

NC STATE BOARD OF ELECTIONS

OVRD User Guide

SEIMS On-site Voter Registration Database Application

NC State Board of Elections

6/29/2017

OVRD is an Election Day modification to SOSA. How it is used and its special features are discussed.

SEIMS ONSITE VOTER REGISTRATION DATABASE (OVRD) GUIDE

DISCLAIMER

The data contained in the screenshots of this document is test data and is for demonstration purposes only.

The SEIMS Onsite Voter Registration Database (OVRD) is used as an electronic poll book on Election Day at voting precincts. There are two modes that can be used:

- **LOCAL:** Off site with no connectivity to the SEIMS Server

This mode is used if there is no available network connection from the satellite voting location to the county database server, and is the default for OVRD use. It allows the user to look up registered voters for the county for a specific election on a local machine. The user may also perform registration changes and cast votes for registered voters that are allowed to vote in the given election. The activity is stored locally and must be transferred manually on a portable media device through a data file export/import methodology.

- **SITE SERVER:** Off site with a LAN connection to all machines

This mode is used if the Client/Server functionality for OVRD has been set up at the voting site. It allows one machine to act as a server and all other machines to act as clients. All client machines share the database installed on the Server machine, instead of the locally installed database. Essentially, this allows the clients and the server machine to function as “one” machine. All other OVRD functionality remains the same.

This document will describe how to use OVRD. It will also give step-by-step instructions on how to do basic tasks.

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CHAPTER 1: GETTING STARTED

SECTION 1: OVERVIEW

The Onsite Voter Registration Database (OVRD) is the Election Day voting application. Once a SEIMS One-Stop Voting Application (SOSA) machine is converted to OVRD, it can be used on Election Day at the polling place. OVRD's purpose is to be an electronic version of a poll book at the polls – registrations listed by alphabet and only one vote allowed.

The usage of OVRD is almost the same as using SOSA, with the exception of the following:

1. The application will reference OVRD instead of SOSA.
2. OVRD machines do not need to be validated.
3. Election Sites for OVRD are precincts instead of one-stop sites.
4. OVRD only runs in LOCAL mode, or SITE SERVER mode if a LAN is being used at the polling site.
5. A unique 3-digit machine ID must be created in order to use Provisional Voting in OVRD.
6. OVRD allows a registrant to vote only once on a given machine, even if cancelled. This is because of the irretrievability of the ballot.
7. Notes cannot be added to a vote.
8. Reason registrant can't vote displays in the bottom right section of the screen. Reasons are: Cannot Vote Has Previously Voted, Cannot Vote Not in Precinct, Inactive Voter Verify Registration Information, and Cannot Vote Not in Alphabet Range.
9. Search results in OVRD will not display SDR voters as these newly registered voters are not allowed to show up on a poll book for Election Day.
10. Pending Applications in VoterScan Review/I-Queue can be searched using the Pending Applications radio button on the search screen.
11. Instead of an Absentee Application printing when a registrant is voted, a populated ATV form and an OVRD Transaction Receipt (if EPB: PRINT OVRD TRANSACTION REPORT is set to 'Y') will print.
12. If a vote is cancelled, a Transaction Receipt will print indicating the cancel (if EPB: PRINT OVRD TRANSACTION REPORT is set to 'Y').
13. A 'Transfer to BOE' can only be run ONCE; preferably at the end of voting on Election Day.
14. Voters can be flagged as having voted absentee.
15. Voters can be flagged as having been transferred.

Outside these exceptions, the OVRD application looks like SOSA Voting and is used like SOSA Voting.

SECTION 2: LOG-IN PROCEDURE

Use the following steps to start-up and log into the OVRD application.

1. From the computer desktop, double-click the SOSA Voting icon and the SOSA/OVRD Voting authentication window will appear, as shown in the image to the right.
2. Each user must enter their unique User ID and password for the installed Environment; either 'Production' or 'Training'. Select a Location of Local or Site Server (if a LAN has been set up).



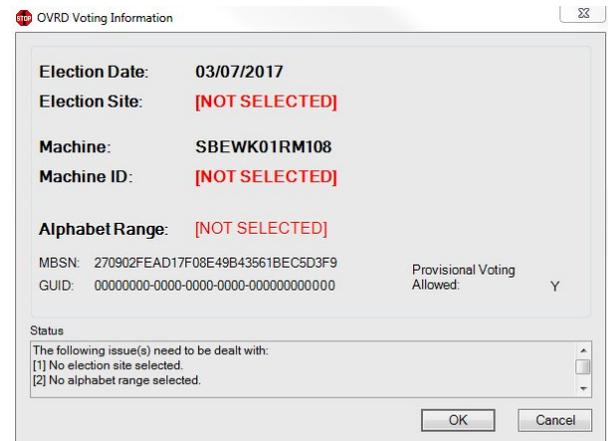
NOTE: OVRD only allows the LOCAL or SITE SERVER location types.

3. Click the Login button. The OVRD Voting Information popup appears, as shown to the right. Review the information.

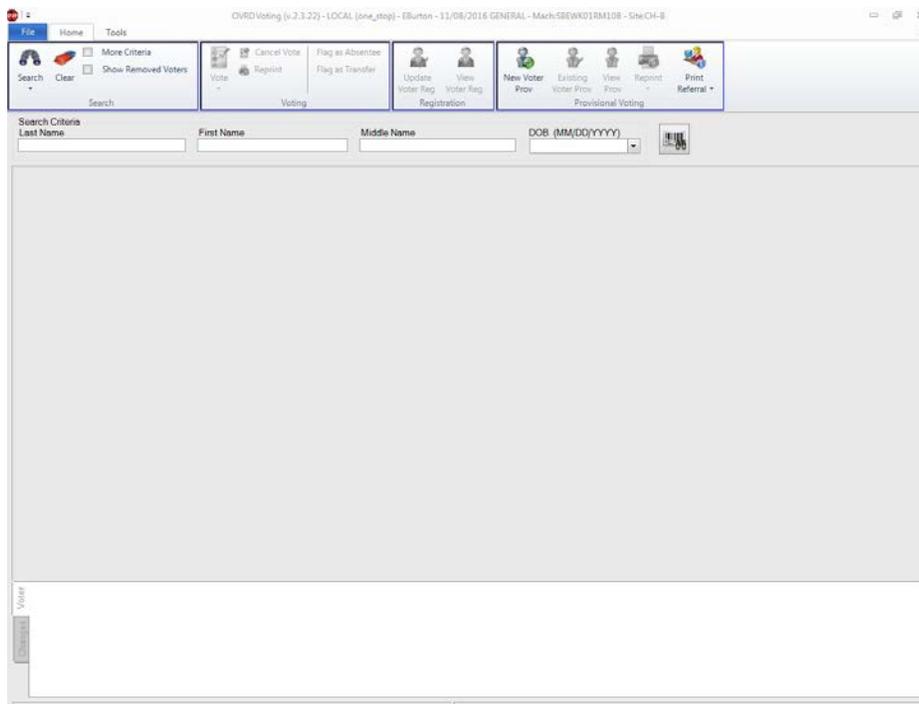


If the OVRD Voting Information popup appears with the information shown in red, refer to the **Administrator Guide** to select an Election Site, Machine ID and Alphabet Range.

If Provisional Voting is allowed on the machine, a 'Y' indicator will display in the lower right of the screen.



4. Click the OK button. The main screen appears, as shown below.



SECTION 3: OVRD OPTIONS

OVRD has several different settings that can be used to optimize the application according to the county needs. Most of these options should have been set by the administrator, but those settings may be changed if the situation warrants it. To open the options screen, click on *File* → *Options* in SOSA. The screen to the right will display.

The OVRD options are described below.

OVRD SITE PROPERTIES

Defaults

Election Site Name	Indicates the polling place to which this machine is assigned.
Allow Curbside Voting	Controls whether or not curbside voting is allowed in the application.
Allow Provisional Voting	Enables Provisional voting functionality in the application.
Default Voting Method	Sets the default voting method for OVRD.
Machine ID	Allows entry of a 3-digit unique machine ID (See Section 4).
Allow Users to Search Pending Applications	Allows a search for registrants with pending applications (in VoterScan) that have not yet been processed.
Allow Users to enter Election Day Transfers	Allows the user the ability to record the transfer, print out an ATV form with the transfer section filled out and vote the person. In addition, the user will have the ability to mark a person as “voted” if another polling place calls and states that a voter had voted at their polling place.

Printing

Printer Type	Sets the type of paper to print documents within OVRD. Forms can be printed on a standard printer (Application 8.5x11) or nothing at all (None). If standard paper is not selected, the OVRD reports will not be available.
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OVRD SITE PROPERTIES

of Application copies Set the number of copies of the absentee application to print. One to five copies of the Absentee Application can be printed. *One* is the default.

Current Printer Only displays the default printer for the machine. To change this, the user must change the default printer in Windows.

Test Print button The function allows the user to send a test page to the default printer to make sure it is working correctly.

Enable Print Preview *This option is only available when running SOSA against a Training database (instead of Production).* This will allow all documents that normally go straight to the printer, to preview on-screen. A print button is available on the preview window if it is decided to actually print the document. This will help save paper during training sessions.

Import

Default File Location Allows the user to change the default location OVRD uses to find import (Transfer Data to/from BOE) files. Click the Browse button to select a different file location.

File Name Prefix Only displays the import file name prefix. All import files should start with the characters OSVDB.

Export

Default File Location Allows the user to change the default location OVRD uses to place export (Transfer Data to/from BOE) files. Click the Browse button to select a different file location.

File Name Prefix Only displays the export file name prefix. All export files will begin with the characters **OSV**.

OVRD Valid Alphabet Range

Start Allows the user to set the range of names that will be allowed to vote on that machine. If only one machine is used at a site, this can be set to A to Z. Otherwise the alphabet can be split, e.g. "A-L" or "M-Z".

End Allows the user to set the range of names that will be allowed to vote on that machine. If only one machine is used at a site, this can be set to A to Z. Otherwise the alphabet can be split, e.g. "A-L" or "M-Z".

SECTION 4: SETTING MACHINE ID

In order to use Provisional Voting in OVRD, a unique Machine ID must be set. Because OVRD machines cannot be validated like SOSA machines, the unique code must be set to identify each individual machine. The 3-digit code cannot be the same as any One-Stop site codes and it cannot start with the number 0 (as those are reserved by the system). It is recommended that the code begin with a letter followed by 2 numbers, for example, "B01, B02, C01 C02, etc." If a 'Machine ID' is not already set, please contact your system administrator.



NOTE: The county must be diligent in keeping track of the codes set for each machine as duplication of machine IDs will cause problems with duplicate PIN and Poll book numbers.

CHAPTER 2: SEARCHING

SECTION 1: OVERVIEW

In OVRD, searching is the critical function needed to find the voter who wishes to participate in Election Day voting. It is used to look registered voters up to be able to process votes, registration changes, or even look up their current information. Furthermore, there is a feature to allow the searching of pending applications, in case a voter mentions they registered on time and questions why they cannot be found.

SECTION 2: OVRD MAIN SCREEN

Below is the main OVRD Voting screen. The top section of the screen displays all of the criteria fields available for searching and two ribbons (Home and Tools) that contain all of the function buttons. The center of the screen displays the search results in a grid, and the bottom section displays registration and/or vote information for a selected voter. An explanation of the available functions can be found in the table below.

The screenshot shows the OVRD Voting application interface. At the top, there is a navigation bar with 'File', 'Home', and 'Tools' tabs. Below this is a ribbon with various function buttons: Search (1), Clear (2), More Criteria (3), Show Removed Voters (4), Vote (5), Cancel Vote (6), Reprint (7), Flag as Absentee (8), Flag as Transfer (9), Update Voter Reg (10), View Voter Reg (11), New Voter Prov (12), Existing Voter Prov (13), View Prov (14), Reprint (15), and Print Referral (16). The search criteria section includes fields for Last Name (BURTON), First Name, Middle Name, and DOB (MM/DD/YYYY). Below this is a table of Potential Voters (62 rows) with columns for Name, Address, Mail Addr, Ballot Style, Party, Gender, Race, and DOB. The selected voter is BURTON, ALONZO JR, with address 1013 WALL ST STATESVILLE, NC 28677. The detailed view for this voter shows VRN: 000001184200, ACTIVE status, ST6/ST6, and a 'CANNOT VOTE NOT IN PRECINCT' message.

