

# SEMS UPDATE

Redistricting and New Features

## ECAM Convention 2011

Presented by  
Madalan Lennep, PMP



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## Agenda

- I. Poll Manager Experience
- II. Redistricting Preparation
- III. Redistricting Steps
- IV. Team Work
- V. SEMS Enhancements
- VI. Other SEMS Functionality
- VII. Lessons Learned Tips
- VIII. Questions and Answers



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**Most of what you need to know  
about being a Poll Manager you get  
from Training....here is the rest!**

- Directions to Precinct
- Card Table
- Fly swatter/bug spray (Ratio 50:1)
- Lots of Food
- Activities
- Paper Products



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**II. Redistricting Preparation**

- Check Overlap Addresses
  - Run AL-005



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# AL-005 Print Screen

Reports - Address Library - Overlap Address Range Report

[Voter Registration](#)  
[Address Library](#)  
[Districts & Precincts](#)  
[Election Management](#)  
[Ballot Processing](#)  
[Election Workers](#)  
[Petitions](#)  
[Master Lookups](#)  
[State Agency](#)  
[Close](#)

CODE	NAME
AL-001	Address Rule
AL-002	County City Zip Report
AL-003	Address Range - Workspace Report
AL-004	Voters Address Range In Workspace
AL-005	Overlap Address Range Report
AL-006	Statewide Overlap Address Range Report

**County**  
 Jackson



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# AL-005 Report

County: Jackson  
 User Name : Martin, Joe W.

Overlap Address Range Report

Date: 07/07/2010  
 Report No: AL-005

House # From - To	Ruk Type	PreDir	Street Name	SL Type	PostDir	Unit #	From - To	City	Zip	Precinct	Split	Overlapping House # From - To
4017   5230	AI		ORANGE GROVE	RD				MOSS POINT	39562	0113	1	5806   5325
5806   6325	AI		ORANGE GROVE	RD				MOSS POINT	39563	0203	1-MPID	4017   5930



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# Redistricting Preparation

- Clean Up Nonstandard Addresses



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## Go to Voter Search

Search Voters

Reports

Query Executed Successfully. Showing total 72 of 72 records. [Help](#)

Select Saved/Published Search

Name	Absentee	Status	Output	Extract	Activity	Precincts	Districts
Mailing Address		Comment	Custom Fields		<b>Residence Address</b>		Save

Address Type: **Non Standard**

Non Standard Address

Address:

City:  Zip:

Scope:  State  County: Leflore  Show Signatures

ID	Last Name	First Name	Middle Name	Suffix	Status	Date of Birth
1054729	STEELE	DEMETRICA	ANGUNET		Active	08/07/1986
1036656	TACKETT	BEVERLY ANN			Active	01/21/1968
1044758	TAYLOR	STACY L			Active	07/20/1967



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## Search Nonstandard and NCOA

**Search Voters** - \_ x

Reports

Query Executed Successfully. Showing total 6 of 6 records. [Help](#)

