

Election Commissioner Orientation

January 2014

SEMS Introduction

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Secretary of State

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Topics Covered

- I. SEMS Main Screen
- II. Election Commissioners Utilization
- III. Voter Roll Maintenance
- IV. Communication Plan
- V. On-Going Support



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Statewide Elections Management System (SEMS)

- **Voter Registration**
- **Address Library**
- **Elections Management**
- **Ballot Processing**
- **Voter Roll Maintenance**
- **Districts and Precincts**
- **Jury Management**



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I. SEMS Main Screen



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Statewide Election Management System



Voters

- Voter Registration
- Voter Search
- Voter Merge
- Batch Scan
- Commit Batch
- Jury Selection

Elections

- Election Management
- Ballot Processing
- Districts & Precincts
- Election Workers

Petitions

- Petitions

Administration

- System Configuration
- User Administration
- Address Library
- Messaging
- Document Templates
- Load External Data

Reports

- Reports & Labels
- State Agency
- Schedule Jobs
- Batch Management

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II. Election Commissioner Utilization

- User name and password from Circuit Clerk
- Utilization is determined by statute
- User rights are determined by profile
- Voter Search



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Search Voters Reports

Query executed successfully. Showing total 16 of 16 records. [Help](#)

Select Saved/Published Search

Comment	Custom Fields	Photo ID #	Residence Address	Activity	Save		
Name	Absentee	Status	Output	Extract	Precincts	Districts	Mailing Address

Last Name:

First Name:

Middle Name: Suffix:

Driver License #:

SSN:

Old Voter ID:

Voter ID:

Gender:

Search Options

Include Alternate Name

Soundex

Age

Birth Date From: To:

Age From (years): To:

Birth Month: Day:

Scope

State County Show Signatures

ID	Last Name	First Name	Middle Name	Suffix	Status	Date of Birth
536851	SMITH	JOHN	WESLEY		Inactive	03/25/1959
530416	SMITH	JOHN	WILLIAM		Active	05/02/1959
5955113	SMITH	JOHNIE	MILFORD		Active	12/01/1948
542661	SMITH	JOHNNIE	EUGENE		Inactive	02/07/1953
541681	SMITH	JOHNNIE	REE		Active	04/19/1944
539610	SMITH	JOHNNY	GALE		Active	02/25/1952

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III. Voter Roll Maintenance

- Voter Check
- Precinct Splits/Districts Check
- Other items to check



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Voter Check

- Duplicate Voters – VR-004

A report generating a list of possible duplicate voters, at least one of which in each duplicate group has an address in your county.



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County: Holmes

Potential Duplicate Voters Report

Date : 02/23/2006

Voter ID	Voter Name	Address	Reg. Date	Status	% Match	County
1256881	AARON, AUREON	304 PEARL ST SARDIS MS 1616	11/02/2004	A	80	Panola
500001501	AARON, AUREONLEA	5006 MYNEWSTRET ARC YOGNEW CITY MS	01/31/2006	A	80	Holmes
391283	ABLES, MARZINE JR	PO Box 610 GOODMAN MS 0610	05/01/2001	A	80	Holmes
1736246	ABLES, MARZINE JR	ROUTE 1 # 206 GOODMAN MS	10/06/1997	A	80	Attala
238200	ABRON, DAPHENE ELAINE	493 HOOVER ST CANTON MS 3508	11/05/2001	A	80	Madison
386882	ABRON, DAPHENE ELAINE	82 TAYLOR ST DURANT MS 3428	07/08/2004	A	80	Holmes
388615	ADAMS, DARLENE W	PO Box 218 WEST MS 0218	11/07/1991	A	80	Holmes
1732130	ADAMS, DARLENE W	2212 ATTALA ROAD 3005 WEST MS	10/28/2002	A	80	Attala
247615	ADAMS, DOROTHY JEAN	2 GREYSTONE CT MADISON MS 9029	07/03/1987	A	70	Madison
384486	ADAMS, DOROTHY JEAN	PO Box 42 PICKENS MS 0042	06/30/1983	A	70	Holmes
378518	ADAMS, GARY JOSEPH	1620 E COUNTY LINE RD-APT 1600	01/01/1980	A	70	Madison



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Voter Notification Cards

- Search for voter
- Click on Print
- Click on Voter Notification Card
- Click on Print Now or Print Later



