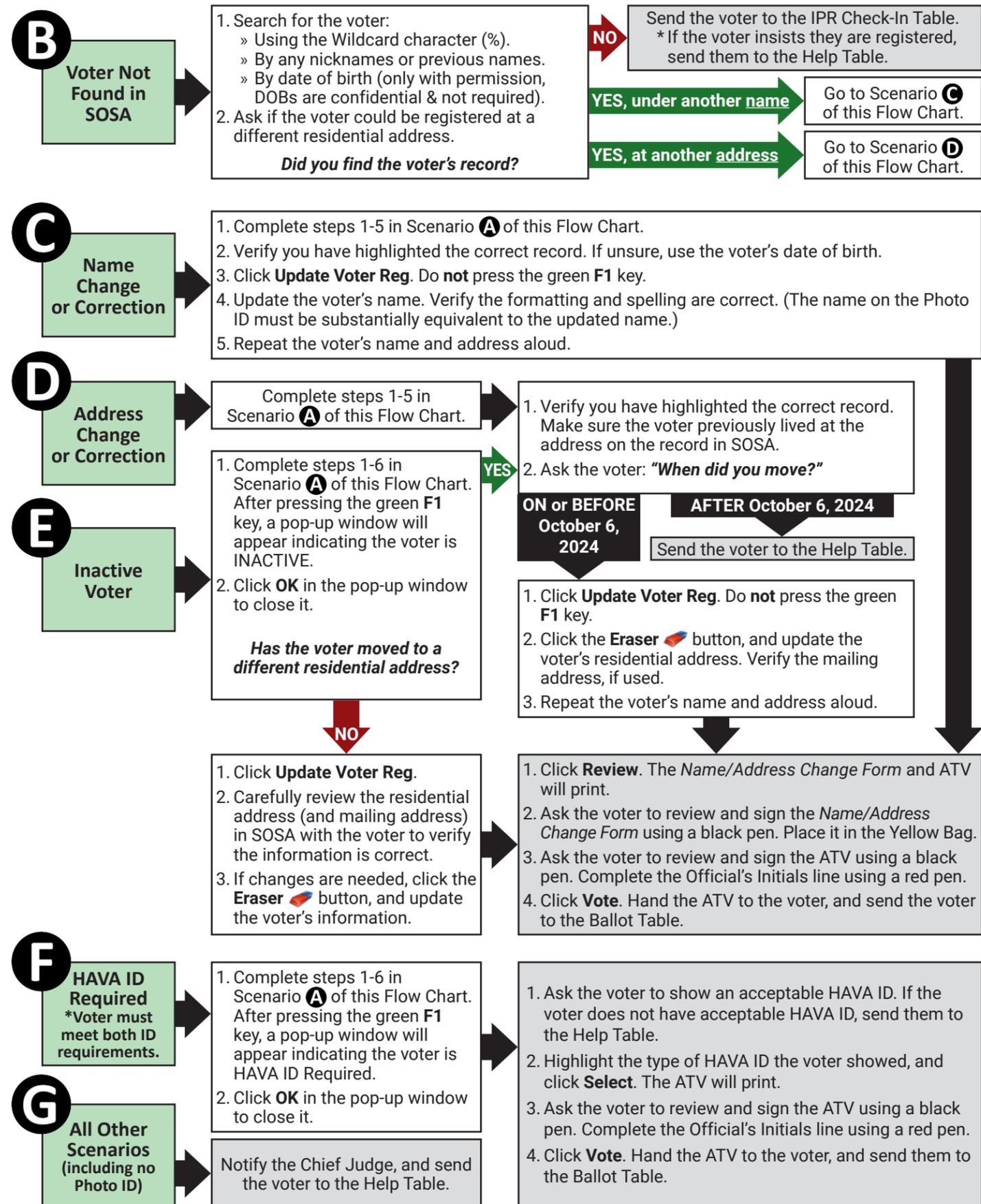


# Application Table Flow Chart



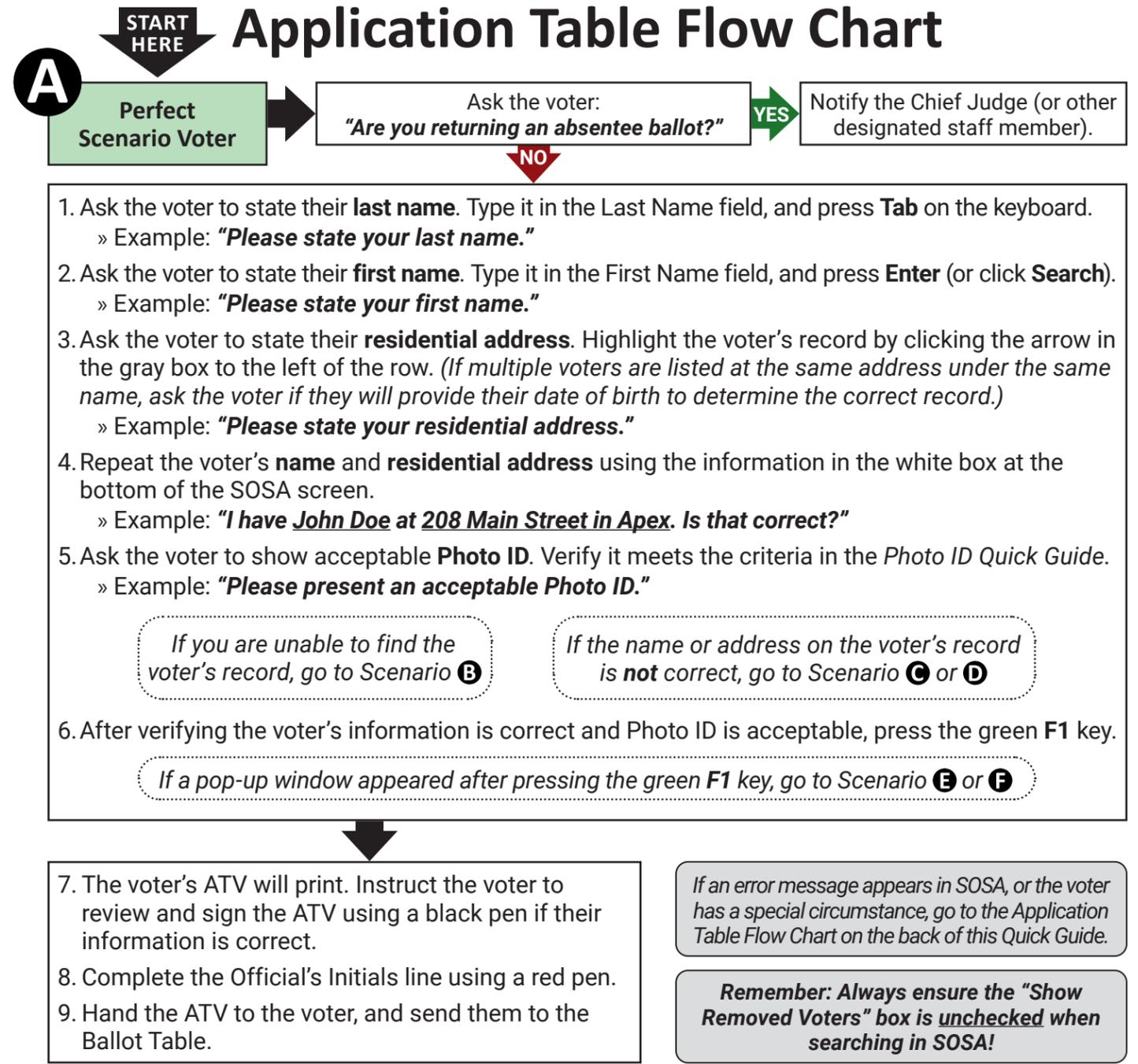