Name	Address	Mail Addr	Ballot Style	Party	Gender	Race	DOB
BURTON, ALONZO JR	1013 WALL ST STATESVILLE, NC 28677		G012	DEM	MALE	BLACK OR	02/01/1945
BURTON, AMANDA PATE	126 COCO LN STATESVILLE, NC 28625		G003	UNA	FEMALE	WHITE	10/14/1983
BURTON, ANNIKA SHEREE	128 BURKE CIR MOORESVILLE, NC 28115		G014	DEM	FEMALE	BLACK OR	10/11/1980
BURTON, BARBARA LEE	368 CHESTNUT GROVE RD STATESVILLE, NC 28625		G006	UNA	FEMALE	WHITE	06/18/1970
BURTON, BETTY JEAN	380 MEDLIN ST STATESVILLE, NC 28677		G011	DEM	FEMALE	BLACK OR	09/01/1940
BURTON, BETTY WILLIAMS	323 CALDWELL AVE MOORESVILLE, NC 28115		G014	DEM	FEMALE	WHITE	04/04/1932
BURTON, BRANDI NICHOLE	150 LIPPARD FARM RD STATESVILLE, NC 28625		G009	UNA	FEMALE	WHITE	10/09/1983
BURTON, CAROLYN S	2175 DEER VIEW CIR # 601 STATESVILLE, NC 28625		G011	DEM	FEMALE	BLACK OR	05/02/1945
BURTON, CATHY WOODS	109 BEACH LN MOORESVILLE, NC 28117		G014	REP	FEMALE	WHITE	05/26/1953
BURTON, CHARLES FLOYD III	1108 CLAY ST STATESVILLE, NC 28677		G012	DEM	MALE	BLACK OR	09/25/1980
BURTON, CLYDE PAUL JR	109 BEACH LN MOORESVILLE, NC 28117		G014	REP	MALE	WHITE	07/26/1953
BURTON, CONSTANCE LEE	276 OVERHEAD BRIDGE RD MOORESVILLE, NC 28115		G014	DEM	FEMALE	WHITE	07/21/1945
BURTON, CRAIG RAYMOND	129C IRVING AVE MOORESVILLE, NC 28117		G014	REP	MALE	WHITE	12/24/1983
BURTON, CURTIS AUSTIN	128 LIPE RD TROUTMAN, NC 28166		G007	REP	MALE	WHITE	09/18/1990
BURTON, DARIN KEITH	388 E WILSON AVE MOORESVILLE, NC 28115		G014	UNA	MALE	WHITE	05/03/1970
BURTON, DARREN DOUGLAS JR	1313 SCHOOL ST STATESVILLE, NC 28677	X	G010	DEM	MALE	BLACK OR	02/08/1965
BURTON, DARRIUS R	1313 SCHOOL ST STATESVILLE, NC 28677		G010	DEM	MALE	BLACK OR	02/08/1965
BURTON, DEANNA B	821 PARK DR STATESVILLE, NC 28677		G010	UNA	FEMALE	BLACK OR	06/09/1966
BURTON, DELLA MARIE	324 W MCNEELY AVE # F MOORESVILLE, NC 28115		G014	REP	FEMALE	WHITE	01/23/1954
BURTON, DILLON MICHAEL	427 BRANCHWOOD RD STATESVILLE, NC 28625		G003	REP	MALE	WHITE	09/02/1995
BURTON, DONALD ONEIL	285 LAKE MIST DR MOORESVILLE, NC 28117		G014	UNA	MALE	WHITE	01/21/1950
BURTON, EVELYN	1013 WALL ST STATESVILLE, NC 28677		G012	DEM	FEMALE	BLACK OR	03/01/1951
BURTON, FRANCES DANIEL	294 CHESTNUT GROVE RD STATESVILLE, NC 28625		G006	DEM	FEMALE	BLACK OR	01/10/1958
BURTON, GAIL HALL	139 BARNSWALLOW LN MOORESVILLE, NC 28115		G013	DEM	FEMALE	BLACK OR	01/27/1950
BURTON, HARRIET IRENE	307 GRAY ST STATESVILLE, NC 28677		G011	DEM	FEMALE	BLACK OR	06/14/1956

Voter Information:
 VRN: 000001184200 ACTIVE ST6/ST6
 BURTON, ALONZO JR
 1013 WALL ST
 STATESVILLE, NC 28677
 CANNOT VOTE NOT IN PRECINCT

OVRD SCREEN FUNCTIONALITY

#	Button Name	Description
1	Search	Searches the county database for potential voters then displays the results in the Potential Voters grid.
2	Clear	Clears all fields of data
3	More Criteria	Displays address fields for searching
4	Show Removed Voters	Allows the user to toggle whether or not Removed/Denied voters appear in the search results
5	Vote	Populates the right Voter Information Panel with Voted and updates the voter to indicate they have voted in the selected election.
6	Cancel Vote	Opens the Cancel Vote screen to cancel a vote performed on the same machine in error.
7	Reprint	Re-print the voter application to the designated printer.
8	Flag as Absentee	Flag the selected voter as having returned an absentee ballot.
9	Flag as Transfer	Flag the voter as having voted in another precinct.
10	Update Voter Reg	Open the Edit Registration popup to begin editing voter information.
11	View Voter Reg	Opens the Voter Registration popup so the user can review the voter information in detail.
12	New Voter Prov	Allows a new provisional voter to be added (non-existing registrant).
13	Existing Voter Prov	Allows adding a provisional vote to an existing registered voter.
14	View Prov	Allows viewing the provisional vote entered on this machine.
15	Reprint	Allows the reprinting of Provisional forms to the designated printer.
16	Print Referral	Allows the printing of a blank Help Referral Form or a pre-populated form for a selected voter.

SECTION 3: VOTER SEARCH

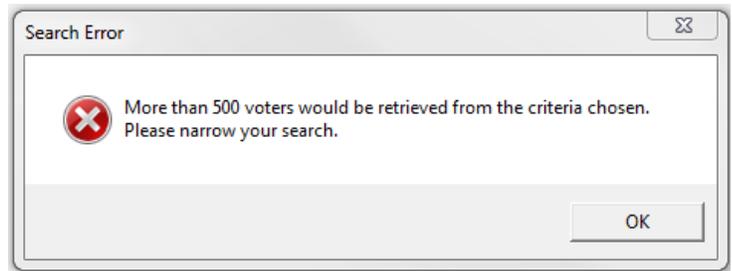
In the Search Criteria section of the OVRD main screen, there are criteria fields that may be used to find a specific voter. The default search fields are Last Name, First Name, Middle Name and DOB (MM/DD/YYYY). To display address search fields of House #, Dir, Street Name, Type, Suffix, Unit, City, State, and Zip Code, simply click the 'More Criteria' checkbox on the Home ribbon. The user may use any combination of the search criteria fields. Using a combination of search options will return more defined results in the Potential Voters Grid. A wild card (%) may be used in the name fields to allow for find a variety of potential matches, especially if the spelling of the name is not known. Any results found will be displayed within the Potential Voters grid found below the Search Criteria section.

The below example shows the steps to a simple name search:

1. Enter the voter's last name in the 'Last Name' field, e.g. "SMITH". If the user is unsure of the spelling of the voter's last name (SMITH vs. SMYTH), the wildcard symbol (%) can be used to ensure all spellings of the name are located (e.g. "SM%TH").
2. Enter the voter's first name in the 'First Name' field, e.g. "DAISY".
3. Click 'Search' or press 'Enter'. Alternatively, click the Barcode Scan icon to the right of the DOB field to scan an NCDL barcode from a voter's driver's license which will prevent the need for manual data entry in the search fields.



A search on just a voter's last name can be used. However, to speed up the search and reduce the number of voters located, it is best to use both the first and last name of the voter. If more than 500 results are going to be returned, a message displays to narrow the search. Click 'OK' to clear the message and begin the search again.



The results will populate in the Potential Voters section of the main screen, as shown below.

Search Criteria			
Last Name	First Name	Middle Name	DOB (MM/DD/YYYY)
BURTON			

Potential Voters (62 rows)								
Name	Address	Mail Addr	Ballot Style	Party	Gender	Race	DOB	
BURTON, ALONZO JR	1013 WALL ST STATESVILLE, NC 28677		G012	DEM	MALE	BLACK OR	02/01/1945	
BURTON, AMANDA PATE	126 COCO LN STATESVILLE, NC 28625		G003	UNA	FEMALE	WHITE	10/14/1983	

If the voter's name **cannot** be found, try the following:

- Verify the spelling of the name.
- Verify there is no name change.
- Search using only a portion of the voter's last name and first name, such as the first few letters and add the wildcard symbol (%) at the end.

Example: 'Last Name': "SM%" 'First Name': "D%", this will find all voters with last names beginning with "SM", and first names beginning with "D".

- Search using other criteria fields instead, such as ‘Street Name’ or ‘DOB (MM/DD/YYYY)’. The ‘More Criteria’ and ‘Show Removed Voters’ check boxes on the Home tab will give you more search options.

If the voter cannot be found, follow the process defined by the County Board of Elections. The voter may need to vote a Provisional ballot.

SECTION 4: VOTER INFORMATION OVERVIEW

Upon performing a successful search that returns a list of voters, the OVRD main screen will display that list of voters within the Potential Voters grid, along with any provisional records entered on the machine; a sample of which is shown below. Each voter record will display the information as defined in the grid below.

Potential Voters (21 rows)								
Name	Address	Mail Addr	Ballot Style	Party	Gender	Race	DOB	
TATE, ALAN DEAN	155 LONGWOOD DR STELLA, NC 28582		NO BALLOT	REP	MALE	WHITE	12/24/1962	
TATE, ANDREA PATRICIA	1 A ST CAMP LEJEUNE, NC 28542	X	G004	DEM	FEMALE	BLACK O	03/17/1992	
TATE, BARBARA THOMPSON	111 LINDA LOOP JACKSONVILLE, NC 28546		G004	DEM	FEMALE	BLACK O	08/06/1959	
TATE, BRITTNEY LYNN	415 JOHN DEER CT RICHLANDS, NC 28574		NO BALLOT	REP	FEMALE	WHITE	09/23/1947	
TATE, CAROLYN	1241 ONSLOW PINES RD JACKSONVILLE, NC 28540		NO BALLOT	UNA	FEMALE	WHITE	05/03/1994	
TATE, CONSTANCE	2022 TARAWA BLVD TARAWA TERRACE, NC 28543		G004	UNA	FEMALE	WHITE	06/18/1927	
TATE, DARRELL LENIER	500 TOWER DR JACKSONVILLE, NC 28546		NO BALLOT	DEM	MALE	BLACK O	01/17/1962	
TATE, DARRELL LENIER JR	500 TOWER DR JACKSONVILLE, NC 28546		NO BALLOT	DEM	MALE	BLACK O	02/04/1936	
TATE, JEFFREY DAVID	210 PORT SIDE DR SNEADS FERRY, NC 28460		NO BALLOT	UNA	MALE	WHITE	05/01/1974	
TATE, JENNIFER LEANN	915 MORGANER DR SWANSBORO, NC 28584		G007	UNA	FEMALE	WHITE	08/24/1984	
TATE, JOHN DELACY	111 LINDA LOOP JACKSONVILLE, NC 28546		G004	DEM	MALE	BLACK O	02/15/1959	
TATE, KENNETH ALLAN	210 PORT SIDE DR SNEADS FERRY, NC 28460		NO BALLOT	UNA	MALE	WHITE	06/23/1931	
TATE, KENNETH HAROLD II	104 RAVENWOOD DR # C JACKSONVILLE, NC 28546		G004	UNA	MALE	OTHER	10/14/1980	
TATE, LORENZA NORRIS JR	507 LAKEWOOD DR JACKSONVILLE, NC 28546		G004	UNA	MALE	BLACK O	03/16/1939	
TATE, MICHAEL ARTHUR	204 EGRET POINT DR SNEADS FERRY, NC 28460		NO BALLOT	UNA	MALE	WHITE	05/07/1982	
TATE, RACHEL ELIZABETH	130 ABERDEEN LN JACKSONVILLE, NC 28540		NO BALLOT	UNA	FEMALE	WHITE	01/21/1984	
TATE, RODNEY QUINTELL	507 LAKEWOOD DR JACKSONVILLE, NC 28546		G004	UNA	MALE	BLACK O	10/28/1958	
TATE, SANDRA ANA-MARIE	500 TOWER DR JACKSONVILLE, NC 28546		NO BALLOT	UNA	FEMALE	TWO OR	03/25/1955	
TATE, SANTINA MARIE	500 TOWER DR JACKSONVILLE, NC 28546		NO BALLOT	DEM	FEMALE	BLACK O	09/02/1933	
TATE, TIMOTHY NICHOLAS	126 W BAYSHORE BLVD JACKSONVILLE, NC 28540		G004	UNA	MALE	WHITE	08/03/1950	
TATE, TRACEY ANN	126 W BAYSHORE BLVD JACKSONVILLE, NC 28540		G004	REP	FEMALE	WHITE	11/03/1963	

POTENTIAL VOTERS GRID COLUMN DEFINITIONS

#	Column Name	Description
1	Name	The full name of the registered voter presented as last name first.
2	Address	The residential address of the registered voter.
3	Mail Addr	Indicates the registrant has a mailing address by displaying an ‘X’ in the column.
4	Ballot Style	The ballot style of the registered voter.
5	Party (Voted Party)	Opens the Voter Registration screen in read-only mode so the user can review the voter information in detail.
6	Gender	The gender of the registered voter.
7	Race	The race of the registered voter.
8	DOB	The date of birth of the registered voter. Note: Do NOT give a voter’s date of birth to another person for any reason, as by law, this information is confidential!

When a voter’s record is selected, additional information for the selected voter will appear at the bottom of the window on the Voter tab.

VOTER INFORMATION PANEL

The Voter Information Panel displays information about the selected voter's registration, separated into the Voter tab and the Changes tab. The voter's registration information appears on the left side of the Voter tab and the voter's vote status appears on the right side of the Voter tab. If the selected voter has previous vote activity, information will display, if they have no activity, the area will be empty. If any registration changes have been made to the selected registrant, they will appear on the Changes tab.

The screenshot shows the OVRD Voting application window. At the top, there is a menu bar with 'File', 'Home', and 'Tools'. Below the menu bar is a toolbar with various icons for search, voting, and registration. The main area is divided into search criteria and a list of potential voters. The search criteria include Last Name (BURTON), First Name, Middle Name, and DOB (MM/DD/YYYY). The list of potential voters has columns for Name, Address, Mail Addr, Ballot Style, Party, Gender, Race, and DOB. The first row is highlighted in blue, showing BURTON, ALONZO JR. Below the list, there is a magnified view of the selected voter's information, showing their registration details and a status of 'CANNOT VOTE NOT IN PRECINCT'.

