

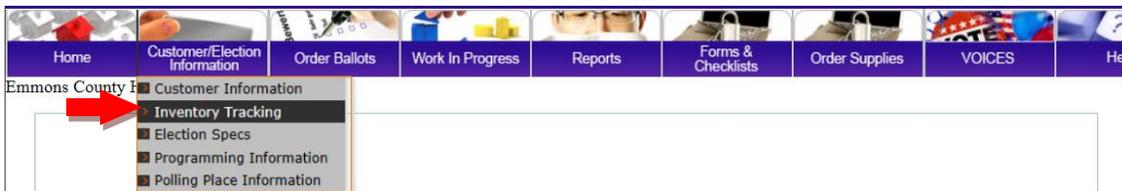
## Equipment Inventory in eSynergy

eSynergy contains an inventory utility to keep track of your election equipment. Below are the steps to maintain your election equipment inventory. It is most important to first check your inventory for the voting machines, AutoMARKs, and ballot boxes so you are prepared for an inspection. Once that is completed, the State Election Team encourages you to enter all of your election inventory. Additionally, if you send a piece of equipment to ES&S for service, use this inventory tracker to confirm that the proper piece is returned to you.

- 1) Login to VOICES.
- 2) Click the eSynergy tab on the right side of the toolbar. This will transfer you to eSynergy.



- 3) Under Customer/Election Information, click Inventory Tracking.



- 4) The list of equipment in your county will be displayed on this page. If you no longer have a piece of equipment, click the delete button for that line after verifying that you will be deleting the correct line. **If you delete an M100, M650, AutoMARK, or Ballot Box, you must contact the State Election Team immediately to notify them of the name of the County to which that piece of equipment was transferred.**

	Asset Tag #	Product Name	Quantity	Serial #	Location	Vendor	Title Holder	Aquisition Date	Cost	Fed(%)	Service Status	Cor
Delete		AutoMARK		AM0105480500								
Delete		AutoMARK		AM0105481628								
Delete		AutoMARK		AM0105490486								
Delete		AutoMARK		AM0105490931								
Delete		AutoMARK		AM0105491279								
Delete		AutoMARK		AM0106431132								
Delete		M100		207846								
Delete		M100		207864								
Delete		M100		208733								
Delete		M100		208849								
Delete		M100		208885								
Delete		M100		209019								

- 5) If you have equipment to add, click the Add New Inventory button at the bottom of the page. This will create a blank line at the bottom of the inventory list.

	Asset Tag #	Product Name	Quantity	Serial #	Location	Vendor	Title Holder	Aquisition Date	Cost	Fed(%)	Service Status	Coi
Delete		AutoMARK		AM0105480500								
Delete		AutoMARK		AM0105481628								
Delete		AutoMARK		AM0105490486								
Delete		AutoMARK		AM0105490931								
Delete		AutoMARK		AM0105491279								
Delete		AutoMARK		AM0106431132								
Delete		M100		207846								
Delete		M100		207864								
Delete		M100		208733								
Delete		M100		208849								
Delete		M100		208885								
Delete		M100		209019								

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- 6) In the Product Name column (yellow arrow), use the drop down list to select the type of equipment. In the Serial # field (green arrow), enter the serial number for that piece of equipment.

	Asset Tag #	Product Name	Quantity	Serial #	Location	Vendor	Title Holder	Aquisition Date	Cost	Fed(%)	Service Status	Coi
Delete		AutoMARK		AM0105480500								
Delete		AutoMARK		AM0105481628								
Delete		AutoMARK		AM0105490486								
Delete		AutoMARK		AM0105490931								
Delete		AutoMARK		AM0105491279								
Delete		AutoMARK		AM0106431132								
Delete		M100		207846								
Delete		M100		207864								
Delete		M100		208733								
Delete		M100		208849								
Delete		M100		208885								
Delete		M100		209019								

...

- 7) **If you add an M100, AutoMARK, or Ballot Box, you must contact the State Election Team immediately to notify them of the addition.**
- 8) Click the Update button at the bottom left of the screen to save the information and add the new equipment. Repeat as necessary to add new inventory.