# Application Table Quick Guide



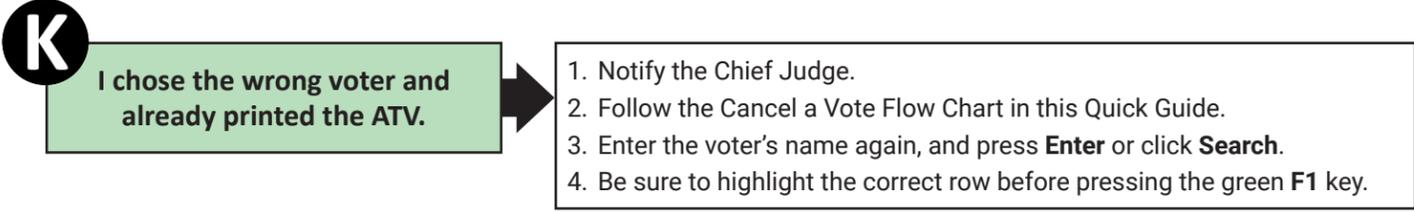
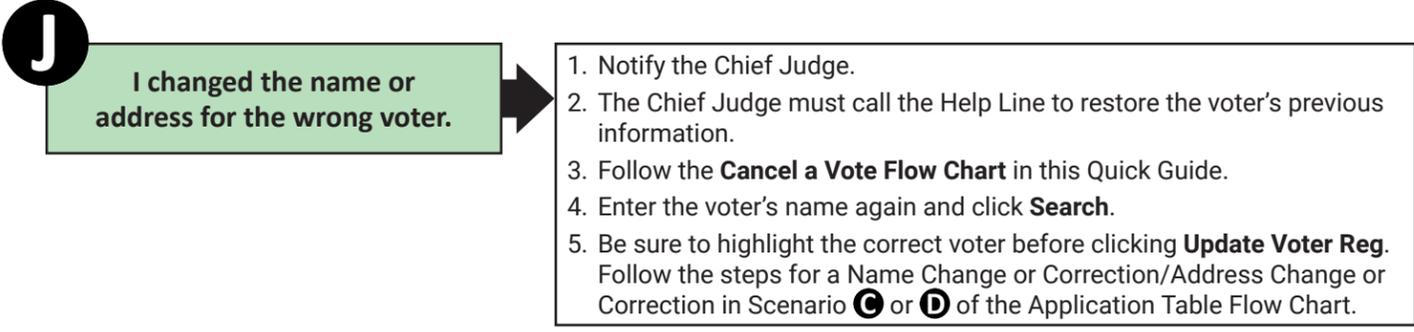
