

Using the BallotPath Database Administration Tool

Introduction

The Ballot Path database is held in a PostgreSQL relational database. Each table represents an entity such as an elected position (the position table), a person holding an office position (the office_holder table), or a geographical district (the district table). Relationships between tables are designed so that information is not stored redundantly. This is unlike a monolithic spreadsheet-type table that will contain duplicated information on many rows. All data maintenance is done by editing the data contained in the individual tables.

All maintenance will normally be done through a web-based application and is described in this document.

Instructions

1. Access the administrator tools via the public-facing web site and clicking the Developer link at the top.
2. Use the login credentials set up and discussed outside of this document.

Please enter password to access this page

Login:

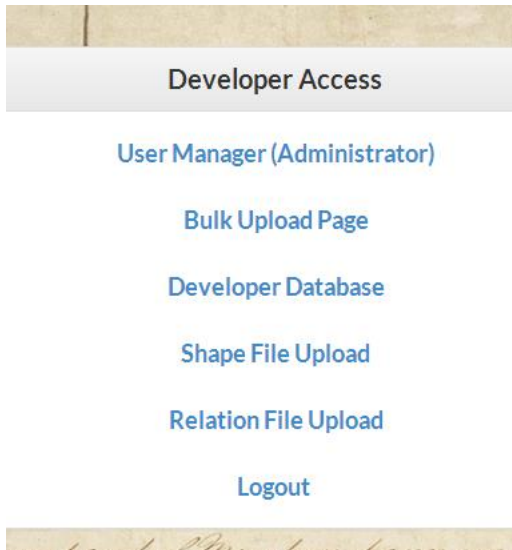
BPAdmin *

Password:

..... *

Submit [Password Reminder](#)

3. After logging in, the main menu will appear where you may perform several administrative functions.



- After clicking on **Developer Database** and logging in (if necessary), the main data entry screen appears with the Election Divisions table data. On the left navigation pane, you will find links to all of the relevant tables that contain Ballot Path data:



- In the main body of the page, you will find the election divisions data table. Here you can view, edit, delete, copy, or add rows.

Election Divisions

1

2

Define page size

Add new

Delete selected

Refresh

	Actions				Election Division Name	Physical Address Line 1	Physical Address Line 2	Physical Address City	Physical Address State	Physical Address Zip	Mailing Address Line 1	Mailing Address Line 2	Mailing Address City	Mailing Address State	Mailing Address Zip	Phone	Fax	
<input type="checkbox"/>	View	Edit	Delete	Copy	State of Oregon				OR					NULL				
<input type="checkbox"/>	View	Edit	Delete	Copy	Baker County	1995 Third Street	Suite 150	Baker City	OR	97814				NULL		5415238207	5415238240	
<input type="checkbox"/>	View	Edit	Delete	Copy	Benton County	120 NW 4th Street	Room 13	Corvallis	OR	97330				NULL		5417666756	5417666757	
<input type="checkbox"/>	View	Edit	Delete	Copy	Clackamas County	1710 Red Soils Court	Suite 100	Oregon City	OR	97045				NULL		5036558510	5036558461	

- By using the navigation pane, you may select the appropriate table to edit. Let's walk through an example to see how to create a position in the database.

Example: Creating an elected position in the database

For this example, we will create a fictitious position:

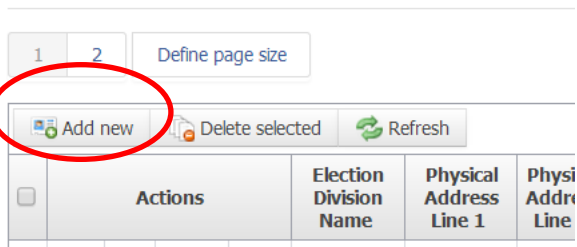
Office Title	King of Winterfell
Number of Positions	1
Responsibilities	
Filing Fee	
Partisan Position	No
Age Requirement	None
Office Rank	2
Office Holder	Brandon Stark
Political District	Winterfell Region
Election Division	Royal Realm of Winterfell

Additional details will be filled in as we go, but this will give us a start.

