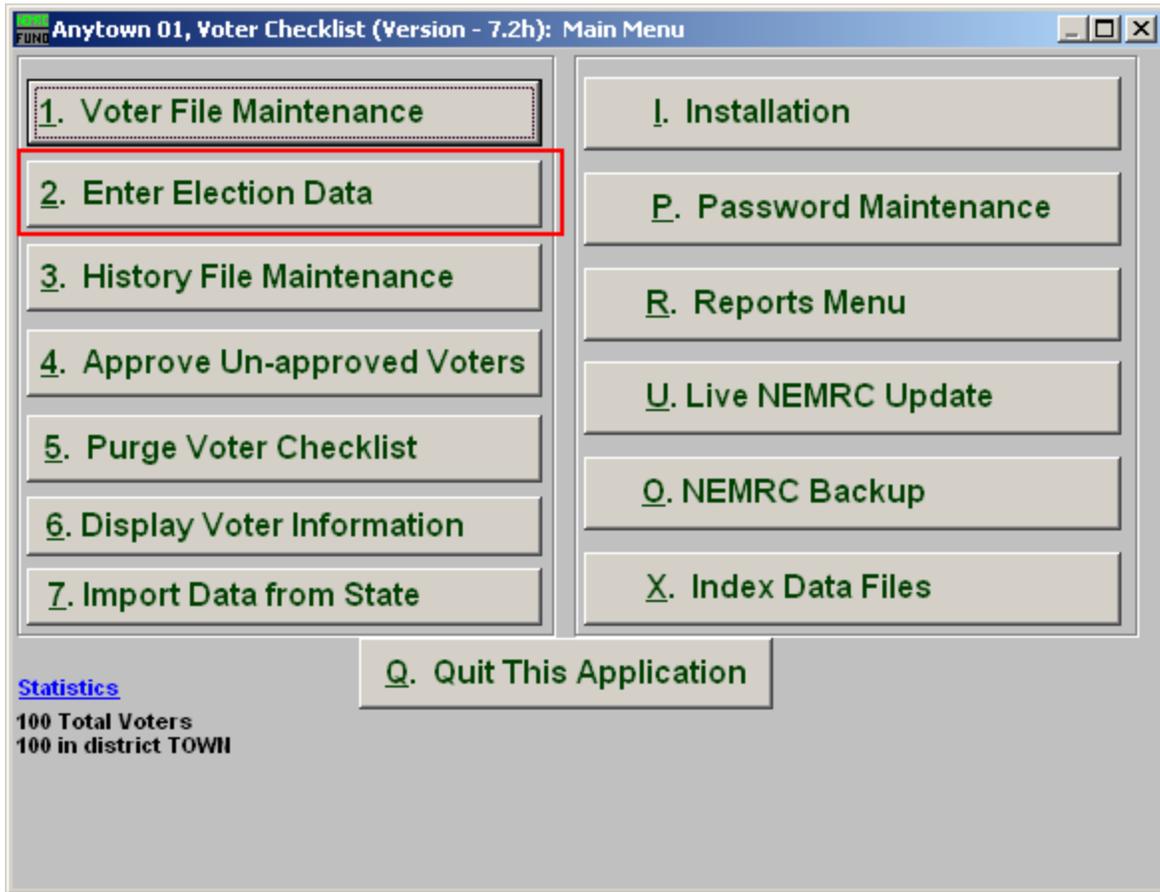


# Voter Checklist

## 2. Enter Election Data



Click on "2. Enter Election Data" from the Main Menu and the following window will appear:

# Voter Checklist

## Enter Election Data

The screenshot shows a software window titled "Election Data" with a blue title bar. The window is split into two tabs: "General" and "Participation". The "General" tab is active and contains an "Election Code" field with the value "1". To the right of the field are two buttons: "Find" and "New Election". Below the "Find" button is a red number "2", and below the "New Election" button is a red number "3". At the bottom of the window are two buttons: "OK" and "Cancel". Below the "OK" button is a red number "4", and below the "Cancel" button is a red number "5".

- 1. Election Code:** If you want to edit an existing election, type in the four-character code.
- 2. Find:** Click "Find" to select the Code from the list.
- 3. New Election:** Click "New Election" if you are entering a New Election.
- 4. OK:** Click "OK" to save changes and return to the Main Menu.
- 5. Cancel:** Click "Cancel" to cancel and return to the Main Menu.

# Voter Checklist

## General

The screenshot shows the 'Election Data' application window. The 'General' tab is selected. The 'Election Code' field is split into two parts, both containing the number '1'. The 'Election Date' field contains '//' and '2'. There is an 'Active' checkbox. Below the input fields is a table with 15 rows. The first row is highlighted and contains a red '4'. At the bottom of the window are three buttons: 'Delete Election', 'OK', and 'Cancel', each with a red number (5, 6, and 7 respectively) indicating a step in a checklist.

- 1. Election Code:** If working with an existing Election, select from the list, OR enter a unique four-character code for a New Election Code and enter a Description.
- 2. Election Date:** Enter the Election Date in MM/DD/YYYY format.
- 3. Active:** Check this box if this Election is Active.
- 4. Checklist Header:** This field allows you to fill in the date the election will be held, election description and the heading you would like to appear on the top of the printed checklist.
- 5. Delete Election:** Click this button to Delete a selected Election and all participation data.
- 6. OK:** Click “OK” to save changes and return to the previous screen.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# Voter Checklist

## Participation

Name	1 Absentee Requested (Y/N)	2 Voted (Y/N/A)	3 Date Absentee Sent	4 Date Absentee Recvd	
ACE STROKER			//	//	
AUSTIN STEPHEN			//	//	
BAILEY GEORGE			//	//	
BALBOA ROCKY			//	//	
BEAR YOGI			//	//	
BEARD JAMES			//	//	
BELCHER MICHEAL			//	//	
BEULLER FERRIS			//	//	
BOND JAMES			//	//	
BOURNE JASON			//	//	
BRADY THOMAS			//	//	
BUMSTEAD DAGWOOD			//	//	
CABLEGUY LARRY			//	//	
CAGE XANDER			//	//	
CAINE KWAI-CHANG			//	//	
CEASER JULIUS			//	//	
CHAPLAN CHARLIE			//	//	

- 1. Absentee Requested:** Enter “Y”es if an Absentee was requested by the voter. Enter “N”o if no Absentee was requested.
- 2. Voted:** Enter “Y”es if the voter voted, OR “N”o if they did not vote, OR “A”bsent if the voter voted absentee (meaning the voter got a ballot and returned it).
- 3. Date Absentee Sent:** Enter the date an Absentee ballot was sent to the voter, if applicable.
- 4. Date Absentee Recvd:** Enter the date the Absentee ballot was received back from the voter, if applicable.
- 5. Delete Election:** Click this button to Delete this Election and all participation data.
- 6. OK:** Click “OK” to save changes and return to the previous screen.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.