

For: State and County Offices

2003 County Election Web-Based Voter Data Report

Approved by: Acting Deputy Administrator for Field Operations



1 Overview

A Background

County Committee Election Voter Data information is a new report using a web-based application. Voter information is being collected to prepare a report to provide the results of voter turnout for 2003 COC elections.

Instructions to the site used to enter voter information are located in Information Bulletin 2950. If problems are encountered logging into the site, the Help Desk should be contacted at 800-255-2434 for assistance.

County Offices shall input the voter data election information from the ballots returned for the election held in December 2003. The report is for statistical purposes only. The information will not be published on the FSA website.

B Purpose

This notice explains to State and County Offices the process for entering voter data information into the web-based system.

C Contact

If there are questions regarding this notice:

- County Offices shall contact the State Office
- State Offices shall contact:
 - Ken Nagel at 202-720-7890
 - Deborah Johnson at 202-720-0067
 - Zina Riley at 202-720-0258.

Disposal Date	Distribution
May 1, 2004	State Offices; State Offices relay to County Offices

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2 Action

A Entering Voter Information

Enter the COC election website address provided in Information Bulletin 2950. Users will need a WebCAAF ID and password.

Enter voter information according to this table. See subparagraph B for screen prints.

Step	Screen Title	Action
1	USDA WebCAAF Authentication and Authorization Warning Screen	Click on "Continue".
2	Please enter your credentials	Enter WebCAAF User ID and Password. Click on "Login" or Press ENTER.
3	County FSA Committee Election Reports	Click on "County FSA Committee Reporting Login," then Click on "Reporting for Voters" bar.
4	Administering Location	Enter the County Office Committee and the Local Administrative Area holding the election. <ul style="list-style-type: none">• Select correct number from the drop down boxes.• Click on "Submit".
5	Voter Data	A pre-filled list of eligible voters that were sent ballots for this election will appear. Highlight the letter User wants to display. Note: Upon accessing the name list the first time all names will appear in red until they have been updated.

2 Action (Continued)

A Entering Voter Information (Continued)

Step	Screen Title	Action
6	Updating Voter Information	<p>Red indicates that no information has been entered. User must click on the individual’s name to enter information.</p> <ul style="list-style-type: none"> • Voter information is displayed, select one: <ul style="list-style-type: none"> • ballot undeliverable • ballot returned • ballot rejected. • If ballot is rejected, choose one of the following from the drop down box: <ul style="list-style-type: none"> • “Unsigned” • “No Label” • “Over Voted” • “Under Voted” • “Ineligible”. • Click on “Submit”. • User will be returned to the voter list. The name that was updated should now appear in either of the following: <ul style="list-style-type: none"> • green indicating the ballot was returned • teal indicating the ballot was returned, but rejected. <p>Note: Follow steps 5 and 6 for each voter information update.</p>
7	Add New Voter	If voter has a ballot that was printed by the County Office the voter must be added.
8	Voter Search	<p>Enter one of the following:</p> <ul style="list-style-type: none"> • last 4 digits of the voter’s ID • the first few letters of voter’s last name • entire voter’s last name. <p>Click on “Submit”.</p>

