

N.C. STATE BOARD OF ELECTIONS

SOSA User Guide

SEIMS One-Stop Voting Application

NC State Board of Elections

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The usage of SOSA for Early Voting is discussed: how to use the applications to search for and vote registrants, how to perform registration updates, and how to perform data transfers.

SEIMS ONE-STOP VOTING APPLICATION (SOSA) GUIDE

DISCLAIMER

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

The SEIMS One-Stop voting application (SOSA) is used for early voting at off-site locations. There are 2 different modes that can be used:

COUNTY: In the County BOE office

This mode was formerly known as Connected Only.

This mode is used if there is an available, stable network connection to the county database server. All activity is performed real-time, and other SEIMS users will be able to see registration changes and absentee voting appear as it happens. This is the mode commonly used if the application is installed on a county workstation with other SEIMS applications already installed.

LOCAL:

This mode was formerly known as Hybrid and Disconnected.

- Off site (or non-SEIMS office machine) with a reliable connection to the SEIMS Server

This mode is used if there is an available, mostly reliable network connection to the county database server. It allows the user to look up registered voters for the county for a specific election on a local machine; however, any activity performed on the machine is transferred back to the county database server on a periodic basis automatically. This allows the user to continue working should a network connection loss occur. This is the recommended mode in which to operate.

- 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. 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.

This document will describe how to use SOSA. It will also give step-by-step instructions on how to do basic tasks. Generally, the process of voting is the same in all both modes. The only difference is when the data is transferred back and forth between the live database and the One-Stop machines.

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CHAPTER 1: GETTING STARTED

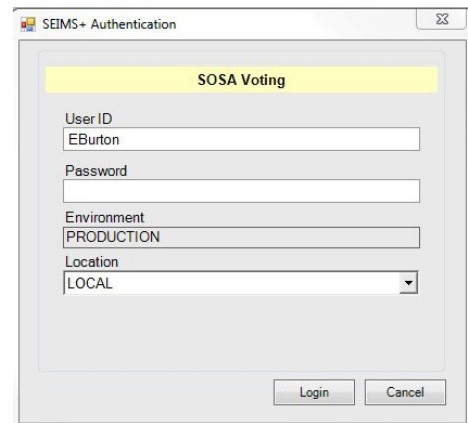
SECTION 1: OVERVIEW

The SEIMS One-Stop Voting application (SOSA) is used to process in-person early voting at one-stop sites throughout a specific county. This chapter discusses how to access SOSA and prepare for use. Topics discussed are how to login to the application, how to set the voting site, how to set and change system options and how to perform validation. The tasks in this section are usually completed by the SOSA Administrator in office before sending the machines out to the one-stop sites.

SECTION 2: LOG-IN PROCEDURE

Use the following steps to start-up and log into the One-Stop Voting application.

1. From the computer desktop, double-click the One-Stop Voting icon and the One-Stop Voting authentication window will appear.
2. Each user must enter their unique username and password for the installed Environment; either 'Production' or 'Training'. Then use the 'Location' drop-down arrow to select 'COUNTY' or 'LOCAL' depending on the county preference. Click the 'Login' button to login to SOSA, or click the 'Cancel' button to cancel the login. If there are name resolution issues, a button labeled 'County Server Override' displays when the COUNTY location is selected and allows the user to enter in the IP address of the server.
3. Click 'Login'. Voting Information popup appears. If the site and location match, click the 'OK' button.



If the SOSA Voting Information popup below left appears with the information shown in red, refer to the **SOSA Administrator Guide** to select an Election Site and Validate the machine.

