The Write-in Module of Precinct Atlas

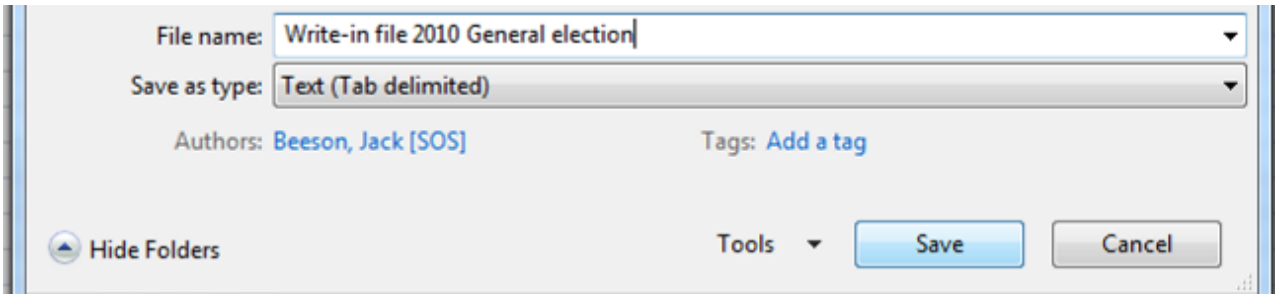
Setting Up the Write-in Module:

1. Create an Excel spreadsheet that contains the race information for each precinct. Assign each precinct a number by listing your precincts in alphabetical order and then giving them the corresponding numbers. You need to include the following fields: “Precinct number,” “Precinct name,” and “Office.”:

	A	B	C
1	Pct	Precinct Name	Office
2	1	Clear Lake Ward 1	US Senator
3	1	Clear Lake Ward 1	US Rep District 4
4	1	Clear Lake Ward 1	Governor
5	1	Clear Lake Ward 1	Secretary of State
6	1	Clear Lake Ward 1	Auditor of State
7	1	Clear Lake Ward 1	Treasurer of State
8	1	Clear Lake Ward 1	Secretary of Ag
9	1	Clear Lake Ward 1	Attorney General
10	1	Clear Lake Ward 1	State Rep Dist 12
11	1	Clear Lake Ward 1	Supervisor Dist 2
12	1	Clear Lake Ward 1	County Treasurer
13	1	Clear Lake Ward 1	County Recorder
14	1	Clear Lake Ward 1	County Attorney

Important: “Precinct name” must match exactly the precinct name used in Precinct Atlas and is the same as how the precinct name is listed in I-VOTERS.

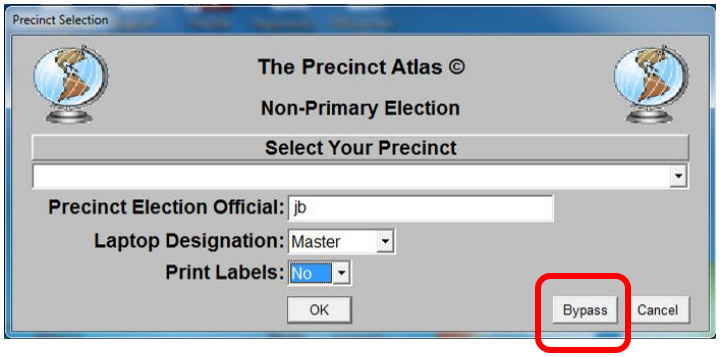
2. Delete the header row of your spreadsheet (if you used one) and then save the file as a “.txt” file by selecting “Save As” and choosing “Text (Tab delimited).”:



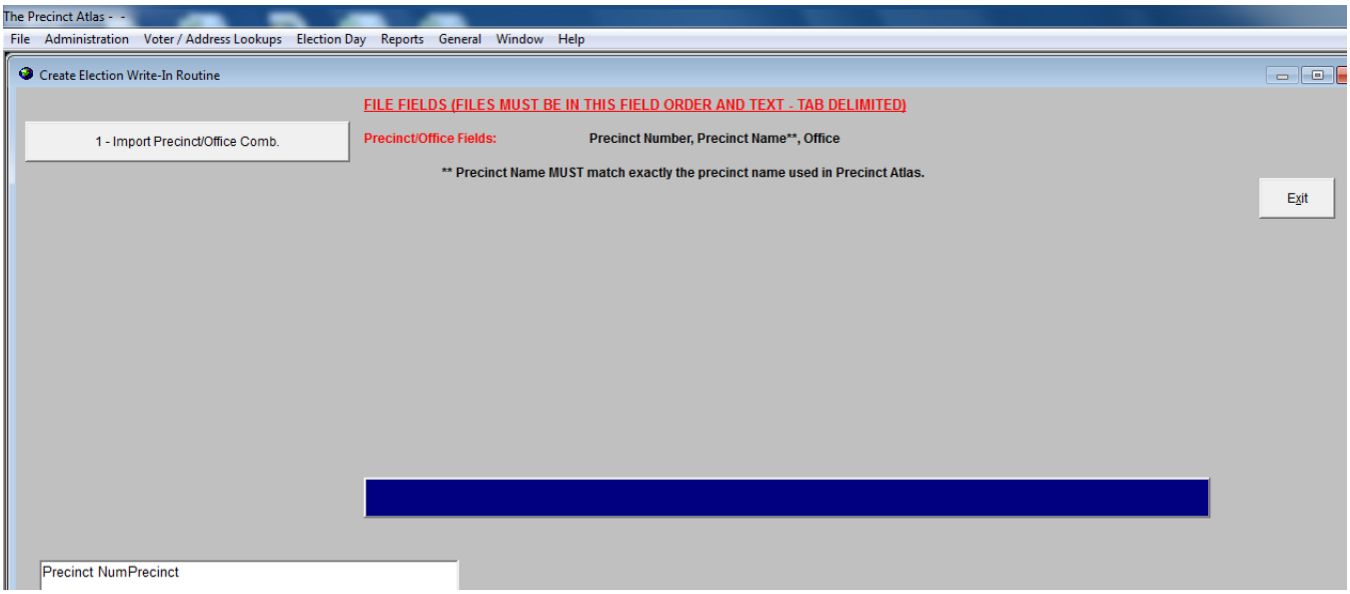
3. Open Precinct Atlas as an admin.

4. On the “Precinct Selection” screen, don’t choose a precinct, enter your initials, laptop designation is “Master,” and do not print labels.

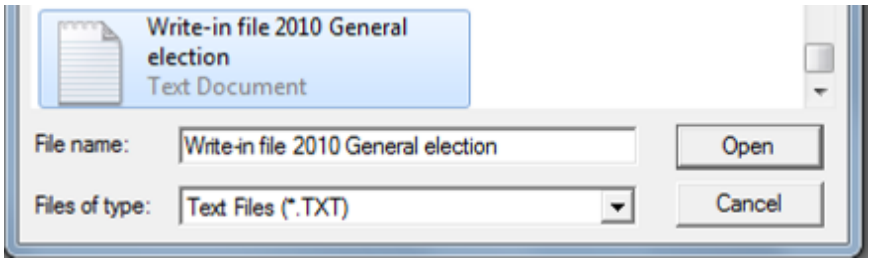
5. Select “Bypass.”



6. From the “Administration” menu, select “Create Write-in Data…” to bring up the “Create Election Write-in Routine” screen:



7. Select “1-Import Precinct/Office Comb.” You will then need to find the file you created that contains your precinct and office data and then click “Open.”:

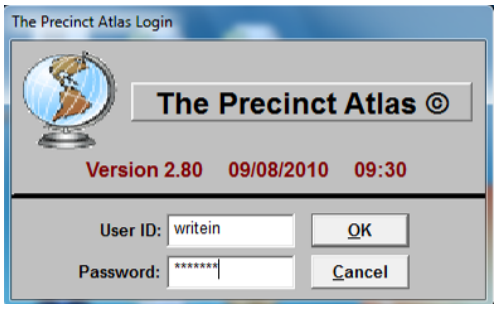


8. Precinct Atlas will load the data and then you will get the following message when the data has loaded successfully:

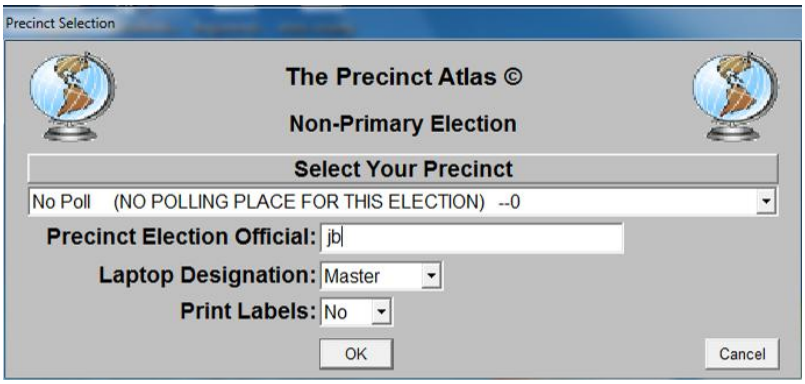
9. Once you get this message, you can select “Exit.” Your precinct officials can now use the write-in module.

Using the Write-in Module

1. Open Precinct Atlas.
2. Enter User ID: writein, password: writein:

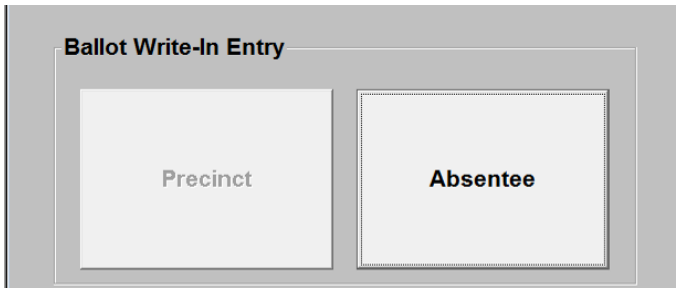


3. On the "Precinct Selection" screen, select the precinct you want to enter write-in data for. Most often, this module will be used by the ASVP Board and you must select "No Poll (NO POLLING PLACE FOR THIS ELECTION) –0":



Note: It is not necessary to print labels in the Write-in Module

4. You will then be taken to the main screen of the write-in module, where you need to select the appropriate button under the "Ballot Write-in Entry" heading. There will only be one option available, depending on the precinct that was selected in the last step. If the write-in module is being used at a precinct polling place on election day, you will select "Precinct." If the module is being used by the ASVP Board, you will select "Absentee.":



5. You will then see the "Write-in Information Screen" where the workers can enter the write-in vote information.

6. If the module is being used at a precinct polling place, the “Precinct” field will be automatically selected and cannot be changed. If being used by the ASVP Board, they will need to select the residence precinct of the voter each time (in general elections and other elections where ballots have been programmed by residence precinct) so that the vote is attributed to the correct residence precinct of the voter.

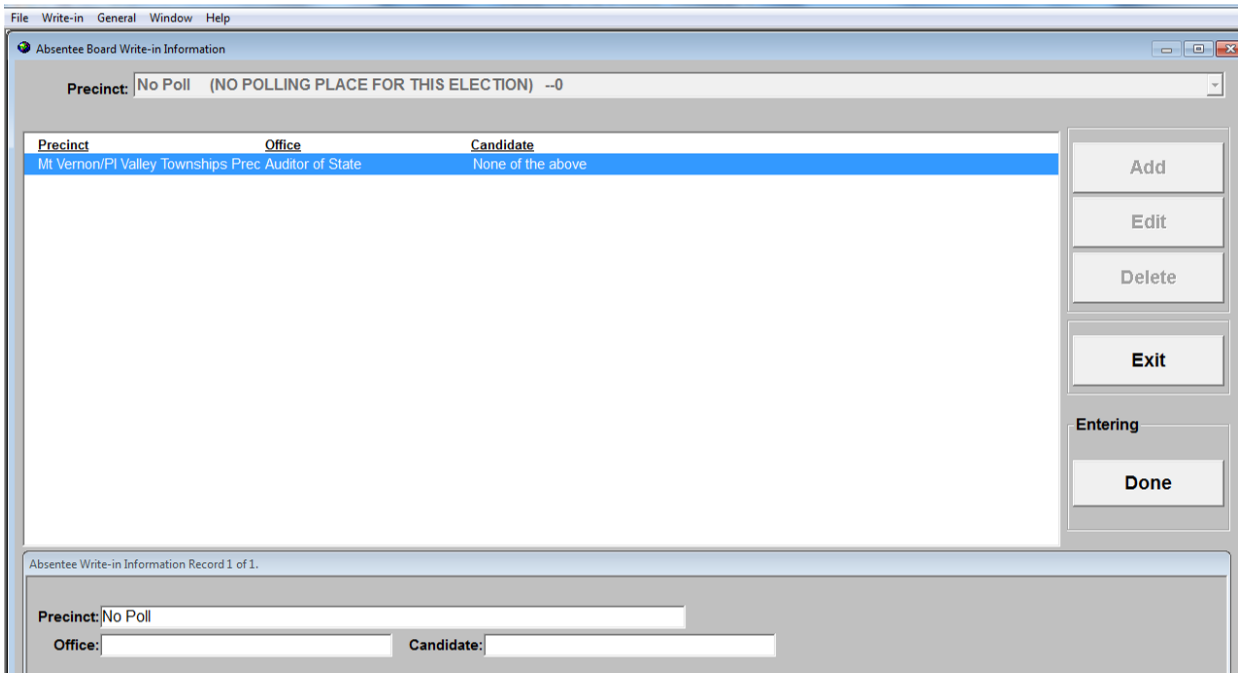
   Important: Instruct workers to select the precinct from the drop-down menu using the mouse. Once selected, tell them to press the “Enter” key in order to move to the next field.

