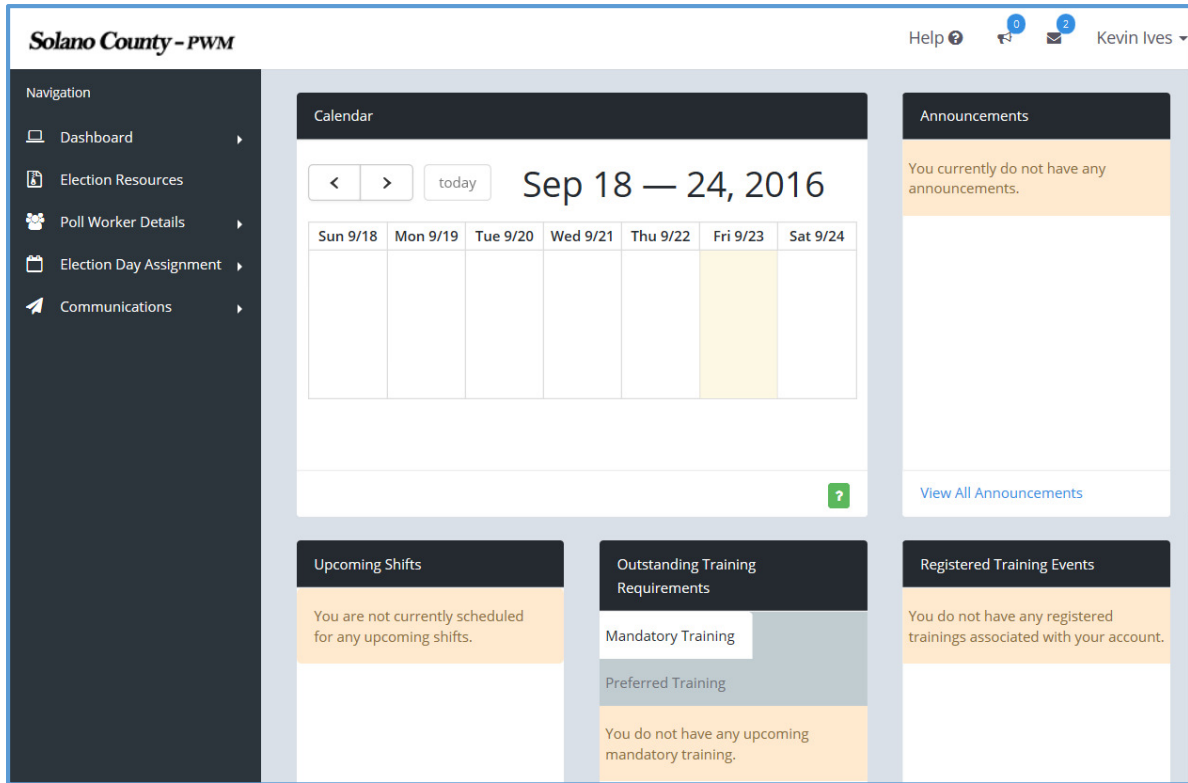
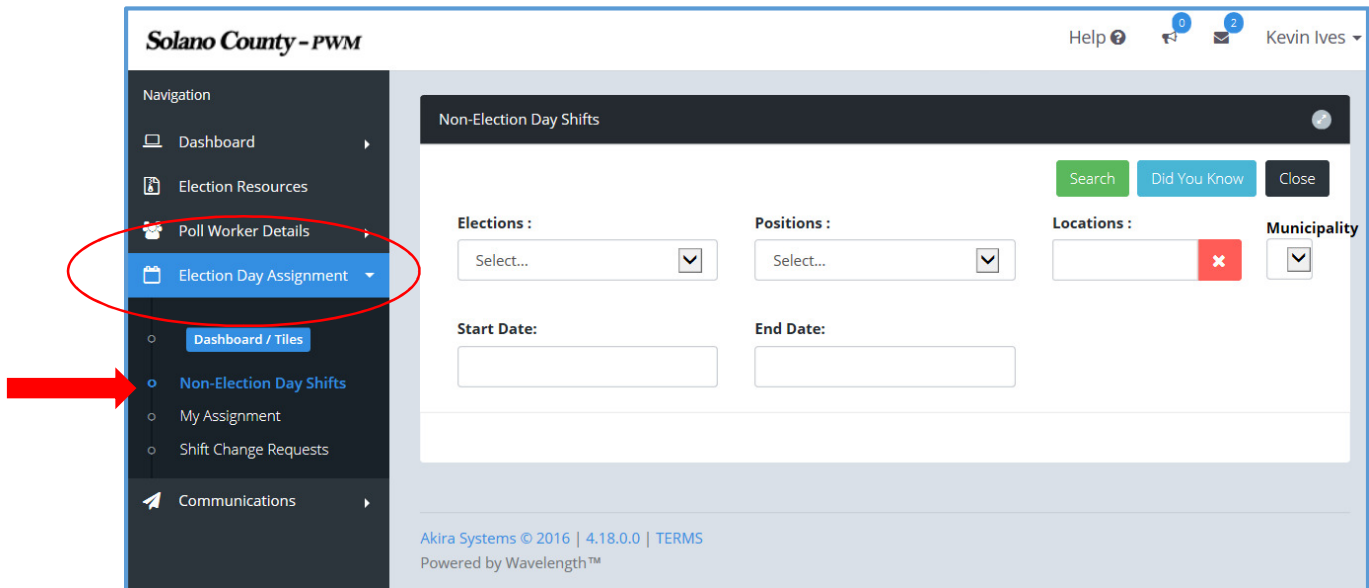


