Solano County eRoster Version 1.1

A. Functions - This system performs the following functions.

- Check whether a Voter is registered in your precinct.
- Find a Voter's precinct and display a map of its location.
- Print voting history.
- Create map and direction to a precinct location.
- Display election information.
- Reconcile ballots issued, scanned ballots, spoiled ballots, and number of voters who voted.
- Generate Election Report (Roster and Index) at the end of election.

B. Using the system.

- Check whether a Voter is registered in your precinct.
 - Select the **This Precinct Only** button (the box will turn red).
 - Type in the Last Name, First Name, Address Number, Street Name, or any combination of the four. (Note: the more information you enter, the less number of Voter records are displayed.)
 - Click **Start Search** to search the database and display the Voter information.

Elle Edt Yiew Favorites Tools Help Integration Market Search Favorites Search Favorites Search Integration Address Entry Integration Market Search Favorites Search Precinct ID: 33005 Precinct ID: 33005 Voting History Maps & Directions Election Info Reconciliation Precinct ID: 3060 TRAVIS BLVD O All Precincts O All Precincts
Back Image: Second
Address
Precinct ID: 33005 Point Name: FAIRFIELD FREE WILL BAPTIST CHURCH Location: 3060 TRAVIS BLVD O All Precincts
This Precinct Only O All Precincts
Last Name smith First Name m Addr # Street Start Search Reset
Name ID Needed VBM Address DOB Party
SMITH, MARY E N N 2591 CLIPPER LN 05/15/1951 DEM
SMITH, MICHAEL A N N 2425 TOP GALLANT CT 05/30/1956 REP
SMITH, MICHAEL KEVIN N N 2420 TOP GALLANT CT 11/20/1953 REP
SMITH, MICHAEL JACOB N N 1893 WINSTON CT 03/07/1987 DS
SMITH, MURRAY B N N 2840 MANKAS BLVD 03/30/1958 DEM

• Click the record to display more information (optional)

🖄 Voter's Inforamtio	n - Microsoft Internet Explorer 📃 🗖 🔁
VOTER'S INFO	RMATION
Last Name :	SMITH Save
First Name :	MARY
Middle Name :	Ε
Suffix :	
House No. :	2591
Street :	CLIPPER LN
Apartment No. :	
Birth Date :	05/15/1951
Party :	DEM
Checked in :	No
POLL INFORM	ATION
Poll Name : F	AIRFIELD FREE WILL BAPTIST CHURCH
Poll Location : 3	060 TRAVIS BLVD
Precinct : 3	3005
	Sign
	Clear
L	

- ٠
- Click Sign Let Voter sign on the signature pad •

Voter's Inforamtio	- Microsoft Internet Explorer
VOTER'S INFOR	RMATION
Last Name :	SMITH
First Name :	MARY
Middle Name :	E
Suffix :	
House No. :	2591
Street :	CLIPPER LN
Apartment No. :	
Birth Date :	05/15/1951
Party :	DEM
Checked in :	No
Poll Name : F. Poll Location : 30 Precinct : 33	AIRFIELD FREE WILL BAPTIST CHURCH 160 TRAVIS BLVD 18005
	:M Process Clear

- Click Process •
- Click Save •

4	Voter's Inforamtio	n - Microsoft Internet Explorer	
	VOTEDIGINTO	DAGATION	
	VOTER'S INFO	RMATION	
	Last Name :	SMITH	Save
	First Name :	MARY	
	Middle Name :	E	
	Suffix :		
	House No. :	2591	
	Street :	CLIPPER LN	
	Apartment No. :		
	Birth Date :	05/15/1951	
	Party :	DEM	
	Checked in :	No	
	POLL INFORM	ATION	
	Poll Name : F	AIRFIELD FREE WILL BAPTIST CHURCH	
	Poll Location : 3	060 TRAVIS BLVD	
	Precinct : 3	3005	
	Signature has Click Sav Muu M	been successfully processed! ve Button above to save!	

For VOTE BY MAIL VOTER who wants to vote in the precinct.

