# **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.



2024 General Election



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

YES

Notify the Chief Judge (or other designated staff member).

If the name or address on the voter's record is **not** correct, go to Scenario **()** or **()** 

If an error message appears in SOSA, or the voter has a special circumstance, go to the Application Table Flow Chart on the back of this Quick Guide.

Remember: Always ensure the "Show Removed Voters" box is <u>unchecked</u> when searching in SOSA!

## **Correcting Errors at the App Table**



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.

### 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:**

- » If you processed the wrong voter, you must cancel the vote for the wrong voter before processing the correct voter.
- 1. Write "VOID" across the front of the ATV with
- 2. Use the voided ATV to begin filling out the Cancellation Form.
- 3. Click the Clear button and search for the ind again in the Voter Search screen. Make sur the row of the voter who was incorrectly pr
- 4. Click the **Cancel Vote** button at the top of the
- 5. Choose the reason CN-CANCELLED and typ
- 6. Click the Cancel Vote button.
- 7. 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.
- 8. Hand the voter their ATV, and instruct the voter to review and sign with a black pen if all of the information is correct.
- 9. Complete the remainder of the Vote Cancellation Form using the new ATV. Then, complete the Official's Initials line with a red pen.
- 10. Hand the ATV to the voter, and send the voter to the Ballot Table.
- 11. Paper clip the voided ATV and the Vote Cancellation Form together and place them in the Black Bag.

## **Cancel a Vote Flow Chart**

## Notify the Chief Judge.

» 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.

| th a red pen.<br>op portion of a <i>Vote</i>                  | Cancel Vote 2<br>Voter Reg Number: 000123456789<br>Full Name: SMITH, JOHN<br>Application Num: EV-DP-102-259<br>Election Date: 11/05/2024<br>Voting Date: 10/24/2024 |
|---|---|
| correct voter's name<br>e to select and highlight<br>ocessed. | Reason<br>CANCELLED • •<br>D CN CANCELLED<br>Ud NV NOT VOTED<br>V WV WRONG VOTER  |
| ne screen.<br>De an explanation.                              | Comments I voted John Smith, but I meant to vote George Smith.  |

|              | Vote Cancellation Form                                    |
|--------------|---|
| REMEMBER:    | 1. Always notify the Supervisor before you cancel a vote. |
|              | 2. To cancel a vote, you must answer YES to both of the   |
|              | following questions:                                      |
|              | Am I the person who made the error?                       |
|              | ✓ Did the error occur on this laptop?                     |
|              | are unsure of their answers, you must call the Help Line. |
| Early Votine | z Site:   |
| Vour Namo    |   |
| four Name.   |   |
| Date:        | // Time:: a.m. / p.m.                                     |
|              | Cancelled Voter   |
| Name:        |   |
|              |   |
| VRN:         |   |
| Application  | # of Voided ATV: OS                                       |
|              | Correct Voter   |
| Name:        | concer vote.  |
| VRN:         |   |
| Application  | # of Correct ATV: OS                                      |
|              |   |
| Reason the   | vote was cancelled:                                       |
|              |   |
|              |   |
|              |   |
|              |   |