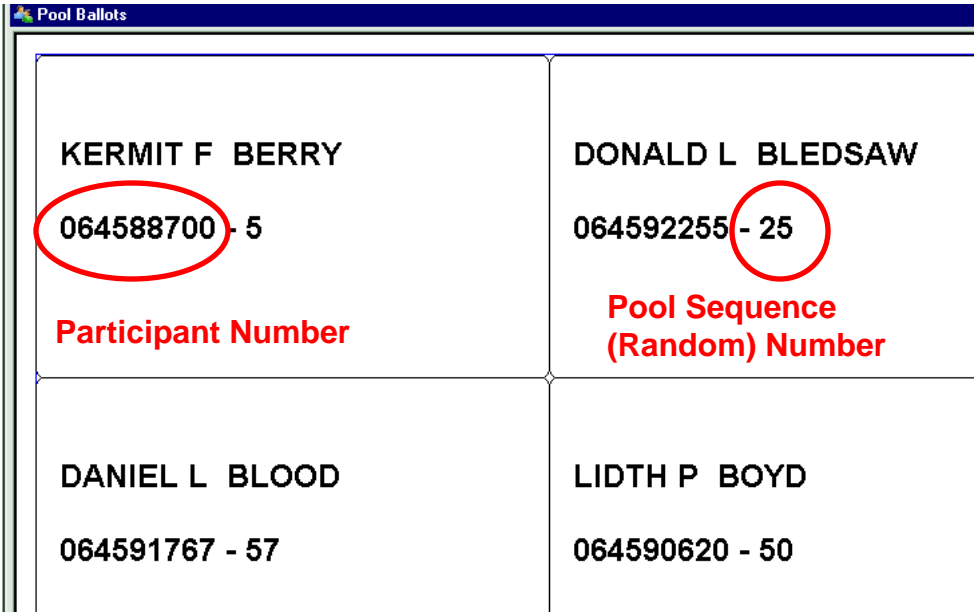


Printing Ballots for Responded Pool Members

	<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 Pool Ballots , the last item on the menu. The Pool Ballots screen will appear.
3.	Click the arrow to the right of the Enter Pool No field to view a list of pools, and double click the needed pool number.
4.	<p>Click the arrow to the right of the Paper Type 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 Accept. A preview of the ballots (in last name order) will be displayed.</p> 
6.	The ballots can be resorted if needed by clicking the Sort button.
7.	<p>Click Print. 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 OK and the ballots will print.
9.	Click Close . The Pool Maintenance window will appear.