

Election Entry

Once on this screen, enter the ward number and press tab. Press tab after completing the district if that is available. Choose a particular party or all parties. Once the cursor is in the ID Number field, press tab again and the first voter for that ward will appear in the box. Use the mouse to choose 'Yes' or 'No' under 'Voted'. Once the correct option is chosen click on the 'Okay' button and the next voter will be displayed automatically. Continue this process until all voters have been entered. Once that ward is complete the next ward will automatically begin.

Print Non Voting

An option to choose between wards, districts, and parties is given. If a particular one is not chosen it will print all. Click print and a list of all voters coded with a 'No' will be printed.

Election Correction

If a correction needs to be made to a voter record, simply enter the voter ID number. That voter will be displayed and a change can be recorded. Click the save button to keep the change.

Finalize Election

Once all information has been entered on a particular election, this option should be done to update the voter file with election activity. The results of voters who voted and those who didn't will not appear on their file until this step is done.

Reports

Election List

An election list may be obtained from this selection. Choose between a list by ward or a list by street. Use the mouse to put a check mark in the correct box. If a list by ward is chosen, enter the ward number in the box directly to the right. If a list by street is chosen, enter the street name in the box directly to the right. After making the selection, simply click the printer on the toolbar and choose print. In order to print another selection, the operator must exit after printing the first choice and then choose the Election List again to print a different option. If a specific ward or street is not chosen, all will be printed.

Alpha List

This option will print an alphabetical listing of all voters.

Poll Book

Printing a poll book can be done by ward or for all wards. Enter the date of the election and the specific ward if desired. Click the printer button and a list will be printed that will have signature lines and all other pertinent information needed. A poll book may be printed in a split format if that is needed.

Voter Notices

Voter notices may be printed for all or select wards. This would allow the operator to advise voters of items of importance, such as a change in voting locations.

Master List

A master list will be a report that prints all the information available for every voter. It may be done by ward if desired.

Voter Activity List

Each voter will print with a list of a their voting activity.

Voter Inquiry

This screen will display a select voter and the voting record. The operator may search by name, street, or ward. After a voter's information has been displayed on the screen, the operator must click the cancel button (red circle with white x) in order to exit the screen or choose a new voter.

Purge Processing

Purge Entry

After the election commissioners have gone through the roles and given a list of voters to be purged, this option should be done. Enter the ID number of the person to be purged and press tab. This will bring the name and address of the voter up on the screen. Use the status option to choose why they are being purged. For example, moved, deceased, etc. Press tab upon completion and the screen will go blank. Continue to enter as many as needed being sure to press save after each entry.

Purge Listing

Once the purge entry is complete, use this option to print a list. All the voters that were entered in the previous step should print. Double-check the list for accuracy. Anyone printed on this list will be purged in the next step. Purged means they will be deleted from the file completely. Triple check the report.

Purge Update

After having triple checked the purge listing, the next step is to update. Click the save button with the mouse and the voters on that list will be deleted. The list may be given to the election commissioners or kept for records.