- If the Voter surrenders the VBM ballot, click the Surrendered button in the VOTE BY MAIL box. Let the Voter Sign then click the Save button. This Voter will be given a regular PRECINCT ballot.
- If the Voter DOES NOT surrender the VBM ballot, click the Provisional button in the VOTE BY MAIL box. DO NOT let the Voter sign, just the Save button. This Voter will be given a PROVISIONAL ballot

VoteByMail - Specila Instructions.doc [Compatibility Mode] - Picture Tools Home Insert Page Layout References Mailings Review View Format	- = × 0
Calibri * 11 * A* ※ ※ ※ ※ ※ AaBbCcDc AaBbCcDc	teading 1 Change Steet * Editing
Suffix : House No. : 2129 Street : ALTURAS CT Apartment No. : Birth Date : 02/20/1968 Party : REP Checked in : No POLL INFORMATION Poll Name : FAIRFIELD FREE WILL BAPTIST CHURCH Poll Location : 3060 TRAVIS BLVD Precinct : 33005 VOTE BY MAIL: Yes O Surrenderred • Provisional Sign Process Clear	
Page: 2 of 2 Words: 95 🥸	

- Find a Voter's precinct and display a map of its location.
 - Select the **All Precincts** button (the box will turn red).
 - Type in the Last Name, First Name, Address Number, Street Name, or any combination of the four. (Note: the more information you enter, the less number of Voter records are displayed.)
 - Click Start Search to search the database and display the Voter information.



- Display precinct map by clicking the <u>Link (last column)</u> of the Voter record.
- When finished, re-select the This Precinct Only button



• Print Voting History

• Click Voting History

Search - Microsoft Internet Explorer		
Elle Edit Yew Favorites Iools Help		<i>.</i>
😋 Back 🝷 🕥 - 💌 🗟 🏠 🔎 Search 👷 Favorites 🤣 😥 - چ 🐷 - 🛄 🏭 🦓	L	inks »
Address 🗃 http://127.0.0.1/rov/Default.aspx		Go
Precinct ID: 33005 Poll Name: FAIRFIELD FREE WILL BAPTIST CHURCH Location: 3060 TRAVIS BLVD Other Precinct	Voting History Maps & Directions Election Info Reconciliation	
Last Name Addr #	Street Start Search Reset	>
	Internet	

- The following screen will be displayed.
- The time will default to the closest hour before the current hour, e.g. 1:00 PM in the example below will all voters who voted before 2:00 PM.
- If you want to specify another time, click the drop-down and select the hour that you want

2 Voting Historty Roster - Microsoft Internet Explorer	
Elle Edit View Favorites Iools Help	A.
😋 Back + ⊘ - 💌 😰 🏠 🔎 Search 🤺 Favorites 🤣 😥 - 嫨 🖅 + 🛄 🎇 🖓	» Links
Address 🗃 http://127.0.0.1/rov/VotingHistoryRoster.aspx	💌 🔁 Go
Voting History	×
	Back
Selected Time : 2:00 PM 💌 Get List	
All voters who voted before the time displayed above will be included in the report.	
Done Done	et

IELD FREI TRAVIS BL	E WILL BAPTIST VD	CHURCH		
ters: 4		Print	Close	
irst Name	Middle Name	Address		
NNA	LYNNE	1766 ALFORD DR FAIRFIELD CA 94534		
OMAS	J	2317 VISTA GRANDE FAIRFIELD CA 94534		
ENDA	Μ	2823 TOLAND DR FAIRFIELD CA 94534		
IN		2401 SKIPPER CT FAIRFIELD CA 94534		
	IELD FREI TRAVIS BL Iters : 4 Inst Name INNA OMAS ENDA	IELD FREE WILL BAPTIST TRAVIS BLVD iters : 4 irst Name Middle Name NNA LYNNE OMAS J ENDA M	IELD FREE WILL BAPTIST CHURCH TRAVIS BLVD Iters : 4 Print Irst Name Middle Name Address INNA LYNNE 1766 ALFORD DR FAIRFIELD CA 94534 OMAS J 2317 VISTA GRANDE FAIRFIELD CA 94534 ENDA M 2823 TOLAND DR FAIRFIELD CA 94534 IN 2401 SKIPPER CT FAIRFIELD CA 94534	

• Click print to print a copy of the report.

• Create map and direction to a precinct location

- Click Maps & Directions
- If asked, enter the login name and password (this should have been provided to you during the training sessions).