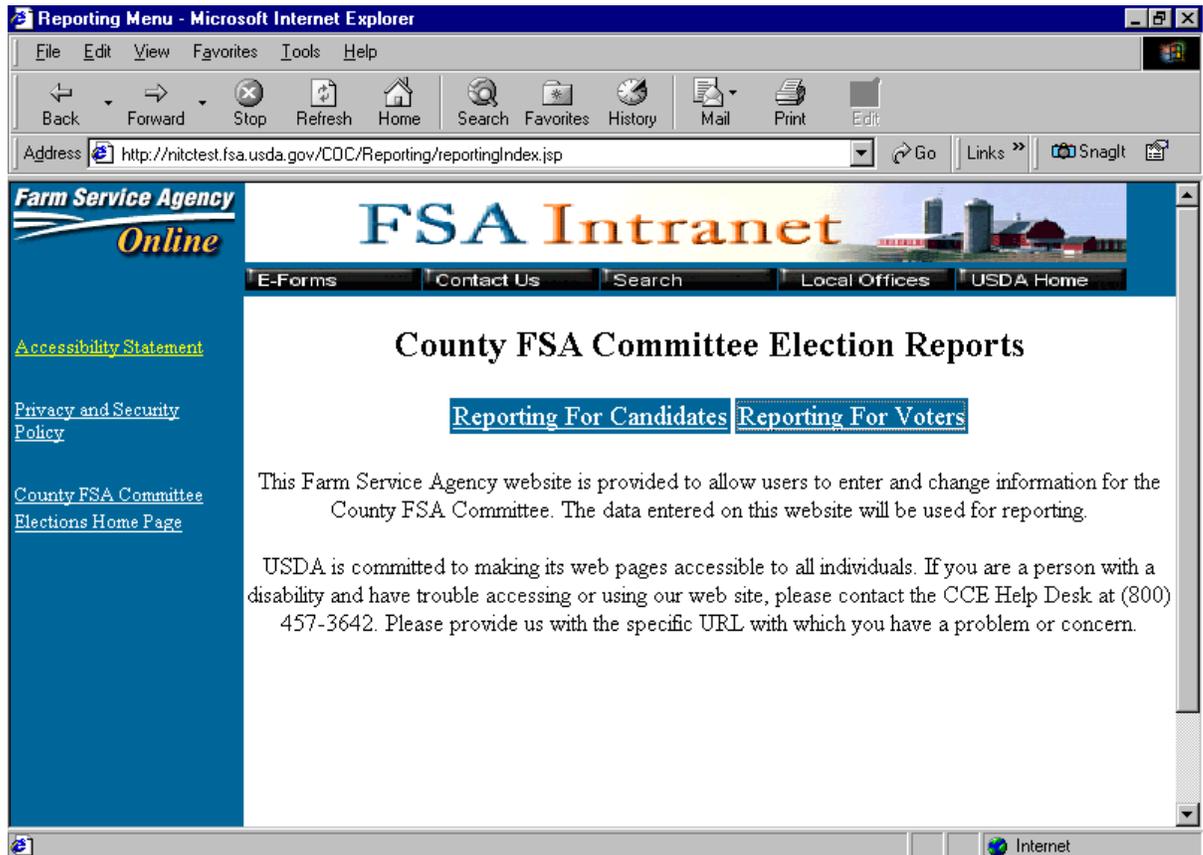
2 Action (Continued)

A Entering Voter Information (Continued)

Step	Screen Title	Action
9	Voter Data	Voter's name will appear in the box. To add voter to the list click "Add Voter".
10	Update Information	Update the ballot status for the voter, follow step 6. Click on "Submit".
11	Duplicate Data	If name is entered into the system twice the user should click on each duplicate name, voter information will appear: <ul style="list-style-type: none"> • select "Delete Voter" for incorrect or duplicate data • click on "Submit" • verify that the correct name was chosen, if correct select "Yes".

B Screen Prints

Click on "Reporting for Voters".

