

PCOs for WEI Counties

There are two options for handling PCOs for WEI counties.

- A. Do not enter the PCOs in WEI Admin.
- OR
- B. File the PCOs in WEI Admin.

A. How to Handle PCOs NOT entered in WEI Admin

- 1) Maintain list of PCO filings manually.
- 2) If desired, add PCO Filings document to website. (See Russell or Patty for WEI Author procedures.)
- 3) Manually maintain results for PCOs.
- 4) If desired, add PCO Results document to website.

B. Handling PCOs in WEI Admin

(So far, Stevens County only)

If you have a jurisdiction type for PCOs in your Voter Registration system, then you may file the PCO candidates in WEI.

- 1) Check WEI Admin to see if there is a jurisdiction set up for each precinct. If not, then there may not be PCO jurisdictions set up in your VR system.

In WEI Admin:
Jurisdictions > Search
(Jurisdiction Type) PCO
(click) Search



The screenshot shows the 'Jurisdiction Search' interface in WEI Admin. It includes a search form with fields for 'Jurisdiction Type' (set to PCO), 'Jurisdiction Code', and 'Jurisdiction'. The 'County' is set to 'Stevens'. Below the search form is a table with the following data:

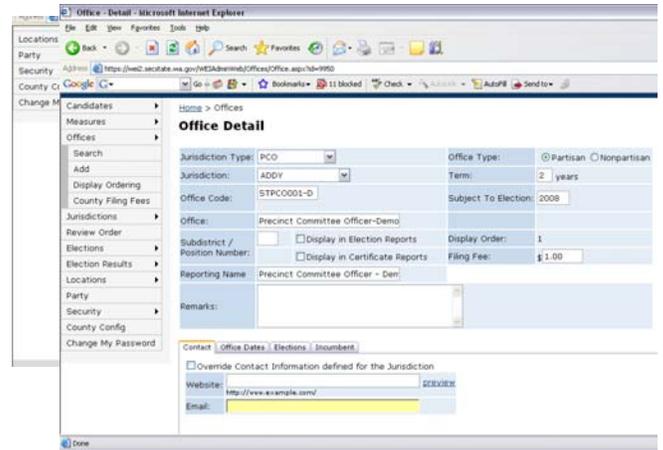
Jurisdiction Type	Jurisdiction Code	Jurisdiction	County	Order
PCO	47	ADDY	ST	41
PCO	48	CAMAS	ST	42
PCO	49	COLUMBIA	ST	43
PCO	50	COLVILLE VALLEY	ST	44
PCO	51	DAISY	ST	45
PCO	52	ECHO	ST	46
PCO	53	EVANS	ST	47
PCO	54	HUNTERS	ST	48
PCO	55	KELLY HILL	ST	49
PCO	56	LOON LAKE 1	ST	50

- 2) Enter two PCO offices for each PCO jurisdiction in WEI Admin –
(Ex:)
Precinct Committee Officer – Democratic
Precinct Committee Officer – Republican

See example.

Office Code is your own designation.

NOTE: These offices will not have to be added again in 2010.



3) File PCO candidates

WEI Admin
Candidate > File

Fill in all information.

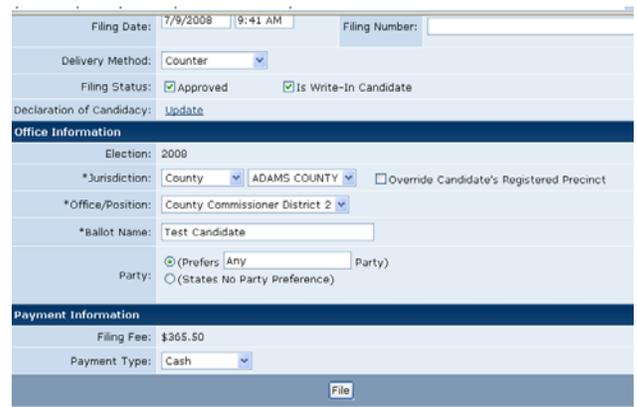
(click) File
You'll see *Filing Successful*.

4) If you receive any declared write-ins for PCOs, file them, but choose write-in for the Filing Status.

Since this candidate will not show up on 'Candidates Who Have Filed' or the 'Online Voters Guide', you do not need to fill in campaign contact information. (Fill in any information you have for your reference.)

For Filing Status:
(checkmark) Is Write-In Candidate

For Ballot Name:
Write-in: John Smith



5) Once all PCOs are filed, set order:

Candidates > Race Ordering
(Office Name) Precinct
(click) Search

This will bring up all the Precinct Committee Officer filings. Type in the order for the ballot (Democrats 1st). PCO write-ins need to be ordered for the results display.

Results

See WEI procedure for handling declared write-ins.