Name	Address	Mail Addr	Ballot Style	Party	Gender	Race	DOB
BURTON, ALONZO JR	1013 WALL ST STATESVILLE, NC 28677		G012	DEM	MALE	BLACK OR	02/01/1945
BURTON, AMANDA PATE	126 COCO LN STATESVILLE, NC 28625		G003	UNA	FEMALE	WHITE	10/14/1983
BURTON, ANNIKA SHEREE	128 BURKE CIR MOORESVILLE, NC 28115		G014	DEM	FEMALE	BLACK OR	10/11/1980
BURTON, BARBARA LEE	368 CHESTNUT GROVE RD STATESVILLE, NC 28625		G006	UNA	FEMALE	WHITE	06/18/1970
BURTON, BETTY JEAN	380 MEDLIN ST STATESVILLE, NC 28677		G011	DEM	FEMALE	BLACK OR	09/01/1940
BURTON, BETTY WILLIAMS	323 CALDWELL AVE MOORESVILLE, NC 28115		G014	DEM	FEMALE	WHITE	04/04/1932
BURTON, BRANDI NICHOLE	150 LIPPARD FARM RD STATESVILLE, NC 28625		G009	UNA	FEMALE	WHITE	10/09/1983
BURTON, CAROLYN S	2175 DEER VIEW CIR # 601 STATESVILLE, NC 28625		G011	DEM	FEMALE	BLACK OR	05/02/1945
BURTON, CATHY WOODS	109 BEACH LN MOORESVILLE, NC 28117		G014	REP	FEMALE	WHITE	05/26/1953
BURTON, CHARLES FLOYD III	1108 CLAY ST STATESVILLE, NC 28677		G012	DEM	MALE	BLACK OR	09/25/1980
BURTON, CLYDE PAUL JR	109 BEACH LN MOORESVILLE, NC 28117		G014	REP	MALE	WHITE	07/26/1953
BURTON, CONSTANCE LEE	276 OVERHEAD BRIDGE RD MOORESVILLE, NC 28115		G014	DEM	FEMALE	WHITE	07/21/1945
BURTON, CRAIG RAYMOND	129C IRVING AVE MOORESVILLE, NC 28117		G014	REP	MALE	WHITE	12/24/1983
BURTON, CURTIS AUSTIN	128 LIPE RD TROUTMAN, NC 28166		G007	REP	MALE	WHITE	09/18/1990
BURTON, DARIN KEITH	388 E WILSON AVE MOORESVILLE, NC 28115		G014	UNA	MALE	WHITE	05/03/1970
BURTON, DARREN DOUGLAS JR	1313 SCHOOL ST STATESVILLE, NC 28677	X	G010	DEM	MALE	BLACK OR	02/08/1965
BURTON, DARRIUS R	1313 SCHOOL ST STATESVILLE, NC 28677		G010	DEM	MALE	BLACK OR	02/08/1965
BURTON, DEANNA B	821 PARK DR STATESVILLE, NC 28677		G010	UNA	FEMALE	BLACK OR	06/09/1966
BURTON, DELLA MARIE	324 W MCNEELY AVE # F MOORESVILLE, NC 28115		G014	REP	FEMALE	WHITE	01/23/1954
BURTON, DILLON MICHAEL	427 BRANCHWOOD RD STATESVILLE, NC 28625		G003	REP	MALE	WHITE	09/02/1995
BURTON, DONALD ONEIL	285 LAKE MIST DR MOORESVILLE, NC 28117		G014	UNA	MALE	WHITE	01/21/1950
BURTON, EVELYN	1013 WALL ST STATESVILLE, NC 28677		G012	DEM	FEMALE	BLACK OR	03/01/1951
BURTON, FRANCES DANIEL	294 CHESTNUT GROVE RD STATESVILLE, NC 28625		G006	DEM	FEMALE	BLACK OR	01/11/1958
BURTON, GAIL HALL	139 BARNSHALLOW LN MOORESVILLE, NC 28115		G013	DEM	FEMALE	BLACK OR	01/27/1950
BURTON, HARRIET IRENE	307 GRAY ST STATESVILLE, NC 28677		G011	DEM	FEMALE	BLACK OR	06/14/1956

Voter Information Panel:
 VRN: 000001184200 ACTIVE ST6/ST6
 BURTON, ALONZO JR
 1013 WALL ST
 STATESVILLE, NC 28677
 CANNOT VOTE NOT IN PRECINCT

Descriptions of the registered voter's information and when it is displayed, as well as a magnified version of the panel, is presented below.

Magnified Voter Information Panel

The magnified view shows the voter's registration information and status. The status is 'CANNOT VOTE NOT IN PRECINCT'.

Voter Information Panel:
 VRN: 000001184200 ACTIVE ST6/ST6
 BURTON, ALONZO JR
 1013 WALL ST
 STATESVILLE, NC 28677
 CANNOT VOTE NOT IN PRECINCT

INFORMATION THAT APPEARS IN THE VOTER INFORMATION PANEL

Tab	Type	Condition	Value
Voter (left)	VRN	Appears when the voter is a registered voter. New registrants will have a blank value.	Displays the voter's voter registration number in the county.
Voter (left)	Name	Always displays.	Displays voters' name as: Last Name, First Name, Middle Name
Voter (left)	Address	Always displays. Mailing address will display if Mail Addr column contains an X.	Displays voters' residential address.
Voter (left)	PCT/VTD	Always displays.	Displays the Precinct and VTD associated with the voters' registered residential address.
Voter (left)	Status	Always displays.	Displays the current status of the registered voter: Active, Inactive, Removed, Denied, Temporary
Voter (right)	No Ballot	Red exclamation triangle icon displays indicating the selected registrant has no ballot for the election.	No Ballot Style 
Voter (right)	Can Vote	Green checkmark icon displays indicating the selected registrant is eligible to vote in the OVRD precinct.	Green check mark 
Voter (right)	Cannot Vote	Displays in OVRD mode when a voter is not registered in the precinct in which they have appeared to vote. Black and red "no" icon displays.	Not In Precinct 
Voter (right)	Cannot Vote	Displays in OVRD mode when a voter presents themselves to a poll worker and the computer does not have the alphabet range of the voters' Last Name. Black and red "no" icon displays.	Not in Alphabet Range 
Voter (right)	Cannot Vote	Displays in OVRD mode when a voter presents themselves at a precinct to vote when they have been transferred to another precinct. Black and red "no" icon displays.	Transferred to [Precinct Name] Precinct 
Voter (right)	Cannot Vote	Displays in OVRD mode when a voter presents themselves at a precinct to vote when they have an absentee record associated with their Last Name . Black and red "no" icon displays.	Flagged as Voted Absentee 
Voter (right)	Cannot Vote	Displays in OVRD mode when a voter presents themselves at a precinct to vote when they have previously voted. Black and red "no" icon displays.	Has Previously Voted 

Voter (right)	Cannot Vote	Displays in OVRD mode when a voter presents themselves at a precinct to vote and they are in a Removed or Denied status. Black and red “no” icon displays.	Removed/Denied Voter 
Voter (right)	ID Validation	ID icon displays when the voter is flagged as needing to provide ID.	Indicates that the voter must provide Proof of ID before voting. 
Voter (right)	Inactive Voter	Open book icon displays when a voter presents themselves to vote after their status changed to Inactive.	Indicates that the voter’s registration information must be verified before voting may occur. 
Voter (right)	Provisional Voter	Provisional icon displays when a record was logged as a provisional voter.	Indicates that the potential voter voted as a Provisional 
Voter (right)	Election Date	Populates with the current election information after the Vote button is clicked.	Displays the election date in mm/dd/yyyy format.
Voter (right)	Voted Date	Populates with the date that the voter presented themselves to vote after the Vote button is clicked.	Displays the date voted in mm/dd/yyyy format.
Voter (right)	Ballot Style	Populates with the Ballot Style assigned to the voter after the Vote button is clicked.	Displays the ballot style the voter should have received.
Voter (right)	PCT/VTD	Populates with the precinct and VTD information linked to the address after the Vote button is clicked.	Displays the precinct and VTD related to the ballot cast.
Voter (right)	Ballot ID	Populates with the Ballot ID associated with the voters’ record after the Vote button is clicked.	Displays the ballot id, which is made up of machine abbreviation and a unique ballot number for that machine (e.g. 101-56).
Voter (right)	Action	Populates when a voter has successfully cast a ballot.	CANNOT VOTE HAS PREVIOUSLY VOTED
Voter (right)	Action	Populates when a voter has successfully cancelled their vote.	CANNOT VOTE HAS PREVIOUSLY VOTED
Voter (right)	Action	Populates in OVRD mode when a voter has been transferred to another voting location.	CANNOT VOTE TRANSFERRED TO [Precinct Name] PRECINCT
Voter (right)	Action	Populates in OVRD mode when the user has Flagged a voter has having an absentee record.	CANNOT VOTE FLAGGED AS VOTED ABSENTEE
Changes	Name Change	Displays if a Name Change was made to the selected registrant.	Displays Name Change From/To when a name change is made
Changes	Address	Displays if an Address Change was made to the	Displays Address Change From/To

	Change	selected registrant.	when an address change is made
Changes	PCT/VTD Change	Displays if a Precinct/VTD Change was made to the selected registrant.	Displays PCT/VTD Change From/To if a precinct change is made

SECTION 5: SEARCH PENDING APPLICATIONS

If a registrant cannot be found in the Registration List search, the 'Pending Applications' search can be used to search the unprocessed registration records from VoterScan. Likely, the voter was missing some piece of required information on their voter application that prevented him/her from becoming an Active voter. This search is informational only and registrants cannot be voted in OVRD.



If the Search Pending option is not displayed in the search drop-down, it will need to be enabled in *File* → *Options* by checking the "Allow users to search pending applications" checkbox.

To perform a search of pending applications, complete the following steps:

1. Click the 'Search' drop-down and select 'Search Pending'.
2. Enter search criteria into the search fields. Check the 'More Criteria' box on the Home ribbon to display the address search fields.
3. Click the 'Search' button or press Enter.

The results grid will display any matching records, as shown below.

The screenshot shows the OVRD Voting application window. The search criteria are: Last Name: SMITH, First Name: (empty), Middle Name: (empty), and DOB: (empty). The results grid shows one record:

Name	Address	Party	DOB	Gender	Race
SMITH, AMANDA JEAN	220 DOWNING ST TROUTMAN, NC 28166		03/03/1983		

To view the information in the unprocessed registration record for a voter, select the record from the grid and

click 'View Pending Reg' on the Home ribbon. For example, the record below indicates that the voter didn't sign their application and that is why they were not registered:

The 'View Pending Application' form displays the following information:

- Application Information:** US Citizen (checked), Name: SMITH, First Name: GARRETT, Middle Name: RYAN, Birth Date: 02/07/1986, Birth State: TX, Voter Verification: NCDL, SSN: (empty).
- Residence Address:** House # 505, Street Name: ABERDINESHIRE, City: HUBERT, State: NC, ZIP Code: 28539, Phone: (empty). Will you have lived here for 30 Days or more prior to the Election Date? (radio buttons for Yes/No).
- Mailing Address:** Address1, Address2, Address3, Address4 (all empty).
- Voter Information:** Gender: MALE, Application Dt: 03/04/2015, Ballot Style: NCID, Race: WHITE, Registration Dt: 03/04/2015, Ethnicity: NOT HISPAN, Party: UNAFFILIATED, Status: INCOMPLETE, Reason: MISSING SIGNATURE.
- Previous Name and/or Address:** Last Name: (empty), First Name: (empty), Middle Name: (empty), Suffix: (empty), Previous NC County: CARTERET, Address1: 404 TRADD ST, City: BEAUFORT, State: NC, ZIP Code: 28516.
- Jurisdiction List:** (empty list area).

If the voter is found in the Pending Applications search, follow the county procedures.



NOTE: After completing the search for Pending Applications, be sure to click 'Clear' to return the Search function to the default, or click the 'Search' drop-down and select *Search Voters*.

CHAPTER 3: ELECTION DAY AND PROVISIONAL VOTING PROCESS

SECTION 1: OVERVIEW

The primary purpose of OVRD is to incorporate all the rules and manage the Election Day voting process within a given county. This chapter will detail all phases of the voting process, including how to vote a registrant, how to cancel a vote, and how to reprint an ATV form. OVRD also allows Provisional Voter information to be entered, removing the need for the manual provisional process at One-Stop sites.

Election Day voting exists to allow registered voters to vote in-person at specific designated voting places. The major distinguishing factor between one-stop voting and Election Day voting is that Election Day ballots are **not** retrievable.

SECTION 2: HOW TO VOTE (OVRD)

In simplest terms, the voting process consists of three steps: searching for the registered voter, selecting the correct voter, and clicking the Vote button. There are a lot of small variances that may be encountered along the way such as id being required, addresses needing to be verified or even ballot party needing to be chosen for primary elections. These will be addressed during the following listed steps of the process or in other sections of this guide as noted.

1. Enter appropriate search criteria into the Search Criteria fields. This will typically be a name search using the last name and first name (or first few characters of the first name with a wildcard). To search address fields, click the 'More Criteria' check box on the Home ribbon. Alternatively, the barcode search icon (to the right of the DOB field) can be clicked to scan a NC Driver's License barcode which will auto-populate most of the voter's information.
2. Click the 'Search' button or press Enter.
 - If the voter is located, proceed to step 3.
 - If the voter is not located:
 - Check spelling of name.
 - Use wildcard option (%) to search for name.
 - Verify that the voter has not changed their name since their last registration update.
 - i. If there is a Name Change proceed with a voter update using the 'Update Voter Reg' button. See [Chapter 4, Section 2](#) for details on updating registrations.
 - ii. If the voter is still not located, refer to county procedure to continue. Voter may need to vote a Provisional ballot.
 - Search Pending Applications (see [Chapter 2, Section 5](#) for information on searching Pending Applications). If the voter is still not located, refer to county procedure to continue. Voter may need to vote a Provisional ballot.
3. Select a voter from the Potential Voters Grid. It is very important that the correct voter is selected. If a voter is incorrectly selected and voted, that voter may no longer vote on this machine and they will be forced to vote provisionally.

Warning: There may be several voters with the exact name. Always verify the correct voter is selected by having the voter verify their:

- Full Name
- Residential Address

Upon selection of a voter within the grid, the following actions are performed: buttons may be enabled or disabled based on the allowed functionality and the voter information section is populated.

4. Check the voter’s vote status on the right side of the Voter Information Panel.

CANNOT VOTE 	
HAS PREVIOUSLY VOTED	
Election Date:	12/24/2013
Voted Date:	12/24/2013
Ballot Style:	D001
PCT/VTD:	CL07/CL07
Ballot ID:	000-4
Appl. Num:	

Magnified Voter Information Panel

- If there is no vote data in the Voter Information Panel, proceed to Step 5.
- If there is vote data in the Voter Information Panel, this window indicates the voter has already voted on the OVRD Machine or by an Absentee method, has been flagged as Transferred or Absentee, or has been cancelled.
 - If the voter is showing as VOTED but claims they did **not** vote already, proceed with the Cancel Vote process set forth by the county board of elections. Cancel vote is discussed in [Section 3](#) of this Chapter.
 - If the voter is showing VOTED and did actually vote already, this voter should not be allowed to vote again.

