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Assigning Security Paper in DAVE

Steps	DESCRIPTION	EXPECTED RESULTS
1	Municipal Clerk – log in with your username/password.	
2	Main Menu>Table Maintenance>Security Paper Management	Security Paper Page is displayed
3	The following links are displayed: -Add Paper Numbers to Master Inventory -Assign Security Paper -Void Security Paper -Delete from Master Inventory -Reassign to Master Inventory -View Security Paper Assignments - Search for Security Paper	
4	Select: Add Paper Numbers to Master Inventory link	
5	Select Paper Type: Safety Paper	
6	Add Beginning Number: (your safety paper) Add Ending Number: (your safety paper) NOTE: Do not add more than 499 sheets of safety paper.	Message pops up – “Paper range successfully added”
7	Select “Assign Part of this Range”	Assign Security Paper screen appears
8	Select the “Assign to Office” dropdown Select: Your town Select SAVE Select RETURN	Returned to Security Paper Screen
9	Select the View Security Paper Assignments link	
11	In the Assigned to office dropdown, select your office	
12	Verify the numbers you assigned to your office in Step 6 above are found.	Numbers assigned from Step 6 above are showing.