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Voter Registration

Voter | **Print** | Elections | Petitions | Imaging | Address | Exit | DPS Information

Current Image
Voter Registration Card
Voter Notification Card | **Print Now**
Voter Profile | Print Later
Registration Application
Absentee Application
Mailing Label

571: [Name] [Suffix] [Maiden Name] [Birth Date] [EST] [Age] 66

ANNIE AUGUSTIN

Contacts | Absentee | **Voting History**

House # Suffix Pre Dir Street Name Type
42 [] [] SEDGEFIELD RD

Post Dir [] Unit Type []

City/St/Zip NATCHEZ MS 39120

County ADAMS Precinct AP [Split](#) 1- AP

Polling Place AIRPORT FIREHOUSE [Migration](#)

Image

Detail Select

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Voter Check – Deceased Voters

- Potential Department of Health (DOH) Duplicate Voters Report – VR-022

Lists voters who match persons in the Department of Health (DOH) database of death certificate records. The "% Match" column indicates how close a match the voter (in bold) is with the DOH records, with 100 percent being a perfect match.



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County: Harrison

Potential DOH Duplicate Voters Report

Date : 05/16/2006

Voter ID	Voter Name	Date of Birth	% Match	County
776650	ADAMS, BRENDA L	07/06/1948	70	Harrison
776650	ADAMS, BRENDA L	05/12/1949	70	Harrison
802549	ADAMS, CHARLES L	05/09/1915	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
765294	ADAMS, CURTIS L	05/01/1934	70	Harrison
765294	ADAMS, CURTIS L	05/01/1964	70	Harrison

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Voter Check – Disenfranchising Crimes

- Potential Administrative Office of Courts (AOC) Batch Match – VR-023

Lists voters who match persons in the AOC database of disenfranchising crimes. The "% Match" column indicates how close a match the voter (in bold) is with the AOC counterpart(s), with 100 percent being a perfect match.



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County: Harrison

AOC Batch Match Voter Report

Date : 05/16/2006

Voter ID	Voter Name	SSN	Date of Birth	Confidnce Level
725362	ABBOTT, GEORGE JAMES	136345309	09/20/1943	100
725362	ABBOTT, GEORGE J	136345309	09/20/1943	100
677919	ADAMS, LAWRENCE CRAIG	425211532	11/04/1962	70
677919	ADAMS, LAWRENCER	587173051	02/18/1959	70
756728	ADAMS, WILLIAM	434199076	05/04/1974	70
756728	ADAMS, WILLIAM S	249316613	08/04/1960	70
761940	ALEXANDER, RAYMOND	566080047	08/30/1970	70
761940	ALEXANDER, RAYMOND F	428171995	09/20/1959	70
775277	ALLEN, CHRISTOPHER S	428632430	06/11/1977	70
			03/1987	

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Activity Reporting

- Voter Status Summary Report – VR-006
- Registrant Activity Report – VR-007
- Include in EC meeting minutes.



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Reports - Voter Registration - Voter Status Summary Report Help

[Voter Registration](#)
[Address Library](#)
[Districts & Precincts](#)
[Election Management](#)
[Ballot Processing](#)
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[State Agency](#)
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CODE	NAME
VR-001	Change of Counties Report
VR-002	Voter Movement - State Report
VR-003	NVRA Compliance Statistics Report
VR-004	Potential Duplicate Voters Report
VR-005	Voter Profile Report
VR-006	Voter Status Summary Report
VR-007	Registrant Activity Report
VR-008	Registered Voters Report
VR-009	Voting History Report

County
Adams

District Type
 Precinct District
Election Commissioner

District/Precincts

Description
<input type="checkbox"/> All
<input checked="" type="checkbox"/> 01 - Election Comm 01
<input type="checkbox"/> 02 - Election Comm 02
<input type="checkbox"/> 03 - Election Comm 03
<input type="checkbox"/> 04 - Election Comm 04

Include Status Reason

Status

Name

All
 Active
 Inactive
 Pending
 Purged

Effective Registration Date

From Date
To Date

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County: Adams	Voter Status Summary Report	Date: 04/03/2008 Report No: VR-006
District : 01 - Election Comm 01 Status : Inactive Purged Effective Date From : 01/01/2007 To : 04/01/2008		
Voter Status	Reasons	Voter Count
Election Comm 01		
Purged	Deceased	1
	Individual Voter Notice	1
	Total	2
	Precinct Total	2
	GRAND TOTAL	2