5. Check the voter’s status on the left side of the Voter Information Panel.

VRN: 000000089350	ACTIVE	CL08/CL08
DUCK, DONALD		
77 KNOLL DR		
COLUMBUS, NC 28722		

Magnified Voter Information Panel



If the registrant is eligible to vote, the Vote button will be enabled. If they are not eligible, the reason will display on the right side of the Voter Information Panel.

- If the status is ACTIVE or TEMPORARY, verify the registrant has a valid Ballot Style (e.g. G001) and proceed to Step 6. If the voter has NO BALLOT as the Ballot choice, the voter has no contest for the selected election and should not be allowed to vote.
- If the status is REMOVED or DENIED, they are not registered to vote in the election. The voter may need to vote provisionally.

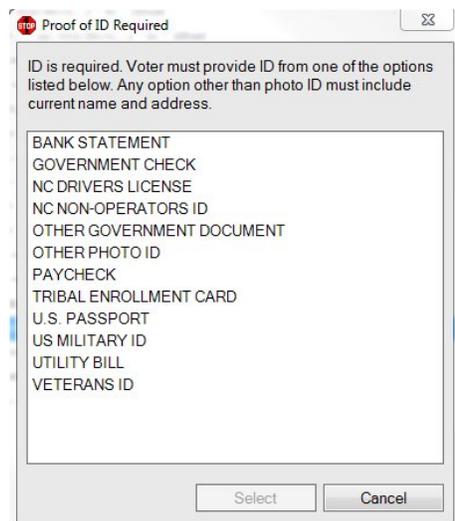
- c. If the voter is INACTIVE, their registration must be updated using the 'Update Voter Reg' button. This will update their status to ACTIVE and allow them to vote. Please review [Chapter 4, Section 2](#) for instructions on making registration updates.
6. Verify the voter's information.
 - a. If No voter information needs to be changed proceed to Step 7.
 - b. If any voter information needs to be updated, click the 'Update Voter Reg' button and make the changes. See [Chapter 4, Section 2](#) for instructions on making registration updates.
 7. Click the 'Vote' button to process a vote for the selected registrant.



NOTE: Clicking the 'Vote' button drop-down will give the option to Vote In-Person or Vote Curbside (if 'Allow Curbside Voting' is checked in the options). Clicking 'Vote without using the drop-down will use the 'Default Voting Method' that was set in the options.

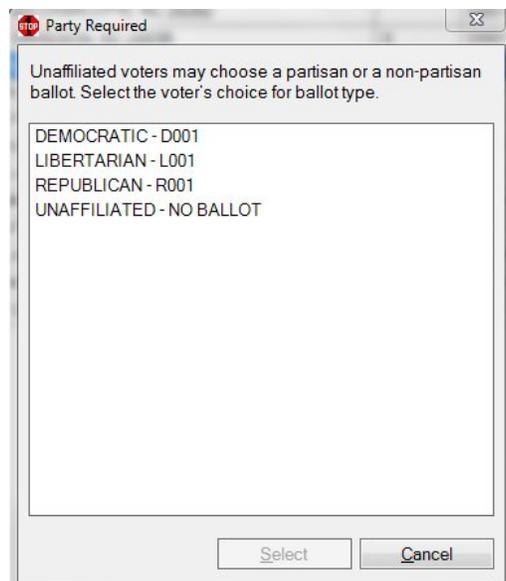
- a. If the voter is required to show HAVA ID before voting, the *Proof of ID Required* pop-up, as shown to the below right, will appear. The type of ID the voter provides must be selected; the different types are listed in the table below. Once a type has been selected, click the 'Select' button. Select the 'Cancel' button if the screen has displayed unintentionally.

ID DOCUMENTS
• Bank Statement
• Government Check
• NC Drivers License
• NC Non-Operators ID
• Other Government Document
• Other Photo ID
• Paycheck
• Tribal Enrollment Card
• U.S. Passport
• US Military ID
• Utility Bill
• Veterans ID



If the voter does not provide the required ID, click 'Cancel' and proceed with the county defined process.

- b. If the voter's party is registered Unaffiliated and the election is a primary, the *Party Required* pop-up will appear, as shown to the right. Select the Party of the ballot indicated by the voter. Click the 'Select' button to process the vote.
- c. The Voting Method Required window will display. Select a voting method from the list and click 'Select'.
- d. The ATV form and Transaction Record (if EPB: PRINT OVRD TRANSACTION REPORT is set to 'Y') will print.





If the incorrect voter was voted, search for the voter again and then proceed with the 'Cancel Vote' process (or the county defined process). See [Section 3](#) for instructions on cancelling a vote.

SECTION 3: CANCELLING A VOTE (OVRD)

The cancel vote functionality is available when a user votes for a registered voter incorrectly. Reasons for the incorrect vote include, but are not limited to, selecting the wrong registered voter, choosing the wrong ballot party for a primary, forgetting to update the residential address.



- In OVRD, once a vote is cancelled on a machine, another vote **CANNOT** be cast for that voter. ***IT IS VERY IMPORTANT THAT THE CORRECT VOTER IS SELECTED WHEN VOTE IS CLICKED.***
- The Cancel Vote permission is required to perform this task.
- The “Allow user to cancel Votes” option must be selected when the wizard is performed.

To cancel a vote for a registrant, perform the following steps:

1. Using the Search function, find the voter that has already voted.
2. Select the voter’s record in the Potential Voters grid to highlight it.
3. Click the ‘Cancel Vote’ button on the Home ribbon.
4. The Cancel Vote window will appear, as shown to the right. Use the ‘Reason’ drop-down arrow to select the appropriate reason for canceling the vote; the reasons are described below. Enter a Comment in the ‘Comments’ field as it is required. Click the ‘Cancel Vote’ button once complete.

Available Reasons for Cancelling a Vote

Code	Reason	Description
CN	CANCELLED	Use when election day worker needs to cancel a “VOTE”.
NV	NOT VOTED	Use when ATV was issued, but voter chose not to vote at that time.
WV	WRONG VOTER	Use if it is determined that the election day ballot was issued to a person other than the voter. Note: Any record with this reason will NOT receive a contact.

Cancel Vote

Voter Reg Num: 00000079215
Full Name: BROWN, LAURAL FAITH
Application Num: OS-TR12-000-5
Election Date: 12/24/2013
Voting Date: 12/24/2013

Reason

Description

Comments

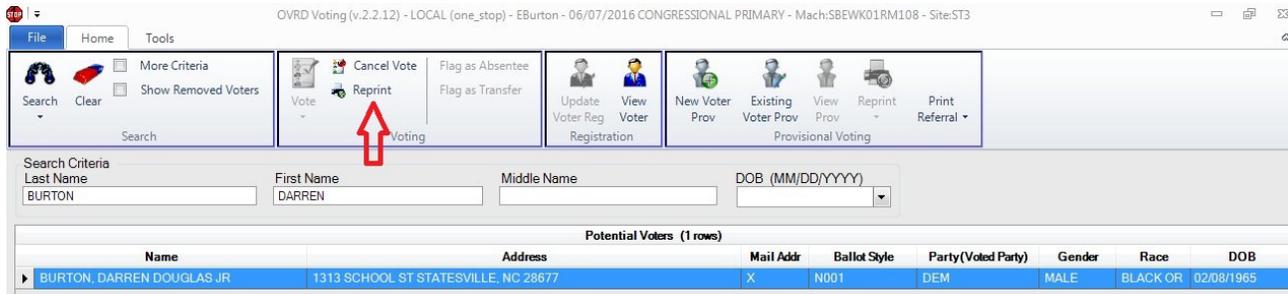
Cancel Vote Close

SECTION 4: REPRINTING AN ATV FORM (OVRD)

If a problem occurs during voting that prevents the ATV and Transaction Record forms from printing, the ATV form can be reprinted using the 'Reprint' button.

To reprint the ATV form:

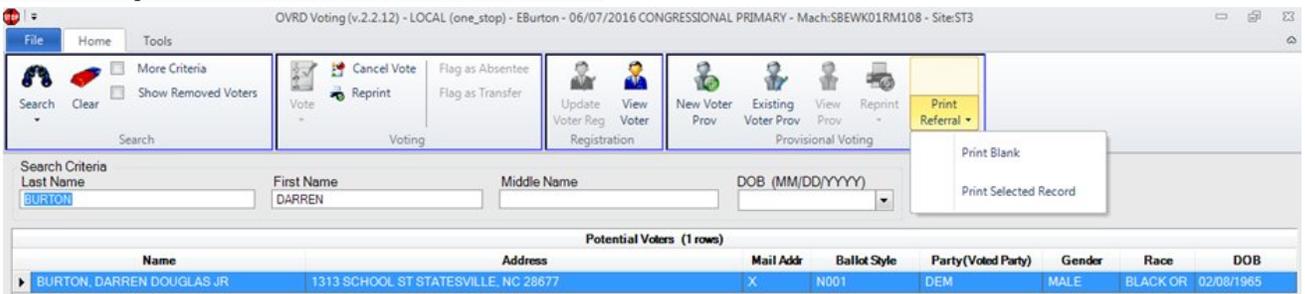
1. Using the Search function, find the voter that has already voted.
2. Select the voter's record in the Potential Voters grid to highlight it.
3. Click the 'Reprint' button on the Home ribbon.



SECTION 5: PRINTING A HELP REFERRAL FORM

A Help Referral Form is available if the check-in (registration table) official determines there is a need to refer the voter to the Help Desk. To print the form, follow the steps below:

1. Click the 'Print Referral' button and choose 'Print Blank' to print a blank form or click 'Print Selected Record' to print the form for the selected record.



On the referral form, the appropriate box will be blackened at the top to indicate One-Stop or Election Day. The example on the next page is a form printed from OVRD.



Help Referral Form
 IREDELL COUNTY, North Carolina

11/08/2016
 Election Date

08/25/2016
 Vote Date

One-stop Election Day Voting Site: IREDELL COUNTY BOARD OF ELECTIONS Worker eburton

Voter's Information

MASON ANDREW GEORGE 000009836901
 Last First Middle Suffix VRN

304 SAFRIET LOOP
 Address

STATESVILLE NC 28625
 City State Zip

Help Referral Reason

- No Record of Registration
- Unreported Move
- Incorrect Precinct
- Previously Removed
- Incorrect Party
- Unrecognized Address
- No HAVA Acceptable ID
- Voter Assistance Needed
- Wrong Voter Selected
- Other: _____

HAVA Identification Provided by Voter (if applicable)

- NC Driver License
- U.S. Passport/Passport Card
- U.S. Veterans ID Card
- Tribal Enrollment Card (Federal)
- NC Special ID Card
- Out-of-State License/ID
- U.S. Military ID
- Tribal Enrollment Card (State)
- Other _____

Acknowledgment of Voting Options

(Complete only if voter does not want to be referred to Help Station or is choosing not to cast a provisional ballot.)

I _____ ACKNOWLEDGE that the election officials at this site have notified me of my voting options, however I am choosing leave the voting site and/or not to cast a provisional ballot at this time due to the following reasons:

X

 Voter Signature

OFFICIAL USE ONLY	Station	116	Date/Time	8/25/2016 10:20:03 AM	V2016.08
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SECTION 6: HOW TO VOTE (PROVISIONAL)

The Provisional voting process consists of four steps: searching for an existing or adding a new provisional voter, entering registration information, entering provisional information, and Vote. 'Existing Voter Prov' allows you to create a Provisional record for an existing registrant. 'New Voter Prov' allows you to create a Provisional record for an unregistered voter. There are a lot of small variances that may be encountered along the way such as id being required, addresses needing to be verified, or even ballot party needing to be chosen for primary elections. These will be addressed during the following listed steps of the process or in other sections of this guide as noted.

1. Enter appropriate search criteria into the Search Criteria fields. This will typically be a name search using the last name and first name (or first few characters of the first name with a wildcard). To search address fields, click the 'More Criteria' check box on the Home ribbon. Alternatively, the barcode icon (to the right of the DOB field) can be clicked to scan a NC Driver's License barcode which will auto-populate most of the voter's information.
2. Click the 'Search' button.
3. If the voter is located, select their record from the results grid and click 'Existing Voter Prov' from the Provisional Voting section of the ribbon. If the voter is not located, click 'New Voter Prov'.



4. The Provisional Data Entry (registration information) screen will display. If 'Existing Voter Prov' was clicked, any data from the current voter's record will be pre-populated in the appropriate fields, as shown below.

The screenshot shows the 'Provisional (Existing) Data Entry' form. The form is pre-populated with the following information:

- Application Information:** U.S. Citizen: Yes. Name: Last Name: HARRISON, First Name: BETTY, Middle Name: S, Suffix: (empty). Birth Date: 01/27/1941, Birth State: NC.
- Residence Address:** House #: 108, Half: (empty), Dir: (empty), Street Name: ROBIN, Type: LN, Suffix: (empty), Unit: (empty). City: STATESVILLE, State: NC, ZIP Code: 28677, County: (empty), Phone: (empty). Will you have lived here for 30 Days or more prior to the Election Date?: Yes. Move Date: (empty).
- Mailing Address:** Address1: (empty), Address2: (empty), City: (empty), State: (empty), ZIP Code: (empty). Is U.S. Address?: Yes.
- Voter Information:** Gender: FEMALE, Ethnicity: NOT HISPANIC, Race: WHITE, Party: DEMOCRATIC, NCDL #: (empty), SSN (Last 4): (empty). Religious Objector: No.
- Previous Name and/or Address:** Last Name: (empty), First Name: (empty), Middle Name: (empty), Suffix: (empty). Previous NC County (if applicable): (empty). Address1: (empty), Address2: (empty), City: (empty), State: (empty), ZIP Code: (empty). Is U.S. Address?: Yes.

Buttons at the bottom: Next, Acknw Only, Cancel Vote.

