

Precinct Atlas Reminders for County Auditors

Before Election Day

1. Check data imports

- Confirm that your data from I-VOTERS is correctly displaying in the Precinct Atlas (PA) software.
- Check absentee voters, ID-Required voters, and voters from different precincts.

2. Check election data setup

- Confirm that your polling places, ballot types, and split codes are correctly set up in the PA software. Use the Split / Ballot / Polling Listing report to check your data.
- Create a backup file after you verify the election has been set up successfully. You will be able to restore this backup after doing testing to “clean” the database after your testing, provided the testing does not reveal any issues with the election setup.

3. Configure the printers

- Configure each printer with the laptop with which it will be paired, test it, and load it with labels.
- Clearly label which printer is paired with which laptop.

4. Provide printed registers for each precinct

- You may want to print registers directly from the PA software, as the voter names display in a larger font and more names are listed per page.
- Put the entire precinct register into a binder for one precinct official to mark. Explain to the precinct officials that it is not necessary to break the register into segments or to have multiple people marking X's in the register.

5. Provide supplies to each precinct

- Provide extension cords/power strips as needed in each precinct. Show precinct officials the on/off button on the power strip, if it has one.
- Provide a hand-held mouse and mouse pad for each laptop.

6. Provide election forms to each precinct

- Use election forms prescribed by the Secretary of State (the ones that have been revised to accommodate labels) and some type of forms/file organizer.
- Print the forms on the correct sizes and colors of paper.

7. Color code connections

- Use colored labels, tape, or Painter's Pens to color-code your power cords, cables, ports, etc. for all the laptops, printers, and hand-held mice.

8. Designate a USB port on each laptop for the label printer

- Train the precinct officials, rovers, and office staff which USB port on the laptop is designated for the label printer. Unlike the mouse, which can be plugged into any USB port on the laptop, the label printer must always be plugged into the same port.

9. Check to make sure data is “clean” after testing and training on laptops is complete

- A quick way to check is to click the Ballot Count button on the Voter Name Search screen. Both “Regular ballots” and “Provisional ballots” should show a zero at the start of Election Day.

10. Review polling places for positioning of registration table (laptop table) near wall outlets

- Depending on the position, you may need to relocate other elements of the polling place, such as the ballot distribution table, the ballot-marking device, and/or the ballot scanner.
- Be sure to communicate all layout changes to the precinct chairpersons before the election.

11. Deploy the system

- Deploy the PA system only in the number of precincts that you can support for one to two hours at the opening of the polls. Precinct officials will be naturally anxious at the beginning of the day, and they may need some extra support to ensure that equipment is correctly hooked up and working. This level of support is especially important the first time you deploy in a specific precinct.

12. Check the screen resolution, font size, and clock on laptops

- Set the screen resolution to 1024 x 768 pixels. If you do not do this, you may have precinct officials who see a screen similar to the one below in which they might click the wrong set of buttons and apparently “lock up” the screen.
- Set the font size to “Large Fonts.”
- Set the correct date and time.
- Set the mouse speed and double-click speed.

Use the settings that you determine best suit your computers and precinct officials. Refer to the following documents: screen resolution, mouse speed, and double click speed.



Election Day

1. Print initial label

- Instruct the precinct officials to hook up the laptops and printers the first thing on election morning and to log into the PA program.
- Confirm that the initial label printed out of each printer (Top Label Text, Bottom Label Text, etc).
- If a label did not print, or if you can't read all of the text, this means you have a connection or configuration issue, and the sooner you know about it the sooner you can resolve it.

2. Instruct precinct officials to vote at opening of polls

- Suggest to the precinct officials that they vote as soon as the polls open. This will give them a warm-up prior to working with other voters.

3. Check electrical power

- Confirm that the printers' blue lights are on.
- Confirm that the laptops are charging.

These two checks ensure that you have good connections to electrical power.

4. Route the cords

- Route the power cords and cables out of the way for both the voters and precinct officials
- Secure them as much as possible with plastic/wire ties or Velcro strips.

Refer to the laptop setup graphic for a visual aid.

5. Confirm that the printed register is not part of the voters' process

- Some precinct officials may want to insert marking the printed register between the laptop and the ballot distribution steps. Precinct officials should maintain the printed register in case the power goes out, but this is not part of the voters' process
- You may want to physically locate the printed register in a separate and out-of-the-way location.

6. Provide instructions on what to do if the screen locks up

- Train or remind the precinct officials what to do if the computer screen appears to be "locked up". Refer to the screen locked up document.

7. Provide support on Election Day

- Have staff persons or rovers carry extra labels, label printers, laptops, extension cords, and power strips. This is especially important the first time you deploy the system at a precinct because it allows you to determine and resolve issues quickly, as well as to provide additional training to the precinct officials.

Busy Turnout / Large Precinct

1. Use two precinct officials per laptop

- If the turnout is busy, put two precinct officials at each laptop, one to use the computer and the other to handle the paperwork. You may want to consider doing this even if it is not busy, so that precinct officials can benefit from the hands-on experience on Election Day.

2. Use the precinct officials who are the best at using the PA program

- If you have a busy turnout or have a rush of voters, put the precinct officials who are best at using the PA program on the laptops.
- On the other hand, if you have a small precinct or slow voter turnout, it might be a good time to rotate precinct officials through the laptops to get hands-on experience.
- Train your chairpersons to make necessary changes to process the voters efficiently.

3. Set up a separate table for declarations of eligibility

- If you have a busy turnout or large precinct, you may need to set up a separate table near the door for the voters to fill out and sign the Declaration of Eligibility forms. If you have the blank DOE forms on the laptop table, the voters who are completing them may prevent the efficient processing of voters through the laptops.