

Mississippi Secretary of State

Delbert Hosemann

ECAM 2010

Scanning Documents in SEMS

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Presented by

**Stephanie McCann**



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## Topics to be covered

- Scanning Single Death Notices
- Scanning Multiple Death Notices



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# Scanning Single Death Notices

## Bobby Bragan, Ex-Baseball Manager Executive, Dies at 92

By RICHARD GOLDSTEIN  
Published: January 26, 2010

Bobby Bragan, a National League shortstop and catcher in the 1940s who became a protégé of Branch Rickey, went on to manage three major league teams and served as a baseball executive, died Thursday at his home in Fort Worth. He was 92.

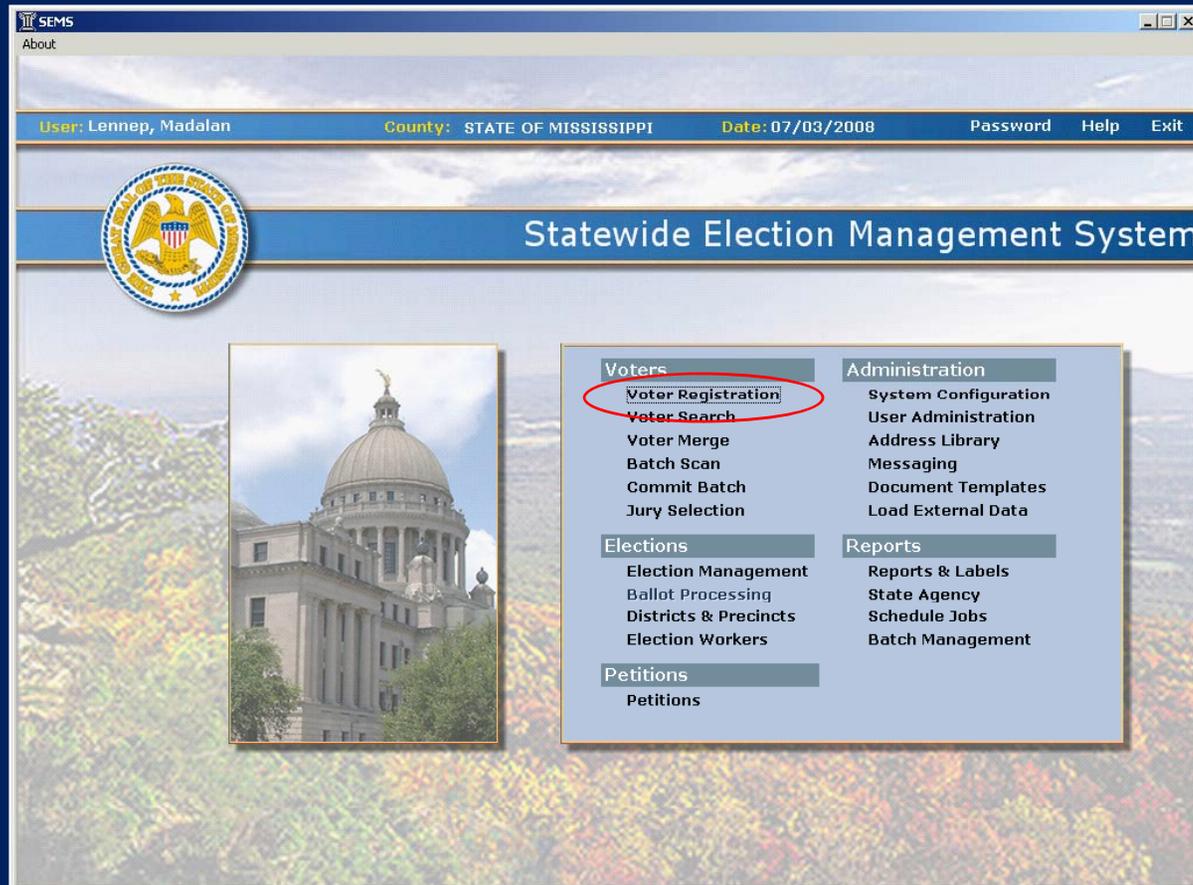
The cause was apparently a heart attack, said his daughter, Cissie Bragan Walden.

In August 2005, [Bragan managed the Fort Worth Cats minor league team for a single day](#) at age 87, lasting into the third inning before he instigated his ejection by the umpires. The stunt supposedly made him the oldest manager in professional baseball history. That claim was difficult to verify, but it personified Bragan's joy as a lifelong baseball man.



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To begin scanning a single document for a voter, select Voter Registration from the SEMS main menu and enter the voter id to access the voter's records.



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From the Voter Registration screen, select the "Scan" icon.



**Voter Registration**

Print Elections Petitions Imaging Address Exit DPS Information

**Voter record successfully retrieved** [Help](#)

New Save Clear Search Process Batch

Voter ID	Last Name	First Name	MN	Suffix	Maiden Name	Birth Date	EST	Age	Driver License	SSN
190528	SMITH	A	E			10/31/1921	<input type="checkbox"/>	86		627544179

**Residence** History **Contacts** Absentee **Voting History**

Standard  NCOA/NVRA

House #	Suffix	Pre Dir	Street Name	Type
230			GUM	ST

Post Dir  Unit Type

City/St/Zip PHILADELPHIA MS 39350 3110

County NESHOPA Precinct 53 [Split](#) 4

Polling Place WESTSIDE COMMUNITY CENTER [Migration](#)  
[Comments](#)

