

Using Product Filters: Phoenix Graphics Election Portal

When placing an order, our portal allows you to filter products to make it easier to find the exact product you need

1. On your home page, select **“Order now”** to see all the products you can order through our portal.

The screenshot shows the Phoenix Graphics Election Portal dashboard for Cattaraugus BOE. The dashboard is divided into several sections:

- Upcoming Elections:** A table with columns for Description, Election Date, and an Order Now button. The button is circled in red. Below the table is a "Create Election" button.
- Ballots and Materials:** A section titled "Last Order - by Product" showing "Order #55893 / General Election - November 8, 2022". It features a pie chart for "Absentee Ballots".
- Recent Activity:** A vertical timeline of events:
 - Order #55696 Submitted (General Election - November 8, 2022) on 10/03/2022
 - Order #55817 Submitted (General Election - November 8, 2022) on 10/12/2022
 - Order #55893 Submitted (General Election - November 8, 2022) on 10/18/2022
 - New Election Created (Village Election - March 21, 2023) on 03/13/2023
- Recent Orders:** A table with columns for Order #, Election, Ordered Date, and Status (Complete).

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 for upcoming events, currently empty.

At the bottom left, the Phoenix Graphics, Inc. logo and contact information are displayed:

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2. Once you are on the **“Select a product”** page there will be four visible Filters to choose from, all are accessible simultaneously.

The screenshot shows a web browser window with the URL `elections-dev.phoenix-graphics.com/dashboard`. The page title is "Village Election - March 21, 2023". Below the title, there are two steps: "1 Product" and "2 Options Optional". The main heading is "Select a Product".

Four filter dropdowns are highlighted with a red circle:

- Filters: All Products
- Product Type: Ballots
- Ballot Type: Any
- Ballot Options: Any

The grid of products includes:

- Absentee Ballots Scannable
- Absentee Ballots Non Scannable
- Absentee Ballots Non Scannable w/ Ballot Creation
- Affidavit Ballots Scannable
- Affidavit Ballots Non Scannable
- Election Day Ballots Scannable
- Election Day Ballots Scannable w/ Stub
- Election Day Ballots Non Scannable
- Election Day Ballots Non Scannable w/ Stub
- Election Day Ballots Non Scannable w/ Ballot Creation
- Election Day Ballots Non Scannable w/ Ballot Creation w/ Stub
- Spanish Absentee Ballots Scannable
- Spanish Absentee Ballots Non Scannable
- Spanish Election Day Ballots Scannable
- Spanish Election Day Ballots Scannable
- Spanish Election Day Ballots Non Scannable
- Spanish Election Day Ballots Non Scannable
- Test Decks - Premarked Scannable
- Test Decks - Unmarked Scannable

At the bottom, there is a note: "If you require changes to an previously ordered product, please reach out to us directly via phone or email." and buttons for "Cancel" and "Continue".

3. **“Filters”** allows you to filter between **“All Products”** and **“Recently Ordered”** products.

The screenshot shows a web browser window with the URL `elections-dev.phoenix-graphics.com/dashboard`. The page title is "Village Election - March 21, 2023". Below the title, there are two steps: "1 Product" and "2 Options Optional". The main section is titled "Select a Product". At the top of this section, there are three dropdown menus: "Product Type" (set to "Ballots"), "Ballot Type" (set to "Any"), and "Ballot Options" (set to "Any"). A red circle highlights a filter dropdown menu that is open, showing two options: "Recently Ordered" and "All Products". Below the filter, there is a grid of 21 product cards, each with a blue icon and a radio button. The cards are arranged in three rows: the first row has 7 cards, the second row has 7 cards, and the third row has 7 cards. The products include various types of ballots (Absentee, Affidavit, Election Day, Spanish Absentee, Spanish Election Day) and Test Decks, with different scannability and ballot creation options. At the bottom of the page, there is a "Cancel" button on the left and a "Continue" button on the right. A note at the bottom center states: "If you require changes to an previously ordered product, please reach out to us directly via phone or email."

4. **“Product type”** allows you to filter between **“Ballots”** or **“Materials”** products.

The screenshot shows a web browser window with the URL `elections-dev.phoenix-graphics.com/dashboard`. The page title is "Village Election - March 21, 2023". The interface has two main steps: "1 Product" and "2 Options Optional".

The "Select a Product" section includes a "Filters" dropdown set to "All Products", a "Ballot Type" dropdown set to "Any", and a "Ballot Options" dropdown set to "Any". A red circle highlights a dropdown menu for "Product Type" with options: "Any", "Ballots", and "Materials".

