

Polling Place / Ballot Type Check for Control County Purposes

The Precinct Atlas

After completing the required polling code and ballot type alterations and deleting out the polling places (both in your county and outside of your county) for which you are not the control county, you should verify that the changes are correct by generating the Split / Ballot / Polling Listing report. Here is how to get that report.

- 1) Close the Precinct Atlas program if you are in it
- 2) Double-click on the Precinct Atlas icon on your desktop
- 3) After "**User ID:**" type "**admin**"
- 4) After "**Password:**" type "**admin**"
- 5) Click "**OK**"
- 6) After "**Precinct Election Official:**" type your initials
- 7) For "**Laptop Designation:**" select "**Master**"
- 8) For "**Print Labels:**" select "**No**"
- 9) Click "**Bypass**"
- 10) Click "**Reports**" on the top menu bar
- 11) Click "**Election Admin Reports**"
- 12) Click "**Split / Ballot / Polling Listing**"
- 13) Click "**Generate**"
- 14) Click "**Print**" after the report has generated
- 15) Click "**Exit**"
- 16) Click "**Exit**"

If you do not have a regular printer installed and selected, the report will print on your label printer. Although it is more difficult to read on labels, all of the information will have printed. For purposes of proofing your data, you may want to cut the labels into groups of three, starting with the label to the far left.

<u>COUNTY NAME</u>	<u>SPLIT CODE</u>	<u>BALLOT TYPE (DEM/REP for Primary)</u>	<u>POLLING CODE / POLLING PLACE</u>	
Butler	DU.03.AR		0	
Butler	DU.03.BZ		0	
Butler	DU.08.MD		0	
Butler	DU.08.RP		0	
Butler	DU.10.DU		0	
Butler	DU.10.PT		0	
Butler	DU.12.WP		0	
Butler	GR.03.BZ		0	
Butler	GR.04.CW		0	
Butler	GR.04.DT		0	
Butler	GR.04.GR		0	
Butler	GR.05.DT		0	
Butler	GR.05.FR		0	
Cerro Gordo	CL.1	001	0	
Cerro Gordo	CL.10	009:1	CL	Cerro Gordo-VENTURA COMMUNITY CENTER
Cerro Gordo	CL.11	009:1	CL	Cerro Gordo-VENTURA COMMUNITY CENTER
Cerro Gordo	CL.12	009:1	CL	Cerro Gordo-VENTURA COMMUNITY CENTER
Cerro Gordo	CL.2	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL.3	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL.4	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL.5		0	
Cerro Gordo	CL.6	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL.7	009:1	CL	Cerro Gordo-VENTURA COMMUNITY CENTER
Cerro Gordo	CL.8	009:1	CL	Cerro Gordo-VENTURA COMMUNITY CENTER
Cerro Gordo	CL.9	009:1	CL	Cerro Gordo-VENTURA COMMUNITY CENTER
Cerro Gordo	CL1.1	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL1.2	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL1.4	009:1	CL	Cerro Gordo-VENTURA COMMUNITY CENTER
Cerro Gordo	CL2.1	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL2.2	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL3.1	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	CL3.2	001:2	CL2	Cerro Gordo-CLEAR LAKE CITY HALL
Cerro Gordo	DTR.1	008:1	RWSW	Cerro Gordo-ROCKWELL PUBLIC SCHOOL
Cerro Gordo	DTR.2		0	
Cerro Gordo	DTR.3		0	
Cerro Gordo	DTR.4		0	
Cerro Gordo	FLN.1	002	MC02	Cerro Gordo-HARDING ELEMENTARY
Cerro Gordo	FLN.2	002	MC02	Cerro Gordo-HARDING ELEMENTARY

Above is a sample page of the report that will be generated. You should verify the validity of each combination in the report.

All combinations for which you are the **control county** should have a *control county ballot type* in the Ballot Type column and a *control county polling code* in the Polling Code / Polling Place column.

All combinations that you are **not the control county** for should be *blank* in the Ballot Type column and have a *zero* in the Polling Code / Polling Place column.