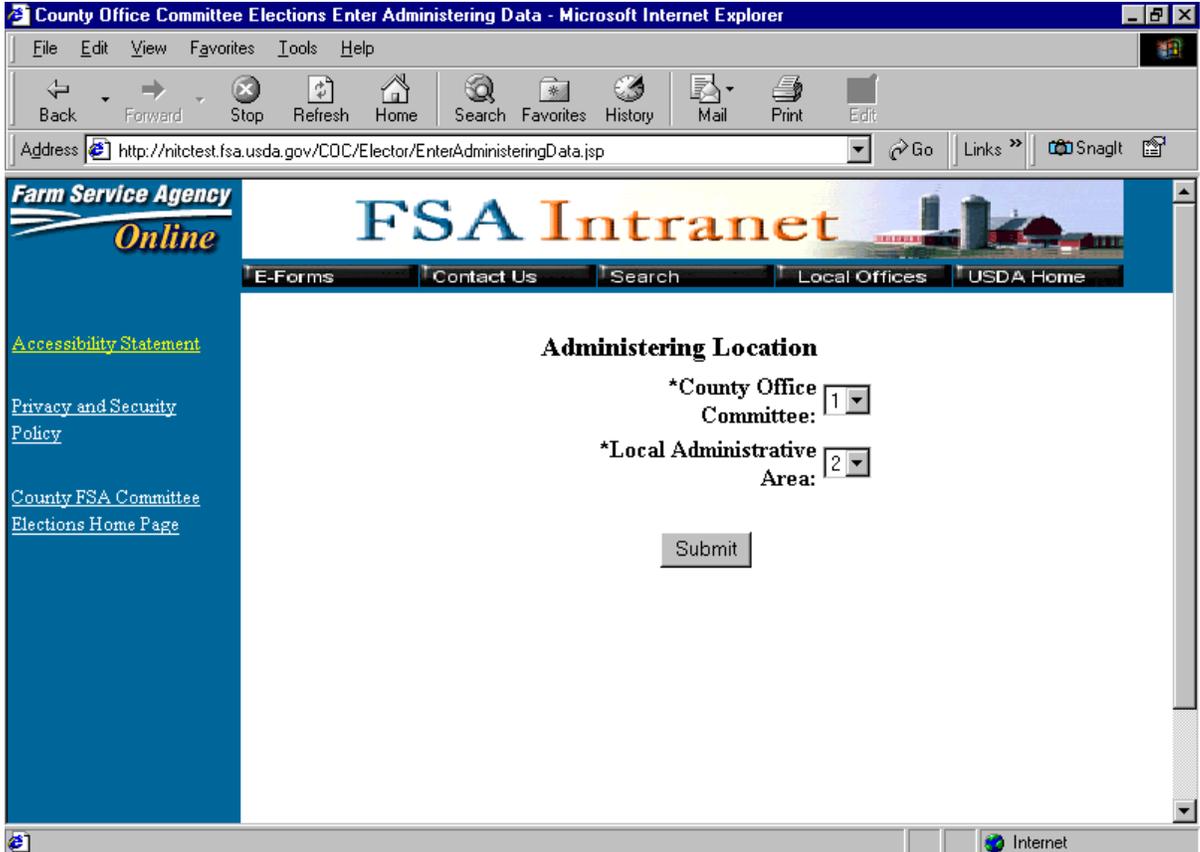


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2 Action (Continued)

B Screen Prints (Continued)