**Mailing**

Country UNITED STATES OF AMERICA

Address 230 GUM STREET

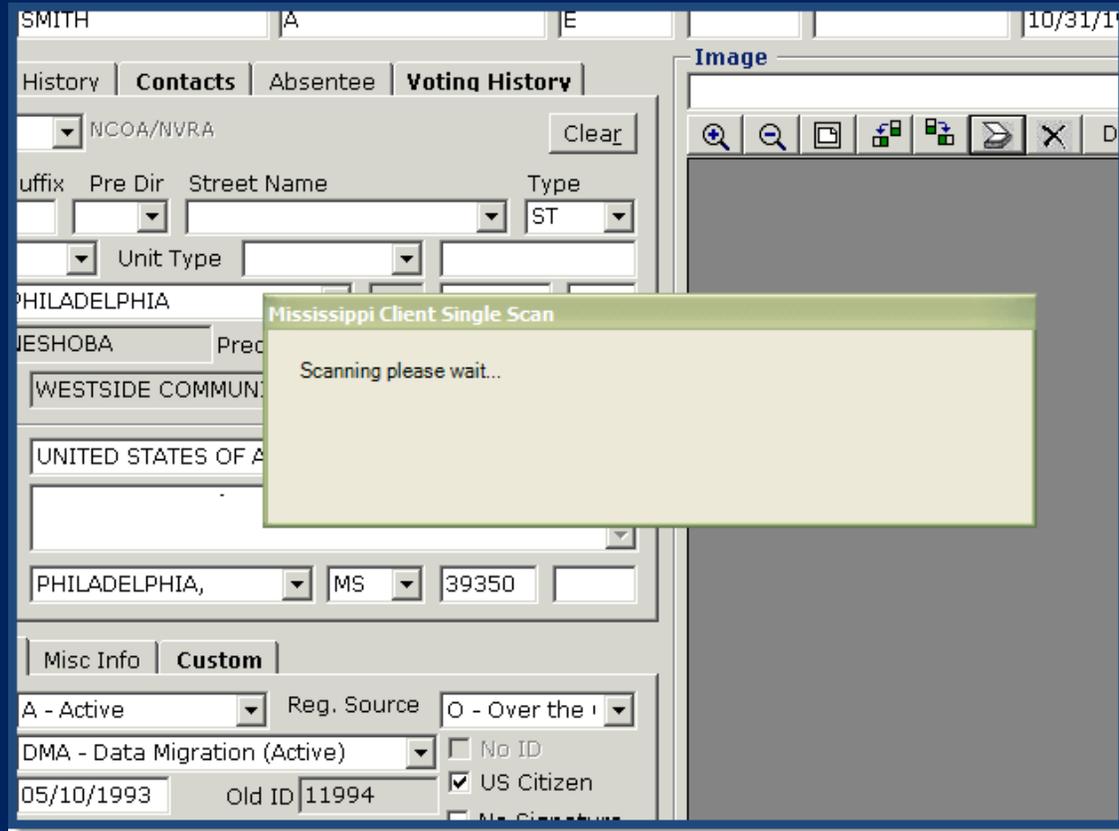
City/St/Zip PHILADELPHIA, MS 39350

**Image**



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Feed the document into the scanner and let it scan.



SMITH | A | E | 10/31/1

History | **Contacts** | Absentee | Voting History

NCOA/NVRA Clear

Suffix Pre Dir Street Name Type  
ST

Unit Type

PHILADELPHIA

WESHOPA Prec

WESTSIDE COMMUN

UNITED STATES OF A

PHILADELPHIA, MS 39350

Misc Info Custom

A - Active Reg. Source O - Over the

DMA - Data Migration (Active)  No ID  US Citizen

05/10/1993 Old ID 11994

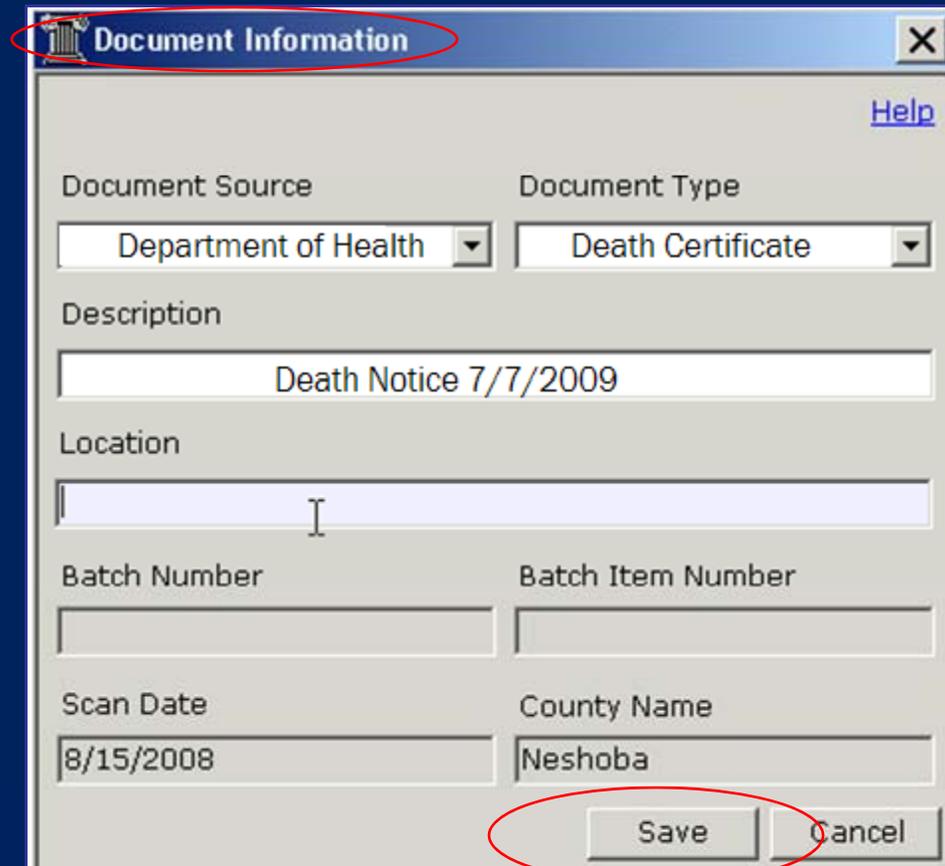
Mississippi Client Single Scan

Scanning please wait...



