

# Tracking your order in the Phoenix Graphics Election Portal

## Processes in our portal:

1. Action Required
2. Ready to Produce
3. In Production
4. Shipped
5. Complete

1. After your order has been placed, check the status anytime by clicking the **eyeball** next to your order to open the *Order Status Page*

The screenshot shows the Phoenix Graphics, Inc. dashboard. The left sidebar contains navigation options: Dashboard, Orders (Elections, Order History), Configurations (Contacts, Preferences), Useful Links (Track and Trace), and Admin (Election Calendar, User Manager). The main content area is divided into several sections:

- Upcoming Elections:** A table with columns for Description and Election Date. It lists a "School Election - May 17, 2022" with an "Order Now" button and a "Create Election" button below.
- Ballots and Materials:** A section titled "Last Order - by Product" for "Order #53593 / School Election - May 17, 2022". It features a pie chart showing the distribution of materials: Election Day Ballots (blue), Election Day Ballots - Samples (dark blue), Election Day Ballots - Tests (red), Absentee Ballots (green), and Absentee Ballots - Tests (grey).
- Recent Activity:** A vertical timeline showing events such as "New Election Created" and "Order #53591 Submitted".
- Recent Orders:** A table with columns for Order #, Election, Ordered Date, and Status. It lists two orders: #53593 and #53591, both for "School Election - May 17, 2022". The status for #53593 is "Order Received" with a red "Action Required" tag. A red circle highlights the "eyeball" icon next to this order.
- Upcoming Events:** A list of events with dates, including "Last day" for designating early voting sites, "Certification" of primary ballots, and a "Deadline" to transmit ballots.

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

- Once the *Order Status Page* is open, under *Products* you will see the status of each item ordered. (see statuses on title page)  
Once the order is shipped tracking for your shipment will also be available in this section.

The screenshot displays the 'Order Status' page for Order #53593, titled 'School Election - May 17, 2022'. The page is divided into several sections:

- Order Status:** Shows 'Order Received' and 'Action Required' buttons.
- Action Items:** A red warning box states: 'Absentee Ballot files are required in order to continue processing this order. Please upload the required Absentee Ballot files for this election.' with an 'Upload Now' button.
- Products:**
  - Election Day Ballots:** Scannable w/ Stub, Ready to Produce, 5,000 Ballots, 10 Samples, 20 Tests.
  - Absentee Ballots:** Scannable, Action Required, 100 Ballots, 5 Tests.
- File Uploads:**

| File              | Upload Types | Uploaded On      |
|-------------------|--------------|------------------|
| sample ballot.pdf | ABS          | 03/28/2022 14:29 |
- Shipments:**

| Product                        | Ship To   | Carrier | Shipped | Tracking |
|--------------------------------|---|---------|---------|----------|
| Election Day Ballots           | Phoenix Graphics, Inc<br>1525 Emerson Street<br>Rochester, NY 14606 |         |         |          |
| Election Day Ballots - Samples | Phoenix Graphics, Inc<br>1525 Emerson Street<br>Rochester, NY 14606 |         |         |          |
| Election Day Ballots - Tests   | Allegany BOE<br>8 Willets Ave<br>Belmont, NY 14813                  |         |         |          |

The background shows a sidebar with navigation options like Dashboard, Elections, Order History, and a 'Recent Orders' table with columns for Order # and Election Description.