If 'New Voter Prov' was clicked the screen will be blank (as shown in the image below).

5. Fill in appropriate registration data or scan an NCDL barcode to automatically populate voter data. Fields with names in red text are required and must be populated to move to the next step. When all data has been entered, click 'Next'.

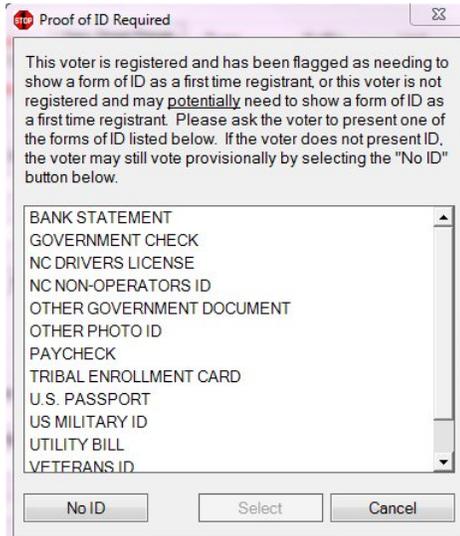


If the voter does not want to vote provisionally, click the 'Acknw Only' button to print an Acknowledgment Notice which informs the voter of their options to vote and must be signed by the voter. Clicking "Acknw Only" prints the form and cancels the Provisional vote process.

This data will be transferred to One Stop System Manager with the rest of the SOSA vote/update/provisional data and can be found under Tools→Acknowledgment of Voting Options.

To check the status of a NC Driver's License, click the small barcode icon to the right of the US Citizen checkbox and scan the NCDL with a 2D scanner to determine if the ID is expired or not expired. If a match is found, it will also populate the voter data on the screen. See [Section 8](#) for more information on scanning NCDLs.

6. The *Proof of ID Required* pop-up, as shown on the next page, will appear. The type of ID the voter provides must be selected; the different types are listed in the table on the next page. Once a type has been selected, click the 'Select' button. If the Provisional voter does not provide ID, click the 'No ID' button. Select the 'Cancel' button if the screen has displayed unintentionally.



ID DOCUMENTS
• Bank Statement
• Government Check
• NC Drivers License
• NC Non-Operators ID
• Other Government Document
• Other Photo ID
• Paycheck
• Tribal Enrollment Card
• U.S. Passport
• US Military ID
• Utility Bill
• Veterans ID

If the voter does not provide the required ID, click 'No ID' and proceed with the provisional process.

- Based on the voter's address and party information entered on the Provisional Data Entry screen, a default 'Party Voted' and 'Ballot Style Issued' will be set. If the voter's registered party is Unaffiliated and the election is a primary, the message shown to the right may display (if there are no UNA contests). Click OK and select the appropriate 'Party Voted' from the drop-down on the Provisional Information screen. Select the appropriate 'Ballot Style Issued' from the drop-down (see example on next page).



The 'Ballot Style Issued' field will be blank if there is not a matching ballot style for the address (likely due to a Geocode issue).

- The Provisional Data Entry (provisional information) screen will display as shown on the next page.

Provisional (Existing) Data Entry

Provisional Voter Registration Information

Full Name: BETTY S HARRISON
 US Citizen?: Yes
 Birth Date: 01/27/1941
 Age: 76
 VRN: 000003721600
 Residential Address: 108 ROBIN LN
 STATESVILLE NC 28677
 Residential County:
 Will you have lived here for 30 days or more prior to the Election Date?: Yes
 Move Date:
 Phone:
 Mailing Address:
 Previous Name:
 Previous Address:
 Previous County:
 Birth State: NC
 NCDL:
 SSN:
 Gender: FEMALE
 Race: WHITE
 Ethnicity: NOT HISPANIC or NOT LATINO
 Party: DEMOCRATIC
 ID Provided?: NC DRIVERS LICENSE

Provisional Voting Reason

Curbside

Party Voted:
 Default Ballot Style: NO BALLOT

Ballot Style Issued:
 Assigned Precinct: ST6

Reasonable Impediment: Yes No

Reasonable Impediment Reason:

Reasonable Impediment Comments:

Jurisdiction List

PCT	ST6	STATESVILLE #6
CONG	13	CONGRESSIONAL DISTRICT 13
SUPCT	22A	22A SUPERIOR COURT
JUD	22A	22A JUDICIAL
NCSEN	44	NC SENATE DISTRICT 44
NCHSE	095	NC HOUSE DISTRICT 95
TWP	ST	STATESVILLE
BED	4	SCHOOL #4
PROS	22A	22A PROSECUTORIAL
VTD	ST6	ST6

Previous Review Acknw Only Cancel Vote

Select a Provisional Voting Reason from the drop-down and the Ballot Style Issued (if not already populated)

If the provisional vote was cast curbside, check the 'Curbside' box

If the voter does not want to vote provisionally, click the 'Acknw Only' button to print an Acknowledgment Notice which informs the voter of their options to vote and must be signed by the voter. Clicking 'Acknw Only' prints the form and cancels the Provisional vote process.

Click 'Review' once all required fields are populated. The Provisional Voting Application form/label will print to the default printer. If 'Reasonable Impediment' was set to 'Yes', the Reasonable Impediment Declaration form will also print.

9. The Provisional Data Entry (review) screen will display as shown below.

Provisional (Existing) Data Entry

Provisional Voter Registration Information		Provisional Voting Information	
Full Name	BETTY S HARRISON	Election Date	07/11/2017
US Citizen?	Yes	Poll Book Number	SH-B-B01-1
Birth Date	01/27/1941	PIN	CG68-B01-1
Age	76	Location Voted	SH-B
VRN	000003721600	Assigned Precinct	STATESVILLE #6
Residential Address	108 ROBIN LN STATESVILLE NC 28677	Provisional Voting Reason	JURISDICTION DISPUTE
Residential County		Reasonable Impediment	No
Will you have lived here for 30 days or more prior to the Election Date?	Yes	Reasonable Impediment Reasons	
Move Date		Reasonable Impediment	
Phone			
Mailing Address			
Previous Name			
Previous Address			
Previous County			
Birth State	NC		
NCDL			
SSN			
Gender	FEMALE		
Race	WHITE		
Ethnicity	NOT HISPANIC or NOT LATINO		
Party	DEMOCRATIC		
ID Provided?	NC DRIVERS LICENSE		

Jurisdiction List		
PCT	ST6	STATESVILLE #6
CONG	13	CONGRESSIONAL DISTRICT 13
SUPCT	22A	22A SUPERIOR COURT
JUD	22A	22A JUDICIAL
NCSEN	44	NC SENATE DISTRICT 44
NCHSE	095	NC HOUSE DISTRICT 95
TWP	ST	STATESVILLE
BEED	4	SCHOOL #4
PROS	22A	22A PROSECUTORIAL
VTD	ST6	ST6

- To cancel the Provisional process on the selected voter, click the 'Cancel Vote' button.
- If the voter does not want to vote provisionally, click the 'Acknw Only' button to print an Acknowledgment Notice which informs the voter of their options to vote and must be signed by the voter. Clicking "Acknw Only" prints the form and cancels the Provisional vote process.



Once 'Vote' has been clicked, a Provisional vote cannot be cancelled afterward. The 'Note' function is also disabled for Provisional records.

- If everything is correct, click 'Vote' to complete the Provisional process. The Provisional Voter Instruction sheet (or label depending on the print settings) will print.

SECTION 7: REPRINTING A PROVISIONAL FORM

If a problem occurs during the voting that prevents the Provisional Forms/Labels from printing, the application can be reprinted using the 'Reprint' button in the Provisional Voting section of the Home ribbon.

To reprint the Provisional form/label:

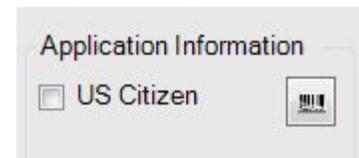
1. Using the Search function, find the voter that has already voted.
2. Select the voter's record in the Potential Voters grid to highlight it.
3. Click the arrow under the 'Reprint' button in the Provisional Voting section of the ribbon. Choose 'Reprint Provisional Form' or 'Reprint Instruction Sheet'.



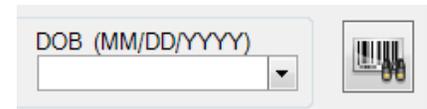
SECTION 8: 2D BARCODE SCANNING FOR DRIVER'S LICENSE VALIDATION AND VOTER DATA POPULATION

OVRD now offers the ability to scan a North Carolina driver's license to verify that the license is valid and to automatically populate voter data on the Search or Data Entry screens.

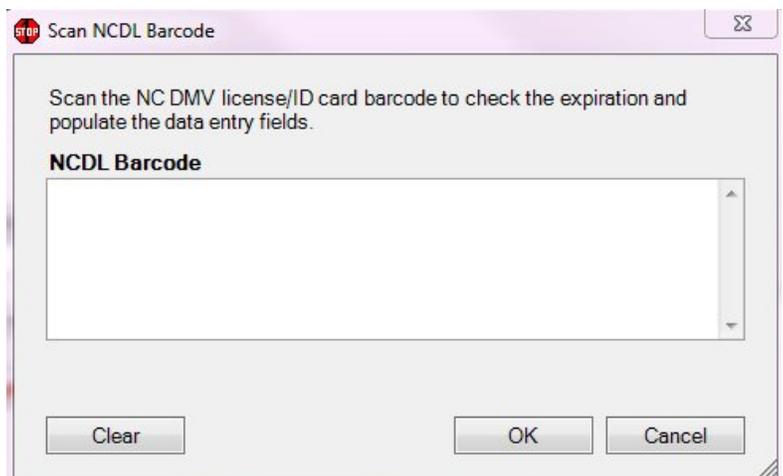
2D Barcode scanning can be accessed from the following screens by clicking the small barcode icon that appears near the US Citizen check box: Update Voter Reg, Issue Vote, New Voter Prov and Existing Voter Prov.



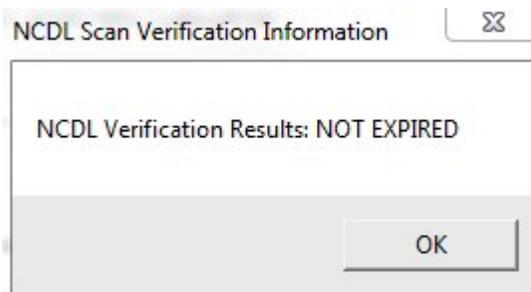
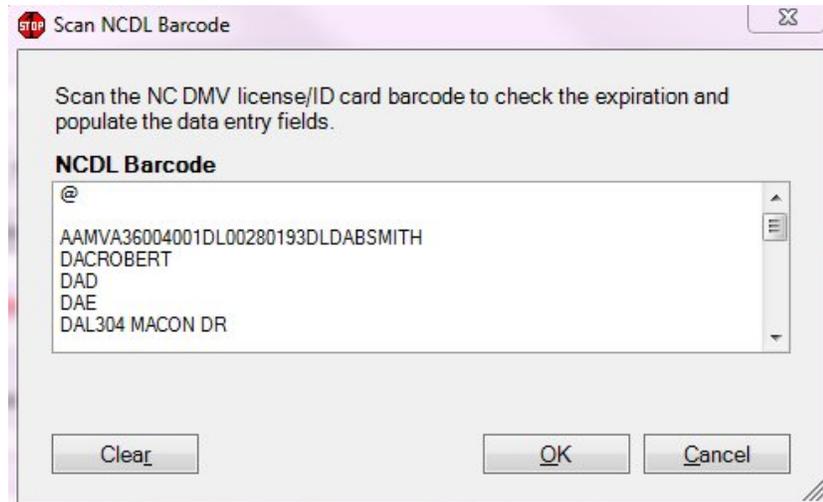
There is also a Barcode Search icon on the main screen (to the right of the DOB field) to populate search criteria (see page 33).



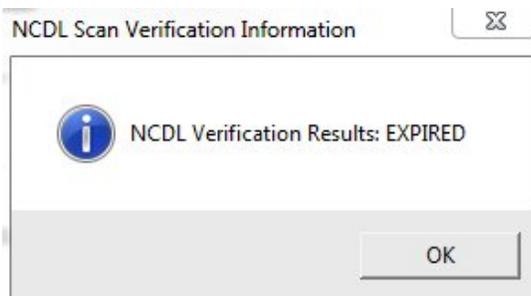
1. To verify a license, click the Barcode icon. The pop-up to the right displays.
2. Click in the NCDL Barcode textbox to set the cursor focus to the textbox. Using a 2D barcode scanner, scan the barcode on the back of a North Carolina driver's license.



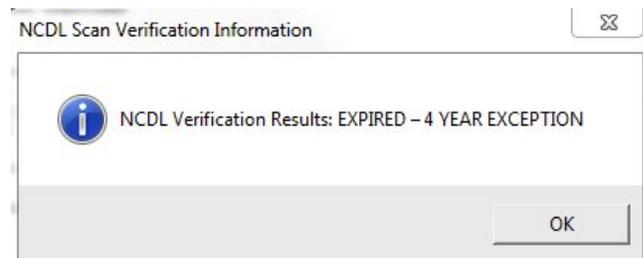
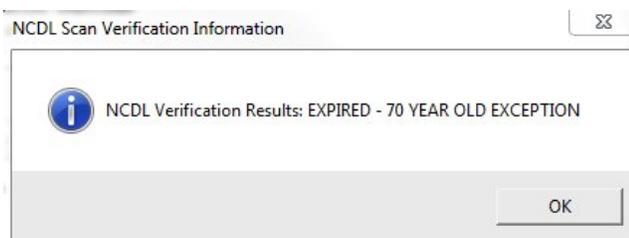
3. The NCDL Barcode field will populate with the information scanned from the barcode.
4. Click 'OK' to determine whether or not the license is valid and populate the data entry fields. One of the messages below will display with NOT EXPIRED or EXPIRED.



License expiration date has not been reached and is valid.



