



REGISTRAR OF VOTERS

How to Use Panorama

PROCEDURE DOCUMENT – Version 1.0

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Scope

Panorama is a web application used in place of paper-based poll books at polling locations to register voters and issue ballots.

Definitions: VBM Ballot- Vote by Mail Ballot

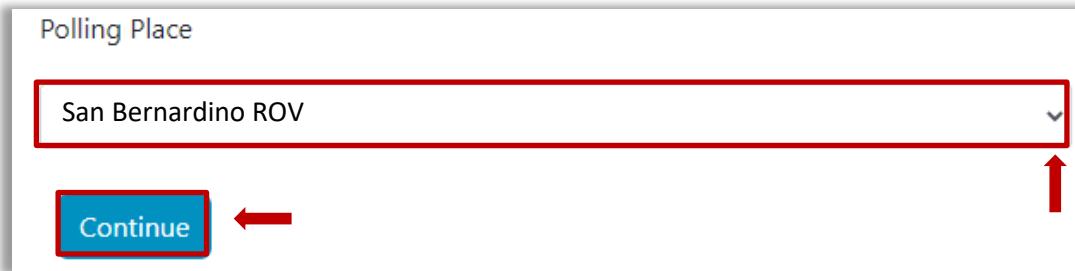
How to use Panorama

Getting Started

1. Navigate to the Panorama website in Google Chrome.
2. Login to your panorama with the Username and Password provided to you by your lead.
3. Click Sign in.



4. Using the drop down, select the Polling Place location, and click **Continue**.



5. Enter the voters **Last Name**, **First Name**, and **Date of Birth** (Full or partial); Hit **Enter** or click **Search For Voter**.



6. Did the voters name populate?

Note: Make sure to check all accounts that populate.

- a. If yes, proceed to 7.
- b. If no, proceed to [Register New Voter](#).

The screenshot shows the 'Voter Search' interface. At the top, there are three input fields for search criteria and a 'Search For Voter' button. Below this, it says 'Rostered Voters 1 Results'. A table with the following columns is shown: Name, Address, Date of Birth, Date of Registration, and Status. The first row contains redacted information for Name, Address (RIALTO, CA 92376), Date of Birth, Date of Registration, and Status (ACTIVE). Below the table, there is a yellow warning box that says 'If you didn't find the voter that you were looking for:'. To the right of this box are two numbered options: '1 Check the spelling for accuracy' and '2 Register New Voter'.

7. Is the voter listed under the Rostered Voters list, or Non- Rostered Voters list?
 - a. Rostered Voters list, proceed to [Panorama Guide](#).
 - b. Non-Rostered list, proceed to [Register New Voter](#) if the voter lives within the county.

Note: If the voter lives in a different county, contact supervisor.

Panorama warnings

1. Click on the voter, did a warning populate?
 - a. If yes, proceed to number 2.
 - b. If no, proceed to [Panorama Guide](#).
2. Did the following warning appear?
3. If the following warnings below populate, contact your supervisor for further instructions.

Warning - This voter has a VBM ballot that has been issued but not returned.

- a. If yes, continue to [Panorama Guide](#).
- b. If no, continue to number 3.

Stop - This voter has already voted in this election.

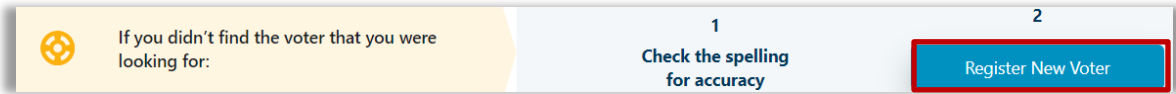
Warning - This record has a status other than 'Active' and may require more research.

Stop - This voter's current address is outside the boundaries of the election and is not eligible to vote.

Stop - This record has voter participation history for this election in UNKNOWN COUNTY and cannot be accepted.

