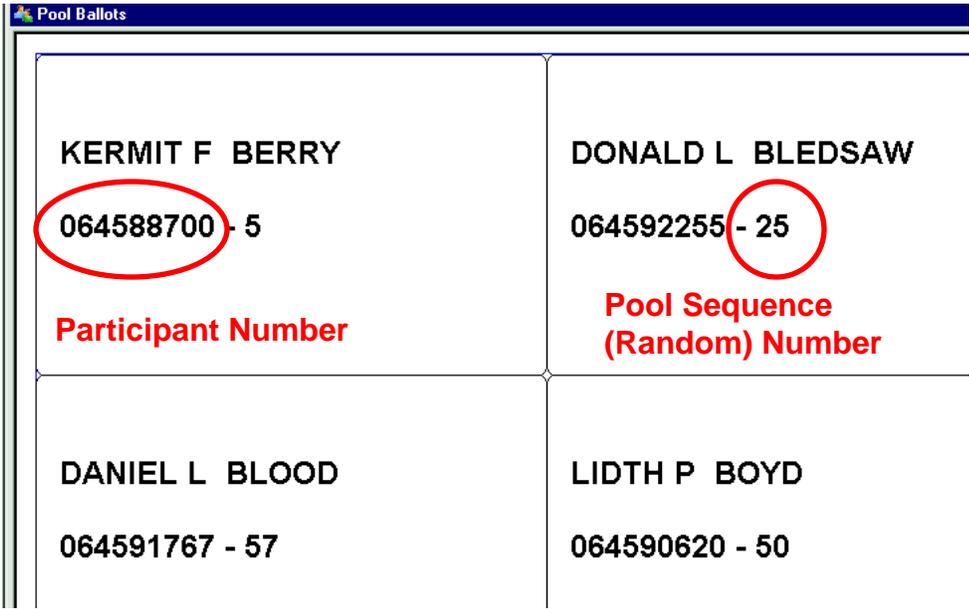


### Printing Ballots for Responded Pool Members

	<p>This quick reference guide outlines how to print ballots for pool members with a status of Responded.</p> <p><u>Note:</u> Only pool members with a Responded status will have a ballot printed.</p>										
1.	After logging into the program, click the Pool Module icon. The Pool Maintenance window will appear.										
2.	Click the Reports menu item and click <b>Pool Ballots</b> , the last item on the menu. The Pool Ballots screen will appear.										
3.	Click the arrow to the right of the <b>Enter Pool No</b> field to view a list of pools, and double click the needed pool number.										
4.	<p>Click the arrow to the right of the <b>Paper Type</b> field to view the choices, and select the type of paper the ballots will be printed on.</p> <p><u>Note:</u> The two types of paper listed are perforated. Ballots can be printed on regular paper and cut apart.</p>										
5.	<p>Click <b>Accept</b>. A preview of the ballots (in last name order) will be displayed.</p>  <p>The screenshot shows a window titled "Pool Ballots" with a table of data:</p> <table border="1"> <tr> <td>KERMIT F BERRY</td> <td>DONALD L BLEDSAW</td> </tr> <tr> <td>064588700 - 5</td> <td>064592255 - 25</td> </tr> <tr> <td><b>Participant Number</b></td> <td><b>Pool Sequence (Random) Number</b></td> </tr> <tr> <td>DANIEL L BLOOD</td> <td>LIDTH P BOYD</td> </tr> <tr> <td>064591767 - 57</td> <td>064590620 - 50</td> </tr> </table>	KERMIT F BERRY	DONALD L BLEDSAW	064588700 - 5	064592255 - 25	<b>Participant Number</b>	<b>Pool Sequence (Random) Number</b>	DANIEL L BLOOD	LIDTH P BOYD	064591767 - 57	064590620 - 50
KERMIT F BERRY	DONALD L BLEDSAW										
064588700 - 5	064592255 - 25										
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DANIEL L BLOOD	LIDTH P BOYD										
064591767 - 57	064590620 - 50										
6.	The ballots can be resorted if needed by clicking the <b>Sort</b> button.										
7.	<p>Click <b>Print</b>. The printer's dialog box will appear.</p> <p><u>Note:</u> Be sure to load the perforated paper in the printer.</p>										
8.	Click <b>OK</b> and the ballots will print.										
9.	Click <b>Close</b> . The Pool Maintenance window will appear.										