



## ***Instructions for Retrieving Scanned Documents***

Sedgwick County Elections Office regularly scans Election Documents that meet the Open Records Act and makes the documents available on the web. Due to statutory requirements and security concerns, the process of viewing documents involves several steps. Printing, thoroughly reading and following these instructions will significantly improve the process.

Summary of steps:

1. Read and understand the Special Notice
2. Make sure your PC settings allow for viewing (and learn how to change them if necessary)
3. Retrieve documents
4. View documents

### **1. SPECIAL NOTICE (please read):**

*This application allows you to view campaign expense report and election canvas information, in Sedgwick County, KS. Sedgwick County makes every effort to produce and publish the most current and accurate information possible. This information is furnished as a public service. Sedgwick County assumes no liability whatsoever associated with the use or misuse of such data, and disclaims any representation or warranty regarding the completeness or accuracy of the data.*

*By using this site, you are making the following certification pursuant to K.S.A. 45-220(c)(2): "the requester does not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.*


## 2. Requirements for Accessing Scanned Documents

- Microsoft Internet Explorer 5.0 or greater
- ActiveX (if it is not available on your PC, you will be asked during your first visit if it is OK to install it – answer yes)
- Pop Up blockers must be turned off

### Instructions on how to turn off pop up blockers

- **Internet Explorer** – Click On **Tools** on the Title Bar, go to **Internet Options**, click on the Privacy tab, and uncheck the box that is titled “**Turn on Pop-up Blocker**, Click **OK**.
- **Google Tool Bar** - If you'd like to completely disable the Pop-up blocker, follow the version-specific instructions below.

For Toolbar 5:

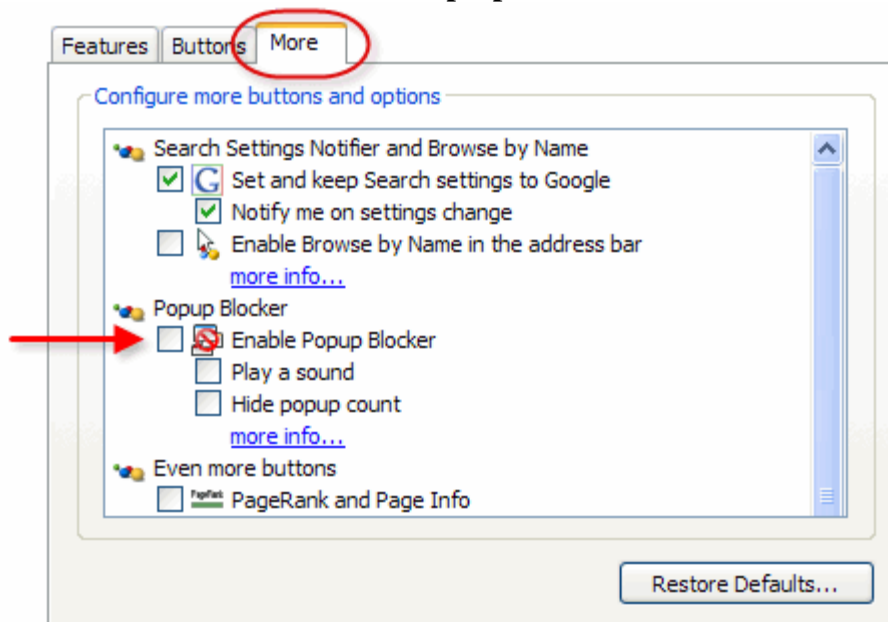
1. Click the wrench  icon to open the Options window.
2. Select the **Tools** tab.
3. Uncheck the box next to **Pop-up blocker**.
4. Click **OK**.