Search - Microsoft Internet Explorer	
Elle Edit View Favorites Iools Help	and the second
🔇 Back 👻 😰 🕜 🔎 Search 🧙 Favorites 🤣 🔗 - 🌺 🖅 🖵 🎉 🧏	w Links
Address 🕘 http://127.0.0.1/rov/Default.aspx	🔽 🔁 😡
Precinct ID: 33005 Poll Name: FAIRFIELD FREE WILL BAPTIST CHURCH Location: 3060 TRAVIS BLVD	Voting History Maps & Directions Election Info Reconciliation
This Precinct Only O All Pr	ecincts
Last Name Addr #	Street Start Search Reset
http://www.solanocounty.com/depts/rov/workers/precinct_location_map_n_directions.asp - Microsoft Inte File Edit Vew Favories Tools Help	net Explorer
😮 Back 🔹 🕥 - 🖹 🖻 🏠 🔎 Search 👷 Favorites 🤣 😥 - 🌺 🖅 - 🛄 🎉 🦓	Links [»]
Address 🕘 http://www.solanocounty.com/depts/rov/workers/precinct_location_map_n_directions.asp	💌 🔁 😡
SIGN IN User Name: Password: Togin	
Done	Internet 🦿

- The following screen will display.
- Search the precinct by entering the precinct number, precinct name or precinct address from the dropdown menus.
- Click the Go button to generate the precinct location map. Note that the address will automatically display in the TO box just below the Open Map button.



• To get directions from one precinct to the displayed precinct, select the precinct number from the dropdown button then click Go.



• Display election Information

• Click Election Information

Search - Microsoft Internet Explorer				
Eile Edit View Favorites Iools Help				an a
🕞 Back 🝷 🐑 🔹 😭 🔎	Search 👷 Favorites 🤣 🔗 - 嫨 📧	i • 🗔 🋍 🦓		» Links
Address 🕘 http://127.0.0.1/rov/Default.aspx				💌 🄁 Go
Precinct ID: 33005 Poll Name: FAIRFIELD FREI Location: 3060 TRAVIS BL	E WILL BAPTIST CHURCH VD		Voting History Maps & Din	ections Election Info Reconciliation
This Precinct Only		○ All Precincts		
Last Name	First Name	Addr #	Street	Start Search Reset
ê				🗳 Internet

• Click on the information that you want to display

🙆 Sola	no County - Election & Trai	ining Information - Microso	ft Internet Explorer				
<u>Eile E</u>	dit ⊻iew F <u>a</u> vorites <u>T</u> ools	<u>H</u> elp					1
G Ba	ck 🕶 🜍 - 💌 💈 🦿	Search 👷 Favorite:	• 🥝 🔗 • 🕼 • [🛃 🚯 🧮 • 🚳			» Links
A <u>d</u> dress	http://www.solanocounty.com	m/depts/rov/workers/election_n_ti	aining_information.asp				💌 🄁 Go
Google	e G-	🔽 Go 🛛 🌮 🥝 🚺 👻 🕙	🔹 😭 Bookmarks 🛪 🔯 0 l	olocked 🛛 💝 Check 👻 🐴	AutoLink 👻 📔 AutoFill 🏾 🔒 Send	to 🕶 💋	Settings -
	🥮 Solar	no County	V California	S	earch Se	Low Graphics Yersi arch	
	About Solano	Departments	Services	Calendar	Emergencies	Contact	
	Vote Here			Reg	gistrar of		
	Options	Training	and Election S	pecific Informa	tion		
	Precinct Location Map & Directi Election & Training Information	ons Setting	<u>g up eroster - Before E</u> I <mark>g eRoster</mark> (336.1 KB) <u>eRoster</u> (2 MB)	<u>ection</u> (506.9 KB)			

- Reconcile ballots issued, scanned ballots, spoiled ballots, and number of voters who voted
 - Click Reconciliation button.

Search - Microsoft Internet Explorer					
Eile Edit View Favorites Iools Help					
🌀 Back 👻 🕑 - 💌 😰 🏠 🔎	Search 🤺 Favorites 🚱 🔗 🎍 🕅	5 • 🗔 🗱 🦓		Lir	ks »
Address 🕘 http://127.0.0.1/rov/Default.aspx				💌 🏳	Go
Precinct ID: 33005 Poll Name: FAIRFIELD FRE Location: 3060 TRAVIS BL	E WILL BAPTIST CHURCH LVD		Voting History Maps & Dir	rections Election Info Reconciliation	^
This Precinct Only		⊖ All Precincts			
Last Name	First Name	Addr #	Street	Start Search Reset	
8				1. 1. 1. 1. 1. 1. ²⁰ N	~

- Enter information in the un-shaded upper boxes.
- Click the Calculate button.
- Calculated results displayed in the shaded lower boxes.