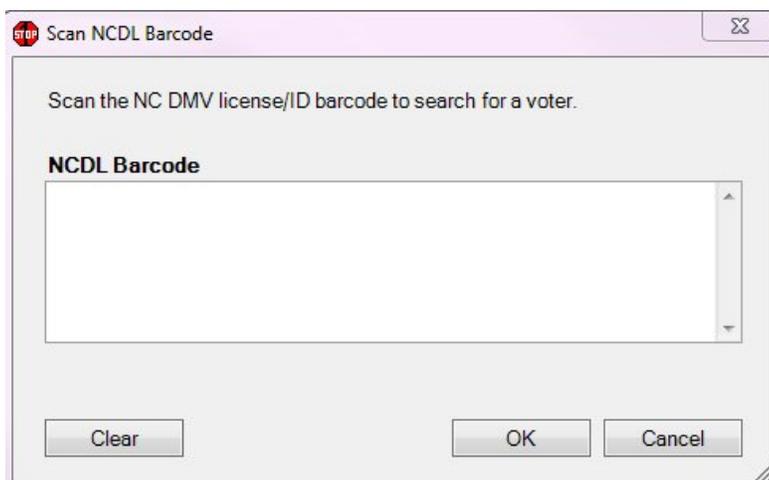
License expiration date has been reached and is no longer valid.



License is still considered valid as it meets the 70 year old exception or the 4-year exception.

- If the license expired after the voter's 70th birthday, it meets the 70-year old exception
- If the license has been expired for 4 years or less, it meets the 4-year exception

1. To Search for a voter from an NCDL click the Barcode Search icon on the main screen. The pop-up to the right displays.
2. Click in the NCDL Barcode textbox to set the cursor focus to the textbox. Using a 2D barcode scanner, scan the barcode on the back of a North Carolina driver's license.
3. The NCDL Barcode field will populate with the information scanned from the barcode.
4. Click 'OK' to search for the voter. If a match is found, the record will display in the Potential Voters grid.



Scan NCDL Barcode

Scan the NC DMV license/ID barcode to search for a voter.

NCDL Barcode

Clear OK Cancel

CHAPTER 4: REGISTRATION UPDATES

SECTION 1: OVERVIEW

During Election Day voting, a registered voter may update their name, address, or phone number information so long as the residential address change is within the same county. The registration update function of the OVRD application allows users to update current voter information using the 'Update Voter Reg' button. This process must be performed on INACTIVE voters.

SECTION 2: UPDATING AN EXISTING REGISTRATION

Use the following procedures to update voter registration information for Active and Inactive voters. The voter must have lived at the new address for 30 days or more prior to the Election Date to make the update in OVRD.

The following procedure demonstrates how to update a voter's registration information for Active and Inactive voters.

1. Using the Search function, find the voter that wants to update their information.
2. Select the voter's record in the Potential Voters grid to highlight it.
3. Click the 'Update Voter Reg' button.

The Update Voter Registration screen will display with Step 1 of 2.

Use this screen to make any registration changes allowed.

To check the status of a NC Driver's License and/or populate the voter data, click the small barcode icon to the right of the US Citizen checkbox and scan the NCDL with a 2D scanner to determine if the ID is expired or not expired. The Data Entry fields will be populated with the voter data if the NCDL is found. See [Section 8](#) for more information on scanning NCDLs.

PCT	WN04	WN04
MUNI	JAX	JACKSONVILLE
WARD	JW3	JW3
CONG	03	CONGRESSIONAL DISTR...
SUPCT	04B	4B SUPERIOR COURT
JUD	04	4TH JUDICIAL
NCSN	06	NC SENATE DISTRICT 6
NCHSE	015	NC HOUSE DISTRICT 15
PROS	04	4TH PROSECUTORIAL



If the voter needs to vote Provisionally, the 'Vote Provisional' button will exit the Update Voter process and launch the Provisional Data Entry process. See [Chapter 3, Section 6](#) for details on the provisional voting process in OVRD.

If the voter has an issue that requires sending him to the Help Desk, click the 'Print Referral' button to print a Help Referral Form which the voter will take with them to the Help Desk.

The 'Absentee History' button will display any Absentee information for the current election. The 'View Street Ranges' button will show the Geocode information for the 'Street Name' entered. Use the 'Comments' button if there is a need to add a comment regarding the registration changes being made. 'Cancel Vote' will cancel the vote process and return you to the search screen. To clear the existing Residence or Mailing address information, click the red eraser icons at the end of each address section.



If the voter has a religious objection to being photographed and has informed the county BOE of this, the Religious Objector box will display with a checkmark to inform the One-Stop Worker that photo ID will not be provided by the voter. **Note: Religious Objector functionality remains, but the ID law has been repealed, making this now irrelevant.**

Enter all available registration information.

- Click the 'Review' button to complete Step 1 and move to Step 2. The screen will change to Step 2, as shown to the right, with all fields changing to read-only, allowing the user to review the information. There are several pop-up screens that may appear at this stage as well. They are listed below.

Step 2 of 2: Please review the information entered and click "Back" if changes are needed. Otherwise, click "Vote" to save the voter registration information as a transfer and vote.

Application Information

US Citizen

Name: Last Name: PITT, First Name: BRAD, Middle Name: , Suffix: , Voter Verification: NCDL

Birth Date (mm/dd/yyyy): 06/05/1946, Birth State: NC, SSN: . - .

Residence Address

House #: 1734, Half: , Dir: , Street Name: 10TH AV, Type: DR, Suffix: NE, Unit: , Will you have lived here for 30 Days or more prior to the Election Date? Yes No, Move Date (mm/dd/yyyy):

City: HICKORY, State: NC, ZIP Code: 28601, Phone: 999-999-9999

Mailing Address

Address 1: , Address 2: , City: , State: , ZIP Code: , Is U.S. Address?

Voter Information

Gender: MALE, Application Dt: 07/24/2015, Ballot Style: N003/D003/R003/L003, Race: WHITE, Registration Dt: 05/02/2011, NCID: AW186264, Ethnicity: NOT HISPAN, Party: UNAFFILIATED

Previous Name and/or Address

Last Name: , First Name: , Middle Name: , Suffix: , Previous NC County (if applicable): , Is U.S. Address?

Address 1: , Address 2: , City: , State: , ZIP Code: ,

Jurisdiction List

PCT	16	HIGHLAND
MUNI	5	HICKORY
WARD	H03	HICKORY WARD 3
CONG	05	CONGRESSIONAL DISTR...
SUPCT	25B	25B SUPERIOR
JUD	25	25TH JUDICIAL
NCSN	42	NC SENATE DISTRICT...
NCHSE	096	NC HOUSE DISTRICT 96
TWP	6	HICKORY

Buttons: Back, Vote, Cancel Vote

- If an error pop-up screen appears, as shown to the right, then the residential address entered is invalid due to it not being a valid Geocoded address for the county. The user can either fix the address (if a mistake was made during data entry) or have the voter vote a Provisional ballot (follow the county procedures).

Update Voter Registration Error

Cannot continue the vote process!
The address entered cannot be found in the county's geocode listing.

Buttons: Ok, Detail>>

- If a residential address is valid but there is not a

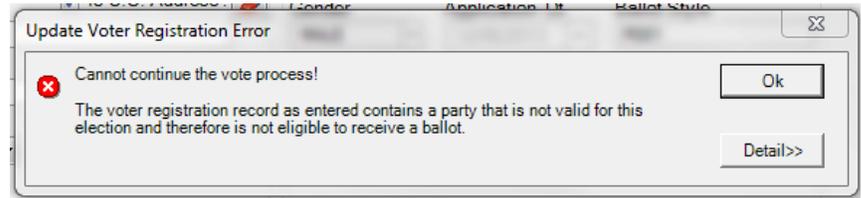
Update Voter Registration Error

Cannot continue the vote process!
The voter registration record as entered contains an address that is not valid for this election and therefore is not eligible to receive a ballot.

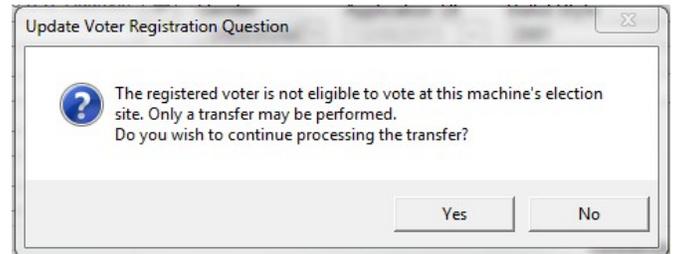
Buttons: Ok, Detail>>

valid ballot style related to that address (and voter’s age) for the election, the user will receive the message shown to the right. The user can either fix the address (if a mistake was made during data entry) or have the voter vote a Provisional ballot (follow the county procedures).

- If the election is a Primary election and the registrant being updated has a ballot party with no valid ballot style associated with it, the user will receive the message to the right. The voter may have to vote a Provisional ballot (follow the county procedures).



- If the voter’s new address is not in the OVRD precinct the message to the right will appear. Clicking ‘Yes’ will process the transfer, clicking ‘No’ will cancel the transfer.



5. Verify that any changes made are correct, or that additional changes are not needed.
 - a. If the changes are correct, proceed to Step 6.

- b. If the changes are incorrect, or additional changes are needed, click the ‘Back’ button to edit the registration information.

6. Click the ‘Vote’ button in order to cast a ballot related to the changes just made. Select the ‘Voting Method’ when the Voting Method Required pop-up displays.

At this point, OVRD will determine if the voter must provide ID and/or select a party ballot (similar to Step 7 of [Chapter 3, Section 2](#)). Once this is determined and provided, if necessary, the ATV form and Transaction Record (if EPB: PRINT OVRD TRANSACTION REPORT is set to ‘Y’) will print. Once printed, the voter should be directed to review the information on the form and sign it, and follow their county procedures.



After the Vote occurs and the Transfer to BOE is completed at the end of the Election Day, the record will be sent to VoterScan for verification of these changes.

SECTION 3: ELECTION DAY TRANSFERS

With OVRD's Election Day Transfer function, the user will be able to record a transfer, print out an ATV form with the transfer section filled out, and vote the person. In addition, the user will have the ability to mark a person as "voted" if another polling place calls and states that a voter had voted at their polling place. Transfers are only allowed if the option was set during the Wizard to allow them.

For the case where a voter is registered in the OVRD precinct, but has moved and now resides in another precinct, follow these steps:

1. Search for and select the registrant in OVRD. Click on the 'Update Voter Reg' button. When the screen to the right displays, update the address with the registrant's new information. When complete, click the 'Review' button.

2. Once the 'Review' button is clicked, the message to the right will display. Click 'Yes' to continue or 'No' to cancel:
3. When 'Yes' is clicked, all the fields on the screen will be disabled and the 'Review' button will change to a 'Transfer' button.
4. Click the 'Transfer' button to print the Election Day Transfer form and log the registrant as transferred. Then send the voter to the correct precinct with their Transfer form.

For the case where a voter was registered in another precinct but has moved to the OVRD machine's current precinct, follow these steps:

1. Search for and select the registrant in OVRD (the lower left box should display "Cannot Vote Not in Precinct"). Click on the 'Update Voter Reg' button. When the *Update Voter Registration* window appears, update the address with the registrant's new information. When complete, click the 'Review' button.
2. If everything is correct, click the 'Vote' button to save the changes as a transfer and vote.

SECTION 4: VIEW REGISTRATION AND PROVISIONAL INFORMATION

To view more detailed registration information for a selected voter, such as Status, Status Reason, Jurisdictions, or DL/SSN, use the 'View Voter Reg' button on the Home ribbon. The View Registration window will appear.

View Voter Registration
✖

Application Information

US Citizen

Name
 Last Name: WILSON First Name: ANTONYO Middle Name: DAMANIQUE Suffix:
 Birth Date (mm/dd/yyyy): 10/04/1990 Birth State:
 Voter Verification
 NCDL:
 SSN: - -

Residence Address

House # 402 Half: Dir: Street Name: SCOTT View Street Range Type: AVE Suffix: Unit: 310 Will you have lived here for 30 Days or more prior to the Election Date?
 City: JACKSONVILLE State: NC ZIP Code: 28546 Phone: 910-382-9066 Yes/No:
 Move Date (mm/dd/yyyy):

Mailing Address Is U.S. Address?
 Address1: Address2: City: State: ZIP Code:

Previous Name and/or Address

Last Name: First Name: Middle Name: Suffix: Previous NC County (if applicable):
 Is U.S. Address? Address1: Address2: City: State: ZIP Code:

Voter Information

Gender: MALE Application Dt: 12/28/2015 Ballot Style: S001
 Race: BLACK OR AJ Registration Dt: 04/12/2008 NCID: DD123463
 Ethnicity: UNDESIGNA Party: UNAFFILIATED Religious Objector
 Status: ACTIVE Reason: VERIFIED

Absentee History **Comments**

Vote Provisional Print Referral

Jurisdiction List

PCT	BM08	BM08
MUNI	JAX	JACKSONVILLE
WARD	JW4	JW4
CONG	03	CONGRESSIONAL DISTR...
SUPCT	04B	4B SUPERIOR COURT
JUD	04	4TH JUDICIAL
NCSEN	06	NC SENATE DISTRICT 6
NCHSE	014	NC HOUSE DISTRICT 14
PROS	04	4TH PROSECUTORIAL

Close

To view the information for a selected Provisional voter, use the 'View Prov' button on the Home ribbon in the Provisional Voting section.

