

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.

Precinct ID: 33005
Poll Name: FAIRFIELD FREE WILL BAPTIST CHURCH
Location: 3060 TRAVIS BLVD

This Precinct Only All Precincts

Last Name First Name Addr # Street

Name	ID	Needed	VBM	Address	DOB	Party
SMITH, MARY E	N	N	N	2591 CLIPPER LN	05/15/1951	DEM
SMITH, MICHAEL A	N	N	N	2425 TOP GALLANT CT	05/30/1956	REP
SMITH, MICHAEL KEVIN	N	N	N	2420 TOP GALLANT CT	11/20/1953	REP
SMITH, MICHAEL JACOB	N	N	N	1893 WINSTON CT	03/07/1987	DS
SMITH, MURRAY B	N	N	N	2840 MANKAS BLVD	03/30/1958	DEM

- Click the record to display more information (optional)

VOTER'S INFORMATION

Last Name :

First Name :

Middle Name :

Suffix :

House No. :

Street :

Apartment No. :

Birth Date :

Party :

Checked in :

POLL INFORMATION

Poll Name :

Poll Location :

Precinct :

- Click Sign
- Let Voter sign on the signature pad

Voter's Information - Microsoft Internet Explorer

VOTER'S INFORMATION

Last Name :

First Name :

Middle Name :

Suffix :

House No. :

Street :

Apartment No. :

Birth Date :

Party :

Checked in :

POLL INFORMATION

Poll Name :

Poll Location :

Precinct :



- Click Process
- Click Save

Voter's Information - Microsoft Internet Explorer

VOTER'S INFORMATION

Last Name :

First Name :

Middle Name :

Suffix :

House No. :

Street :

Apartment No. :

Birth Date :

Party :

Checked in :

POLL INFORMATION

Poll Name :

Poll Location :

Precinct :

Signature has been successfully processed!
Click Save 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

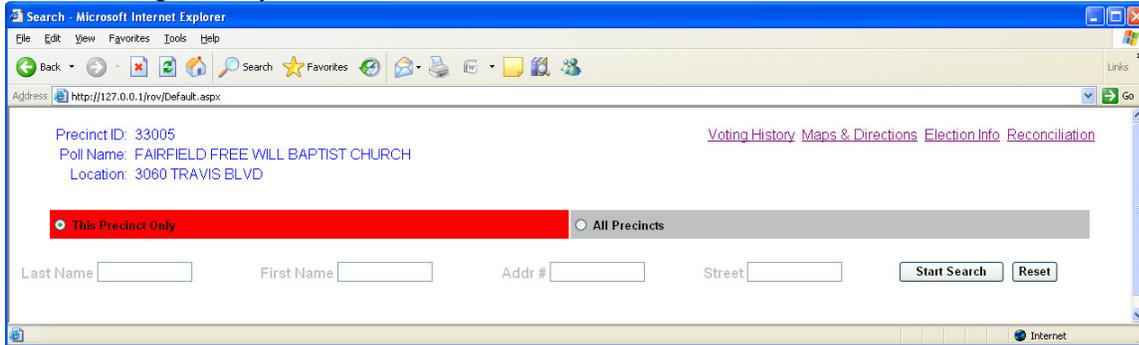
The screenshot shows a Microsoft Word document with a form for voter information. The form is titled 'VoteByMail - Specila Instructions.doc' and is in 'Compatibility Mode'. The form is divided into several sections:

- Personal Information:**
 - Suffix :
 - House No. :
 - Street :
 - Apartment No. :
 - Birth Date :
 - Party :
 - Checked in :
- POLL INFORMATION:**
 - Poll Name :
 - Poll Location :
 - Precinct :
- VOTE BY MAIL: Yes**
 - Surrendered Provisional
- Buttons:**
 - Sign
 - Process
 - Clear