Select Saved/Published Search Run Search

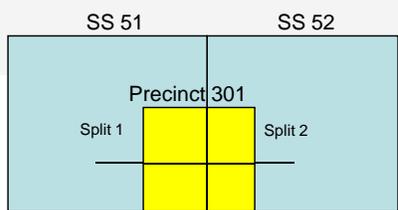
Mailing Address	Comment	Custom Fields	Residence Address	Save			
Name	Absentee	Status	Activity	Precincts			
<table style="width: 100%;"> <tr> <td style="width: 25%;"> <b>Status</b>  <input checked="" type="checkbox"/> Active  <input type="checkbox"/> Inactive  <input type="checkbox"/> Pending  <input type="checkbox"/> Purged  <input type="checkbox"/> Rejected                 </td> <td style="width: 50%;"> <b>Status Reason</b> <a href="#">Select All</a> <a href="#">Unselect All</a>  <input checked="" type="checkbox"/> Affidavit Ballot  <input checked="" type="checkbox"/> Clerical Corrections  <input checked="" type="checkbox"/> Confirmation Card  <input checked="" type="checkbox"/> Confirmation Card Mailed  <input checked="" type="checkbox"/> Data Migration (Active)  <input checked="" type="checkbox"/> Notice from Individual  <input checked="" type="checkbox"/> Registration Application  <input checked="" type="checkbox"/> Suffrage Restored  <input checked="" type="checkbox"/> Voter Registration Card                 </td> <td style="width: 25%;"> <b>Flags</b>  <input type="checkbox"/> Non-UPS Verified Only  <input type="checkbox"/> Missing Voter Registration Appln  <input type="checkbox"/> Marked in Petition  <input type="checkbox"/> Marked in Ballot Processing  <input type="checkbox"/> US Citizen Not Checked  <input type="checkbox"/> Potential Worker  <input checked="" type="checkbox"/> NCOA non-processed  <input type="checkbox"/> Permanently Excused Juror                 </td> </tr> </table>					<b>Status</b> <input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending <input type="checkbox"/> Purged <input type="checkbox"/> Rejected	<b>Status Reason</b> <a href="#">Select All</a> <a href="#">Unselect All</a> <input checked="" type="checkbox"/> Affidavit Ballot <input checked="" type="checkbox"/> Clerical Corrections <input checked="" type="checkbox"/> Confirmation Card <input checked="" type="checkbox"/> Confirmation Card Mailed <input checked="" type="checkbox"/> Data Migration (Active) <input checked="" type="checkbox"/> Notice from Individual <input checked="" type="checkbox"/> Registration Application <input checked="" type="checkbox"/> Suffrage Restored <input checked="" type="checkbox"/> Voter Registration Card	<b>Flags</b> <input type="checkbox"/> Non-UPS Verified Only <input type="checkbox"/> Missing Voter Registration Appln <input type="checkbox"/> Marked in Petition <input type="checkbox"/> Marked in Ballot Processing <input type="checkbox"/> US Citizen Not Checked <input type="checkbox"/> Potential Worker <input checked="" type="checkbox"/> NCOA non-processed <input type="checkbox"/> Permanently Excused Juror
<b>Status</b> <input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending <input type="checkbox"/> Purged <input type="checkbox"/> Rejected	<b>Status Reason</b> <a href="#">Select All</a> <a href="#">Unselect All</a> <input checked="" type="checkbox"/> Affidavit Ballot <input checked="" type="checkbox"/> Clerical Corrections <input checked="" type="checkbox"/> Confirmation Card <input checked="" type="checkbox"/> Confirmation Card Mailed <input checked="" type="checkbox"/> Data Migration (Active) <input checked="" type="checkbox"/> Notice from Individual <input checked="" type="checkbox"/> Registration Application <input checked="" type="checkbox"/> Suffrage Restored <input checked="" type="checkbox"/> Voter Registration Card	<b>Flags</b> <input type="checkbox"/> Non-UPS Verified Only <input type="checkbox"/> Missing Voter Registration Appln <input type="checkbox"/> Marked in Petition <input type="checkbox"/> Marked in Ballot Processing <input type="checkbox"/> US Citizen Not Checked <input type="checkbox"/> Potential Worker <input checked="" type="checkbox"/> NCOA non-processed <input type="checkbox"/> Permanently Excused Juror					
<b>Scope</b> <input type="radio"/> State <input checked="" type="radio"/> County <span style="margin-left: 20px;">Noxubee</span> <input type="checkbox"/> Show Signatures <span style="float: right;">Search Clear</span>							
ID	Last Name	First Name	Middle Name	Suffix	Status	Date of Birth	C
5662156	BROOKS	MAITHA	A		Active	12/08/1960	B
5652730	BUTLER	PATRICK	EUGENE		Active	12/18/1968	M
775141906	ELLINGTON	JESSICA	LYNN		Active	09/11/1990	B
5658208	FENNELL	DEAN	LAWRENCE		Active	11/14/1969	B
5655107	SHIELDS	EDDIE	D		Active	09/12/1951	S
5660381	YODER	JESSICA	M		Active	12/24/1980	B



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## III. Redistricting Steps

- Districts
- Precincts
- Splits
- Address Library
- Voters





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## Redistricting Steps

**Example 1:  
Changing District Lines within a Precinct**



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### 1. Choose a District

State Senate District 51

### 2. Print Address Rule Report

Selection Criteria for AL-001



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Reports - Address Library - Address Rule