**For previous versions of the Toolbar:**

1. Click the **Settings** button on your Toolbar and choose **Options**.

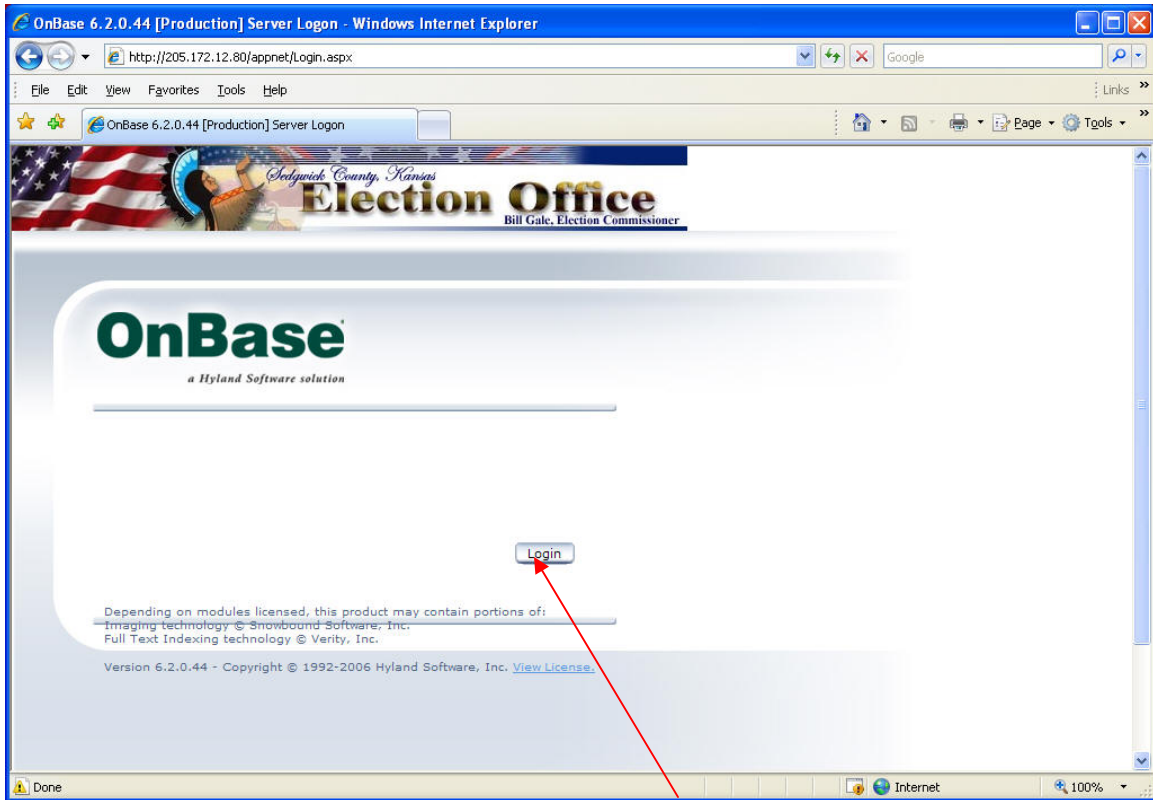


2. Select the **More** tab.
3. Uncheck the box next to **Pop-up blocker**.



4. Click **OK**.

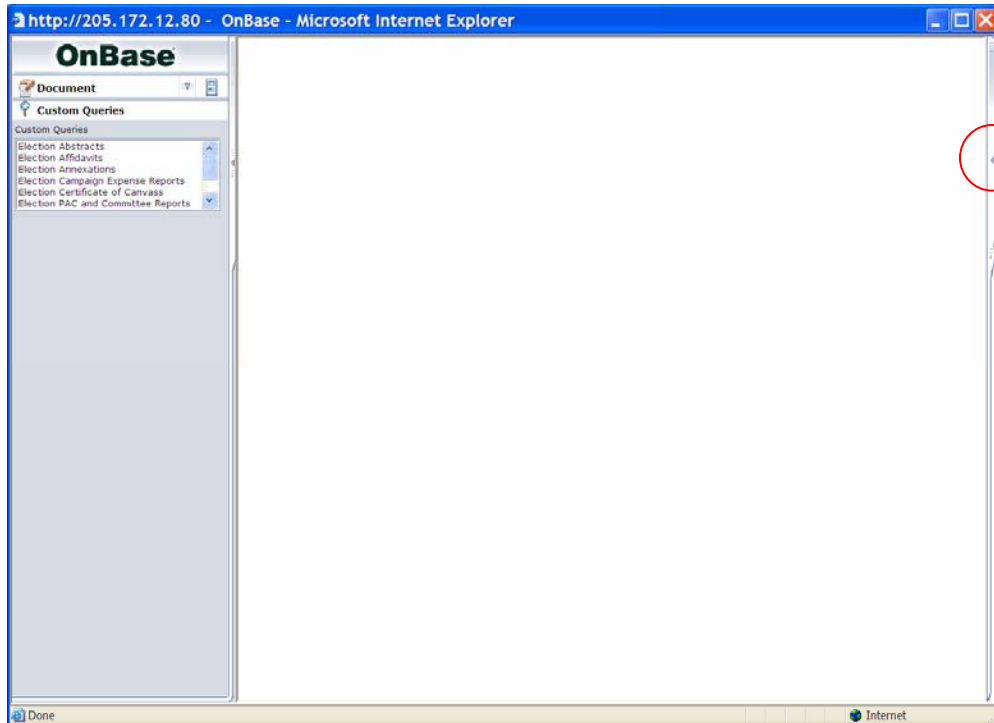




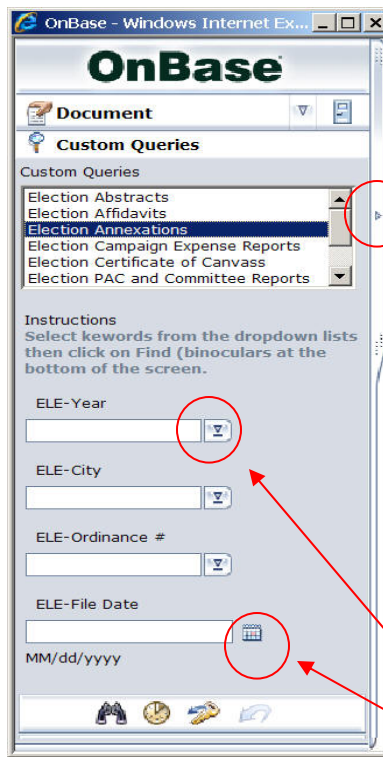
1. This is the Login screen for the document viewing system. There is no “userid” or password – you simply click the Login button.
2. It will take anywhere from twenty seconds to four minutes for the system to load the program. The time it takes depends on several factors, such as Internet connection speed, PC size and power, number of people viewing or scanning documents at the time, etc.
3. If the system is unable to complete the login, you will receive a system access error (small yellow triangle). Please try clicking the Login button again (on some occasions, three attempts are needed).