Register New Voter

1. Provide the voter with a Voter Registration Card and direct them to complete it.
2. Click **Register New Voter**.



3. Key the information provided on the the Voter Registration Card.

A screenshot of the voter registration form. It is divided into two main sections: "Personal Information" and "Residential Address".
Personal Information: Fields for First Name, Middle Name, Last Name, Date of Birth, Place of Birth (CALIFORNIA), Language (ENGLISH), Driver License, SSN (Last 4 Digits), Political Party (Democratic), and Ethnicity (HISPANIC).
Residential Address: A field for the residential address (123 Main Street) with the example "777 E. Rialto Ave San Bernardino, CA 92376" and a "View Address Details" link.
Mailing Address: A checkbox for "Same As Residential" which is checked.
Contact Information: Fields for Email and Phone, with the example phone number "(909) 387-8300".

4. Click **Register This Voter**.
Note: You will be directed back to the search page.
5. Enter the voters **Last Name**, **First Name**, and **Date of Birth** (Full or Partial), click **Search For Voter** button.
6. Proceed to [Panorama Guide](#).

Panorama Guide

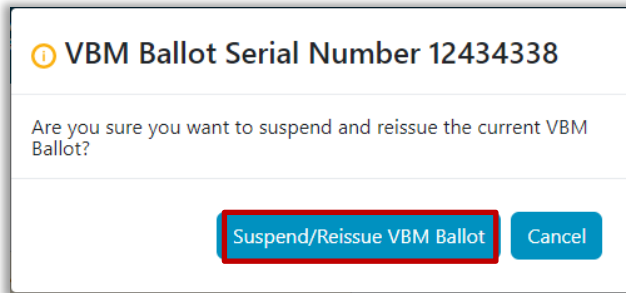
1. Click the voter's name.
2. Review the following information with the voter:
 - a. Name
 - b. Address
 - c. Date of Birth

A screenshot of the voter profile page. At the top, there is a red-bordered box containing the voter's name, followed by "ACTIVE VOTER" and an "Edit Voter" button. Below this is a yellow warning box: "Warning - This voter has a VBM ballot that has been issued but not returned." The page has tabs for "Basic Info", "Identification", "Voter Ballots", and "Polling Location". The "Basic Info" tab is active, showing fields for Political Party (Democratic), Language (ENGLISH), Ballot Type (974), Assistance Needs (None Listed), Date of Birth (red-bordered box), Age (redacted), Place of Birth (CALIFORNIA), Ethnicity (Not Available), Precinct (redacted), and Date of Registration (06-02-2015). At the bottom, there are buttons for "Back To Voter Search", "Issue Provisional Ballot", "Suspend/Reissue VBM Ballot", and "Suspend VBM Ballot".

3. Is the information correct?
 - a. If yes, continue to 4.
 - b. If no, proceed to [Editing Voter](#).
4. Does a warning come up below the address?
 - a. If yes, refer to [Panorama warnings](#).
 - b. If no, continue to 5.
5. Click **Suspend/Reissue VBM Ballot** button.



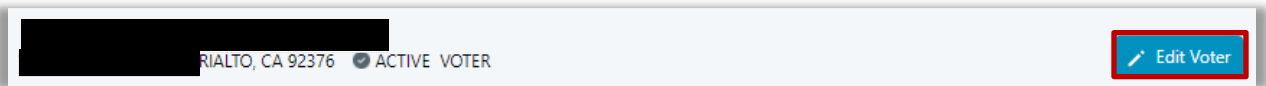
- a. Click **Suspend/ Reissue VBM Ballot**.