The product grid contains the following items:

- Absentee Ballots Scannable
- Absentee Ballots Non Scannable
- Absentee Ballots Non Scannable w/ Ballot Creation
- Affidavit Ballots Scannable
- Affidavit Ballots Non Scannable
- Election Day Ballots Scannable
- Election Day Ballots Scannable w/ Stub
- Election Day Ballots Non Scannable
- Election Day Ballots Non Scannable w/ Stub
- Election Day Ballots Non Scannable w/ Ballot Creation
- Election Day Ballots Non Scannable w/ Ballot Creation w/ Stub
- Spanish Absentee Ballots Scannable
- Spanish Absentee Ballots Non Scannable
- Spanish Election Day Ballots Scannable
- Spanish Election Day Ballots Non Scannable
- Spanish Election Day Ballots Non Scannable
- Spanish Election Day Ballots Non Scannable
- Test Decks - Premarked Scannable
- Test Decks - Unmarked Scannable

At the bottom, there is a "Cancel" button on the left, a "Continue" button on the right, and a note: "If you require changes to an previously ordered product, please reach out to us directly via phone or email."

5. **“Ballot type”** allows you to filter between **“Non-Scannable”** and **“Scannable”** Ballots

The screenshot shows a web browser window with the URL `elections-dev.phoenix-graphics.com/dashboard`. The page title is "Village Election - March 21, 2023". Below the title, there are two steps: "1 Product" and "2 Options Optional". The main section is titled "Select a Product".

At the top of the product selection area, there are three filters: "Filters" (set to "All Products"), "Product Type" (set to "Ballots"), and "Ballot Options" (set to "Any"). A dropdown menu is open for the "Product Type" filter, showing options: "Any", "Non-Scannable", and "Scannable". This dropdown menu is circled in red.

The main area displays a grid of product cards, each with a blue icon of a ballot and a radio button. The cards are arranged in three rows:

- Row 1: Absentee Ballots Scannable, Absentee Ballots Non Scannable, Absentee Ballots Non Scannable w/ Ballot Creation, Affidavit Ballots Scannable, Affidavit Ballots Non Scannable, Election Day Ballots Scannable, Election Day Ballots Scannable w/ Stub.
- Row 2: Election Day Ballots Non Scannable, Election Day Ballots Non Scannable w/ Stub, Election Day Ballots Non Scannable w/ Ballot Creation, Election Day Ballots Non Scannable w/ Ballot Creation w/ Stub, Spanish Absentee Ballots Scannable, Spanish Absentee Ballots Non Scannable, Spanish Election Day Ballots Scannable.
- Row 3: Spanish Election Day Ballots Scannable, Spanish Election Day Ballots Non Scannable, Spanish Election Day Ballots Non Scannable, Test Decks - Premarked Scannable, Test Decks - Unmarked Scannable.

At the bottom of the page, there is a note: "If you require changes to a previously ordered product, please reach out to us directly via phone or email." Below this note are two buttons: "Cancel" and "Continue".

6. Lastly, **“Ballot Options”** allows you to choose between ballots with **“No stub”** and ballots with a **“Stub”**

The screenshot shows a web browser window with the URL `elections-dev.phoenix-graphics.com/dashboard`. The page title is "Village Election - March 21, 2023". The interface is divided into two main sections: "1 Product" and "2 Options Optional".

The "Product" section is titled "Select a Product" and features three filter dropdowns: "Filters" (set to "All Products"), "Product Type" (set to "Ballots"), and "Ballot Type" (set to "Any"). A dropdown menu for "Ballot Type" is open, showing three options: "Any", "No Stub", and "Stub". The "No Stub" and "Stub" options are highlighted in blue, and the entire dropdown menu is circled in red.

The main content area displays a grid of ballot product cards. Each card includes a blue icon representing a ballot and a title with a subtitle. The cards are arranged in three rows:

- Row 1: Absentee Ballots Scannable, Absentee Ballots Non Scannable, Absentee Ballots Non Scannable w/ Ballot Creation, Affidavit Ballots Scannable, Affidavit Ballots Non Scannable, Election Day Ballots Scannable, Election Day Ballots Scannable w/ Stub.
- Row 2: Election Day Ballots Non Scannable, Election Day Ballots Non Scannable w/ Stub, Election Day Ballots Non Scannable w/ Ballot Creation, Election Day Ballots Non Scannable w/ Ballot Creation w/ Stub, Spanish Absentee Ballots Scannable, Spanish Absentee Ballots Non Scannable, Spanish Election Day Ballots Scannable.
- Row 3: Spanish Election Day Ballots Scannable, Spanish Election Day Ballots Non Scannable, Spanish Election Day Ballots Non Scannable, Test Decks - Premarked Scannable, Test Decks - Unmarked Scannable.

At the bottom of the page, there is a "Cancel" button on the left and a "Continue" button on the right. A note at the bottom center reads: "If you require changes to an previously ordered product, please reach out to us directly via phone or email."