Help

CODE	NAME
AL-001	Address Rule
AL-002	County City Zip Report
AL-003	Address Range - Workspace Report
AL-004	Voters Address Range In Workspace
AL-005	Overlap Address Range Report
AL-006	Statewide Overlap Address Range Report

Schedule

County: Jackson City: [City]

District Type:  Precinct  District

Senate State: [Senate State]

District/Precincts: **SS1 - State Senate 51**

Splits: All

Sort Order: Asc Desc

Precinct: None

Street Name: 1st

House No From: 2nd

Street Type: 3rd

Run Report

## Report AL-001

Address Library Report

County: Jackson Date: 07/05/2010  
Report No: AL-001

House Number	Type	Street	Unit	City	Zip	Precinct	Split	SEN	REP	JCJ	SUPR	CON	EC	CITY	SCHOOL
2903-2004	All	10TH ST		PASCAGOULA	39567	0301	1-PA4	SE51	SH111	01	03	01	03	PA 4	PASD
2906-2907	All	11TH ST		PASCAGOULA	39567	0301	1-PA4	SE51	SH111	01	03	01	03	PA 4	PASD
3003-3099	Odd	11TH ST		PASCAGOULA	39567	0301	1-PA4	SE51	SH111	01	03	01	03	PA 4	PASD
2602-2612	Even	14TH ST		PASCAGOULA	39567	0301	1-PA4	SE51	SH111	01	03	01	03	PA 4	PASD
2702-2908	All	14TH ST		PASCAGOULA	39567	0301	1-PA4	SE51	SH111	01	03	01	03	PA 4	PASD
18000-19012	All	2C RD		VAN CLEAVE	39565	0101	1A	SE51	SH114	02	05	02	05		
2906-3009	All	8TH ST		PASCAGOULA	39567	0301	1-PA4	SE51	SH111	01	03	01	03	PA 4	PASD
2906-3003	All	9TH ST		PASCAGOULA	39567	0301	1-PA4	SE51	SH111	01	03	01	03	PA 4	PASD
16001-16099	All	ABILENE ST		BILOXI	39532	0406	1-SB3	SE51	SH114	04	04	04	04		
8500-8616	Even	ACORN DR		GAUTIER	39553	0501	1A-GAS	SE51	SH112	03	05	03	05	GA 5	PASD
17200-17299	All	ACORN DR		VAN CLEAVE	39565	0102	1	SE51	SH112	03	01	03	01		
4300-4499	All	ADCOCK ST		MOSS POINT	39563	0110	1-MPSP	SE51	SH109	01	01	01	01	MP SP	MPSC
7401-7699	All	AFTON DR		MOSS POINT	39563	0110	1-MP6R	SE51	SH109	01	01	01	01	MP 6R	MPSC
6200-6298	All	ALAMD TR		MOSS POINT	39562	0110	1	SE51	SH108	01	01	01	01		MPSC

  
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### 3. Identify changes

County: Jackson	Address Library Report	Date: 07/05/2010 Report No: AL-001
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House Number	Type	Street	Unit	City	Zip	Precinct	Split	SEN	REP	JCJ	SUPR	CON	EC	CITY	SCHOOL
2903-2004	All	10TH ST		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
2906-2907	All	11TH ST		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
3003-3099	Odd	11TH ST		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
2602-2612	Even	14TH ST		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
2702-2908	All	14TH ST		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
2906-3009	All	8TH ST		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
2906-3003	All	9TH ST		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
2603-3011	OJd	BELAIR ST		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
2406-2612	All	CLAIRMONT AVE		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD
1615-2121	All	CONVENT AVE		PASCAGOULA	39567	0301	1-PA4	SES1	EH111	01	03	01	03	PA 4	FASD



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### 4. Before you create a new split, check for splits with district already in the precinct.

