

Setting position targets in PollChief

- ✓ In the Work Assignment tab, click “Edit Position Targets” at the top of the screen.
- ✓ For each precinct, adjust the position targets to match the targets spreadsheet. To move on, open the dropdown box in the upper right and select the next precinct.
- ✓ Check that only the necessary positions have targets set. If a position is not needed for a precinct, adjust the target to 0. **Do not** click “Delete”.
- ✓ For any language position that does not have its own code, use OB.

Editing in bulk: This is best done early in the process, before officers are being assigned. To edit in bulk, click “Copy PCT Assignments” to apply the targets of a the currently viewed precinct to any other precinct. Select “Skip PCTs with already defined job titles and target needs” to avoid overwriting assigned officers. However, if there is anyone already assigned to a position, that target will not be updated.