

Election Commissioner Orientation

January 2016

SEMS Introduction

Madalan Lennep, PMP
Election Consultant



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Secretary of State

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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 displays the 'User Roles And Privileges' application window. It features a title bar with the application name and standard window controls. Below the title bar, there are two tabs: 'Users' and 'Roles', with 'Roles' currently selected. In the top right corner, there are links for 'Search Voter' and 'Help'. The main content area is divided into two sections: 'Roles' and '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)
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

- 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

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 | Print Later
Voter Profile
Registration Application
Absentee Application
Mailing Label

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

Image

House # 42 | Suffix | Pre Dir | Street Name SEDGEFIELD | Type RD

Post Dir | Unit Type

City/St/Zip NATCHEZ | MS | 39120

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

Polling Place AIRPORT FIREHOUSE | [Migration](#)

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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
			08/19/1987	

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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](#)
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[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	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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[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

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 MCDONNELLAVE BILOXI MS 39531 -4207	04/04/2003		02/28/2008	Psisson	Active	Purged		
							per doh 2006 deceased			
					02/28/2008	Psisson	Data Migration (Active)	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		
							MDOH/DOD 7-7-06			
					02/20/2008	tmolesworth	Data Migration (Active)	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
- ◆ Video Training
- ◆ Classroom Training



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- **Redistricting Training**
- **Basic SEMS Training**
w/Voter ID Card processing
- **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

601-359-1309
Madalan Lennep

Stephanie McCann
Antonio Sudduth



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