Go to Reports and Labels,  
Precinct Split Statistics DP-008,



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## 5. Review report for designated district

County: Jackson		Precinct Split Statistics					Date: 01/05/2010 Report No: DP-008		
Precinct: 0301 - Pinecrest District Types: State House of Representatives Senate State Supervisor Justice Court/Judge									
Precinct	Split	REP	SEN	SUPR	JCJ	Active Voters	Inactive Voters	Total Count	
0301 Pinecrest									
	1-PA1	SM111	SS01	US	CI	25	1	26	
	1-PA4	SM111	SS01	US	CI	703	18	721	
	1A-PA4	SM111	SS02	US	CI	690	22	712	
<b>Sub Total</b>						1418	41	1459	
<b>Total Voters</b>						1418	41	1459	



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## 6. Go to Address Library

To make change to  
Address Range



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**Address Library** Search Voter Help

**Selection Criteria**

House# From:  House# To:  Type:  Unit Type:  Unit# From:  Unit# To:

Pre Direction:  Street Name:  Street Type:  Post Direction:

County:  City:  Zip:  Precinct:  Split:

Residential Address:  Mailing Address:   Search Street Aliases

**Search Result**

Current | Workspace

From	To	Type	Pre	Street Name	ST	Post	UType	Unit #	City	Zip	Precinct	Split	Res Add
600	611	All		11TH	ST				PASCAGOULA	39567	0305	1-PAS5	YES
703	1815	Odd		11TH	ST				PASCAGOULA	39567	0305	1-PAS5	YES
704	1814	Even		11TH	ST				PASCAGOULA	39567	0305	1-PA4	YES
1300	1324	Even	S	11TH	ST				OCEAN SPRIN...	39564	0504	1	YES
1301	1325	Odd	S	11TH	ST				OCEAN SPRIN...	39564	0504	1A	YES
1326	1421	All	S	11TH	ST				OCEAN SPRIN...	39564	0504	1	YES
1422	1898	Even	S	11TH	ST				OCEAN SPRIN...	39564	0504	1A	YES
1423	1899	Odd	S	11TH	ST				OCEAN SPRIN...	39564	0504	1	YES
1900	2199	All	S	11TH	ST				OCEAN SPRIN...	39564	0504	1	YES
1908	2411	All		11TH	ST				PASCAGOULA	39567	0305	1-PA4	YES
2400	3699	All	N	11TH	ST				OCEAN SPRIN...	39564	0504	1	YES
2906	2907	All		11TH	ST				PASCAGOULA	39567	0301	1-PA4	YES
3002	3098	Even		11TH	ST				PASCAGOULA	39567	0209	1-PA4	YES
3003	3099	Odd		11TH	ST				PASCAGOULA	39567	0301	1-PA1	YES

## 7. Go to Address Range Details

**Edit Address Range** Help

**Street Name Aliases**

House# From:  House# To:  Type:  Pre Direction:  Street Name:  Street Type:  Post Direction:

Unit Type:  Unit# From:  Unit# To:

City:  State:  Zip:  Route Number:

County:  Precinct:  Split:  Voter Counts:

Urusable Address  Mailing Address Required  Unit Required



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## 8. Click on the Splits dropdown and change split designation

**Edit Address Range**

Street Name Aliases: [Empty list with Remove button]

House# From: 3003 | House# To: 3099 | Type: Odd | Pre Direction: [Dropdown] | Street Name: 11TH | Street Type: ST | Post Direction: [Dropdown]

Unit Type: [Dropdown] | Unit# From: [Dropdown] | Unit# To: [Dropdown]

City: PASCAGOULA | State: MS | Zip: 39567 | Route Number: [Dropdown]

County: Jackson | Precinct: 0301 | Split: 1-PA1 | Voter Counts: 1

Unusable Address |  Mailing Address Required |  Unit Required

Buttons: Split Lookup, **Districts List**, Save, Close



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## 9. Click on District list to review

Precinct: 0301 - Pinecrest | Split: 1A-PA4 | Polling Place: [Empty]