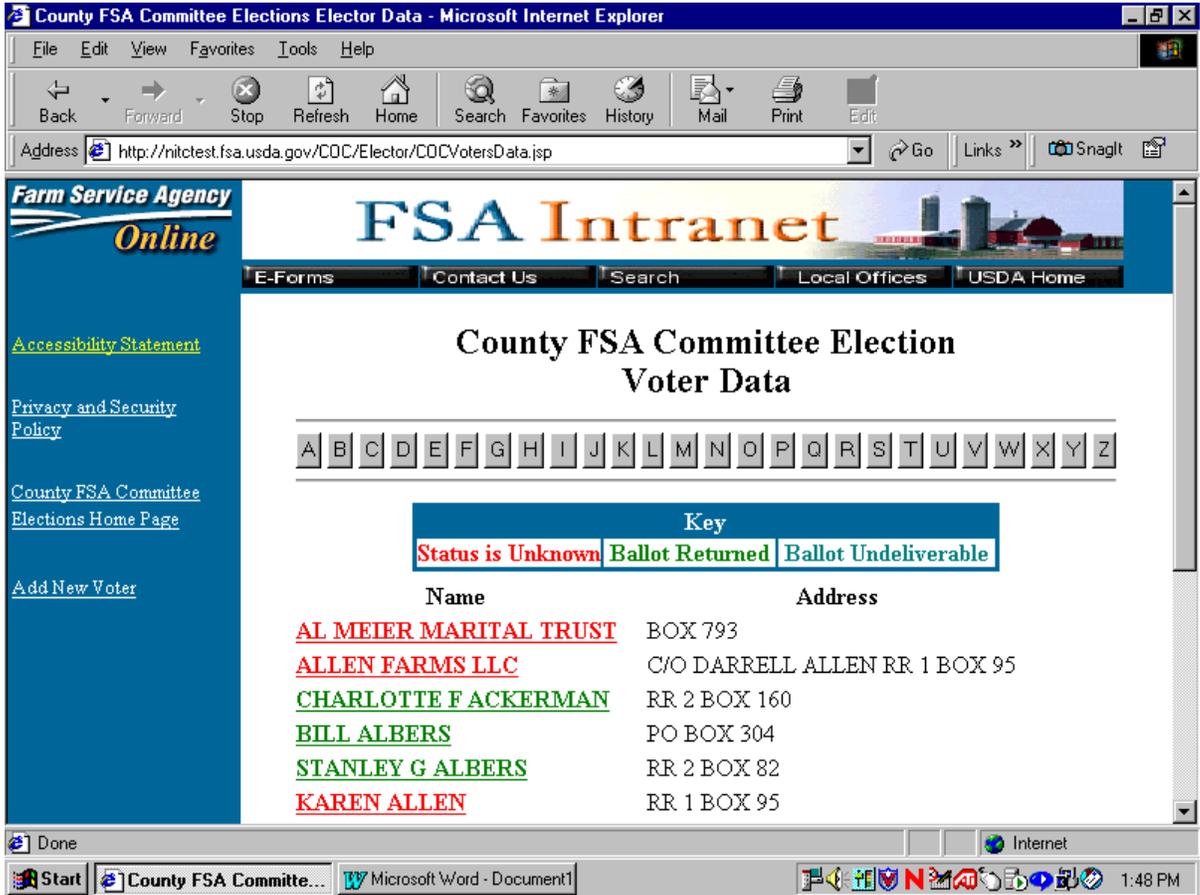
Enter COC and LAA you are reporting for. Click on “Submit”.



2 Action (Continued)

B Screen Prints (Continued)

Highlight the letter User wants displayed, then highlight the person's name, and click on Ballot Returned, Ballot Undeliverable, or Status is unknown.