Reconciliation - Microsoft Internet Explo	irer	
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp		Links » 🥂
	Back	
	Calculate Roster & Index	
Number Scanned (Ballot A) 3	(From Scanner)	
Number Spoiled (Ballot A)	(From List)	
Number Spoiled (Ballot B)	(From List)	
Number Spoiled (Provisional A)	(From List)	
Number Spoiled (Provisional B)	(From List)	
Ballot Count Start En	d (Serial # of next ballot available)	
Ballot A 1 4		
Ballot B 1 4		
Provisional A 31 32		
Provisional B 31 32		
	November 2008	
Result As of : 6:25 AM		
	Ballot A Ballot B	
1. Number of Precinct Ballots Issued	3 3	
2. Number of Provisional Ballots Issu	ed : 1	
3. Number of Voters Who Voted :	4 (Provisional included)	
4. Number of Scanned Precinct Ballo	ts: 3	
5. Number of Spoiled Precinct Ballot	s: 0 0	
6. Number of Spoiled Provional Ballo	ots: U U	
Number of voters who voted is not equ	ual to the number of scanned ballot A.	
VBM		
Surrendered :	1	
Provisional :	1	
L		~

- Generate Final Election Report
 - Click Roster & Index button.

Reconciliation - Mi	crosoft Internet	Explorer						
<u>File Edit View Favo</u>	orites <u>T</u> ools <u>H</u> elp							Links » 🥂
						Back		~
				Calc	aulate	Roster & Index		
							1	
Number Scanned	(Ballot A)	3	(From Scanne	er)				
Number Spoiled (Ballot A)	0	(From List)	-				
Number Spoiled (Ballot B)	0	(From List)					
Number Spoiled (Provisional A)	0	(From List)					
Number Spoiled (Provisional B)	0	(From List)					
Ballot Count	Start	End (Seria	l # of next ball	ot available))			
Ballot A	1	4						
Ballot B	1	4						
Provisional A	31	32]					
Provisional B	31	32]					
		Nove	mber 2008				1	
Result As of :	6:25 AM							
91017 60			Ballot A	Ballot B	-			
1. Number of Pred	cinct Ballots Iss	ued :	3	3	l.			
2. Number of Prov	visional Ballots	Issued :	1	1				
3. Number of Vot	ers Who Voted	:	4	4	(Provi	sional included)		
4. Number of Scal	nned Precinct I	Sallots :	0	0				
5. Number of Spo	iled Precinct B	allots : Pollets :	0	0				
6. Number of spo	ned Provional	Ballots .	10	10				
Number of voters	who voted is no	t equal to the	number of scan	med ballot A.				
VBM							1	
Surrendered :		1						
Provisional :		1]	
							_	~

- Enter information in the un-shaded boxes.
- Click the Calculate button.
- Calculated results are displayed in the shaded lower box

Combied Roster and	Index - Microso	ft Internet Exp	lorer		
<u>File E</u> dit ⊻iew F <u>a</u> vorit	es <u>T</u> ools <u>H</u> elp				Links » 🥂
Ballot Received	Start	End	Serial # of next	ballot available	^
Ballot A	1	30	4		
Ballot B	1	30	4		
Provisional A	31	40	32		
Provisional B	31	40	32		
		BALLOT	STATEMENT		
Complete BEFORE P	olls OPEN				
			CARD A	CARD B	
1. Number of PREC	CINCT ballots re	eceived	30	30	
2. Number of PRO	VISIONAL ballo	ts received	10	10	
3. TOTAL number	of official ballo precinct)	ts received	40	40	
[[,				
Complete AFTER Po	lls CLOSE				
4. Total number of scanner	VOTED ballot	s removed fro	om the ballot	3 3	
5. Number of SPOI	LED PRECINCT	ballots		0 0	
6. Number of SPOI	LED PROVISIO	NAL ballots		0 0	
7. Total number of	voted (pink) I	ROVISIONAL	ballot envelopes	1 1	
8. Total number of	UNUSED PRE	CINCT ballots			
9. Number of UNU	SED PROVISIO	NAL ballots			
10. Total number o) ballots from	the Auxiliary Bin	0 0	
11. Total number of (Line 3 and Line 11 mus	of ALL Ballots. stagree)	Add Lines 4-1	0		
12. Total number o	of voting show	n on Results	Tape	3 3	~

