REGISTRAR OF VOTERS

How to Use Panorama

PROCEDURE DOCUMENT – Version 1.0

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Contents

Scope

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

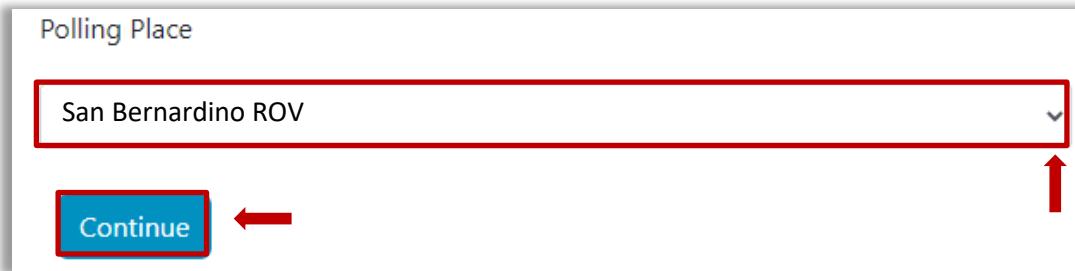Definitions: VBM Ballot- Vote by Mail Ballot

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.

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?

   a. If yes, continue to Panorama Guide.
   b. If no, continue to number 3.
3. If the following warnings below populate, contact your supervisor for further instructions.

Register New Voter

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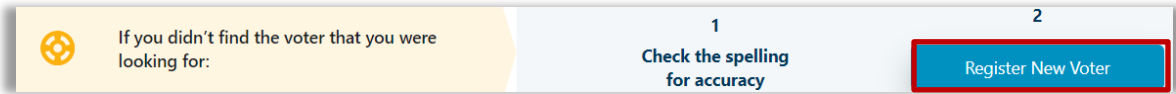
3. Key the information provided on the Voter Registration Card.

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.
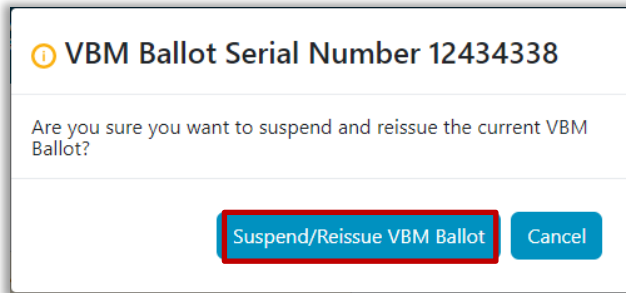6. Proceed to Panorama Guide.

Panorama Guide

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

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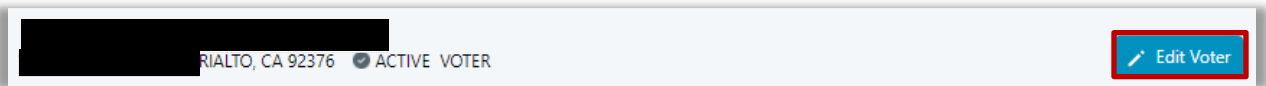
3. Update the corresponding information given by the voter.
4. Click **Register This Voter.**
   Note: You will be directed back to the search page.
5. Enter the voters **Last Name**, **First Name**, and **Date of Birth** (Full of Partial), click **Search For Voter** button.
6. Revert back to **Panorama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

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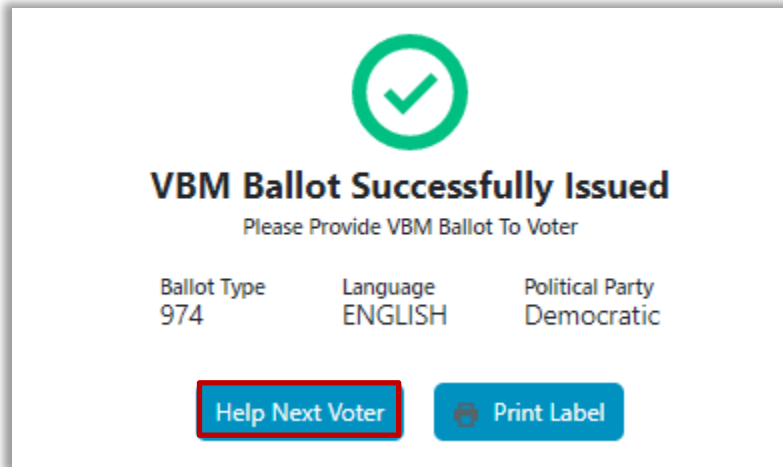
1. Click **Print Label**.
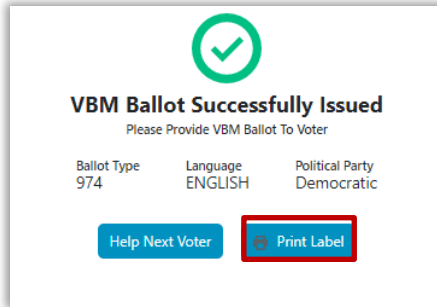
2. Press **Ctrl+P** to print out envelope.
3. Check printer settings: Pages: All, Copies: 1, Layout: Landscape, Paper Size: Envelope C5, Pages per sheet: 1, Margins: Default, **UNCHECK** Print on both sides, and **UNCHECK** Headers and footers. See images below;
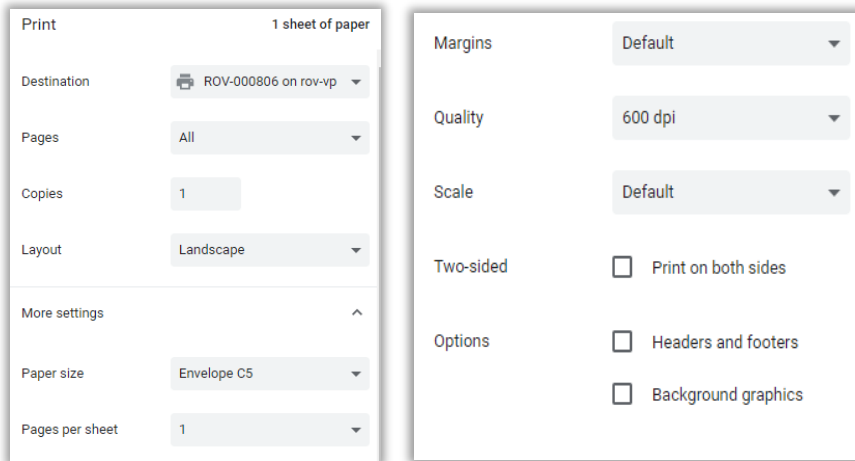
4. Click **Print**.

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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