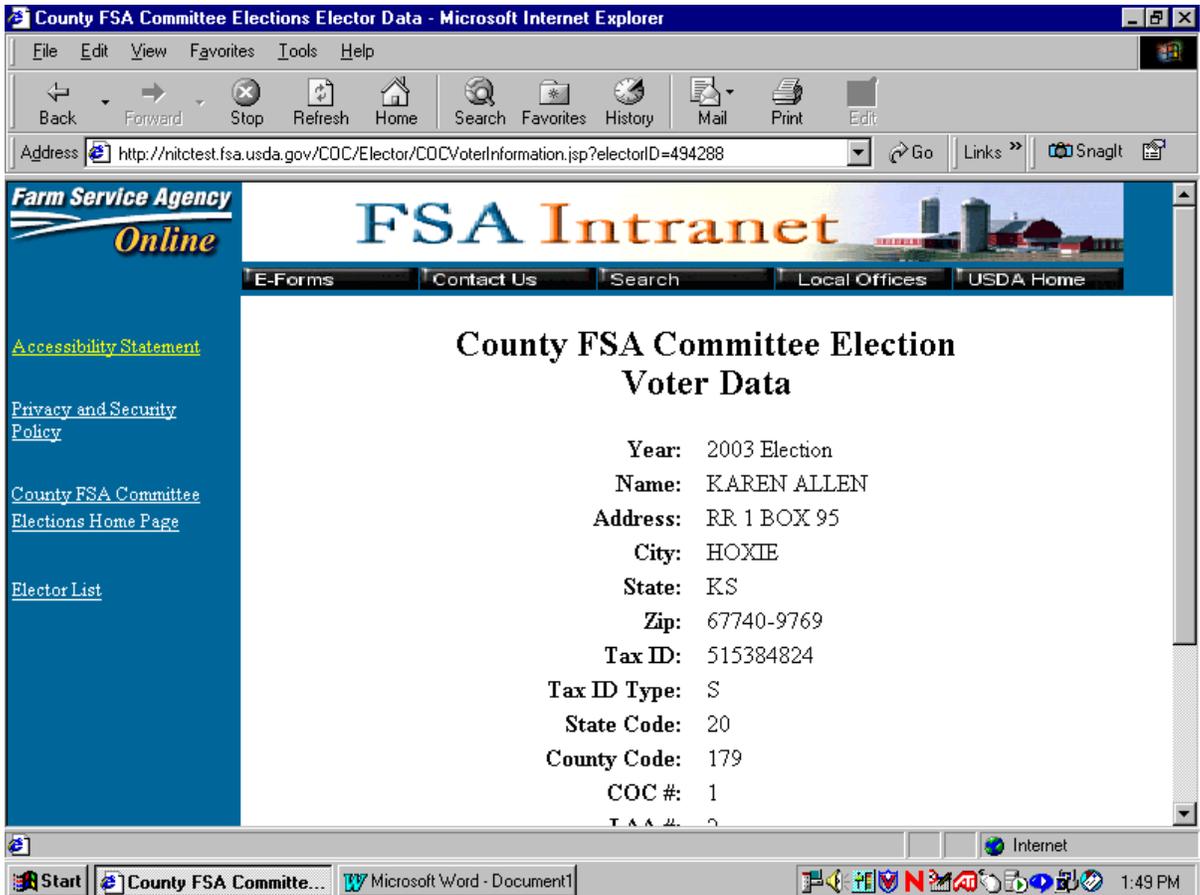


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2 Action (Continued)

B Screen Prints (Continued)

This example shows what is displayed when a person's name is highlighted from the list.



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2 Action (Continued)

B Screen Prints (Continued)

Verify if the ballot was returned or undeliverable. If the ballot was:

- returned and rejected then User must enter the reason why the ballot was rejected
- click on “Submit” to save the information.

The application will then return to the list of voters.

If there is a person that is in the system more than once the User may click on “Delete Voter” and click on “Submit” to delete the duplicate.

The screenshot shows a Microsoft Internet Explorer window titled "County FSA Committee Elections Elector Data". The address bar contains the URL: <http://nitctest.fsa.usda.gov/COC/Elector/COCVoterInformation.jsp?electorID=494288>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons (Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, Edit), and a status bar at the bottom showing "Internet".

The main content area displays the following voter information:

Year:	2003 Election
Name:	KAREN ALLEN
Address:	RR 1 BOX 95
City:	HOXIE
State:	KS
Zip:	67740-9769
Tax ID:	515384824
Tax ID Type:	S
State Code:	20
County Code:	179
COC #:	1
LAA #:	2