•	Click Calcu	late and th	ne results wil	l be poste	d on the s	haded boxes	s in the	BALLOT	STATE	MENT b	oox
---	-------------	-------------	----------------	------------	------------	-------------	----------	--------	-------	--------	-----

Pallat Dessived					
ballot Received	Start	End	Serial # of nex	t ballot available	
Ballot A	1	30	4		
Ballot B	1	30	4		
Provisional A	31	40	32		
Provisional B	31	40	32		
Complete PEFODE D		BALLOT	STATEMENT		
	OIIS OPEN		CARD A	CARD B	
1. Number of PREC	INCT ballots r	eceived	30	30	
2. Number of PROV	ISIONAL ball	ots received	10	10	
3. TOTAL number (of official ball	ots received	40	40	
ν	,				
Complete AFTER Pol	lls CLOSE				
Complete AFTER Pol 4. Total number of scanner	lls CLOSE	ts removed fro	om the ballot	3 3	
Complete AFTER Pol 4. Total number of scanner 5. Number of SPOII	lls CLOSE VOTED ballot LED PRECINCT	ts removed fro F ballots	om the ballot	3 3	
Complete AFTER Pol 4. Total number of scanner 5. Number of SPOII 6. Number of SPOII	lls CLOSE VOTED ballot LED PRECINCT LED PROVISIO	ts removed fro F ballots INAL ballots	om the ballot	3 3 0 0 0 0	
Complete AFTER Pol 4. Total number of scanner 5. Number of SPOII 6. Number of SPOII 7. Total number of	lls CLOSE VOTED ballor LED PRECINCT LED PROVISIC Voted (pink)	ts removed fro Gallots NAL ballots PROVISIONAL	om the ballot ballot envelopes	3 3 0 0 0 0 1 1	
Complete AFTER Pol 4. Total number of scanner 5. Number of SPOII 6. Number of SPOII 7. Total number of 8. Total number of	lls CLOSE VOTED ballor LED PRECINCT LED PROVISIO voted (pink) UNUSED PRE	ts removed fro ballots NAL ballots PROVISIONAL CINCT ballots	om the ballot ballot envelopes	3 3 0 0 0 0 1 1 27 27	
Complete AFTER Pol 4. Total number of scanner 5. Number of SPOII 6. Number of SPOII 7. Total number of 8. Total number of 9. Number of UNUS	lls CLOSE VOTED ballot LED PRECINCT LED PROVISIC voted (pink) UNUSED PRE SED PROVISIC	ts removed fro F ballots DNAL ballots PROVISIONAL CCINCT ballots DNAL ballots	om the ballot ballot envelopes	3 3 0 0 0 0 1 1 27 27 9 9	
Complete AFTER Pol 4. Total number of scanner 5. Number of SPOII 6. Number of SPOII 7. Total number of 8. Total number of 9. Number of UNUS 10. Total number o	lls CLOSE VOTED ballot LED PRECINCT LED PROVISIC voted (pink) UNUSED PRE SED PROVISIC of UNCOUNTE	ts removed fro DNAL ballots PROVISIONAL CINCT ballots DNAL ballots D ballots from	om the ballot ballot envelopes the Auxiliary Bin	3 3 0 0 0 0 1 1 27 27 9 9 0 0	
Complete AFTER Pol 4. Total number of scanner 5. Number of SPOII 6. Number of SPOII 7. Total number of 8. Total number of 9. Number of UNUS 10. Total number o 11. Total number o (Line 3 and Line 11 mus	IIs CLOSE VOTED ballot LED PRECINCT LED PROVISIO voted (pink) UNUSED PRE SED PROVISIO of UNCOUNTE of ALL Ballots. t agree)	ts removed fro DNAL ballots PROVISIONAL CINCT ballots DNAL ballots D ballots from Add Lines 4-1	om the ballot ballot envelopes the Auxiliary Bin 0	3 3 0 0 0 0 1 1 27 27 9 9 0 0 40 40	