How to add a Non-Election Day Shift

1. Log into your Solano County – PWM Account
 - Your dashboard appears



2. Click on Election Day Assignment, then Non-election Day Shifts



3. Choose the November 8, 2016 Election from the drop down
 - Under Positions, you can limit the view to only one position or you can select ALL
 - A start and end date can be entered, but is not required
 - Leave Locations and Municipality blank
 - Click on the green Search button
 - To Select a Shift to Work, Click on Pickup Shift

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Navigation: Dashboard, Election Resources, Poll Worker Details, Election Day Assignment, Dashboard / Tiles, Non-Election Day Shifts, My Assignment, Shift Change Requests, Communications

Non-Election Day Shifts

Search | Did You Know | Close

Elections: November 8, 2016 - General Election | Positions: ALL | Locations: | Municipality: | Start Date: | End Date:

Shift	Description	Election Name	Location Name	
<input type="checkbox"/>	VBM box Pickup - City Clerk's Office - Dixon	11-08-2016 04:00 PM - 08:00 PM 0.04:00	November 8, 2016 - General Election	Fairfield CAC Pickup Shift
<input type="checkbox"/>	VBM Box Pickup - City Clerk's Office - Fairfield	11-08-2016 04:00 PM - 08:00 PM 0.04:00	November 8, 2016 - General Election	Fairfield CAC Pickup Shift

4. A confirmation screen appears. If the shift to "pickup" is correct, click on the green Save button.

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Navigation: Dashboard, Election Resources, Poll Worker Details, Election Day Assignment, Communications

Pickup Shift

Save | Cancel

Did You Know?
This is where you can pick up shifts that you are qualified for. Please ensure that your shift change is approved before showing up for your shift - the status of your shift change is visible under the Shift Change History tile.

Shift to Pickup Required
Voter / Elevator/Door Assistance - 11-05-2016 02:15 PM - 05:15 PM | 0.03:00 - November 8, 2016 - General Election - Fai

Comments

5. A screen summarizing your shifts appears.

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Navigation

- Dashboard
- My Dashboard
- Election Resources
- Poll Worker Details
- Election Day Assignment**
- Communications

Shift Change Requests

View: Order by newest created

Create Close

All Types

Pickups 3 Drops 0 Score 3

<input type="checkbox"/>	Request Type	Shift Name	Shift Start	Shift End	Status
<input type="checkbox"/>	Shift Pickup	Voter / Elevator/Door Assistance	11-05-2016 02:15 PM	11-05-2016 05:15 PM	Approved
<input type="checkbox"/>	Shift Pickup	VBM box Pickup - City Clerk's Office - Dixon	11-08-2016 04:00 PM	11-08-2016 08:00 PM	Approved
<input type="checkbox"/>	Shift Pickup	Curbside VBM Drop Off	12-25-2016 04:15 AM	12-25-2016 04:30 AM	Approved

Prev 1 Next

Page Size: 10

6. Your selected shifts will now appear on your dashboard:

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Navigation

- Dashboard
- Election Resources
- Poll Worker Details
- Election Day Assignment**
- Communications

Calendar

Sep 18 — 24, 2016

Announcements

You currently do not have any announcements.

View All Announcements

Upcoming Shifts

Position: VBM Box Pickup - City Clerk's Office Date: 10-18-2016 08:00 AM
Location: Fairfield CAC - 675 Texas Street
Fairfield, California
Phone: N/A Pay Rate: \$10.00/hr

View All Shifts

Outstanding Training Requirements

Mandatory Training Preferred Training

You do not have any upcoming mandatory training.

View All Outstanding Training

Registered Training Events

You do not have any registered trainings associated with your account.

View all registered trainings

Surveys

If you have any problems or questions, please call 707-784-3359, 707-784-3397, or send an e-mail to rovhelper@solanocounty.com.