  - If the screen refreshes your page, check to see if you have all of your Pop-Up blockers turned off.
4. When the program loads you may see the alert box shown below. If so, click yes.



5. A new window will open (shown at the top of the next page).



- The list on the left side under the heading Custom Queries shows the document types which are available for retrieval (Election Abstracts, Election Affidavits, Election Annexations, etc). Selecting one of the document types causes a number of “keyword” fields to be displayed below the list. Shown below is what comes up when Elections Annexations is clicked (ELE-Year, ELE-City, etc).



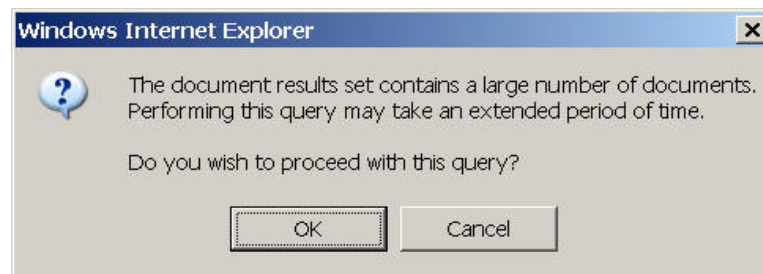
These arrows minimize and maximize the custom queries and viewer windows

- To the right of each keyword field is a button with a dash under a triangle (or, in the case of dates, a small calendar). Clicking this button causes a dropdown list –