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Fill in the document information and click save to add the image to the voter record.



The screenshot shows a 'Document Information' dialog box with the following fields and values:

Document Source	Document Type
Department of Health	Death Certificate

Description: Death Notice 7/7/2009

Location: (empty)

Batch Number	Batch Item Number
(empty)	(empty)

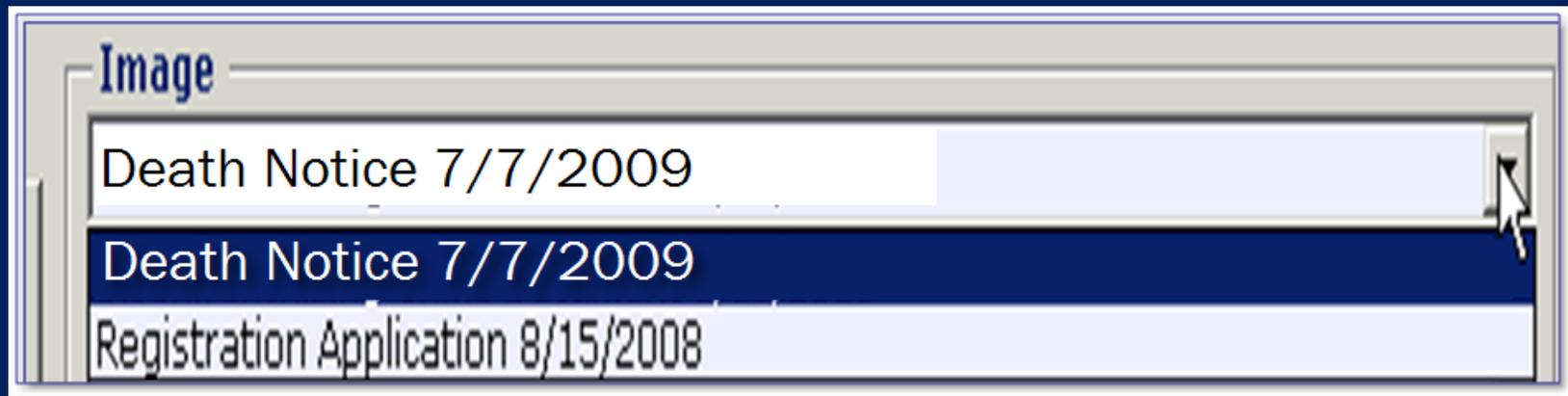
Scan Date	County Name
8/15/2008	Neshoba

Buttons: Save, Cancel



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When accessing the voter record, the documents for that voter will appear in the Image Drop-Down Menu and you can add many documents to one voter.



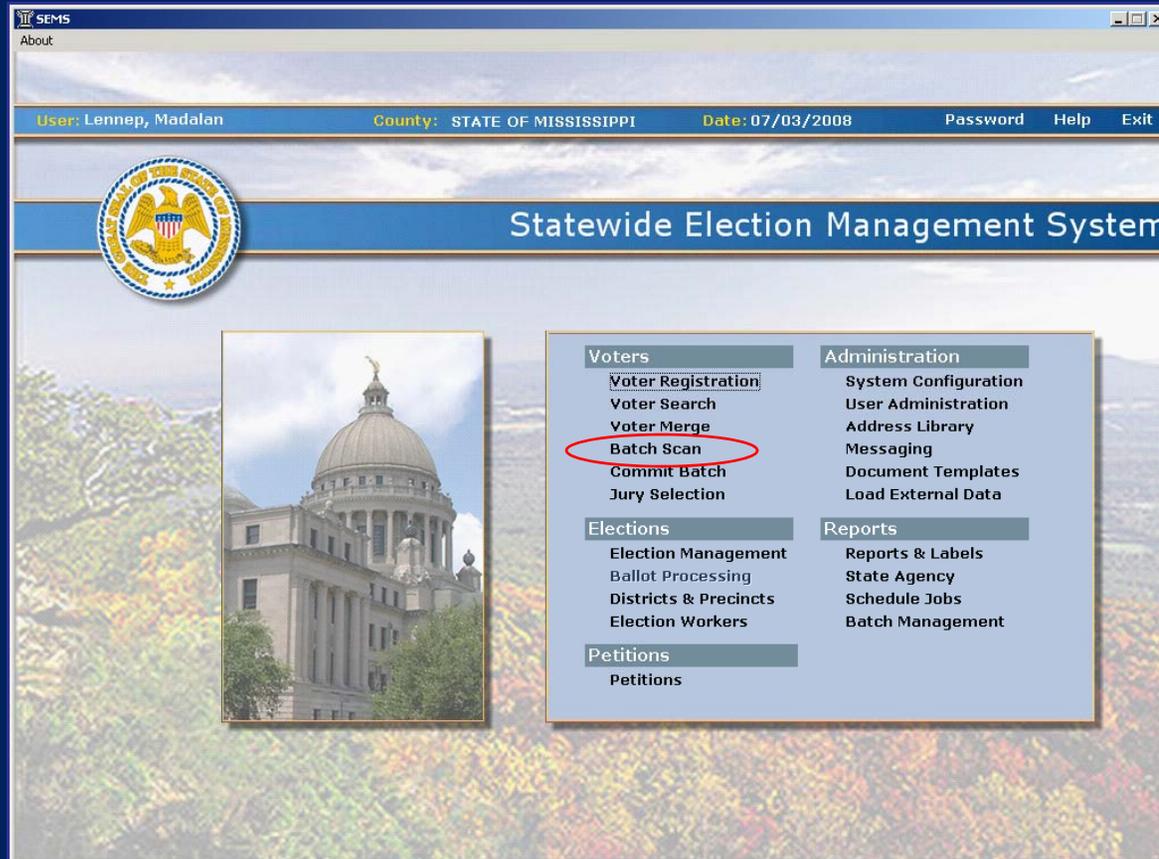
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# Scanning Multiple Death Notices