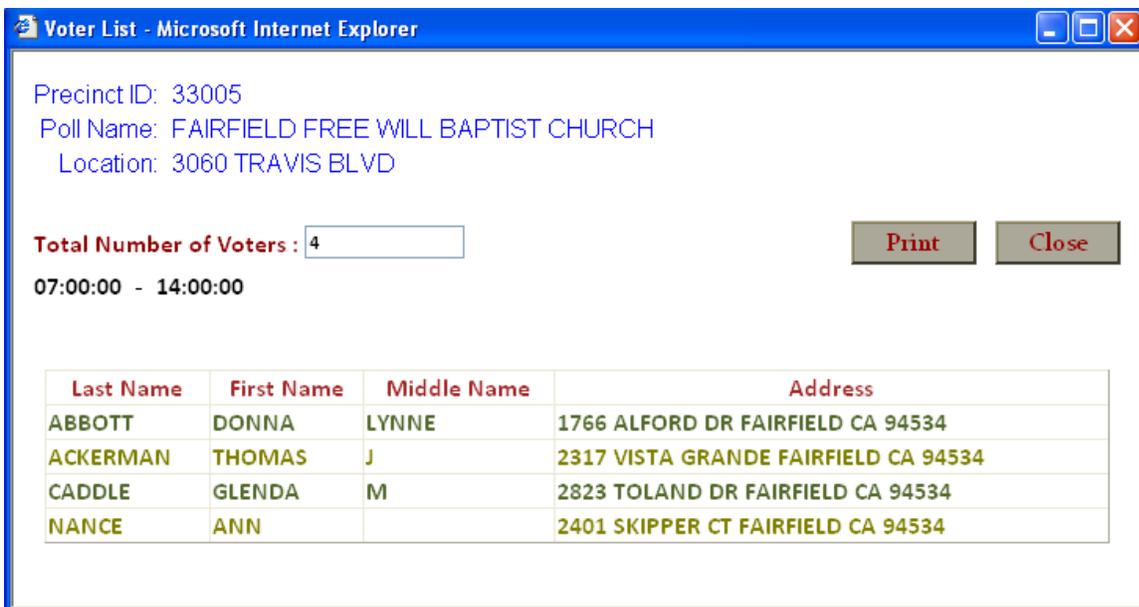
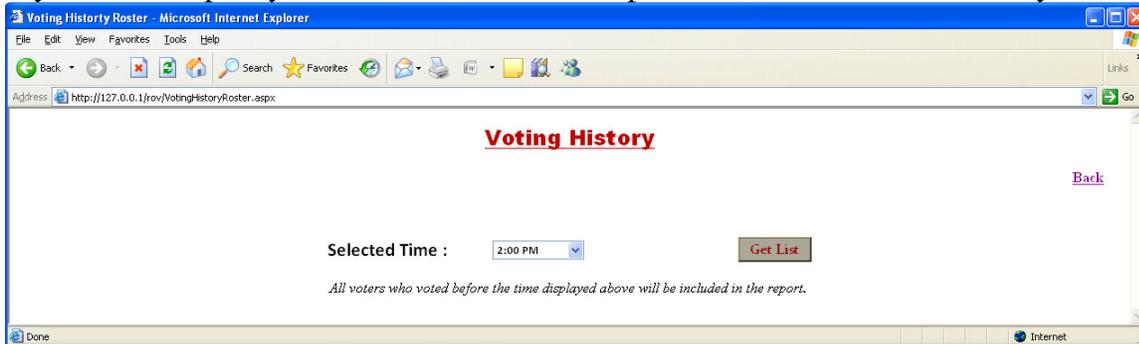
The status bar at the bottom indicates 'Page: 2 of 2' and 'Words: 95'. The document is displayed at 100% zoom.