We cannot begin by simply entering this data into the offices or positions tables. Since those tables require information found in other tables, we must first make sure the other data is there. For example, we cannot create a position until we are able to assign the position to an office. Offices cannot be created until there is a district in which to create it. Each district must be associated with an election division, and so on. We will start by creating an Election Division.

- Click on the Election Divisions in the navigation pane.
- After browsing through the data, we find that there is no election division named "Royal Realm of Winterfell", so click the **Add new** button.

Election Divisions



- In the form that pops up, fill in the information you have about this election division. When you are finished, click the save button at the bottom.

1 2 Define page size

Add new

Election Division Name *

Physical Address Line 1

Physical Address Line 2

Physical Address City

4. Now, let's add the district. A district is a region in which a candidate can live to qualify for office. Click the Districts table and add a new record. Notice that the **Election Division** dropdown box now contains an entry for the newly created **Royal Realm of Winterfell** election division. Save the change.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 Define page size

Add new

State

District Name

Level of Government

Election Division

5. Let's create the office holder. Go to the Office Holders table and add a new record for *Brandon Stark*.

Add new

First Name *

Middle Name

Last Name *

6. Now, create the political office record. Click on **Political Offices** and add a new record for *King of Winterfell*. Note that for this position, there is only 1 position available.

Define page size

Add new

Office Title *

Number of Positions Available

Responsibilities

- Finally, we need a record in the Positions table. This may seem confusing and redundant with the offices table, but it is necessary to represent offices for which there are multiple positions such as City Council, Circuit Court Judge, etc. This table ties many of the other tables together. Click the Add new button and enter the new record.

Note: the first few boxes are dropdowns that include information we just created. Also, there is no need (in this case) to fill in the Position Name field. This would only be necessary for offices in which there are multiple positions such as “Position 1”, “Position 2”, etc. When this information is presented to the end user of Ballot Path, the position.name field will be appended to the **office.title** field. If both fields contain the same data, the record would appear as “King of Winterfell King of Winterfell”. In the case of a city council position, the office.title field would contain “City Council” and the **position.name** field would be “Position 1”, resulting in “City Council Position 2” in the user interface.


Add new

Political District Name

Office Title

Office Holder Id

Position Name

Term Start 

The office rank field is for sorting purposes. For this record, there is no need to change it. For offices that have many positions, this establishes the order in which they are shown on the web page.

- If there are any documents associated with the election division or with the office, you may create records for them in a similar fashion. Documents in the Election Division Docs table are required for all candidates within that election division. Documents contained in the Office Docs are unique to that particular office and not required for other positions.

Tables in the Database

district

This holds the districts in which a position is electable. It could be the whole state of Oregon, as in the case of US President or US Senator, or it could be a small district such as Multnomah County District 4, or something in-between such as an entire county.

election_div

Contains information about the election division that oversees the election of an office. For state-wide positions (US President, US Senators, Governor, Secretary of State, State District Attorney, State Treasurer, State Labor Commissioner, etc.) this is the State of Oregon. For most other positions, it is the county in which the position resides. For some larger cities (Portland, Eugene?, ???) elections are run by the city for city-wide positions. Smaller cities use the county election division.

election_div_docs

This holds a list of documents that must be filled out to run for a position in that election_division. These are documents that every candidate must submit, no matter what position it is.

office

This is the table holding all the information about a particular office, no matter how many positions it has or who is occupying it. Every office_position record should point to one office record.

office_docs

These are documents that a candidate must fill out that are UNIQUE TO THAT POSITION. I don't know if we have any of these, but they might be something that a State Treasurer might fill out to certify that he/she is a CPA or something.

office_holder

Information about the current incumbent holding the office.

office_position

This is information that contains information about each particular position. If there is one position for a given office (such as Governor), there will be a one-to-one relationship to office. If there are many positions available (such as Circuit Court Judge), then there will be one record in office_position for each available position.