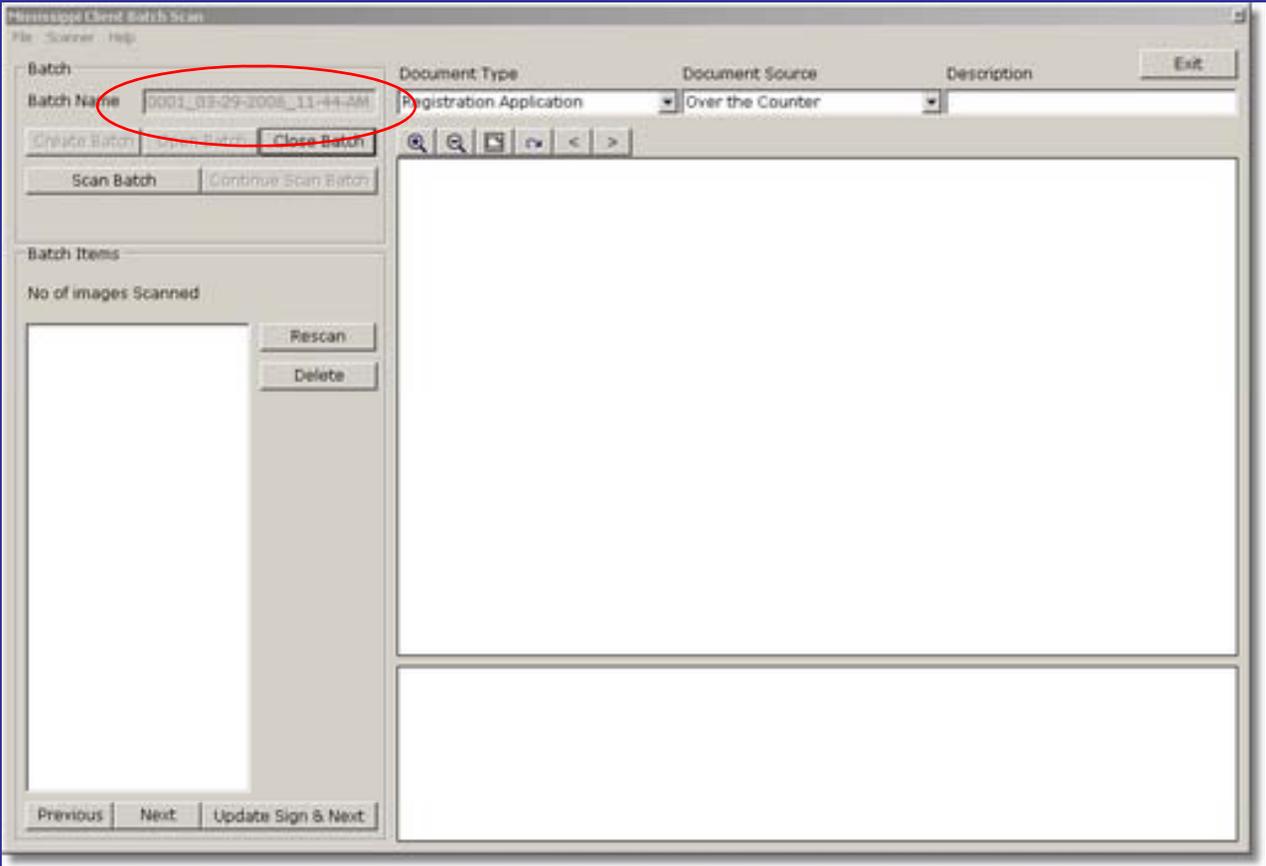
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To scan multiple death notices for voters, select Batch Scan from the SEMS main menu.



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A unique batch name can be entered into the Batch Name field . If left blank the system assigns a name automatically. Example: 0001-DATE-TIME



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Select Death Certificate from the Document Type Drop-Down Menu, specify the source of the notice, and give a description Example: Death Notice 1-7-2010

Mississippi Clerk Batch Scan

File Scanner Help

Batch

Batch Name

Document Type **Death Certificate** Document Source **Dept of Health** Description