- **Print Voting History**

- **Click Voting History**



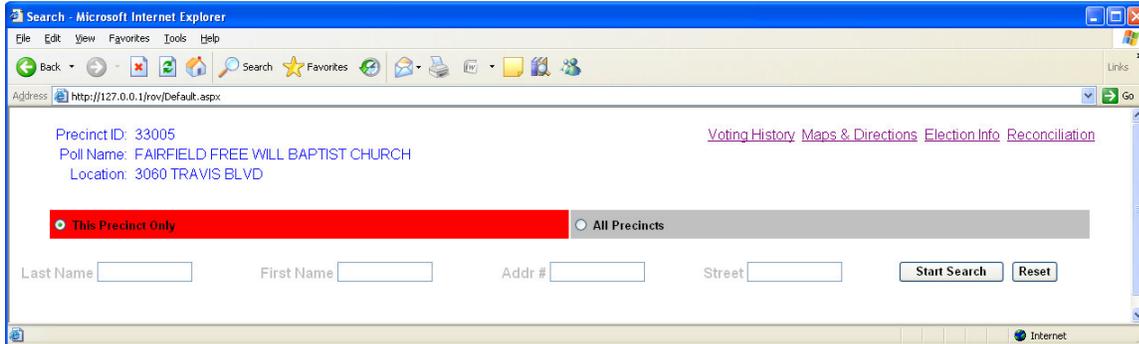
- The following screen will be displayed.
- The time will default to the closest hour before the current hour, e.g. 1:00 PM in the example below will all voters who voted before 2:00 PM.
- If you want to specify another time, click the drop-down and select the hour that you want



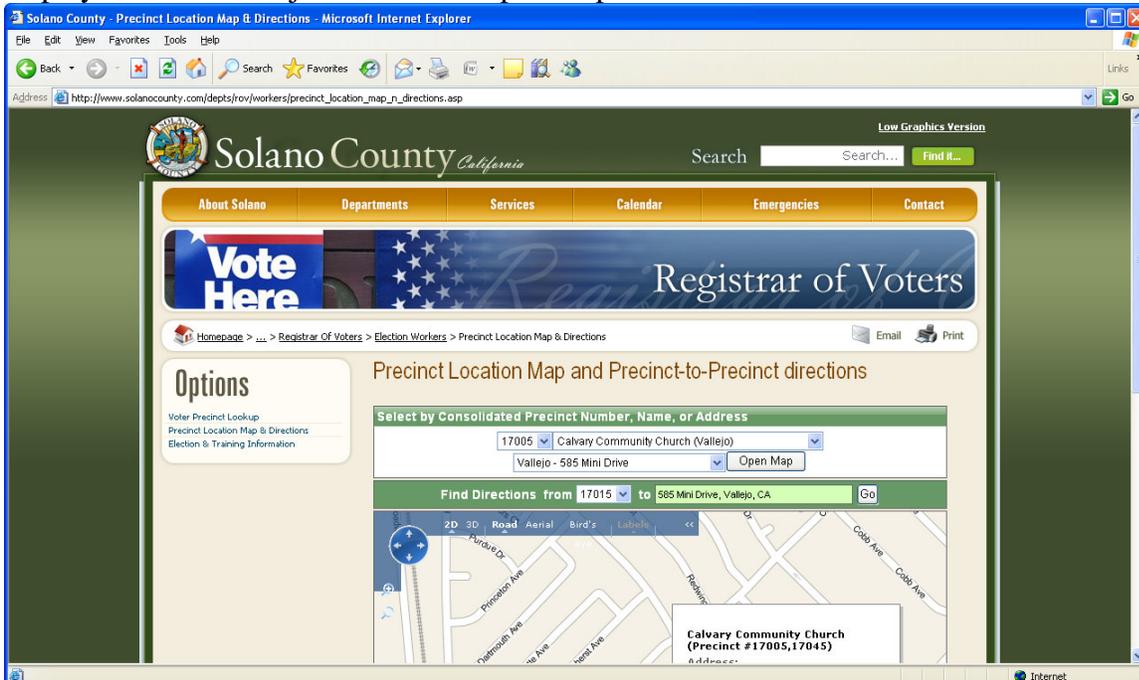
- Click print to print a copy of the report.

