

Ordering Template and Order Data: Phoenix Graphics Election Portal

County Officials often request order data after an order has been placed. Our portal gives the user an option to download an order template in excel format. This order template can be populated, saved, and reference by the user for any purpose.

1. Once you have selected the ballot you would like to order and clicked continue, the **“Order Quantity”** page appears.

Phoenix Graphics Election Port | X +

elections-dev.phoenix-graphics.com/dashboard Update

Village Election - March 21, 2023

Product Absentee Ballots Order Quantity Quantity Required Options Optional

Data Template Data Import Set Quantities Group By: None

Name	Ballots	Test Ballots
Totals:	0	0
Salamanca Housing Authority Hillview Homes	<input type="text" value="0"/>	<input type="text" value="0"/>
Salamanca Housing Authority Hillview Manor	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Allegany	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Cattaraugus	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Delevan	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Ellicottville	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Franklinville	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Gowanda	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Little Valley	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Perrysburg	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of Portville	<input type="text" value="0"/>	<input type="text" value="0"/>
Village of South Dayton	<input type="text" value="0"/>	<input type="text" value="0"/>

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Back Cancel Continue

2. In the top left-hand corner, Click the “Data Template” button. This button will download an order template to your computer in excel format.

The screenshot shows a web application interface for an election. At the top, the browser address bar shows 'elections-dev.phoenix-graphics.com/dashboard'. The page title is 'Village Election - March 21, 2023'. There are three main sections: 'Product Absentee Ballots' (checked), 'Order Quantity Quantity Required' (with a red error icon), and 'Options Optional'.

Below these sections is a toolbar with three buttons: 'Data Template' (circled in red), 'Data Import', and 'Set Quantities'. To the right of these buttons is a 'Group By' dropdown menu set to 'None' and a search bar.

The main content is a table with the following columns: 'Name', 'Ballots', and 'Test Ballots'. The 'Ballots' and 'Test Ballots' columns contain input fields with the number '0'. A 'Totals' row is at the top of the table data.

Name	Ballots	Test Ballots
Totals:	0	0
Salamanca Housing Authority Hillview Homes	0	0
Salamanca Housing Authority Hillview Manor	0	0
Village of Allegany	0	0
Village of Cattaraugus	0	0
Village of Delevan	0	0
Village of Ellicottville	0	0
Village of Franklinville	0	0
Village of Gowanda	0	0
Village of Little Valley	0	0
Village of Perrysburg	0	0
Village of Portville	0	0
Village of South Dayton	0	0

At the bottom of the page, there are 'Back' and 'Cancel' buttons on the left, and a 'Continue' button on the right. A file download notification for 'Election_Order_...xlsx' is shown at the bottom left, circled in red. The bottom right corner has a 'Show All' button and a close icon.

- Once the order template is downloaded to your computer you can populate the information and save it to be used at your discretion.

Key (Do Not Edit)	Name	Sub Division	Election District	Sheet	Ballot ID	Ballots	Samples	Tests
2	ZZVIL_ALLE	Village of Allegany		1				
3	ZZVIL_CATT	Village of Cattaraugus		1				
4	ZZVIL_ELLI	Village of Ellicottville		1				
5	ZZVIL_GOWA	Village of Gowanda		1				
6	ZZVIL_LITT	Village of Little Valley		1				
7	ZZVIL_PERR	Village of Perrysburg		1				
8	ZZVIL_PORT	Village of Portville		1				
9	ZZVIL_SOUT	Village of South Dayton		1				
10	ZZVIL_FRAN	Village of Franklinville		1				
11	ZZVIL_DELE	Village of Delevan		1				
12	ZZSP_SAH0_1	Salamanca Housing Authority Hillview Homes		1				
13	ZZSP_SAH0_2	Salamanca Housing Authority Hillview Manor		1				

- To import the data, in the top left-hand corner **Select “Data Import”**, then select the populated template file from your computer and **click “open”**. Your ordering grid should be populated and match the order template imported.

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

Village Election - March 21, 2023

Product Absentee Ballots | Order Quantity Quantity Required | Options Optional

Data Template | Data Import | Set Quantities | Group By: None | Search

Name	Ballots	Test Ballots
Totals:	12,000	120
Salamanca Housing Authority Hillview Homes	1000	10
Salamanca Housing Authority Hillview Manor	1000	10
Village of Allegany	1000	10
Village of Cattaraugus	1000	10
Village of Delevan	1000	10
Village of Ellicottville	1000	10
Village of Franklinville	1000	10
Village of Gowanda	1000	10
Village of Little Valley	1000	10
Village of Perrysburg	1000	10
Village of Portville	1000	10
Village of South Dayton	1000	10

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Back | Cancel | Continue