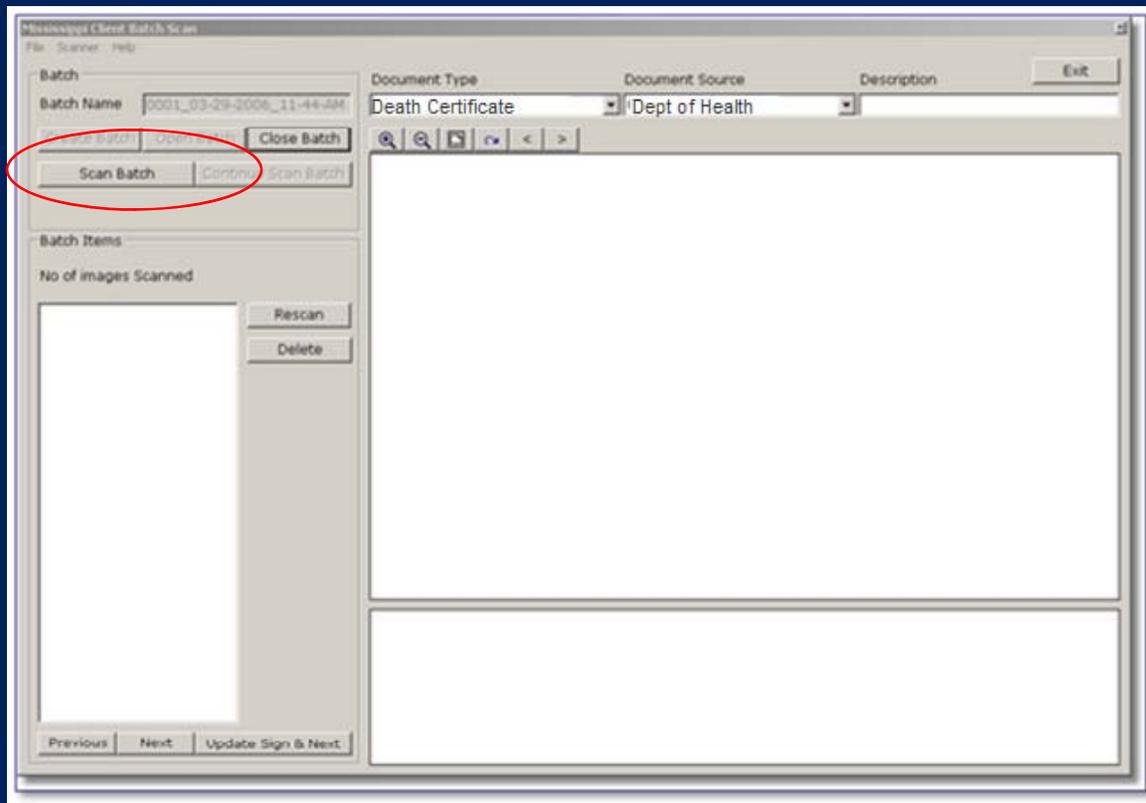
Create Batch Open Batch Close Batch

Exit



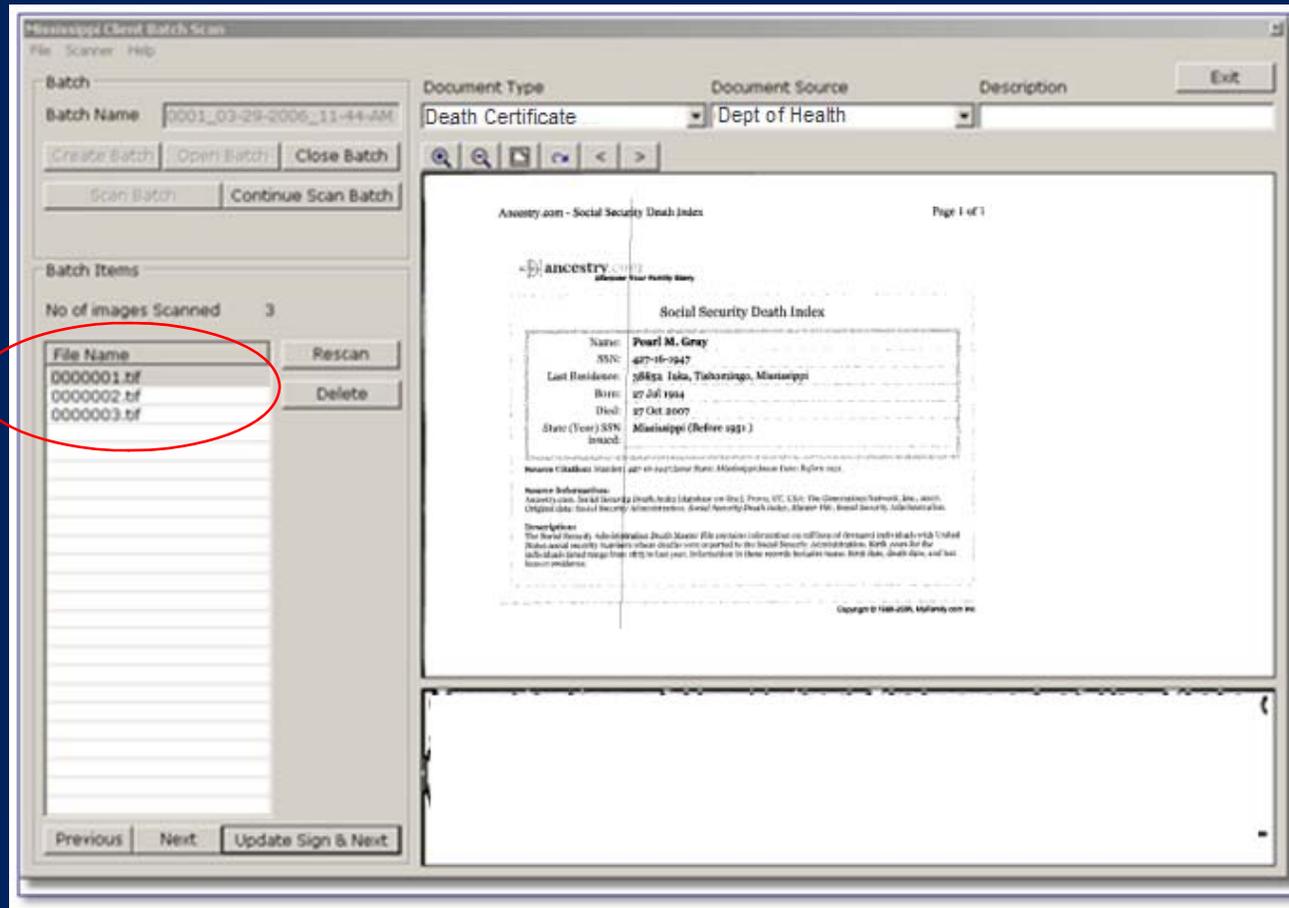
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Place one or more death notices on the automatic document feeder on the scanner.  
Be sure that all forms are the same size and type.  
Click SCAN BATCH to start feeding the notice through the scanner .



