Petition Validation Instructions

Thanks!

Thanks for volunteering to do validations for this petition drive. The work you do
- Helps to identify and remove duplicates (where a voter may have signed twice).
- Allows us to develop accurate counts.
- Creates data that is useful for this campaign and possibly other future campaigns.

Getting Help

If you need help, the best way to get help is to email rightwingoperative@live.com. I will get that email daily, if not more often. This system is new and may have bugs or may be a bit clunky. I hope to make changes and improvements over time.
- I need to add a Date Signed field, where the signature date is verified
- I need to add a Comments field, where you can comment on deficiencies you find
- I need to add a way of indicating that a signature is defective

Getting Logged In

The url for the site is www.MeasureMonk.com. If you go to that site, it should ask you for a username and password. You might want to bookmark it.

You should have received your username via email. It will probably be your firstname, followed by a dot followed by your lastname. It IS NOT case sensitive. As an example, my username will be MIKE.NEARMAN, but mike.nearman or Mike.Nearman will also work.

The first time you log in, you might get an error message like "Session expired". The system will accept whatever password you put in the first time. This IS case sensitive.   You only have one chance, so be careful. If you have problems, or want to change your password, email me.

Getting Started

Once you get logged in you'll see a bunch of links like page-2018-22-99 (0/1). Right now, I don't have a way to prevent two people from working on the same page, so maybe don't pick the very first link in the list. Just pick one at random. The (0/1) means that zero signatures out of one possible or (0/10) means that zero out of ten possible have been validated.

Navigation

Use the icons at the top of the page to navigate the site.

Home. The webpage where you select a signature sheet to work on. If there are pages here, work on these. They are usually the most important.

Past Pages. This works the same way to give you a list of signature sheets to select from campaigns from previous cycles. There might not be any current ones to work on at the moment.

Reports. Reports, including total signature count and volunteer productivity.

Scoreboard. This is where you can see daily stats for yourself.

Help. Goes to this document. If you see something change and can't deal with it, you might go here and see the updated version of this document.

Logout. Usually, you don't need to logout. Sometimes, if a change is made to the website, you'll need to logout and log back in.

Validating

A 10 line sheet has 10 lines, plus a line for the circulator and they are numbered. Look at line 1 and see if you can determine the LAST NAME of the signer and the HOUSE NUMBER (or PO BOX NUMBER) of the street address – just the number. For me, that would be NEARMAN and 2570, because my name is MIKE NEARMAN and I live at 2570 Greenwood Road S. Enter the Last Name and the House Number and click LOOKUP.

If you do a search, both the address and the PO Box is included in the list of results if it exists.

Unless the name is very common and the address is very common, you will get a very short list of voters to choose from, most likely just that household. If you are able to find the correct voter, click on their Voter Id number, which will be a link just to the left of their name.

When you do this, the page will be refreshed, and you will notice that the voter's name has been added to the grid for line 1 and now the select boxes are set to accept input for line 2.

Some sheets are single signer and they work the same, except that there is only one signer to be validated

Lines That Can't Be Selected

There are a few reasons why you are unable to select a voter. These are the actions you take:

Case	Your Action
Line is blank.	Select "Line is Blank or Crossed Out"
Line is crossed out.	Select "Line is Blank or Crossed Out"
Line does not contain enough information to attempt a match.	Select "Skip, Illegible or Cannot be Matched"
The information is too illegible to determine who it is.	Select "Skip, Illegible or Cannot be Matched"
No voter data can be found that matches the information on the line	Select "Skip, Illegible or Cannot be Matched"

Issues with Names

Sometimes a last name will have a space in it, or worse, it's not clear if it has a space in it. Some examples are:

Van Doren might be VanDoren

Mc Donald might be McDonald

Barbara Smith-Warner might be Barbara Smith Warner

Happily, you can ignore any spaces and/or dashes in last names because the software removes them from the match algorithm. When you look up those names, I recommend that you enter those names as:

VanDoren

McDonald

Barbara Smith and Barbara Warner, but not Barbara SmithWarner

Each last name is a search on all the letters you've entered and any possible letters afterwards.

What Standard to Apply to Determine a Match

The work you are doing has two functions:

1. It validates the signature, so that we know we have a valid signature. Because of this, we can confidently know the count of valid signatures and we can confidently strike out any duplicates. To this end, we need to not have false positives, where we falsely identify someone as having signed, when they did not.
2. It creates data which is useful for this campaign and other campaigns. To this end, we don't want to be wrong, either.

So, if you have a Preponderance of Evidence, i.e. 51%, you should mark a match. Do the best you can and then move on. As you can see, we have some tolerance for error and at the end of the day, productivity is important.

Different Statuses and What They Mean

[Blank]	If the status box is blank, that means that it hasn't been done, and you can try to match it.
MATCH	Match means that someone has considered all of the information and a preponderance of the evidence points to it being one person, and they have indicated the match by clicking on the voter id.
SKIPPED	Skipped means that someone has considered all of the information and cannot come to a conclusion as to who the voter is. This could be because: 1. There are multiple matches and there is no reason to prefer one over another 2. There are no matches. 3. The handwriting is simply too illegible to get enough information to attempt a match.
SALVAGE	This is the same as MATCH, except that the signature can't be applied to any active initiative petition. It's still good data, though and you

	should treat these with the same standard as a MATCH.
BLANK OR CROSSED OUT	Blank means that the line on the signature sheet does not contain a signature. Crossed out means that it contains some data that could be matched, but it has been physically crossed out on the sheet.
RESOLVED DUPLICATE	Resolved duplicate is a signature that has been duplicated somewhere else in the same initiative campaign. It has been physically crossed off the sheet, though the scanned sheet you are looking at may not reflect that. Only an admin can assign this status.
REJECTED	Rejected is a signature that the chief petitioners have determined will certainly not be accepted by the Secretary of State. The data may still have value, in that the voter is known to be willing to sign, but this instance will not be accepted. Only and admin can assign this status.

Finishing a Page

Once you have completed all the signers (and/or blank lines) plus the Circulator, it will return you to the home page where you can start another.