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Scanning Your Existing Voters' Registration Cards

You will want to scan the registration cards for your existing voters so that you have a record of them electronically in **ElectionNet**. This will assist with comparing a voter's signature and viewing the voter registration card in various modules of the application.

- *Views of the voter's signature are available in:*
 - Viewing a Voter Registration record through Inquiries
 - Adding a signature in Petitions
 - Viewing Election History in Maintain Voter History

- *Views of the voter's registration card are available in:*
 - Viewing a Voter Registration record through Inquiries
 - Viewing Election History in Maintain Voter History

Generate Barcode Labels

Run barcode labels for your voters.

- 1 Click on the **Reports** menu.
- 2 Click on **Labels**.
- 3 Choose the Precinct/District selection criteria for the report. *See Note below.*
- 4 Leave the default of Individual Labels (not Household).
- 5 Check the box to print barcodes.
- 6 Check the box to print VoterID.
- 7 Click on the **Submit Request** pushbutton.

Note: You may want to run this in separate batches, only printing smaller manageable batches at a time. You will want to match how your Voter Registration Cards are sorted in your files; for example, if your files are sorted by Precinct, then only run the report for only one Precinct at a time.

If your Voter Registration Cards are not sorted by Precinct, then you may want to only print one alpha letter at a time. You cannot run the Labels Report by a selected Alpha Range, but you can run the report for everyone and then only print out the page ranges for the alpha letter that you want to process.

Print the Labels

Print the labels on 3-across/10-down label paper.

- 1 Click on the **Report Status** pushbutton.
- 2 The **Report Queue** screen is displayed. Your Labels Report will be listed.
 - If the report is completed, the name of the report will be in red with a hyperlink.
 - If the report is not finished processing, click on the **Report Status** menu item to refresh the screen.
- 3 When the report is completed, click on the red hyperlinked name to view the report. It will open in Adobe Acrobat Reader.
- 4 Load the label paper into your printer. If printing on the State dedicated printer, the labels should be face down in the tray.
- 5 Click on **File, Print** to print out the labels.
- 6 If only a portion of the Label report is needed, enter the desired page range in the Print dialog box.
- 7 Click on the **OK** pushbutton.

The labels are printed.

Note: If you want to print out a test page to make sure that your label paper is loaded correctly, you can choose to print just one page from the File, Print, Print dialog window. If the labels print correctly and you are ready to print the remaining pages, you can choose to print the remaining pages excluding that page.

Sort Out the "Old Style" Registration Slips

Go through your Voter Registration Cards, pulling out the "old style" registration slips. Put them in a separate pile, keeping them in alphabetical order.

Affix the Labels on the Registration Cards

- 1 Affix the barcode labels onto the card stock below the registration slip.

Scan the Cards

Start a Batch

On the **Batch Scanning** screen:

- 1 Click on the **Start a New Batch** pushbutton.
- 2 The Batch Name field is populated with Batch and the date.

- 3 Make sure that the form type is set to "General".
- 4 Load the scanner feeder with the registration cards. The registration cards should be placed in the feeder, face-down and top-down (upside-down with the back side of the card facing you).
- 5 Click on the **Start Batch** pushbutton.
- 6 A pop-up window is displayed to select the scanner. The correct scanner is highlighted (the Fujitsu scanner).
- 7 Click on the **Select** pushbutton.
- 8 Click on the **Start Scan** pushbutton.

When the scanning is complete, the **Batch Scanning - Batch Details** screen lists the scanned documents and displays whether they have been indexed or not.

Each registration card creates two image files: one for the registration card image, one for the signature snippet image. The name of the file is comprised of the VoterID and then either _REG (registration card image) or _SIG (signature snippet image).

Scan More Cards

You can continue to scan more cards into the batch. They will be added to the existing batch.

- 1 Load more cards in the scanner.
- 2 Click on the **Start Scan** pushbutton.

The cards are scanned and added to the existing batch.

Note: The registration cards must be of the same type as the rest of the batch (i.e. "old style" registration slips should not be mixed with the current registration cards within a batch)

Complete the Batch

Once you have scanned all documents and indexed any necessary items for that batch, you are ready to save the batch of images to the server.

On the **Batch Scanning – Batch Details** screen:

- 1 Click on the **Close** pushbutton to close the batch.

Note: Until the batch has been uploaded to the server, the batch is stored on the local computer in a directory called C:\batch.

Upload the Batch

On the **Batch Scanning – Batch Details** screen:

- 1 Click on the **Upload** pushbutton.

The images are moved to the central server and deleted from the local computer.

Manually Identify Un-Indexed Documents (If Applicable)

If the label did not have a bar code, or the bar code was not read, you will need to manually assign the image to the voter record.

Identify Unindexed Documents

After the scanning has been completed, the **Batch Scanning – Batch Details** screen is displayed.

The scanned documents are listed in either the Indexed or Un_indexed windows. An identifier for each of the Voter Registration Cards scanned appears in the “Indexed” window. If any identifiers are shown in the “Un_indexed” display screen, they must be renamed and moved to the “Indexed” window. Un-indexed images will be named IMG#####_SIG or IMG#####_REG where ##### is a sequential number.

Obtain the Unique VoterID

You can view the image of the Voter Registration Card to obtain the voter ID.

- 1 Highlight the unindexed TIF file.
- 2 Click on the **View** pushbutton.
- 3 The registration card image is displayed in the lower screen. Scroll until you can see the barcode label with the VoterID. Make a note of the VoterID.

Rename Documents

With the image of the unindexed Voter Registration Card showing on the screen:

- 1 Highlight either the _REG or the _SIG file (both will need to be renamed individually).
- 2 Click on the **Rename** pushbutton.
- 3 Highlight the IMG number (IMG#####) that was assigned, leaving the _SIG or _REG intact.
- 4 Type in the appropriate VoterID.
- 5 Click on the **OK** pushbutton. The images will automatically move over to the Indexed table.
- 6 Repeat for the other file type for the same voter.

Note: You can use Copy (right-click or CTRL-C) to copy the VoterID after you type it the first time and then Paste (right-click or CTRL-V) to paste the same number into the second image for the same voter.

Scanning "Old Style" Registration Slips

The older style of registration slips that are not on card stock are too thin to be fed through the Automatic Document Feeder (ADF). There is also no room to place a barcode label on it to be able to use batch scanning. There are several options to be able to use batch scanning and the ADF.

- Glue the slips onto sturdier card stock cut the same size as the standard registration cards.
- Make a copy of the slip and crop the paper to be the same size as the standard registration cards.

Both of the above methods will enable the old-style registration slips to be batch scanned using the ADF.

- To make the card stock or the copy paper match the size of the registration card, the dimensions should be as follows:
 - Width = 8 inches
 - Length = 5 inches

You can also flatbed scan each slip through Online Scanning.

Glue the Old Registration Slips onto Card Stock

Glue the Registration Slips onto Card Stock

- 1 Using a glue stick, glue the registration slip onto the card stock, placing the slip in the upper left portion of the card. This will ensure that the signature is always in the same place.

Affix the Labels on the Card Stock

- 1 Affix the barcode labels onto the card stock below the registration slip.

If You're Making Copies of Slips

Make a Copy and Crop the Paper

- 1 Make a copy of the slips adjusting the setting to make the copies darker, if necessary.
- 2 Crop the stack of copies leaving about an inch at the bottom for the label.

Affix the Barcode Labels on the Copy Paper.

- 1 Affix the barcode label onto the lower portion of the copy paper.

Scan the Cards

On the **Batch Scanning** screen:

- 1 When scanning, make sure that the form type is set to "Form 1".