**Districts**

District Type	Code	Name
United States	US	United States
Statewide	MS	State Of Mississippi
US House Of Repr...	USH04	US House Of Rep 04
Supreme Court	SC02	Southern District
District Attorney	DA19	District Attorney 19
<b>Genate State</b>	<b>SS52</b>	<b>State Senate 52</b>
State House of R...	SH111	State House Of Rep 111
Court of Appeals	COA5	Court Of Appeals 05
Chancery Court	16	Chancery Court 16
Circuit Court	19	Circuit Court 19
County Wide	30	Jackson
Judicial	1	Judicial District 1
Supervisor	03	Supervisor District 03
Election Commissi...	03	Election Commissioner_District 03
Justice Court Judge	01	Justice Court District 01
Constable	01	Constable District 01
Municipality	04	City of Pascagoula
City Ward	PA 4	PA City Ward 4
Municipal Precinct	PA 4	PA 4 - Lighthouse Baptist Church
School District	PASD	School_District Pass

Close



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## 10. Save changes

**Street Name Aliases**

House# From: 3002 House# To: 3099 Type: Odd Pre Direction: Street Name: 11TH Street Type: ST Post Direction:

Unit Type: Unit# From: Unit# To:

City: PASCAGOULA State: MS Zip: 39567 Route Number:

County: Jackson Precinct: 0301 Split: 1A-PA4 Voter Counts: 1

Unusable Address  Mailing Address Required  Unit Required

Buttons: Remove, Split Lookup, Districts List, **Save**, Close, View Voters, View Federal Voters



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## Conclusion - Redistricting Steps

1. Work on Preparation
2. Documentation is being prepared
3. Training in March



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## IV. Team Building

### Tuckman Model



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### 1. FORMING

- Excitement
- Anticipation
- Anxiety
- Optimism



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## 2. STORMING

- Reality sets in
- Frustration
- Dissatisfaction
- Adjustment



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## 3. NORMING

- Shared goals
- Team Cohesion
- Coping
- Acceptance



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## 4. PERFORMING

- Teamwork
- Cohesiveness
- Leadership
- Performance



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## V. SEMS Enhancements

### 1. Rejected Status

The screenshot shows a web-based voter registration system. The 'Registration' tab is selected, and a dropdown menu is open for the 'Status' field. The dropdown options are: A - Active, G - Purged, I - Inactive, P - Pending, and R - Rejected. An arrow points from the 'Reason' field to the dropdown menu. The background shows various registration details like residence, mailing, and registration information.



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Search Voters  
Reports  
Query Executed Successfully. Showing total 1 of 1 records. [Help](#)

Select Saved/Published Search [ ] Run Search

Mailing Address	Comment	Custom Fields	Residence Address	Save
Name	Absentee	Status	Output	Extract
<b>Status</b> <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending <input type="checkbox"/> Purged <input checked="" type="checkbox"/> Rejected				
<b>Status Reason</b> <a href="#">Select All</a> <a href="#">Unselect All</a> <input checked="" type="checkbox"/> Returned Voter Notification Card				
<b>Flags</b> <input type="checkbox"/> Non-DPS Verified Only <input type="checkbox"/> Missing Voter Registration Appln <input type="checkbox"/> Marked in Petition <input type="checkbox"/> Marked in Ballot Processing <input type="checkbox"/> US Citizen Not Checked <input type="checkbox"/> Potential Worker <input type="checkbox"/> NCOA non-processed <input type="checkbox"/> Permanently Excused Juror				

Scope  
 State  County Noxubee  Show Signatures Search Clear

ID	Last Name	First Name	Middle Name	Suffix	Status	Date of Birth
575055776	DORA	JOHNNIE	BERNARD		Rejected	10/22/1986

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## 2. Search for Confirmation Cards sent by Date Range

Search Voters  
Reports  
Query Executed Successfully. Showing total 27 of 27 records. [Help](#)

Select Saved/Published Search [ ] Run Search

Mailing Address	Comment	Custom Fields	Residence Address
Name	Absentee	Status	Output
Election Type [ ] Voted In Election [ ] Registration Source [ ]			
Last Jury Served Date From [ ] To [ ] Record Creation Date From [ ] To [ ] Last Vote Date From [ ] To [ ] Eff Reg Date From [ ] To [ ] Last Modified Date From [ ] To [ ]			
VNC Sent Date From [ ] To [ ]			

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### 3. Effective Registration Date shows in Voter Search.

Search Voters

Reports

Query Executed Successfully. Showing total 1 of 1 records.