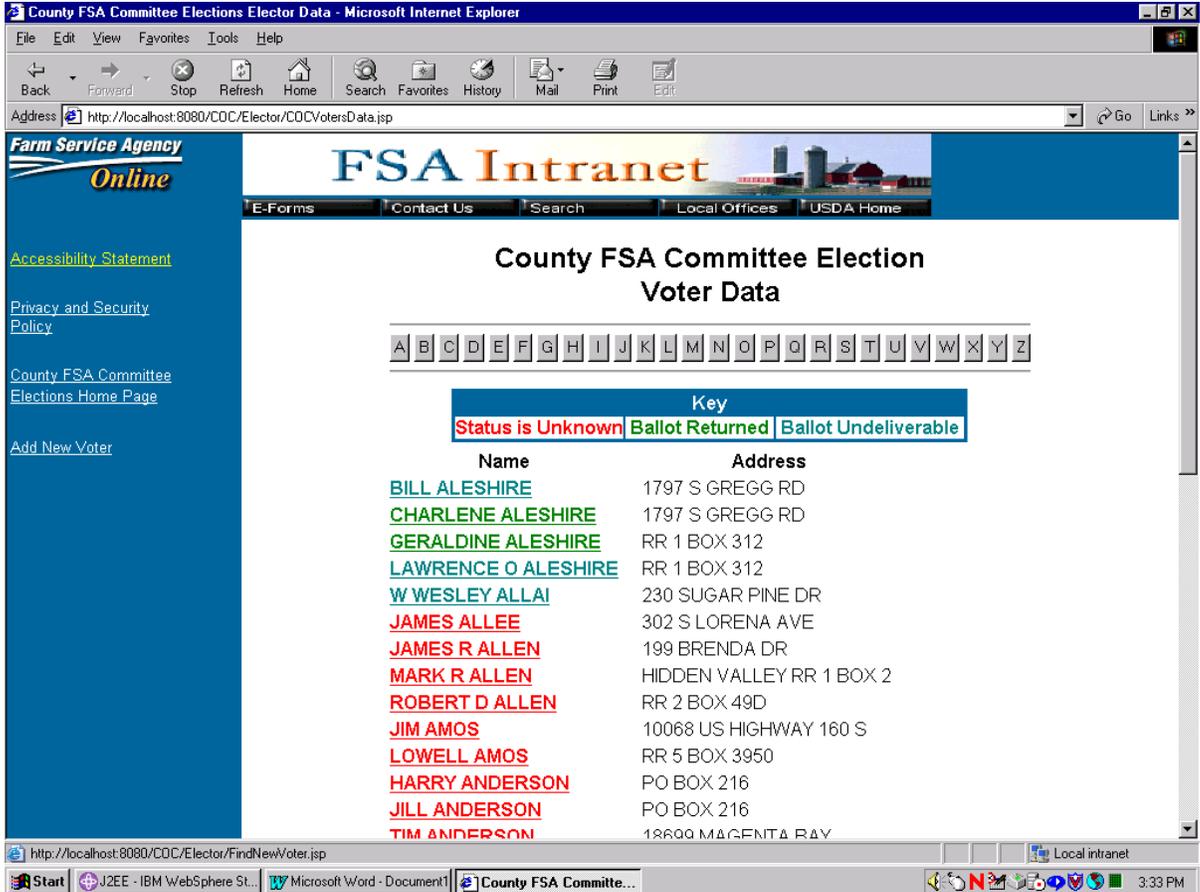
Below the information is a form with three checkboxes: "Ballot Undeliverable" (unchecked), "Ballot Returned" (unchecked), and "Ballot Rejected" (unchecked). To the right of the "Ballot Rejected" checkbox is a dropdown menu. Below these checkboxes is a "Delete Voter" checkbox (unchecked). At the bottom right of the form is a "Submit" button.

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2 Action (Continued)

B Screen Prints (Continued)

User may add a new voter by clicking on “Add New Voter” on left side of the screen.



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2 Action (Continued)

B Screen Prints (Continued)

To search for the voter, type the last four digits of the voter's ID number or partial last name and click on "Submit".