- **Create map and direction to a precinct location**

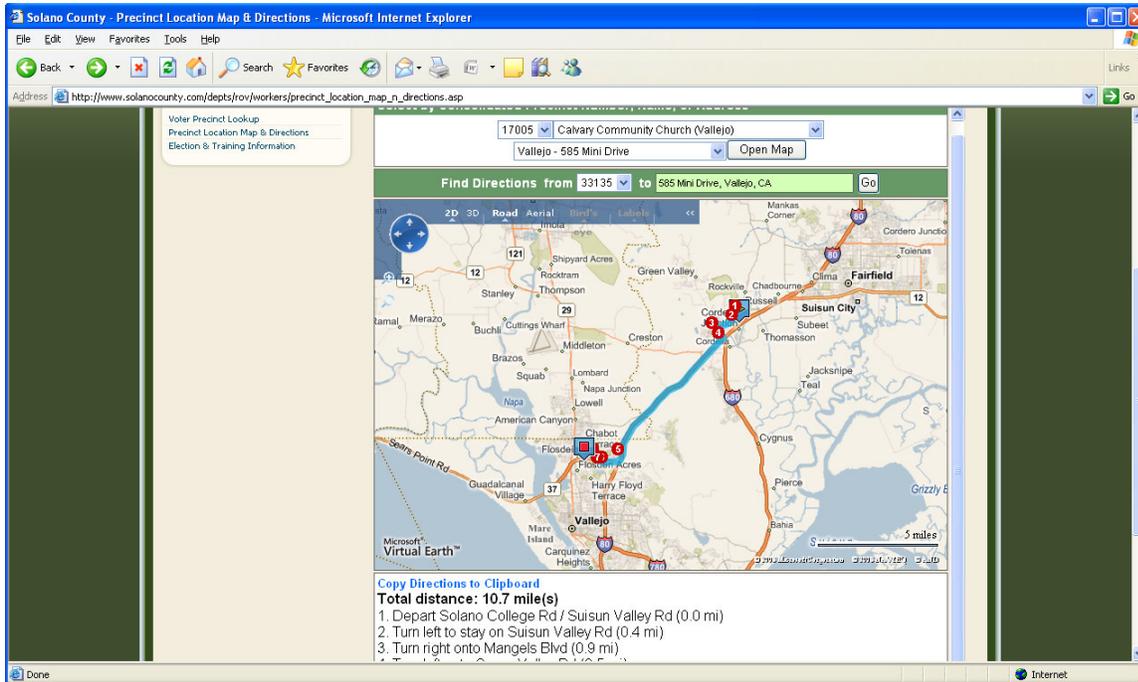
- Click Maps & Directions
- If asked, enter the login name and password (this should have been provided to you during the training sessions).



- The following screen will display.
- Search the precinct by entering the precinct number, precinct name or precinct address from the drop-down 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.

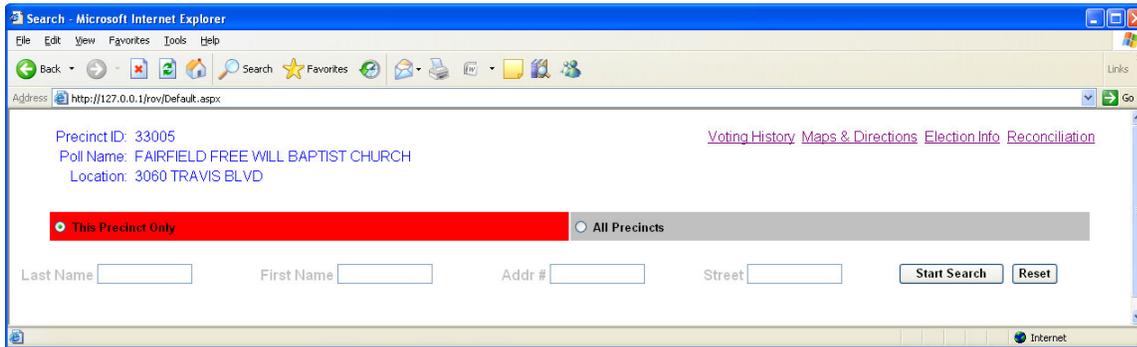


- To get directions from one precinct to the displayed precinct, select the precinct number from the drop-down button then click Go.