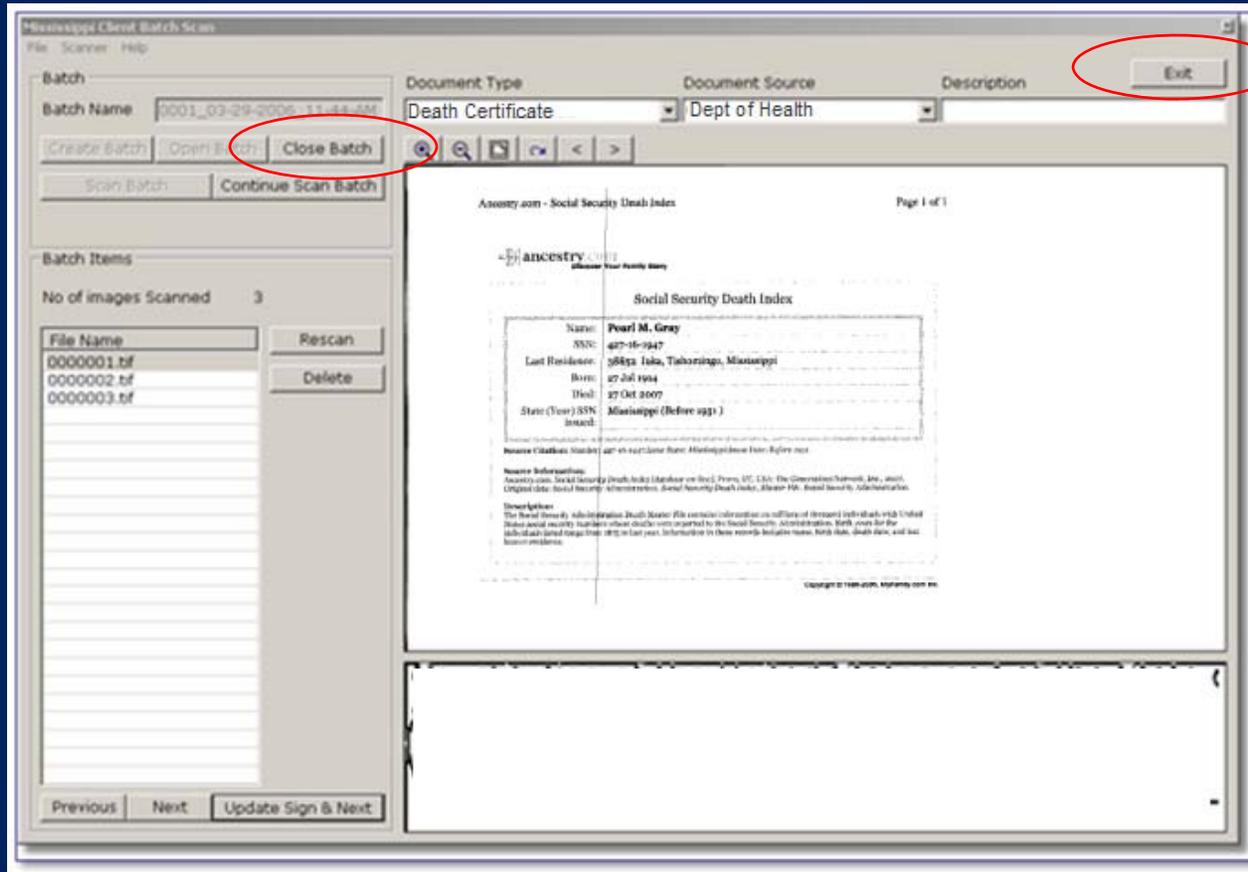
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When scanning completes, a list is populated in the Batch Items section, this section also shows how many items were scanned.



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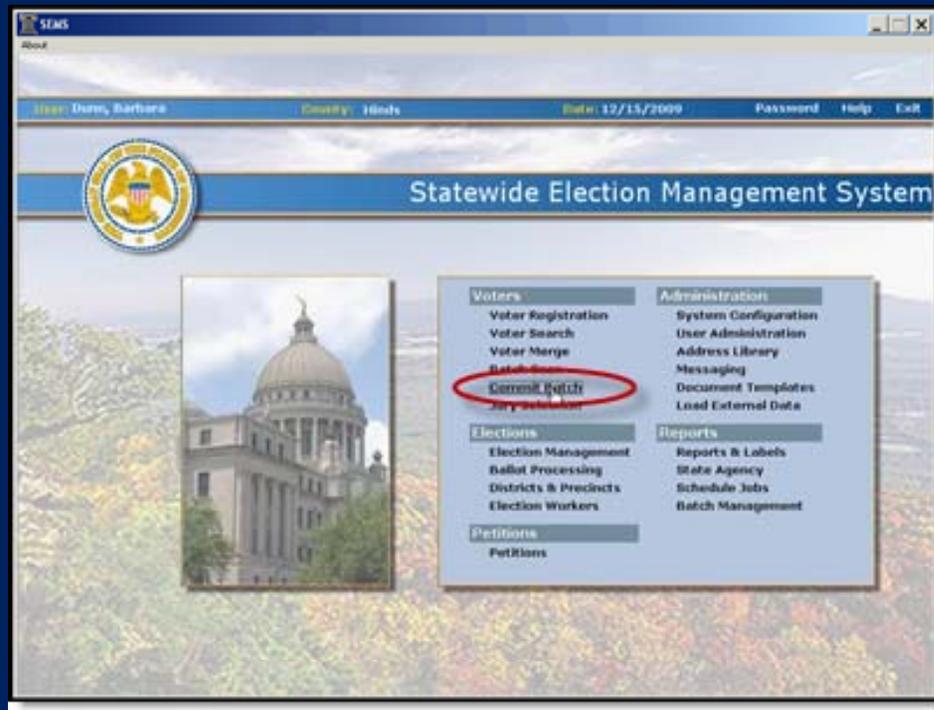
Close the batch by selecting the Close Batch button and click Exit to close this screen