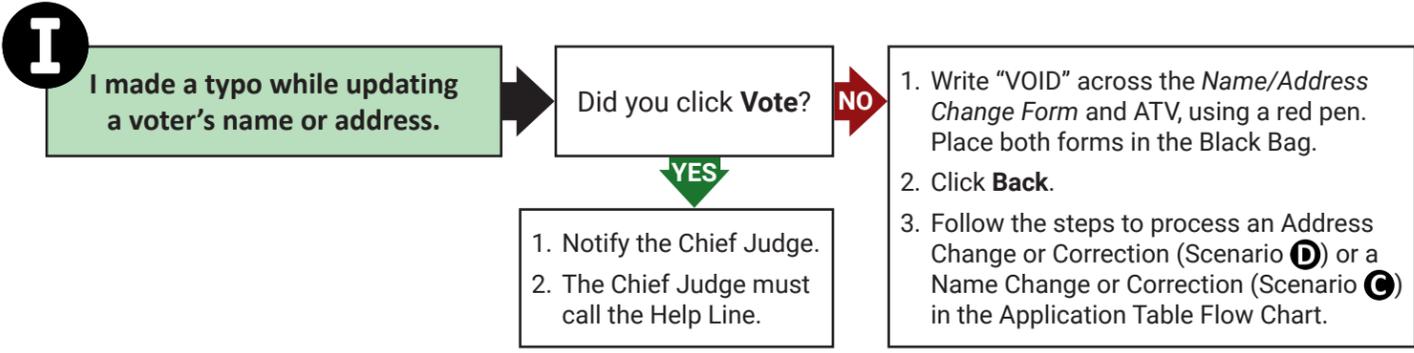
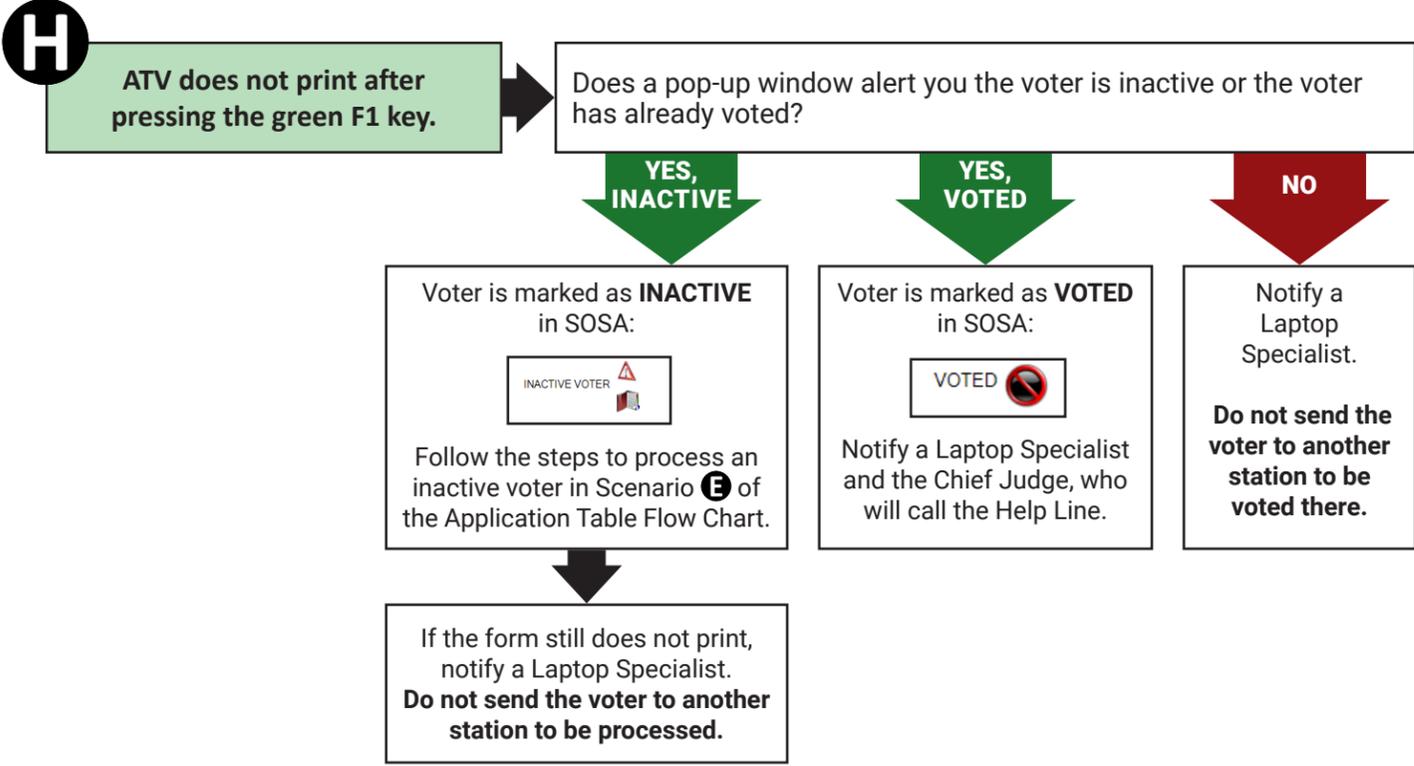
## Reminders

