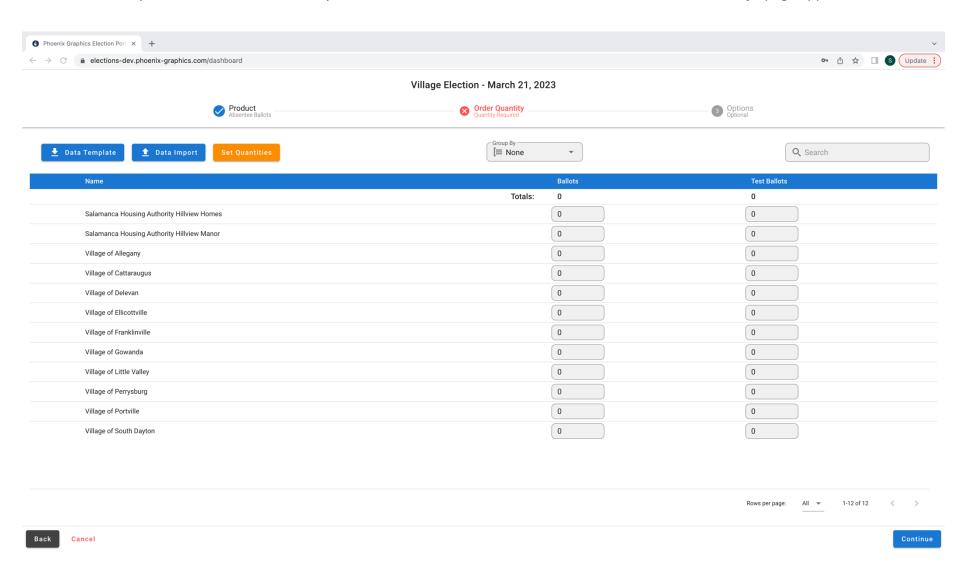
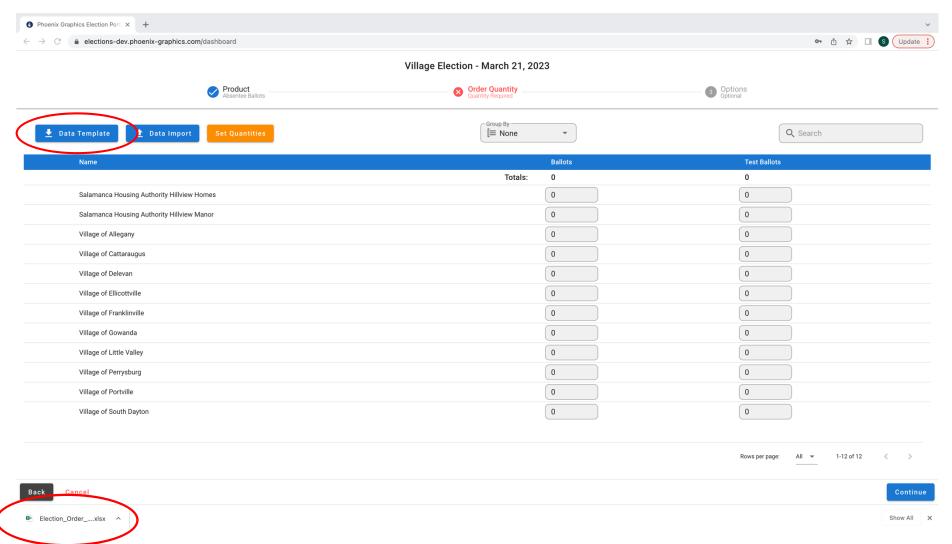
## Ordering Template and Order Data: Phoenix Graphics **Election Portal**

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.

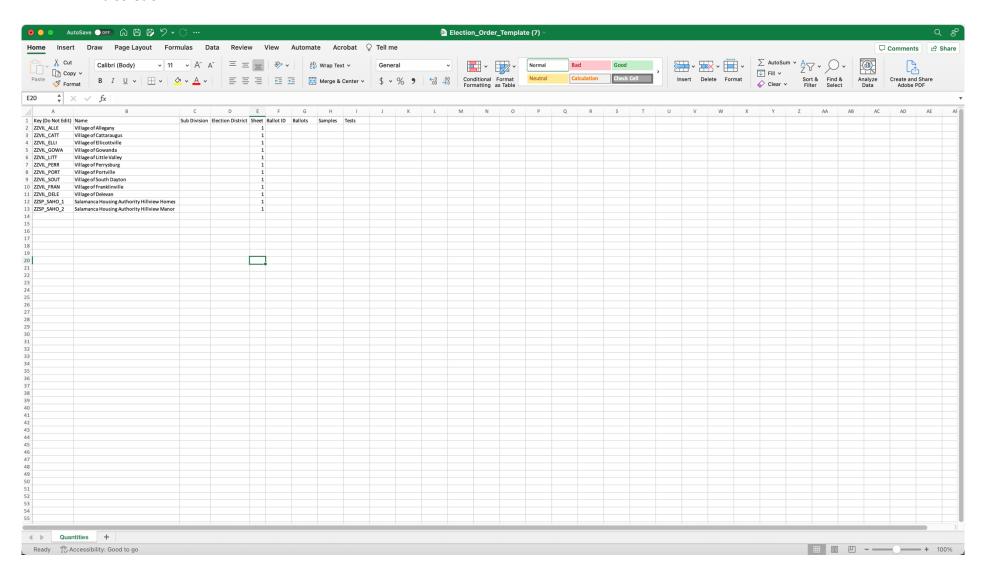
1. Once you have selected the ballot you would like to order and clicked continue, the "Order Quantity" page appears.



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.



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



4. 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.