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# Committing a Batch

From the Main Menu select Commit Batch

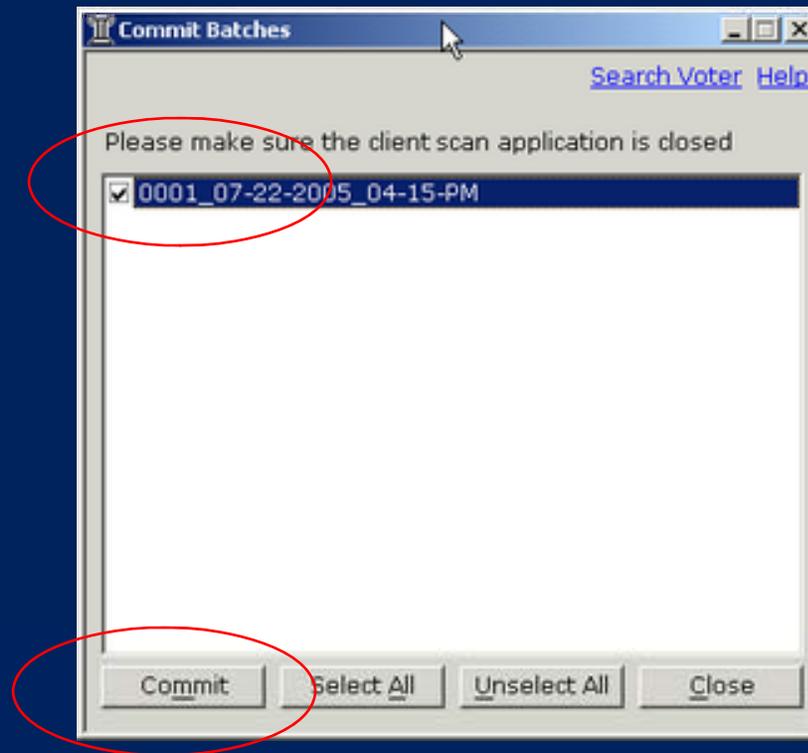


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Put a check box next to the batch you want to commit and click Commit.

The batches have been copied to the central server and the images are now ready to link to the voter record.

Select Close.



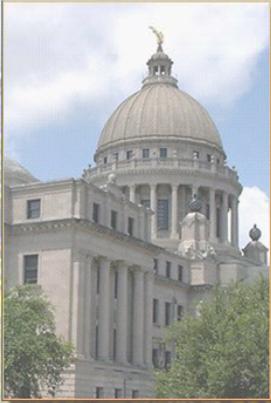
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To link the scanned death notices to voter records, select Voter Registration from the SEMS main menu.

SEMS  
About

User: Lennep, Madalan    County: STATE OF MISSISSIPPI    Date: 07/03/2008    Password    Help    Exit

 Statewide Election Management System



- Voters**
  - Voter Registration**
  - Voter Search
  - Voter Merge
  - Batch Scan
  - Commit Batch
  - Jury Selection
- Administration**
  - System Configuration
  - User Administration
  - Address Library
  - Messaging
  - Document Templates
  - Load External Data
- Elections**
  - Election Management
  - Ballot Processing
  - Districts & Precincts
  - Election Workers
- Petitions**
  - Petitions
- Reports**
  - Reports & Labels
  - State Agency
  - Schedule Jobs
  - Batch Management



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## Select Process Batch

**Voter Registration**

er Print Elections Petitions Imaging Address Exit DPS Information

**Voter record successfully retrieved**

New Save Clear Search **Process Batch**

Voter ID Last Name First Name MN Suffix Mail

Residence History **Contacts** Absentee **Voting History**

NCOA/NVRA Clear

House # Suffix Pre Dir Street Name Type

GUM ST

Post Dir Unit Type

Image



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In the Select Batches screen, choose Scanned to see batches that have been scanned in to the system but not attached to a voter registration record.

Query executed successfully. [Search Voter](#) [Help](#)

Search

Status  Scanned  Validated

From Date  To Date

Search Results Batch Priority

Batch Number	Client Batch Number	Created By	Created Date	Opened By
1042	0001_08-11-2005_01-45-PM	holm_mmogrady	8/11/2005 1:48:07 PM	holm_mmogrady
1020	0001_08-02-2005_10-05-AM	holm_chavama	8/2/2005 10:10:21 AM	
1021	0001_08-02-2005_10-14-AM	holm_chavama	8/2/2005 10:38:05 AM	
1023	0001_08-02-2005_10-41-AM	holm_chavama	8/2/2005 10:44:30 AM	
1019	0001_08-02-2005_09-50-AM	holm_chavama	8/2/2005 9:57:59 AM	
1025	0001_08-02-2005_11-06-AM	holm_chavama	8/2/2005 11:19:30 AM	
1026	0001_08-03-2005_10-36-AM	holm_stoft	8/3/2005 10:57:38 AM	
1027	0001_08-11-2005_12-17-PM	holm_ebranson	8/11/2005 12:19:43 PM	
1028	0001_08-11-2005_12-18-PM	holm_ebranson	8/11/2005 12:19:45 PM	
1029	0002_08-11-2005_12-17-PM	holm_ebranson	8/11/2005 12:19:47 PM	
1030	0001_08-11-2005_12-25-PM	holm_mmogrady	8/11/2005 12:41:29 PM	
1031	0001_08-11-2005_12-33-PM	holm_mmogrady	8/11/2005 12:41:34 PM	
1032	0001_08-11-2005_12-36-PM	holm_mmogrady	8/11/2005 12:41:39 PM	
1033	0001_08-11-2005_12-49-PM	holm_mmogrady	8/11/2005 12:55:02 PM	
1034	0001_08-11-2005_12-59-PM	holm_mmogrady	8/11/2005 1:03:58 PM	
1035	0001_08-11-2005_01-06-PM	holm_mmogrady	8/11/2005 1:12:29 PM	
1037	0001_08-11-2005_01-18-PM	holm_mmogrady	8/11/2005 1:22:32 PM	
1039	0001_08-11-2005_01-39-PM	holm_mmogrady	8/11/2005 1:41:28 PM	
1040	0001_08-11-2005_01-43-PM	holm_mmogrady	8/11/2005 1:48:02 PM	
1041	0001_08-11-2005_01-44-PM	holm_mmogrady	8/11/2005 1:48:05 PM	
1043	0001_08-11-2005_01-50-PM	holm_mmogrady	8/11/2005 1:53:47 PM	
1044	0001_08-11-2005_02-08-PM	holm_mmogrady	8/11/2005 2:13:44 PM	