View Provisional Information
— □ ✖

Provisional Voter Registration Information

Full Name: ALLISON MARIE MASON
 US Citizen?: Yes
 Birth Date: 06/01/1998
 Age: 19
 VRN: 000009849765
 Residential Address: 1580 DOGWOOD LN, STATESVILLE NC 28625
 Residential County: IREDELL COUNTY
 Will you have lived here for 30 days or more prior to the Election Date?: Yes
 Move Date:
 Phone:
 Mailing Address:
 Previous Name:
 Previous Address:
 Previous County:
 Birth State: MA
 NCDL:
 SSN:
 Gender: FEMALE
 Race: WHITE
 Ethnicity: NOT HISPANIC or NOT LATINO
 Party: UNAFFILIATED
 ID Provided?: NC DRIVERS LICENSE

Provisional Voting Information

Election Date: 07/11/2017
 Poll Book Number: WMB-100-2
 PIN: CG68-100-2
 Location Voted: WMB
 Assigned Precinct: CODDLE CREEK #2
 Provisional Voting Reason: UNREPORTED MOVE
 Reasonable Impediment: No
 Reasonable Impediment Reasons:
 Reasonable Impediment:

Jurisdiction List

PCT	ST6	STATESVILLE #6
MUNI	STI	CITY OF STATESVILLE
WARD	STI6	STATESVILLE WARD#6
CONG	13	CONGRESSIONAL DISTRICT 13
SUPCT	22A	22A SUPERIOR COURT
JUD	22A	22A JUDICIAL
NCSEN	44	NC SENATE DISTRICT 44
NCHSE	095	NC HOUSE DISTRICT 95
TWP	ST	STATESVILLE
EDED	4	SCHOOL #4
PROS	22A	22A PROSECUTORIAL
VTD	ST6	ST6

Previous
Vote
Acknw Only
Close

CHAPTER 5: DATA TRANSFERS

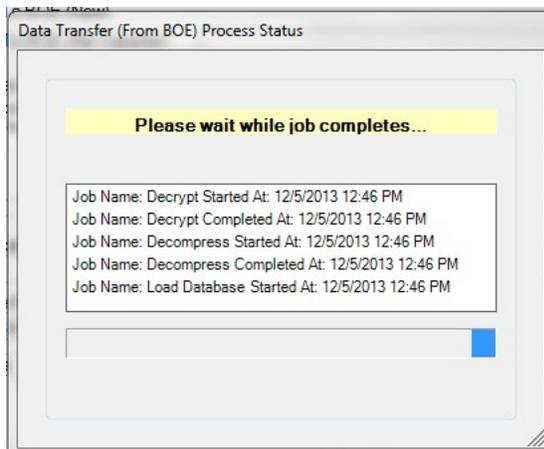
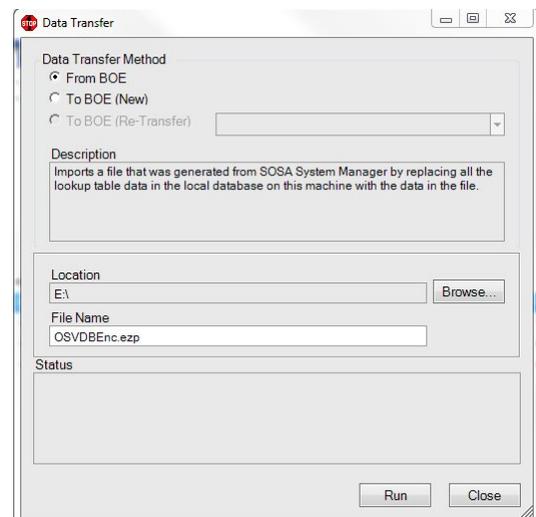
SECTION 1: OVERVIEW

This chapter outlines the process for closing down an OVRD machine at the end of the Election Day. This process must be completed on each OVRD machine used during Election Day.

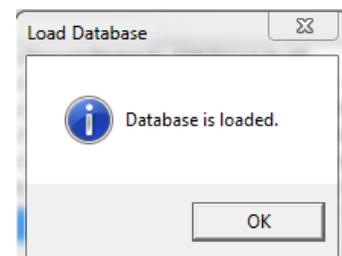
SECTION 2: TRANSFER DATA FROM THE COUNTY BOE

Below are the steps to transfer data from the file exported at the county to the OVRD machine. It is important to perform this task BEFORE voting starts on Election Day to ensure you have the most recent registration data in your local database. The user will take the export file located on the portable media device, such as a USB drive, back out to the OVRD site and import it into the machine using the steps below.

1. From the Tools tab in OVRD in LOCAL mode, click the 'Transfer' button.
2. The *Data Transfer* screen will appear, as shown to the right. Verify the 'From BOE' radio button is selected. Click the 'Browse' button to select the location of the portable media device, if needed. Once the database file location is selected, click the 'Run' button to start the import of the export file.
3. The screen below will display, indicating that the import process has begun.



4. Upon completion, a *Load Database* screen will appear, as shown to the right, indicating the import is complete. The portable media device can now be removed and used on a different machine if needed.



SECTION 3: TRANSFER DATA TO THE COUNTY BOE

The process of transferring data back to the county is done at the end of the Election Day when the polls are closed. The transfer of data back to the county database can only be done **once**, which then disables the machine for further OVRD voting use. Therefore, it is important not to perform a 'Transfer to BOE' until the polls are closed. A warning message will display when the 'Transfer to BOE' tool is selected that this process can only be done once. The data (registration updates, votes and provisionals) is transferred back to the county database during this process.



IMPORTANT!

Once the transfer has been run on an OVRD machine, voting will no longer be permitted.

Before continuing, be sure to have the USB drive plugged into the computer.

1. From the Tools tab in OVRD, click the 'Transfer' button. The Data Transfer screen displays as shown to the right. Select the To BOE (New) radio button. Click 'Browse' to select the location of the portable media device, if needed. Once the database file location is selected, click 'Run' to export all the Election Day activity to a data file.
2. The Data Transfer Warning windows displays as shown below. Clicking 'Yes' will begin the transfer, clicking 'No' will cancel the transfer. If the user needs to retransfer a previously created transfer file, select 'To BOE (Re-Transfer)' as the 'Data Transfer Method'. Then the user must select the export date of the file to retransfer. The Transfer to BOE Statistics report will print.

Data Transfer

Data Transfer Method

From BOE

To BOE (New)

To BOE (Re-Transfer)

Description

Creates an export file that contains all the vote and registration data performed on this machine. This file should be sent to the county office and imported using SOSA System Manager. NOTE: Running this will LOCK the machine from future votes for this election.

Location

E:\

File Name

OSV_60.4_A_M_ED_Enc.xml

Status

Data Transfer Warning

Running the data transfer TO BOE in OVRD can only be performed once. After running this process, the election functionality will be locked on this machine, preventing any voting. Do you wish to continue to transfer the data?

3. Verify the file name listed in the 'File Name' field exists in the location selected.
4. Transfer the USB drive with the OVRD data file back to the county office.
5. Follow the steps for [Import Data at the County BOE](#), except replace one-stop file with an OVRD file.

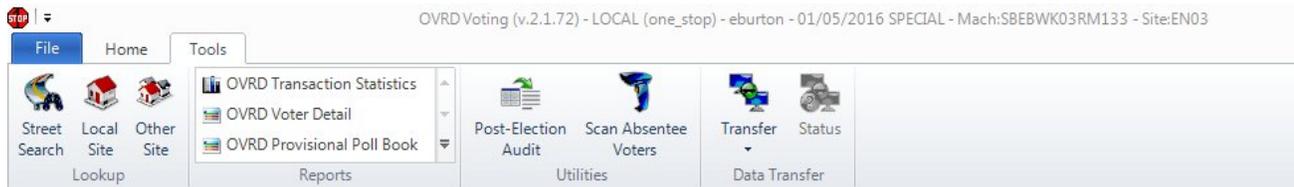
CHAPTER 6: REPORTS

SECTION 1: OVERVIEW

This chapter discusses the three reports available from the OVRD application.

SECTION 2: OVRD VOTING REPORTS

In OVRD, there are three reports that produce either statistics or detail for all activity that has occurred on a particular machine: the OVRD Transaction Statistics report, the OVRD Voter Detail report and the OVRD Provisional Poll Book. To access these reports in OVRD, select the Tools ribbon and select either 'OVRD Transaction Statistics', 'OVRD Voter Detail' or 'OVRD Provisional Poll Book' from the Reports box.



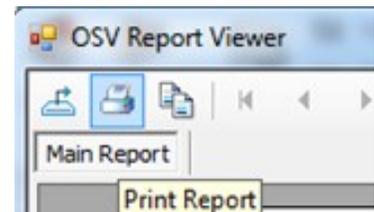
OVRD TRANSACTION STATISTICS REPORT

The OVRD Transaction Statistics report gives a summary count of the following information with precinct and machine: votes cast, cancelled votes, actual votes, and updated registrations.

A sample of the report can be seen below.

ONSLOW COUNTY BOARD OF ELECTIONS						
OVRD TRANSACTION STATISTICS						
	Machine	All Votes	Cancel	Actual Votes (All Votes - Cancels)	Updated Registrations	Provisionals
Precinct	EN03					
	SBEBWK03RM133	2	0	2	1	1
Total:		2	0	2	1	1

To print the report to the default printer, click the small printer icon (2nd from the left).



OVRD VOTER DETAIL REPORT

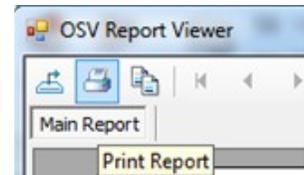
The OVRD Voter Detail report gives a list of voters with some of their registration/vote data. The data includes name, VRN, residential address, vote type, ballot number, party, party voted, vote date, age, gender, race, site, and machine.

A sample of the report can be seen below.

ONSLOW COUNTY BOARD OF ELECTIONS OVRD VOTER DETAIL										
Name/VRN	Address	Vote Type	Ballot Number	Party	Vote Date	Age	Gender	Race	Election Site	Machine
APPLE, MARY SUSAN 000000044419	108 ROBINHOOD DR JACKSONVILLE, NC 28546	V	00000004	REP(REP)	11/05/2013	71	F	WHITE	EN03	SBEWK02
APPLETON, JADE ASHLEY 000000408622	107 ALTAVISTA LOOP JACKSONVILLE, NC 28546	V	00000002	REP(REP)	11/05/2013	51	F	WHITE	EN03	SBEWK02
TATE, RODNEY QUINTELL 000000350404	507 LAKEWOOD DR JACKSONVILLE, NC 28546	V	00000001	UNA(UNA)	11/05/2013	54	M	BLACK or AFRICAN	EN03	SBEWK02

Votes: 3
Cancels: 0
Actual Votes: 3

To print the report to the default printer, click the small printer icon (2nd from the left).



OVRD PROVISIONAL POLL BOOK

The OVRD Provisional Poll Book report is a detailed listing of the provisional voting information logged on a particular machine. The report displays the poll book number, voter name and address, ballot style issued and the PIN number for a provisional voter.

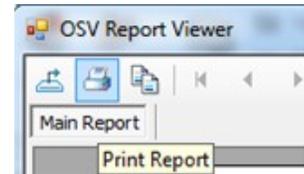
To run the report, select OVRD Provisional Poll Book from the Reports section of the Tools ribbon.



The report will display as shown below.

MECKLENBURG COUNTY BOARD OF ELECTIONS				
OVRD PROVISIONAL POLL BOOK				
Precinct: 200				
Machine ID: 400				
Election: 03/24/2015 PRIMARY				
Count	Poll Book No.	Voter Name/Address	Ballot Style Issued	PIN Number
1	200-400-1	DOG, ODIE THE 8626 CATFISH DR CHARLOTTE, NC 28214	D001	CW83-400-1
2	200-400-2	WORTHINGTON, EMILY MAE 2210 CATALINA AVE CHARLOTTE, NC 28206	R002	CW83-400-2
Grand Total: 2				

To print the report to the default printer, click the small printer icon (2nd from the left).



CHAPTER 7: TOOLS

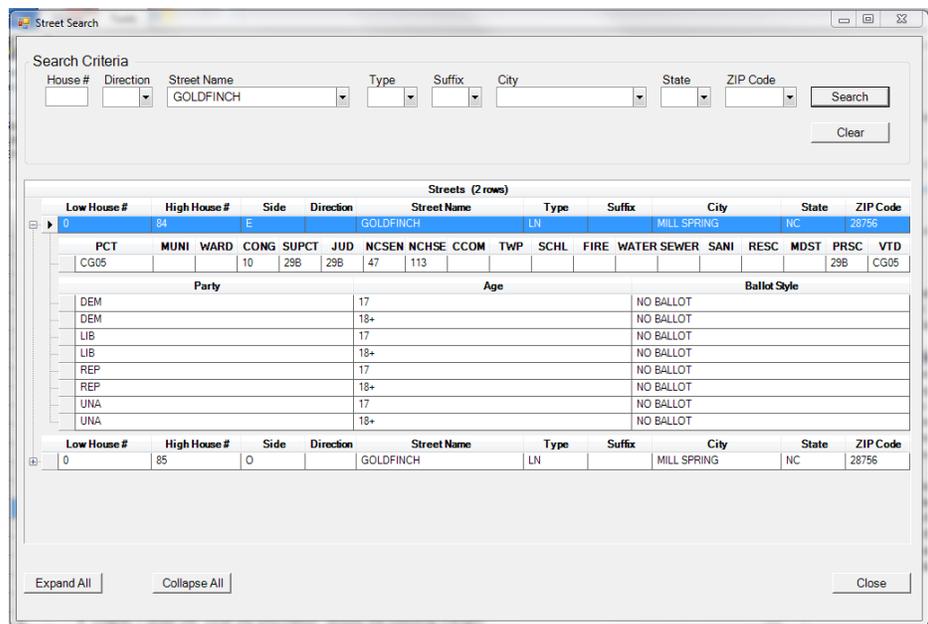
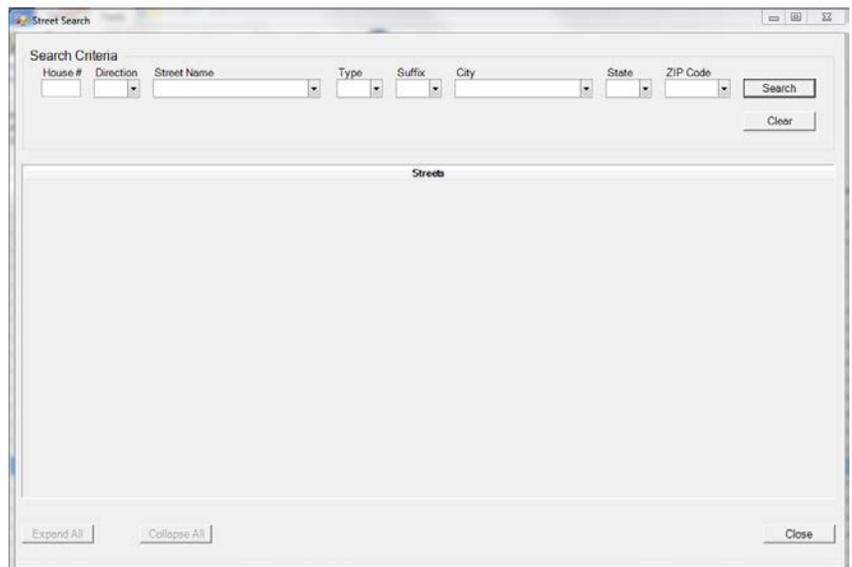
SECTION 1: OVERVIEW

This chapter discusses several tools available to the user: the street search, change a password, site and machine information, post-election audit export, flagging voters as transfers, and flagging or scanning voters as absentee.

