

# **Election Commissioner Orientation**

## **January 25, 2012**

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### **SEMS Introduction**

**Madalan Lennep, PMP**  
**Election Consultant**



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# Election Commissioner Orientation

## January 25, 2012

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### Topics to be 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 will be assigned by Circuit Clerk.
- Utilization is determined by statute
- User rights are determined by profile



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The screenshot shows a web application window titled "User Roles And Privileges". It has a search bar with "Search Voter" and "Help" links. There are two tabs: "Users" and "Roles". The "Roles" tab is active, displaying a list of roles and a tree view of privileges.

**Roles**

Role Name
SOS SEMS Administrator
SOS User Administrator
Circuit Clerk (Default)
Deputy Clerk (Default)
Election Commissioner (Default)
Jury Selector (Default)
Municipality (Default)
Public Terminal User (Default)
Reinstate Purged Voters (Default)
Temp. Worker (Default)
SOS Dist & Precincts Admin
SOS Support - Read only
Saber Admin Verification
State Intern
State User

**Privileges**

- Address Rules Management
  - Access to Address Management Module
  - Add Address Rule
  - Allow Overlapping Address Rules
  - Delete Address Rule
  - Edit Address Rule
  - Search Statewide in Address Library
- Ballot Processing
  - Access to Ballot Processing Module
  - Create Ballot Receiving Batches
  - Process Ballot Signatures
- Districts and Precincts
  - Access to District and Precinct Setup Module
  - Add New District & Precinct
  - Add New Split
  - Delete District & Precinct
  - Delete Split
  - Update District & Precinct
  - Update Split

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**User Roles And Privileges**

[Search Voter](#) [Help](#)

**Users** **Roles**

**Roles**

Role Name
SOS SEMS Administrator
SOS User Administrator
Circuit Clerk (Default)
Deputy Clerk (Default)
<b>Election Commissioner (Default)</b>
Jury Selector (Default)
Municipality (Default)
Public Terminal User (Default)
Reinstate Purged Voters (Default)
Temp. Worker (Default)
SOS Dist & Precincts Admin
SOS Support - Read only
Saber Admin Verification
State Intern
State User

**Privileges**

- Election Management
  - Access to Election Setup Module
  - Ballot Boxes Setup
  - Certify Election
  - Delete Complete Election
  - Delete Election Details
  - Generate Ballot Styles
  - Generate Election Workspace
  - Issue Ballots
  - Order Ballots
  - Poll Book Printing
  - Regenerate Poll Book
  - Report Duplicate Ballot
  - Save Election Budget
  - Save Election Contests - Races and Measures
  - Save Election Details
  - Save Election Results

User Privileges

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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 that generates 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
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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, AUREON LEA	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
278518	ADAMS, GARY JOSEPH	1520 E COUNTY LINE RD APT 1500	LANDING 10/11/1980	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 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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## January 25, 2012

County: Harrison

### Potential DOH Duplicate Voters Report

Date : 05/16/2006

Voter ID	Voter Name	Date of Birth	% Match	County
<b>776650</b>	<b>ADAMS, BRENDA L</b>	<b>07/06/1948</b>	<b>70</b>	<b>Harrison</b>
776650	ADAMS, BRENDA L	05/12/1949	70	Harrison
<b>802549</b>	<b>ADAMS, CHARLES L</b>	<b>05/09/1915</b>	<b>70</b>	<b>Harrison</b>
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
<b>765294</b>	<b>ADAMS, CURTIS L</b>	<b>05/01/1934</b>	<b>70</b>	<b>Harrison</b>
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
			08/1987	

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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](#)  
[Election Workers](#)  
[Petitions](#)  
[Master Lookups](#)  
  
[State Agency](#)  
[Close](#)

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	<b>Voter Status Summary Report</b>	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		
<b>Voter Status</b>	<b>Reasons</b>	<b>Voter Count</b>
<hr/>		
<b>Election Comm 01</b>		
<hr/>		
Purged	Deceased	1
	Individual Voter Notice	1
	<b>Total</b>	<b>2</b>
	<b>Precinct Total</b>	<b>2</b>
	<b>GRAND TOTAL</b>	<b>2</b>
		<hr/>

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Reports - Voter Registration - Registrant Activity Report Help

[Voter Registration](#)  
[Address Library](#)  
[Districts & Precincts](#)  
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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**  
Harrison

**District Type**  
 Precinct  District  
All

**District/Precincts**  
Description  
 All

**User**  
All

**Voter Status**  
Purged

**Audit Type**  
All

**Effective Registration**  
From Date:   
To Date:

**Audit**  
From Date: 02/01/2008  
To Date: 03/01/2008

**Sort Order**  
Voter Name: 1st  Asc  Desc  
Eff. Regn Date: None  Asc  Desc  
Voter Status: None  Asc  Desc

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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	<b>Number of Changes 2</b>	
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	<b>Number of Changes 2</b>	



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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
	<b>Sub Total</b>	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

# Election Commissioner Orientation

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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
- ◆ GoToMeeting SEMS web-based training
- ◆ Focus Group review of enhancements
- ◆ Hands on training opportunities



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- **Basic SEMS Training  
w/Absentee Processing**
- **Redistricting Training**
- **Election Operations**
- **GEMS Database Build**
- **Train-the-Trainer**



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### **Questions /Answers**



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**SEMS Support Center**  
**1-877-357-SEMS (7367)**  
[sems.support@sos.ms.gov](mailto:sems.support@sos.ms.gov)

**Madalan Lennep**  
**Charlie Case**  
**Shequita Lowe**  
**Stephanie McCann**  
**Antonio Sudduth**  
**Matthew Summerlin**



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