

Customer Switcher: Phoenix Graphics Election Portal

Our portal allows for County accounts to have access to the school and village portal accounts within their jurisdiction

1. On your portal Dashboard, in the top right-hand corner on the top ribbon, Select the “Customer Switcher Icon”

The screenshot shows the Phoenix Graphics Election Portal dashboard for Cattaraugus BOE. The top right corner features a navigation bar with a 'Switch Customers' icon circled in red. The dashboard is divided into several sections:

- Upcoming Elections:** A table with columns 'Description' and 'Election Date'. It currently shows 'No data available' and a 'Create Election' button.
- Ballots and Materials:** A section titled 'Last Order - by Product' for 'Order #55893 / General Election - November 8, 2022'. It contains a pie chart for 'Absentee Ballots'.
- Recent Activity:** A vertical list of four submitted orders:
 - Order #55642 Submitted: General Election - November 8, 2022 (09/29/2022)
 - Order #55696 Submitted: General Election - November 8, 2022 (10/03/2022)
 - Order #55817 Submitted: General Election - November 8, 2022 (10/12/2022)
 - Order #55893 Submitted: General Election - November 8, 2022 (10/18/2022)
- Recent Orders:** A table with columns 'Order #', 'Election', 'Ordered Date', and 'Status'. It lists five completed orders:

Order #	Election	Ordered Date	Status
55893	General Election - November 8, 2022	10/18/2022	Complete
55817	General Election - November 8, 2022	10/12/2022	Complete
55696	General Election - November 8, 2022	10/03/2022	Complete
55642	General Election - November 8, 2022	09/29/2022	Complete
55504	General Election - November 8, 2022	09/21/2022	Complete
- Upcoming Events:** A section with a blue background and a network diagram.

The bottom left corner contains the Phoenix Graphics, Inc. logo and contact information: +1(585) 232-4040, +1(800) 262-3202, and elections@phoenix-graphics.com.

- The **“Customer Switcher”** will appear. **Select the down arrow** to the right of the customer’s name, all jurisdictions within your County should appear.

The screenshot displays the Phoenix Graphics Election Portal dashboard for Cattaraugus BOE. A modal window titled "Customer Switcher" is open, showing a dropdown menu for selecting a customer. The current customer is "Cattaraugus BOE". The dropdown menu lists several other jurisdictions: Olean Public Library, Olean City School District, Ellicottville Central School District, Salamanca City Central School District, Cattaraugus-Little Valley Central School District, and Allegany-Limestone Central School District. A red circle highlights the down arrow icon on the dropdown menu.

Phoenix Graphics Election Portal
elections-dev.phoenix-graphics.com/dashboard

Cattaraugus BOE

Dashboard

Orders

- Elections
- Order History

Configurations

- Contacts
- Preferences

Useful Links

- Track and Trace

Upcoming Elections

Description	Election Date
No data available	

Ballots and Materials

Last Order - by Product
Order #55893 / General Election - November 8, 2022

Absentee Ballots

Recent Activity

- Order #55642 Submitted
General Election - November 8, 2022
09/29/2022
- Order #55696 Submitted
General Election - November 8, 2022
10/03/2022
- Order #55817 Submitted
General Election - November 8, 2022
10/12/2022
- Order #55893 Submitted
General Election - November 8, 2022
10/18/2022

Upcoming Events

Recent Orders

Order #	Election
55893	General Election - November 8, 2022
55817	General Election - November 8, 2022
55696	General Election - November 8, 2022
55642	General Election - November 8, 2022
55504	General Election - November 8, 2022

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3. Select the Jurisdiction you would like to view, Click apply.

The screenshot shows the Phoenix Graphics Election Portal dashboard for the user 'Elections Admin'. The dashboard is titled 'Cattaraugus BOE' and features a sidebar with navigation options: Dashboard, Orders (Elections, Order History), Configurations (Contacts, Preferences), and Useful Links (Track and Trace). The main content area is divided into several sections:

- Upcoming Elections:** A table with columns 'Description' and 'Election Date'. It currently shows 'No data available'.
- Ballots and Materials:** A section titled 'Last Order - by Product' showing 'Order #55893 / General Election - November 8, 2022'. It includes a pie chart for 'Absentee Ballots'.
- Recent Activity:** A vertical timeline of recent orders:
 - Order #55642 Submitted: General Election - November 8, 2022 (09/29/2022)
 - Order #55696 Submitted: General Election - November 8, 2022 (10/03/2022)
 - Order #55817 Submitted: General Election - November 8, 2022 (10/12/2022)
 - Order #55893 Submitted: General Election - November 8, 2022 (10/18/2022)
- Recent Orders:** A table listing recent orders with columns for Order #, Election, and Status. The 'Apply' button in the modal is highlighted with a red circle.

Customer Switcher Modal:

- Title: Customer Switcher
- Current Customer: Cattaraugus BOE
- Select a Customer: Olean City School District
- Buttons: Close, Apply

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- County Accounts can view each jurisdiction's portal, order history, order status, and more. County's also have access to act on behalf of jurisdictions to place orders, upload files, add an election, and adjust preferences.

Olean City School District
Cattaraugus County

Phoenix Graphics Election Portal
elections-dev.phoenix-graphics.com/dashboard

Electons Admin

Upcoming Elections

Description	Election Date ↑	
School Election - March 14, 2023	03/14/2023	Order Now

[Create Election](#)

Ballots and Materials

Last Order - by Product
Order #56698 / School Election - March 14, 2023

Absentee Ballots
Absentee Ballots - Tests

Recent Activity

- Order #53414 Submitted**
School Election - May 17, 2022
03/09/2022
- New Election Created**
School Election - March 14, 2023
01/23/2023
- Order #56657 Submitted**
School Election - March 14, 2023
02/03/2023
- Order #56698 Submitted**
School Election - March 14, 2023
02/08/2023

Recent Orders

Order # ↓	Election ↑	Ordered Date	Status
56698	School Election - March 14, 2023	02/08/2023	Order Received
56657	School Election - March 14, 2023	02/03/2023	Complete
53414	School Election - May 17, 2022	03/09/2022	Complete
50619	School Election - May 18, 2021	05/03/2021	Complete
48176	School Election - March 10, 2020	01/27/2020	Complete

Upcoming Events

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