- Begin with Scenario **A** of the Application Table Flow Chart below to process every voter.
- Voters who are able are required by law to state their name and address out loud. If the voter refuses, notify the Chief Judge.
- Any voter whose address is **#### Confidential, Raleigh, NC 27699** in SOSA, is a **confidential voter**. Ask these voters to state their name but **not** their address. If needed, ask the voter for their date of birth to determine the correct record.

SOSA Data Entry Tips
Use the Wildcard character (%).
Press <b>Tab</b> to go to the next field.
Never type apostrophes.
Never use the Middle Name field.
Always type hyphens.



# Correcting Errors at the App Table



**Remember: Always ensure the "Show Removed Voters" box is unchecked when searching in SOSA!**

# Cancel a Vote Flow Chart

The Chief Judge must be present for **EVERY** vote cancellation. Follow these steps carefully and call the Help Line if you are unsure about a procedure.

**Notify the Chief Judge.**

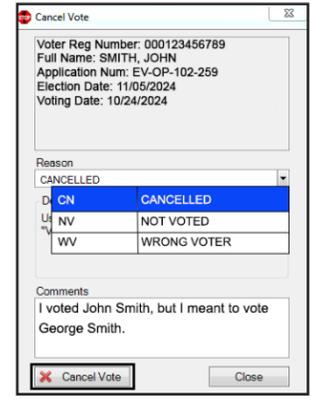
**Call the Help Line to report the cancellation if one of the following occurs:**

- » A voter's address was updated twice due to a typing error the first time.
- » A vote was canceled after choosing the wrong voter and **updating** that wrong voter's information in SOSA.

**Reminders for Canceling a Vote:**

- » You must cancel a vote using the **same laptop** on which the voter was originally processed.
- » Never cancel a vote if you do not know **when and where** a voter was originally processed.
- » If you processed the wrong voter, you must cancel the vote for the wrong voter **before** processing the correct voter.

- Write "VOID" across the front of the ATV with a red pen.
- Use the voided ATV to begin filling out the top portion of a *Vote Cancellation Form*.
- Click the **Clear** button and search for the incorrect voter's name again in the Voter Search screen. Make sure to select and highlight the row of the voter who was incorrectly processed.
- Click the **Cancel Vote** button at the top of the screen.
- Choose the reason **CN-CANCELLED** and type an explanation.
- Click the **Cancel Vote** button.



- Click the **Clear** button and search for the correct voter's name in the Voter Search screen. Follow the steps in Scenario **A** of the Application Table Flow Chart on the front of this Quick Guide.
- Hand the voter their ATV, and instruct the voter to review and sign with a black pen if all of the information is correct.
- Complete the remainder of the *Vote Cancellation Form* using the new ATV. Then, complete the Official's Initials line with a red pen.
- Hand the ATV to the voter, and send the voter to the Ballot Table.
- Paper clip the voided ATV and the *Vote Cancellation Form* together and place them in the Black Bag.