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Highlight a batch, then click Select Batch.

The first scanned image in this batch is displayed.

**Voter Registration**

Voter Print Elections Petitions Imaging Address Exit DPS Information

Batch opened successfully for processing

New Save Clear Search Process Batch 1093 Delete Image << < 0000001 (8/8) > >> Save & Next Close Batch Help

Voter ID	Last Name	First Name	MN	Suffix	Maiden Name	Birth Date	EST	Age	Driver License	SSN
----------	-----------	------------	----	--------	-------------	------------	-----	-----	----------------	-----

Residence | History | Contacts | Absentee | Prev Registration

Standard NCOA/NVRA Clear

House # Suffix Pre Dir Street Name Type

Post Dir Unit Type

City/St/Zip MS

County ADAMS Precinct Split

Polling Place Migration Comments

Mailing Country UNITED STATES OF AMERICA Clear

Address

City/St/Zip

Registration | Misc Info | Custom

Status A - Active Reg. Source

Reason  No ID

Eff Reg 11/14/2007 Old ID  US Citizen

Last Voted Federal ID  No Signature

Last Jury Gender  Potential Worker

Confidential  Reveal  DPS Verified  Verify

Comments

**MISSISSIPPI VOTER REGISTRATION**

1. Are you a citizen of the United States Of America? Yes  No

2. Will you be 18 years of age on or before Election Day? Yes  No

3. (Optional) Would you like to serve as Election Day Poll Worker? Yes  No

**Personal Information:**

HOUSE ANTHONY RAY

Name	Last	First	Middle	Resden	Suffix
118 HYMAN ST S					

Home/Residence / 911 address Apt or Lot #

GREENVILLE 38703

City ZIP

10/13/1963 378-0697 WASHINGTON

Date of Birth Contact Number County of Residence

118 HYMAN ST S, GREENVILLE, MS 38701

Mailing Address (if different from home address - ex: P.O. Box)

**Required Information**

Mississippi Driver's License Number (If you do not have a MS driver's License, then provide the last 4 digits of your Social Security Number)

0112

**Optional Information**

Home # 378-0697

Work #

Cell #

Email

Previous Address (including out of State) Previous County

**Declaration and Affidavit:**

I swear/affirm that: I have never been convicted of a disenfranchising crime, or I have had my rights restored as required by law. I have not been declared mentally incompetent by a court. Furthermore, I certify that I have truly answered all questions on this application for registration, and that I will faithfully support the Constitution of the United States and of the State of Mississippi, and will bear true faith and allegiance to the same.

*Anthony Ray* 11/7/07

Signature (or initials) of applicant Date

If applicant is unable to sign, the person who assisted the applicant must sign above. Date

**False registration is a felony. The penalty for conviction of false registration is imprisonment for not more than five (5) years or a fine of not more than five thousand dollars (\$5,000), or both.**



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Insert the voter information for the scanned death notice that is showing to access the voter's record.

After verifying the match Click Save & Next to save this voter registration image combination and display the next scanned image.

Repeat these steps until the entire batch has been processed.

The screenshot shows a software window titled "Voter Registration" with a menu bar (Voter, Print, Elections, Petitions, Imaging, Address, Exit, DPS Information) and a toolbar. A red circle highlights the "Save & Next" button in the toolbar. Below the toolbar is a table with columns: Voter ID, Last Name, First Name, MN, Suffix, Maiden Name, Birth Date, EST, Age, Driver License, SSN. The table is currently empty. To the left of the table are several form sections: "Residence" (with fields for House #, Suffix, Pre Dir, Street Name, Type, Post Dir, Unit Type, City/ST/Zip, County, ADAMS, Precinct, Split, Polling Place, Migration, Comments), "Mailing" (with fields for Country, Address, City/ST/Zip), and "Registration" (with fields for Status, Reason, Eff Reg, Last Voted, Last Jury, and checkboxes for Confidential, Reveal, DPS verified, Verify, No ID, US Citizen, No Signature, Potential Worker). To the right of the table is a preview of a document titled "Social Security Death Index" from Ancestry.com. The document contains the following information:

Social Security Death Index	
Name	Pearl M. Gray
SSN	447-16-1947
Last Residence	38852 Inala, Tahontingo, Mississippi
Born	27 Jul 1924
Died	27 Oct 2007
State (Year) SSN Instate	Mississippi (Before 1951)

Source: Social Security Administration, Social Security Death Index, 2007. Original data from Social Security Administration, Social Security Death Index, 2007. Original data from Social Security Administration, Social Security Death Index, 2007. Original data from Social Security Administration, Social Security Death Index, 2007.



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# Questions /Answers

How many documents can be scanned in for each voter?

What document types may be attached to a voter record?

After a document is scanned what becomes of the hard copy?

If you have one image to scan would you use Batch Scan?

Can you have different document types in one batch.



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## Contact Information

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