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Reports - Voter Registration - Registrant Activity Report Help

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CODE	NAME
VR-001	Change of Counties Report
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VR-005	Voter Profile Report
VR-006	Voter Status Summary Report
VR-007	Registrant Activity Report
VR-008	Registered Voters Report
VR-009	Voting History Report

County

Harrison

District Type

Precinct District

All

District/Precincts

Description	
<input checked="" type="checkbox"/> All	

User

All

Voter Status

Purged

Audit Type

All

Effective Registration

From Date

To Date

Audit

From Date

To Date

Sort Order

	Asc	Desc
Voter Name <input type="text" value="1st"/>	<input checked="" type="radio"/>	<input type="radio"/>
Eff. Regn Date <input type="text" value="None"/>	<input checked="" type="radio"/>	<input type="radio"/>
Voter Status <input type="text" value="None"/>	<input checked="" type="radio"/>	<input type="radio"/>

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County: Harrison		Registrant Activity Report					Date : 04/04/2008	
		District Type : District : All Audit Type : All Voter Status : Purged Effective Up to : 4/4/2008					Report No: VR-007	
Voter ID	Voter Name	Residential Address	Eff Regn Date	District	Modified Date	UserName	Old Value	New Value
					Voter Status Reasons		Comments	
758482	ABOUD, DONALD J	263 MCDONNELL AVE BILOXI MS 39531 -4207	04/04/2003		02/28/2008	Psisson	Active	Purged
					Deceased		per doh 2006 deceased	
					02/28/2008	Psisson	Data Migration (Active)	Deceased
					Deceased		per doh 2006 deceased	
					Number of Changes		2	
781557	ALEXANDER, THELMA	105 MCCAUGHAN AVE LONG BEACH MS 39560 -4909	06/29/1967		02/20/2008	tmolesworth	Active	Purged
					Deceased		MDOH/DOD 7-7-06	
					02/20/2008	tmolesworth	Data Migration (Active)	Deceased
					Deceased		MDOH/DOD 7-7-06	
					Number of Changes		2	



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Precinct Check

- Precinct Split Voter Count – DP-007

Lists voter counts by split with subtotals for each precinct.



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County: Holmes		Precinct Split Voter Count				Date: 02/23/2006
Precinct: All						
Precinct	Split	Active	Inactive	Pending	Purged	Total
BEAT 4 THORNTON (A-Z)						
	1	2	0	0	0	2
	2	15	7	0	0	22
	3	724	31	1	6	762
	4	3	0	0	0	3
	5	6	0	0	0	6
	6	0	1	0	0	1
	7	2	0	0	0	2
	.	0	0	0	0	0
	Sub Total	752	39	1	6	798
BEAT 5 CRUGER (A-Z)						
	1	63	2	0	0	65
	2	1	0	0	0	1

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Districts Check

- Districts Within Precincts – DP-012

Breaks down each selected precinct by split and shows all of the currently associated voting districts for each split.



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County: Holmes

District Within Precinct

Date: 07/11/2006

Precinct: All

Precinct	Split				
1 ACONA					
	5	State of Mississippi	U.S. House of Representative 2	State Senate 21	House of Representatives, State 47
		Supreme Court 1	Court of Appeals 2	Chancery Court 11	Circuit Court 21
		District Attorney District 21	Holmes	JUDICIAL DISTRICT 1	SUPERVISOR DISTRICT 1
		1 JUSTICE COURT DISTRICT	SCHOOL BOARD A		
	6	State of Mississippi	U.S. House of Representative 2	State Senate 21	House of Representatives, State 47
		Supreme Court 1	Court of Appeals 2	Chancery Court 11	Circuit Court 21
		District Attorney District 21	Holmes	JUDICIAL DISTRICT 1	SUPERVISOR DISTRICT 1
		2 JUSTICE COURT DISTRICT	SCHOOL BOARD A		

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IV. Communication Plan

- Email address for each election commissioner
- County Conference calls
- SEMS Help Desk/Review by SEMS Focus Group
- Election Officials web page and Secure Site



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V. On-Going Support

- Help Desk support and monitoring
- Focus Group review of enhancements
- Hands-on training opportunities



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- Basic SEMS Training
- Redistricting Training
- Election Operations
- SEMS Advanced Training
- Train-the-Trainer



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Questions /Answers



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