6. Record the Ballot Type on the back of the Application.
7. Proceed to [Printing Envelope](#).

Editing Voter

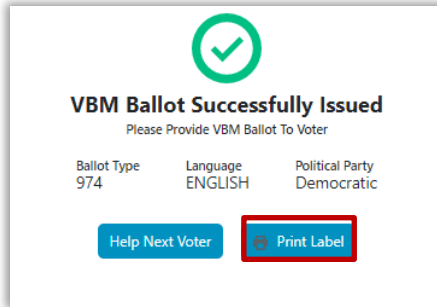
1. If the voter is:
 - a. **Changing their Address**, provide the voter with a Change of Address form and direct them to complete it.
 - i. Verify the new city and zip code is listed on the **ZIP CODES OF SAN BERNARDINO COUNTY** form. (Located at the end of the procedure) **If it is not listed, contact your supervisor.**
 - b. **Changing anything other than an address**, provide them a Voter Registration Card and direct them to complete it.
2. Click **Edit Voter**.



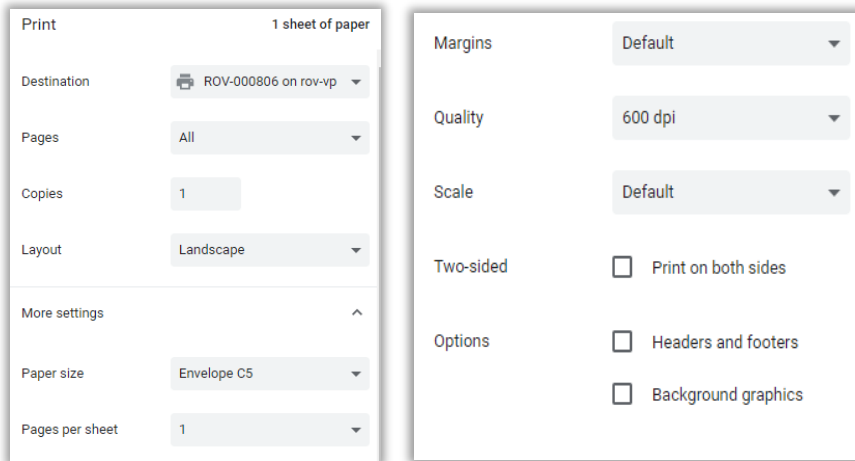
3. Update the corresponding information given by the voter.
4. Click **Register This Voter**.
Note: You will be directed back to the search page.
5. Enter the voters **Last Name, First Name, and Date of Birth** (Full of Partial), click **Search For Voter** button.
6. Revert back to [Panorama Guide](#)

Printing Envelope

1. Click **Print Label**.



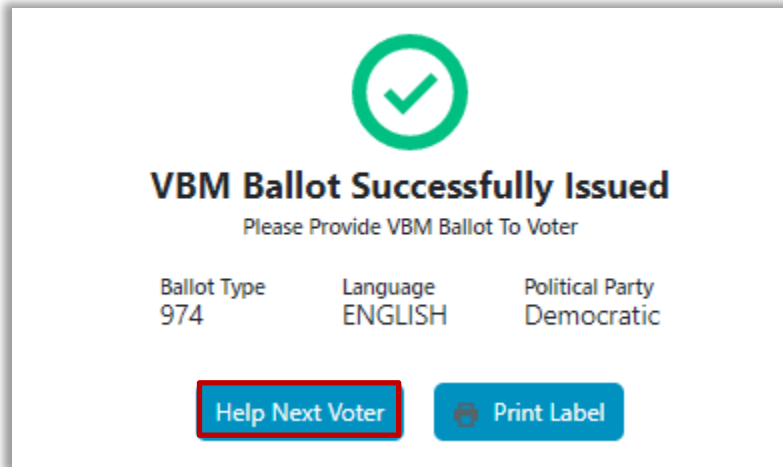
2. Press **Ctrl+P** to print out envelope.
3. Check printer settings: Pages: All, Copies: 1, Layout: Landscape, Paper Size: Envelope C5, Pages per sheet: 1, Margins: Default, **UNCHECK** Print on both sides, and **UNCHECK** Headers and footers. See images below;



4. Click **Print**.



5. Click the x to close the **Voter Ticket** tab.
6. Click **Help Next Voter** to take you back to the home screen.



Authorization

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