

NC STATE BOARD OF ELECTIONS

OVRD User Guide

SEIMS On-site Voter Registration Database Application

NC State Board of Elections

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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 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.

The image shows a window titled "SEIMS+ Authentication" with a sub-header "OVRD". It contains the following fields and options:

- User ID: eburton
- Password: (empty)
- Environment: PRODUCTION
- Location: A dropdown menu with "LOCAL" selected and "SITE SERVER - SBET540p012" as an alternative option.
- Buttons: "Login" and "Cancel"

The image shows a window titled "OVRD Voting Information" with the following details:

- Election Date: 11/08/2016
- Precinct: (empty)
- Election Site: (empty)
- Machine: SBEBWK03RM133
- Machine ID: [NOT SELECTED]
- Alphabet Range: [NOT SELECTED]
- MBSN: 79T8N22
- GUID: 00000000-0000-0000-0000-000000000000
- Provisional Voting Allowed: Y
- Status: The following issue(s) need to be dealt with: [1] No alphabet range selected.
- Buttons: "OK" and "Cancel"