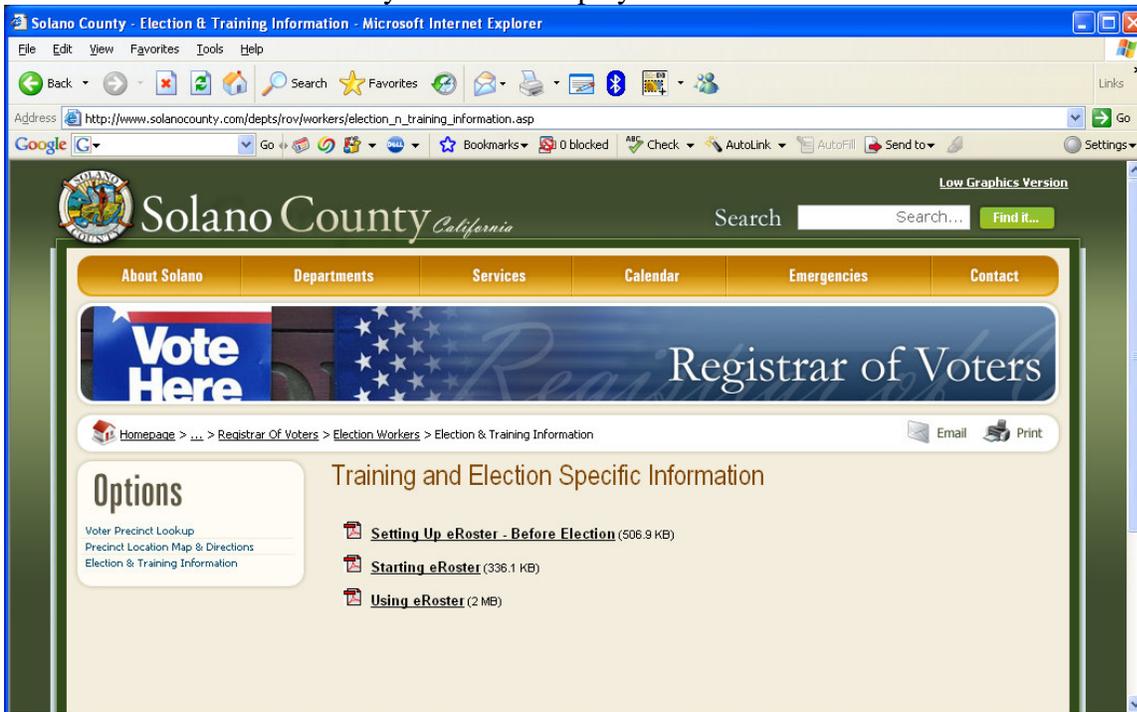


- **Display election Information**

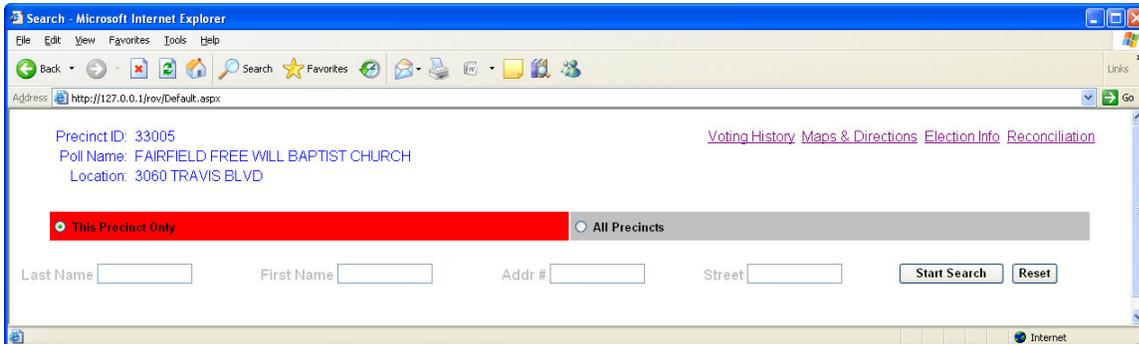
- **Click Election Information**



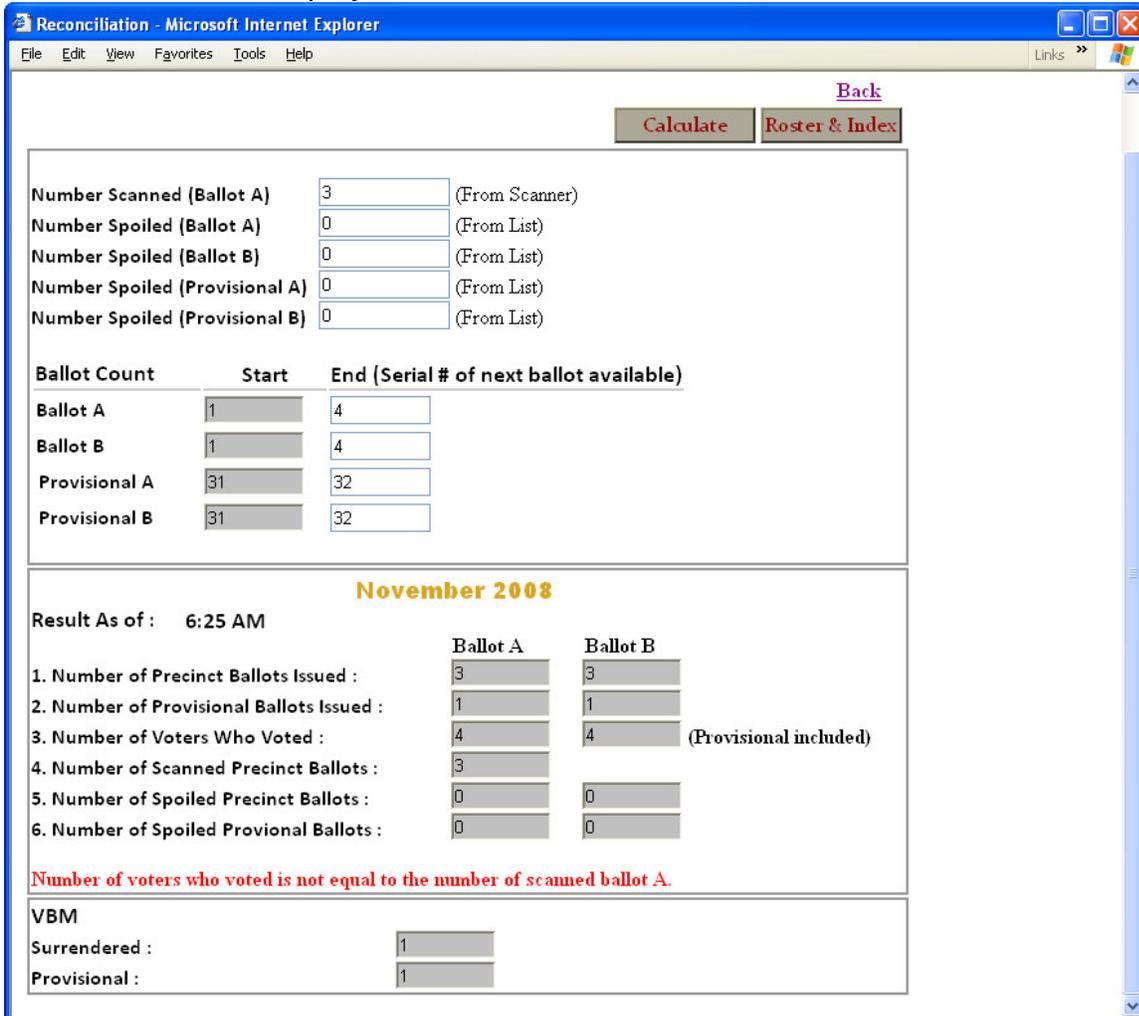
- **Click on the information that you want to display**



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



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



- **Generate Final Election Report**

- Click Roster & Index button.

