

Administrative correction

The Precinct Atlas

When the precinct officials have chosen the wrong voter and completed a process of marking that voter as having cast a regular or provisional ballot, you can do an administrative correction. The correction will restore the voter's information to exactly the way it was before the polls were open. For a voter who registered on Election Day, the administrative correction will delete that voter's information.

It is recommended that the administrative correction only be made by a rover or member of the auditor's staff, and not by a precinct official.

- 1) Exit the Precinct Atlas program on all computers in the precinct. Do not worry; your data will be intact, with the exception of the voter for whom you make the administrative correction
- 2) Double-click on the Precinct Atlas icon on the desktop on the master computer
- 3) After "**User ID:**" type "**admin**"
- 4) After "**Password:**" type "**admin**"
- 5) Click "**OK**"
- 6) After "**Precinct Election Official:**" type the name of the person making the correction
- 7) After "**Laptop Designation:**" select "**Master**"
- 8) After "**Print Labels:**" select "**No**"
- 9) Click "**Bypass**"
- 10) Click "**Administration**"
- 11) Click "**Administrative Voter Correction**"
- 12) Search for and highlight the name of the voter for whom the correction will be made
- 13) Click "**Restore**"
- 14) Click "**OK**"
- 15) Click "**Exit**"
- 16) Click "**Exit**"
- 17) Have the precinct officials log back into the program on each computer