7. Select the “Office” that the write-in vote is for.

   Important: Instruct workers to select the office from the drop-down menu using the mouse. Once selected, tell them to press the “Enter” key in order to move to the next field.

8. Workers should then type in the name of the candidate who received the write-in vote in the “Candidate” field and then press “Enter.” Workers also have the option to select “Blank” and “None of the above” from the drop-down menu. Once you have entered a write-in vote for a candidate in a particular precinct for a particular race, that candidate’s name will also be displayed the next time that precinct is selected in the “Candidate” drop-down menu.

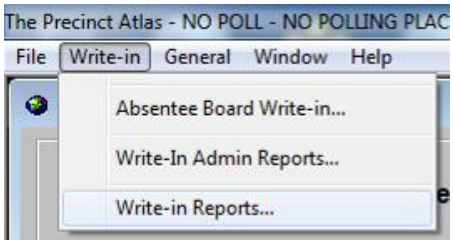
9. After pressing “Enter” in the “Candidate” field, the write-in vote will be recorded and you will see it displayed at the top of the screen.:



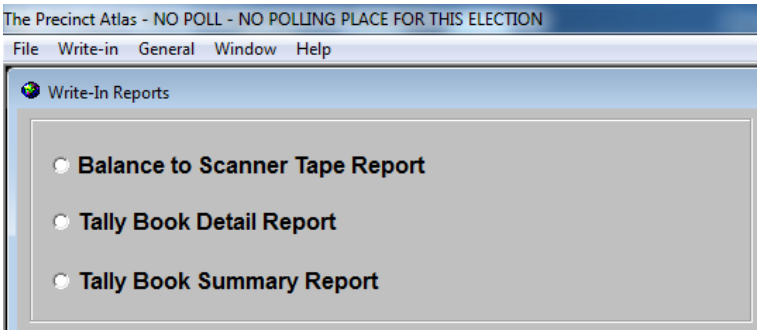
10. When you are finished tallying write-in votes, click “Done.”

Write-in Module Reports

The reports the election workers may want to use can be found under the “Write-in” menu by selecting “Write-in Reports…” Please note: at the current time, there is no option to print any of the reports in the write-in module.



This brings up a screen with three report options:



“Balance to Scanner Tape Report:

This report allows election workers to match the write-in votes they have tallied against the tape printed from the machine, so they can make sure they have accounted for all write-in votes the machine recorded.

“Tally Book Detail Report”:

This report assists workers in filling out the tally list. It breaks down the tallied votes by precinct, then by office, and then displays the number of votes for each candidate.

“Tally Book Summary Report”:

This report shows how many total write-in votes were tallied for each office, regardless of which precinct the vote was cast in.

Important: After selecting any of the above reports, remind workers not to use the scroll button on the mouse on any of the report screens as that will cause an error and cause Precinct Atlas to close. If there is more than one page of information, a scroll bar will appear on the right of the screen that can be used to see the rest of the report.