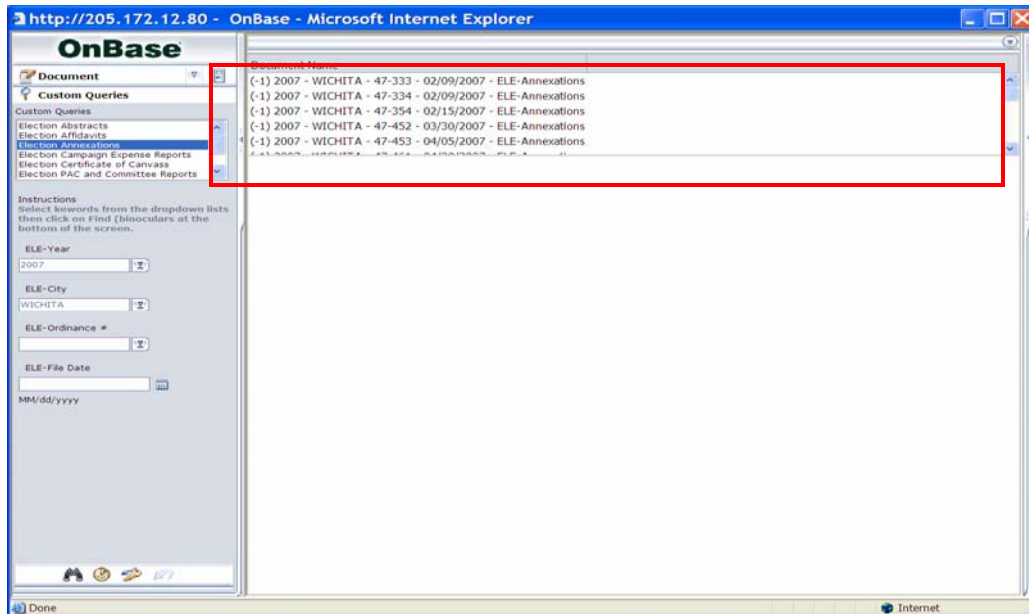
- containing all of the possible entries for the field - to display. If you click the button without entering anything in the field first, all entries will be displayed. Depending upon how many possible entries there are, this can take 1-2 minutes to display (particularly when search candidate names). It can be faster to put one or two letters in the field **before** clicking the dropdown button (like “sm” if you are looking for a candidate named Smith).
8. Before initiating the search, please note that another thing that can be done to reduce the time it takes to show a list of documents is to narrow your search by putting entries in two or three of the keyword fields.
  9. Once you have selected keyword(s) from the dropdown lists, click on the Find button (binocular icon)



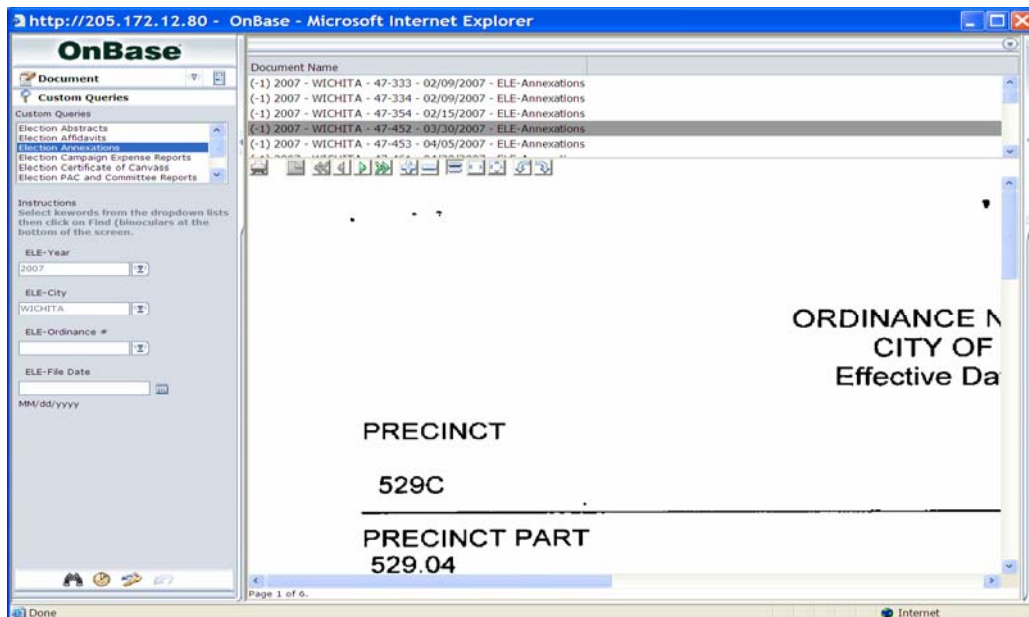
10. If your selection returns to many documents it will give you the following warning:



- If this happens, it is strongly recommended that you click Cancel to narrow your search options (put an entry in more keyword fields). If you click OK, it may take 10-15 minutes – depending up the number of documents which match your entered keywords – for the list to appear. In some instances, you will simply get a “time out” error and have to start the search over. So it is best to click Cancel at this point and further narrow the search.
11. Once an adequately sized “result set” is requested, the system will return a list of all of the documents associated with the entries in the keyword fields. The result set will be listed at the top of the window as shown at the top of the next page.



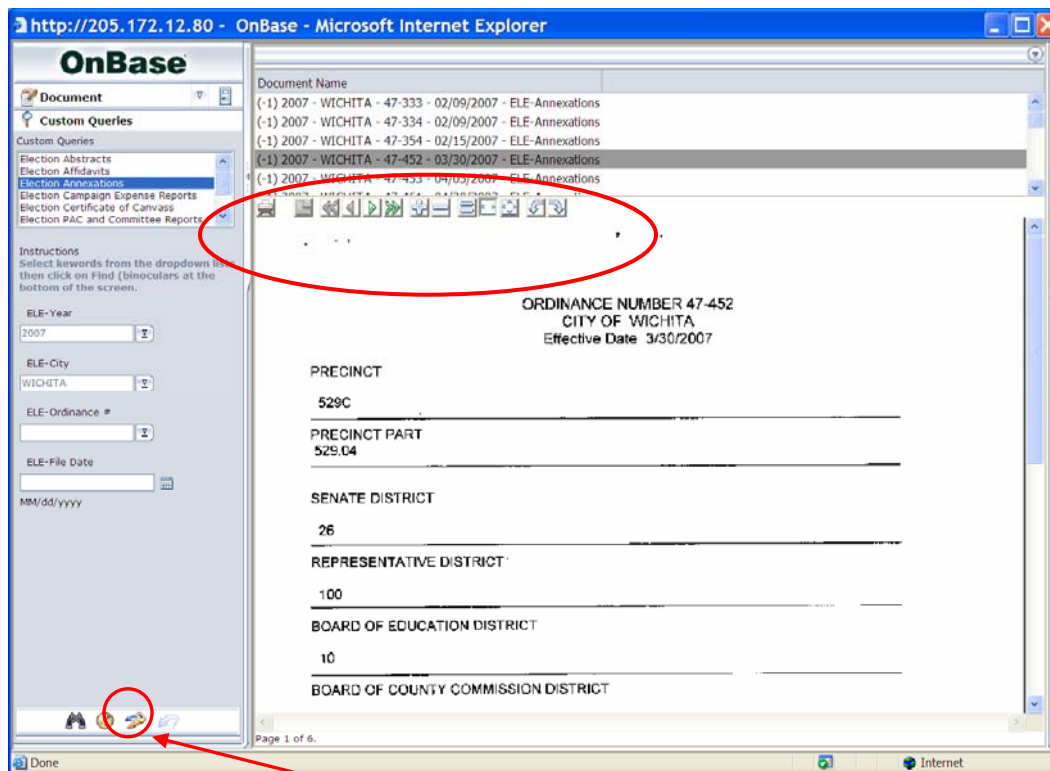
12. **Double click** on the document you wish to view and it will open the document in the view window below the document name section (see below). Again, depending on several factors, it may take anywhere from five seconds to three minutes to display the document selected. Occasionally, a “time out” error occurs. If that happens, click OK and try again (double click the name of the document again). Unfortunately, no “hour glass” appears to show that the retrieval is occurring. Be patient, it will display, and subsequent searches typically go more quickly.