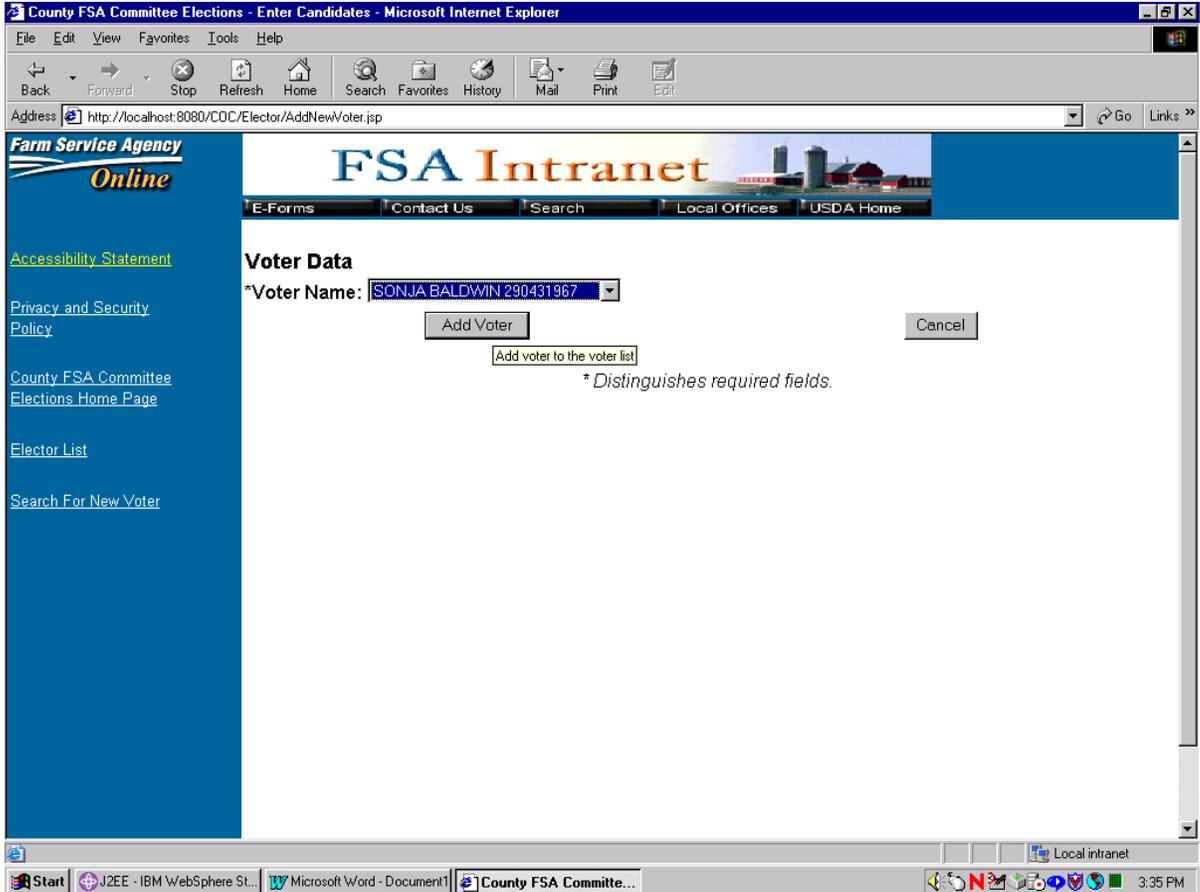
The screenshot shows a Microsoft Internet Explorer browser window titled "County FSA Committee Elections - Candidate Search". The address bar displays "http://localhost:8080/COC/Elector/FindNewVoter.jsp". The page content includes a blue header with "Farm Service Agency Online" and "FSA Intranet" logos. A navigation bar contains links for "E-Forms", "Contact Us", "Search", "Local Offices", and "USDA Home". On the left, there is a vertical menu with links for "Accessibility Statement", "Privacy and Security Policy", "County FSA Committee Elections Home Page", and "Elector List". The main content area is titled "Voter Search" and contains the following text: "(To select a voter please input one of the following)", "Last Four Digits of ID: [input field]", "or", "Partial Last Name: [input field with 'Bald' entered]", and three buttons: "Submit", "Reset", and "Cancel". A tooltip is visible over the "Submit" button with the text "Search for that voter | required fields." The Windows taskbar at the bottom shows the Start button, several open applications (J2EE - IBM WebSphere St..., Microsoft Word - Document1, County FSA Committe...), and the system tray with the time 3:34 PM.

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2 Action (Continued)

B Screen Prints (Continued)

Select the correct name for the voter that returned a ballot and click on “Add Voter”.



2 Action (Continued)

B Screen Prints (Continued)

If a voter returned a ballot then click in the “Ballot Returned” box. If the ballot was rejected, select the reason why. After the voter information has been entered correctly click on “Submit.”