Select Saved/Published Search

Run Search

ID	Last Name	First Name	Middle Name	Status	Effective Registration Date
575055776	DORA	JOHNNIE	BERNARD	Rejected	10/16/2007



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### 4. Forwarding Request Information added to Confirmation Cards.

Forwarding Service Requested

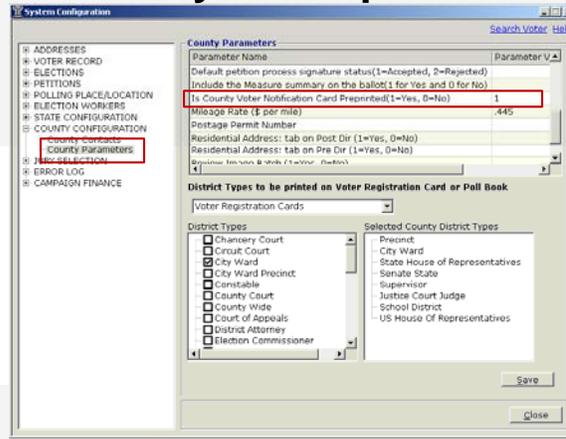
SNOW, ANTHONY (340663)  
130 HWY 313 E  
HOLLY SPRINGS MS 38635

340663



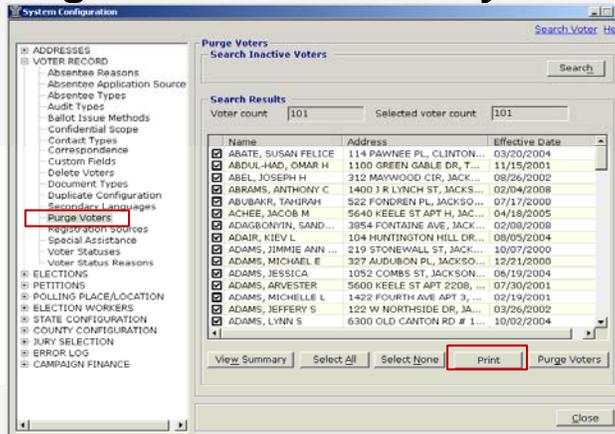
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## 5. Print Address only on Preprinted cards.



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## 6. Purge Voter Functionality



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## - Check Audit Log

Voter Summary

Voter Info | **Audit Log** | Addresses | Alternate Names

Modified	Effect...	Type	Value Before	Value After	User	County	Ci
04/23/2008	04/2...	Split	PNA	PNA-W3	ccoch...	Hinds	
09/20/2007	09/2...	Voter Sta...	Data Migratin...	Inactive Returned...	gwall...	Hinds	
09/20/2007	09/2...	Voter Sta...	Active	Inactive	gwall...	Hinds	
09/20/2007	09/2...	Confirmat...		Voter Notification ...	gwall...	Hinds	
04/05/2007	04/0...	District		2 - JUSTICE COUR...	ccoch...	Hinds	
04/05/2007	04/0...	District		02 - Constable Dis...	ccoch...	Hinds	
04/05/2007	04/0...	District		02 - Justice Court ...	ccoch...	Hinds	
04/05/2007	04/0...	District		2 - SUPERVISOR D...	ccoch...	Hinds	
04/05/2007	04/0...	District		02 - Election Com...	ccoch...	Hinds	
04/05/2007	04/0...	District		02 - Supervisor Di...	ccoch...	Hinds	
02/14/2007	02/1...	Split		Districts Added: 7...	ccoch...	Hinds	
02/11/2007	02/1...	Split		Districts Added: 7...	ccoch...	Hinds	
02/02/2007	02/0...	Split	Districts Remo...	Districts Added: 7...	ccoch...	Hinds	
02/02/2007	02/0...	Split	Districts Remo...	Districts Added: 1...	ccoch...	Hinds	
01/26/2007	01/2...	Split	Districts Remo...		ccoch...	Hinds	
09/06/2006	09/0...	Split	3	1	ccoch...	Hinds	

Showing 1 Of 1 Records Previous Next Close



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## - Check Voting History

Voter Registration

Voter record successfully retrieved

Voter ID: 69635 | Last Name: ABATE | First Name: SUSAN | MN: FELICE | Suffix: | Maiden Name: | Birth Date: 01/01/1971 | EST: 99 | Age: | Driver License: | SSN:

Residence | History | Contacts | Absentees | **Voting History** | Image

Election Date	Description	Status	Voting Method

Registration | Misc Info | Custom

Status: 1 - Inactive | Reg. Source: 0 - Over the t  
 Reason: IR25 - Inactive Returned Jury Sum |  No ID  
 Eff Reg: 03/20/2004 | Old ID: 403912 |  US Citizen  
 Last Voted: 11/02/2004 | Federal ID: |  No Signature  
 Confidental |  DPS Verified |  Verify |  Potential Worker |  Permanently Excused Juror

Comments



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## VI. Other SEMS Functionality

1. To find people at a specific address, use the Residence Address tab in Voter Search.



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Search Voters

Reports

Query Executed Successfully. Showing total 2 of 2 records. [Help](#)

Select Saved/Published Search

Name	Absentee	Status	Output	Extract	Activity	Precincts	Districts
Mailing Address			Comment	Custom Fields	<b>Residence Address</b>		Save

Address Type:

**Standard Address**

House #  Suffix  Pre Dir  Street Name  Type  Post Dir

Unit Type  Unit #

City  Zip  -

Scope:  State  County   Show Signatures

ID	Last Name	First Name	Details (RA)	City (RA)	Zip (RA)
5656414	CLARK	CHRIS	307 1 ST ST	MACON	39341
575084698	JORDAN	WILLIAM	308 1 ST ST	MACON	39341

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## 2. Use the wild card %, to search for a persons name the is not legible.

Mailing Address		Comment		Custom Fields		Residence Address		Save	
Name	Absentee	Status	Output	Extract	Activity	Precincts	Districts		
Last Name	SMITH								
First Name	SA%								
Middle Name									
Suffix									
Driver License #									
SSN									
Old Voter ID									
Voter ID									
Gender									

Search Options	
<input type="checkbox"/> Include Alternate Name	
<input type="checkbox"/> Soundex	

Age	
Birth Date From	To
Age From (years)	To
Birth Month	Day

Scope	
<input checked="" type="radio"/> State	<input checked="" type="radio"/> County
Nowubee	
<input type="checkbox"/> Show Signatures	

ID	Last Name	First Name	Middle Name	Suffix	Status	Date of Birth
5651408	SMITH	SAMMIE			Active	10/31/1969
575061520	SMITH	SANDRA	F		Active	06/27/1963
5654955	SMITH	SANDRA	FAY	GREEN	Active	10/23/1966



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## 3. Remember to check all status types if you don't find a voter at first.

Mailing Address		Comment		Custom Fields		Residence Address		Save	
Name	Absentee	Status	Output	Extract	Activity	Precincts	Districts		
<b>Status</b>		<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Inactive <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Purged <input type="checkbox"/> Rejected							
<b>Status Reason</b>		<a href="#">Select All</a> <a href="#">Unselect All</a> <input checked="" type="checkbox"/> Affidavit Ballot <input checked="" type="checkbox"/> Clerical Corrections <input checked="" type="checkbox"/> Confirmation Card <input checked="" type="checkbox"/> Confirmation Card Mailed <input checked="" type="checkbox"/> Data Migration (Active) <input checked="" type="checkbox"/> Notice from Individual <input checked="" type="checkbox"/> Registration Application <input checked="" type="checkbox"/> Suffrage Restored <input checked="" type="checkbox"/> Voter Registration Card <input checked="" type="checkbox"/> Confirmation Card Mailed							
<b>Flags</b>		<input type="checkbox"/> Non-DPS Verified Only <input type="checkbox"/> Missing Voter Registration Appln <input type="checkbox"/> Marked in Petition <input type="checkbox"/> Marked in Ballot Processing <input type="checkbox"/> US Citizen Not Checked <input type="checkbox"/> Potential Worker <input type="checkbox"/> NCOA non-processed <input type="checkbox"/> Permanently Excused Juror							



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## VII. Lessons Learned

1. Poll Manager Training
2. Poll Book Edits
3. Change of Address Information
4. Address Master List
5. Affidavit Voting



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## Questions and Answers



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## Contact Information

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