If you do not have ActiveX installed it might install it at this time. Also, the document will appear in “real size.” See the next section for instructions on how to use the document viewer.

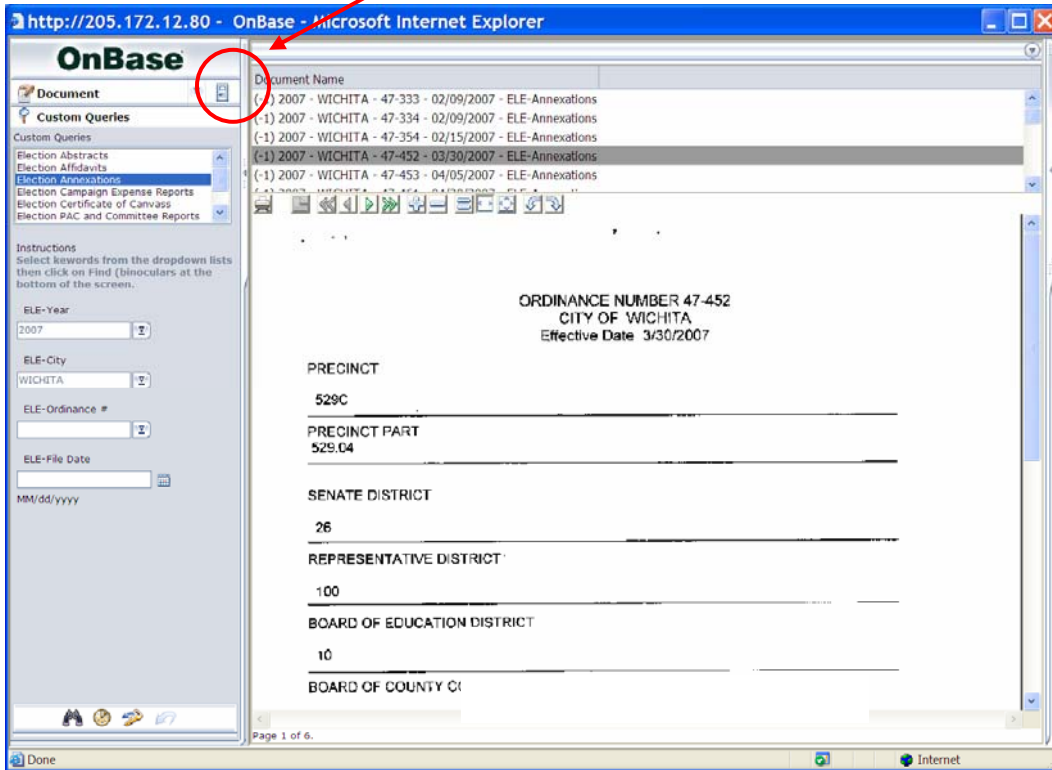
## 4. View Elections Scanned Documents

1. The viewer is the part of the window where the document is displayed. A document can have multiple pages (see the bottom of the viewer window to learn how many pages are in the document) and the bigger the document, the longer it will take for some of these functions to complete. At the top of the viewer are a group of icons representing various tools. Hover the mouse over any of the icons will display the function of the icon. From left to right, the functions are:
  - a. Print the document
  - b. Overlay (shows if there is additional annotations stored in the document imaging system which were not part of the original document)
  - c. Jump to the first page (<<)
  - d. Go back one page (<)
  - e. Go forward one page (>)
  - f. Jump to the last page (>>)
  - g. Zoom in (+)
  - h. Zoom out (-)
  - i. Show in actual size (=)
  - j. Fit document into window with regard to width
  - k. Fit document into window with regard to both width and height
  - l. Rotate document counter-clockwise
  - m. Rotate document clock-wise



2. To search for new document, click on the Clear Keywords icon (the third from the left; it looks like a key with an arrow), then you can select a new document type and/or enter different entries in the keyword fields.

3. When finished, log out of the system by clicking on the Door Icon at the upper left side on the Document Line. This will take you back to the County website home page.



**Remember**, there are reasons and times when the system is slow. By narrowing search criteria and by being willing to re-try a search when an error occurs, you should be able to successfully view any or all of the documents in the system.