SECTION 2: STREET SEARCH

The Street Search tool is used to determine the jurisdiction and ballot style information of a selected street. This is useful for looking up ballot styles for specific addresses, especially for provisional voting. Follow the steps below to perform a street search.

1. Select the Tools ribbon and then click 'Street Search'. The Street Search screen will appear, as shown to the right.
2. Select or enter data in any criteria field that may help find the street; typically, this is the street name field. The criteria fields include: 'House #', 'Direction', 'Street Name', 'Type', 'Suffix', 'City', 'State', and 'Zip Code'.
3. Click the 'Search' button. The results will display in the Streets grid section of the Street Search screen with plus (+) signs next to them. When the plus (+) sign is clicked, it will expand the results and display all of the detailed information, as shown to the right. The detailed information for a row shows all of the jurisdictions tied to the street, as well as ballot style information broken out by Party, Age and Ballot Style. If the 'Expand All' button is clicked, the detailed jurisdiction and ballot information for all results in the grid will display. If the 'Collapse All' button is clicked, the detailed information will be hidden.



SECTION 3: CHANGE PASSWORD OPTION

OVRD provides the ability for a user to change their password, should they need it. If the user does not know their password to log in to OVRD, another user with supervisory privileges can change the password for them. By default, a user's password is set during the set-up process of the Wizard in One-Stop System Manager. It is recommended to change the password after the first login to ensure that secure passwords are being used. The user must have the Change Password permission to enable the change password functionality.

The following steps describe how a user can change their password.

1. Click on *File* → *Information* → *Change Password*. The change password screen appears, as shown to the right.
2. Enter the new password in the *New Password* field. Enter the same password into the *Confirm New Password*. Click 'Change Password' to put the new password into use.



Please keep in mind that passwords are case sensitive. Be sure to use upper and lower case where necessary.

If the user has supervisory privileges, the login name field will have a drop-down list of users that can be reset. The 'Reset Password' button will be used by supervisors only. To change another user's password, select the 'Login Name' from the drop-down and click 'Reset Password'. This will reset the user's password to the system default.

The screenshot shows a dialog box titled "Change Password" with a close button in the top right corner. Inside the dialog, there is a "Login Name" dropdown menu currently showing "EBURTON". Below this are two text input fields: "New Password" and "Confirm New Password". At the bottom of the dialog, there are three buttons: "Change Password", "Reset Password", and "Cancel".

SECTION 4: SITE INFORMATION

OVRD provides site information in three ways through the File menu and Tools ribbon. These items will allow the user to find out information about the site to which the machine is currently set, other Election Day voting sites within the county, as well as information about the current machine. To access the 'Local Site Information: <XXX>' (where XXX is the precinct of the current machine) and 'Other Election Sites' select the Tools ribbon and then click 'Local Site' or 'Other Site'. To access the local machine information, click File → Information → Machine Information.

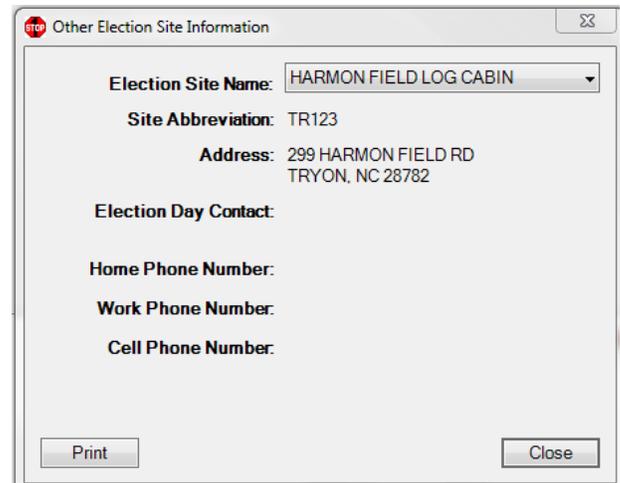
LOCAL SITE INFORMATION

Local Site Information gives the user address and contact detail for the Election Day site for the current machine. Access to this tool is from the Tools ribbon (*Tools* → *Local Site*) and will display the screen shown to the right. In the sample, the OVRD machine was set to precinct "TR123". A 'Print' button is available to print the site information.

The screenshot shows a dialog box titled "Local Election Site Information: TR123" with a close button in the top right corner. The dialog contains several fields: "Election Site Name" with a dropdown menu showing "HARMON FIELD LOG CABIN", "Site Abbreviation" with the value "TR123", and "Address" with the value "299 HARMON FIELD RD, TRYON, NC 28782". Below these are fields for "Election Day Contact", "Home Phone Number", "Work Phone Number", and "Cell Phone Number". At the bottom of the dialog, there are two buttons: "Print" on the left and "Close" on the right.

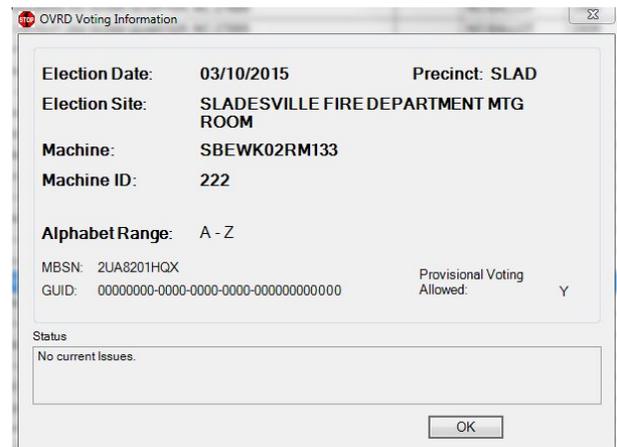
OTHER SITE INFORMATION

Other Election Sites gives the user address and contact detail for other Election Day sites within the county. Access to this tool is from the Tools ribbon (*Tools* → *Other Site*) and will display the screen shown to the right. To view information for other sites, simply select the site from the drop-down list. A 'Print' button is available to print the site information.



MACHINE INFORMATION

Machine Information gives the user details about the local machine. Access to this tool is from the File menu (*File* → *Information* → *Machine Information*) and will display the screen shown to the right. Information that will be displayed includes the Election, Site, Machine name, Machine ID, and Alphabet Range for the OVRD machine. It also shows the MBSN and GUID of the machine as well as any 'Status' messages. If Provisional Voting is enabled, a 'Y' indicator will appear on the right side of the screen.



SECTION 5: EXPORT DATA FOR POST ELECTION AUDIT

This function on the Tools ribbon is an administrative function used to retrieve any One-Stop votes that may have been left behind on the machine before Election Day. This function might be used if the administrator determines that they did not receive all of the One-Stop vote data from that machine before it was converted to OVRD.

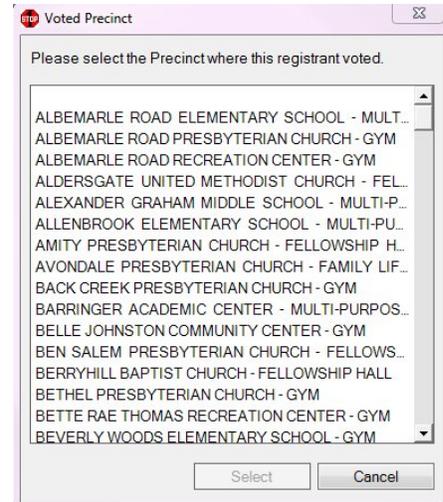
To perform the Export of Post Election Audit data, click *Tools* → *Post Election Audit*. Set the location to the USB drive by clicking the 'Browse' button. Click the 'Run' button to save the file to the specified location.

SECTION 6: FLAG AS TRANSFERRED

With OVRD's Election Day Flag as Transfer function, the user will have the ability to mark a person as "voted" if a pollworker from another election site calls and states that a voter has voted at their site. This helps to prevent any duplicate voting within the county. Transfers are only allowed if the option was set during the Wizard to allow them.

For the case where a voter has voted at another election site, do the following steps to mark them as transferred:

1. Search for the registrant. When found, select their record and click on *Home* → *Flag as Transfer*.
2. The screen to the right will display. Select the precinct they voted in (the one calling you) and click the 'Select' button.



After the save, the lower section will display the following:



If the user has made a mistake in flagging the voter as Transferred, simply search for and select the voter again, and click *Home* → *Unflag as Transfer*. The information in the bottom section of the screen will be removed, and the voter is no longer considered a transfer.

SECTION 7: FLAG AS ABSENTEE

With OVRD's Flag as Absentee function, the user will be able to mark a person as having voted absentee. This is useful if the machines were sent to the polls over the weekend and absentee ballots came in after that time. If a data update to the machine via 'Data Transfer' is not possible, this is a quick way to update voters on the OVRD machines.

To flag a voter as having voted Absentee:

1. Search for the registrant. When found, select their record and click on *Home* → *Flag as Absentee*.

- Once 'Flag Selected Voter as Absentee' is clicked, the lower section will display the following:

Voter	VRN: 001000240205	ACTIVE	200/200	CANNOT VOTE
	CAT, GARFIELD THE			FLAGGED AS VOTED ABSENTEE 
Changes	8622 CATFISH DR CHARLOTTE, NC 28214			Election Date: 3/24/2015
				Voted Date: Ballot Style: PCT/VTD: Ballot ID:

If a mistake was made in flagging this voter as Absentee, simply search for and select the voter again, and click *Home* → *Unflag as Absentee*. The information in the bottom section of the screen will be removed, and the voter is no longer considered voted absentee.

SECTION 8: SCAN AS ABSENTEE

With OVRD's Scan as Absentee function, the user will be able scan barcodes of registrants that voted absentee. This is useful if the machines were sent to the polls over the weekend and absentee ballots came in after that time. If a data update to the machine via 'Data Transfer' is not possible, this is a quick way to update voters on the OVRD machines.

To scan multiple voters as having voted absentee:

- In Report Manager run the Absentee Ballots Executed VRN Barcode report for the election and ballot return date (use a date range to pull only those that returned ballots AFTER the end of One-Stop voting). Print the report.
- Grab the barcode scanner and the report and in OVRD, click *Tools* → *Scan Absentee Voters*. The window to the right will display.
- Scan the first barcode (or type the VRN and click 'Submit'), and then continue scanning all absentees that need to be scanned.

Scan Absentee Voters

Enter the Voter Registration Number of any registered voter that voted a valid absentee ballot since the last "FROM BOE" on this machine.

These voters will be flagged as having voted absentee and will not be allowed to vote on Election Day.

VRN

No message or indication will appear on-screen that they were flagged, but if the voter is searched for after the scanning is complete, they will show "Flagged as Voted Absentee".

Voter	VRN: 001000240205	ACTIVE	200/200	CANNOT VOTE
	CAT, GARFIELD THE			FLAGGED AS VOTED ABSENTEE 
Changes	8622 CATFISH DR CHARLOTTE, NC 28214			Election Date: 3/24/2015
				Voted Date: Ballot Style: PCT/VTD: Ballot ID:

If a mistake was made when scanning any voter as Absentee, simply search for and select the voter again, and click *Tools* → *Unflag as Absentee*. The information in the bottom section of the screen will be removed, and the voter is no longer considered voted absentee.

DOCUMENT CHANGES LOG

DATE	CHANGES MADE
10/18/2013	Created Document based on SOSA document.
10/21/2013	Updated formatting to match SOSA manuals. Updated text to be accurate for OVRD.
10/22/2013	Further modifications to screenshot positioning. Fixed formatting to match SOSA admin guide formatting.
11/04/2013	Fixed up several formatting/spelling/grammar issues.
11/15/2013	Fixed up formatting issues and made changes to several sections, adding new information as well
12/9/2013	Major updates to all chapters for new layout and functionality
1/9/2014	Updated title issue and update date
02/09/2015	Updated entire document to add Provisional voting functionality. Screenshots were updated as well.
04/17/2015	Minor updates to remove remaining references to SDR and other typos.
07/24/2015	Updated screenshots on multiple pages. Fixed references to Transfer items that moved to the Tools tab. Added 2D Barcode Scanning section.
12/17/2015	Changed references to CONNECTED, HYBRID and DISCONNECTED to COUNTY and LOCAL. Also updated corresponding screenshots.
12/28/2015	updated screenshot and table to add new button "Print Referral" updated ID Documents List and screenshot added bullets regarding new buttons-Vote Provisional and Print Referral. updated provisional screenshots and added sections regarding printing an Acknowledgment of Voting Options form and using the Curbside checkbox and the Reasonable Impediment radio button added screenshots for 2 new DL Expired messages added info regarding new buttons-Vote Provisional and Print Referral. Added Note regarding Religious Objection flag (checkbox). updated transfer status screenshot as well as all other screenshots that needed to be updated
01/13/2016	Multiple updates to screenshots and text based on development suggestions/review. Added section for help referral form.
04/15/2016	Updated screenshots for changes to ribbon icons and updated button names throughout document
07/21/2016	Updated screenshots throughout as necessary. Added information to NCDL barcode scanning

	regarding auto-population of voter data.
08/25/2016	Updated help referral form screenshot
08/30/2016	Removed references to Reasonable Impediment
01/27/2017	Updated text and screenshot on page 6
06/29/2017	Updated screenshots and made minor edits throughout