Reconciliation - Microsoft Internet Explorer

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Calculate **Roster & Index**

Number Scanned (Ballot A) (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	End (Serial # of next ballot available)
Ballot A	<input type="text" value="1"/>	<input type="text" value="4"/>
Ballot B	<input type="text" value="1"/>	<input type="text" value="4"/>
Provisional A	<input type="text" value="31"/>	<input type="text" value="32"/>
Provisional B	<input type="text" value="31"/>	<input type="text" value="32"/>

November 2008

Result As of : 6:25 AM

	Ballot A	Ballot B
1. Number of Precinct Ballots Issued :	<input type="text" value="3"/>	<input type="text" value="3"/>
2. Number of Provisional Ballots Issued :	<input type="text" value="1"/>	<input type="text" value="1"/>
3. Number of Voters Who Voted :	<input type="text" value="4"/>	<input type="text" value="4"/> (Provisional included)
4. Number of Scanned Precinct Ballots :	<input type="text" value="3"/>	<input type="text" value="3"/>
5. Number of Spoiled Precinct Ballots :	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Number of Spoiled Provisional Ballots :	<input type="text" value="0"/>	<input type="text" value="0"/>

Number of voters who voted is not equal to the number of scanned ballot A.

VBM

Surrendered :

Provisional :

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

Combed Roster and Index - Microsoft Internet Explorer

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Ballot Received	Start	End	Serial # of next ballot available
Ballot A	<input type="text" value="1"/>	<input type="text" value="30"/>	<input type="text" value="4"/>
Ballot B	<input type="text" value="1"/>	<input type="text" value="30"/>	<input type="text" value="4"/>
Provisional A	<input type="text" value="31"/>	<input type="text" value="40"/>	<input type="text" value="32"/>
Provisional B	<input type="text" value="31"/>	<input type="text" value="40"/>	<input type="text" value="32"/>

BALLOT STATEMENT

Complete BEFORE Polls OPEN

	CARD A	CARD B
1. Number of PRECINCT ballots received	<input type="text" value="30"/>	<input type="text" value="30"/>
2. Number of PROVISIONAL ballots received	<input type="text" value="10"/>	<input type="text" value="10"/>
3. TOTAL number of official ballots received (both provisional and precinct)	<input type="text" value="40"/>	<input type="text" value="40"/>

Complete AFTER Polls CLOSE

4. Total number of VOTED ballots removed from the ballot scanner	<input type="text" value="3"/>	<input type="text" value="3"/>
5. Number of SPOILED PRECINCT ballots	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Number of SPOILED PROVISIONAL ballots	<input type="text" value="0"/>	<input type="text" value="0"/>
7. Total number of voted (pink) PROVISIONAL ballot envelopes	<input type="text" value="1"/>	<input type="text" value="1"/>
8. Total number of UNUSED PRECINCT ballots	<input type="text" value=""/>	<input type="text" value=""/>
9. Number of UNUSED PROVISIONAL ballots	<input type="text" value=""/>	<input type="text" value=""/>
10. Total number of UNCOUNTED ballots from the Auxiliary Bin	<input type="text" value="0"/>	<input type="text" value="0"/>
11. Total number of ALL Ballots. Add Lines 4-10 (Line 3 and Line 11 must agree)	<input type="text" value=""/>	<input type="text" value=""/>
12. Total number of votine shown on Results Tape	<input type="text" value="3"/>	<input type="text" value="3"/>

- Click Calculate and the results will be posted on the shaded boxes in the BALLOT STATEMENT box

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 Polls OPEN

	CARD A	CARD B
1. Number of PRECINCT ballots received	30	30
2. Number of PROVISIONAL ballots received	10	10
3. TOTAL number of official ballots received (both provisional and precinct)	40	40

Complete AFTER Polls CLOSE

4. Total number of VOTED ballots removed from the ballot scanner	3	3
5. Number of SPOILED PRECINCT ballots	0	0
6. Number of SPOILED PROVISIONAL ballots	0	0
7. Total number of voted (pink) PROVISIONAL ballot envelopes	1	1
8. Total number of UNUSED PRECINCT ballots	27	27
9. Number of UNUSED PROVISIONAL ballots	9	9
10. Total number of UNCOUNTED ballots from the Auxiliary Bin	0	0
11. Total number of ALL Ballots. Add Lines 4-10 <small>(Line 3 and Line 11 must agree)</small>	40	40
12. Total number of voting shown on Results Tape	3	3