

Voter Transfers Out – Data Grid Report



A data grid report can be created that lists voters who have been transferred out of your jurisdiction through matching and linking the voter record. Searching is limited by the fact that the data grid can hold a maximum of 1,000 records. Any search that results in more than 1,000 records will not display all of the results which meet the search criteria. For the Voter Transfers Out search, you can limit the number of records returned by narrowing the date range.

1. Enter Search criteria to conduct a **search**. The resulting data grid records will be used for the report.
 - a. Expand (+) the **Voter** node.
 - b. Click on the words **Voter Transfers**.
 - c. Enter **Search criteria**
 - i. Transfer App Date Between: Use the drop down calendar or enter dates for beginning and ending dates.
 - ii. From Jurisdiction: Use the drop down to find the name of your jurisdiction or enter the name of your jurisdiction.
 - iii. Click Search.

AESM

File Edit View Tools Window Help

Menu Shortcuts Quick Tasks

Active Jurisdiction: CITY OF DODGEVILLE - 2

Transfer App Date Between: 9/1/2006 and 12/31/2006

From Jurisdiction: CITY OF DODGEVILLE To Jurisdiction:

Transfer Status: Approved First Name: Last Name: Voter Reg Num:

Records Returned: 14

Search Clear

2. Customize the view on the data grid to display only the data fields you want to include on the report.
 - a. **Right-click** on the row that has the data field name titles in the grid so that a menu displays.
 - b. Select either **Best Fit** or **Best Fit (all columns)**. These will change the display to show the entire field or fields
 - c. **Right-click** again on the data field name titles. Select **Runtime Column Customization** from the menu that appears.
 - d. Another box will be displayed containing all the data fields **NOT** already displayed.

AESM

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Active Jurisdiction: CITY OF DODGEVILLE - 2

Transfer App Date Between: 9/1/2006 and 12/31/2006

From Jurisdiction: CITY OF DODGEVILLE To Jurisdiction:

Transfer Status: Approved First Name: Last Name: Voter Reg Num:

Records Returned: 14

Search Clear

Drag a column header here to group by that column

Transfer Status	Transfer Status Reasc	Transfer App Date	Approval Deadline
Approved	Transfer Approved	11/28/2006	
Approved	Transfer Approved	12/4/2006	
Approved	Transfer Approved	12/11/2006	
Approved	Transfer Approved	11/20/2006	
Approved	Transfer Approved	12/1/2006	
Approved	Transfer Approved	10/26/2006	
Approved	Transfer Approved	11/14/2006	
Approved	Transfer Approved	10/3/2006	
Approved	Transfer Approved	11/9/2006	
Approved	Transfer Approved	12/6/2006	
Approved	Transfer Approved	12/4/2006	
Approved	Transfer Approved	12/1/2006	
Approved	Transfer Approved	CITY OF DODG...	TOWN OF ARE...
Approved	Transfer Approved	CITY OF DODG...	TOWN OF ARE...

- To **add a field** to the data grid, search the Customization box for the field name, then drag and drop it onto the data grid in line with the field names already displayed in the grid.
- To **remove a field**, drag and drop the field (name of the field on the title bar) into the Customization box. For this report, **remove** all columns except: Name, Date of Birth, Voter Reg Num, Transfer App Date, and To Jurisdiction.

Transfer App Date Between: 9/1/2006 and 12/31/2006 From Jurisdiction: CITY OF DODGEVILLE To Jurisdiction: CITY OF DODGEVILLE

Transfer Status: First Name: Last Name: Voter Reg Num:

Records Returned: 14 Search Clear

Drag a column header here to group by that column

Transfer Status	Transfer Status Reason	From Jurisdiction	To Jurisdiction	Transfer App Date
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	CITY OF MADISON - 13251	11/28/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	VILLAGE OF HIGHLAND - 25136	12/4/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	VILLAGE OF MOUNT HOREB - 13157	12/11/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	CITY OF FITCHBURG - 13225	11/20/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	VILLAGE OF KRONENWETTER - 37145	12/1/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	CITY OF STEVENS POINT - 50281	10/26/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	TOWN OF DODGEVILLE - 25008	11/14/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	TOWN OF BUENA VISTA - 53006	10/3/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	TOWN OF DODGEVILLE - 25008	11/9/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	CITY OF WHITEWATER - MAIN - 65291	12/6/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	CITY OF LA CROSSE - 32246	12/4/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	TOWN OF PRAIRIE DU CHIEN - 12014	12/1/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	TOWN OF ARENA - 25002	11/21/2006
Approved	Transfer Approved	CITY OF DODGEVILLE - 25216	TOWN OF ARENA - 25002	11/21/2006

Customization

- VoterApplication...
- JurisdictionID
- AddressRangeID
- SignatureDocu...
- BatchID
- LinkedVoterID
- DistrictComboID

- The results will look similar to this:

Transfer App Date Between: 9/1/2006 and 12/31/2006 From Jurisdiction: CITY OF DODGEVILLE To Jurisdiction: CITY OF DODGEVILLE

Transfer Status: First Name: Last Name: Voter Reg Num:

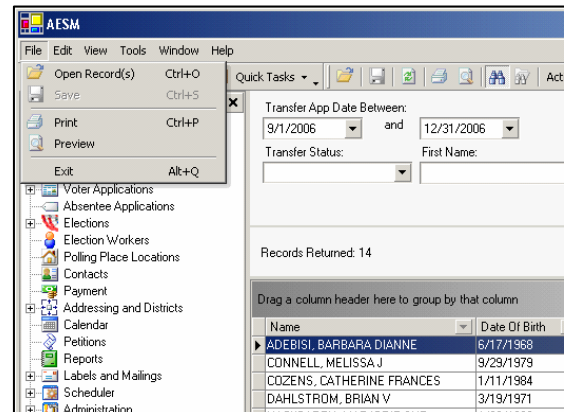
Records Returned: 14 Search Clear

Drag a column header here to group by that column

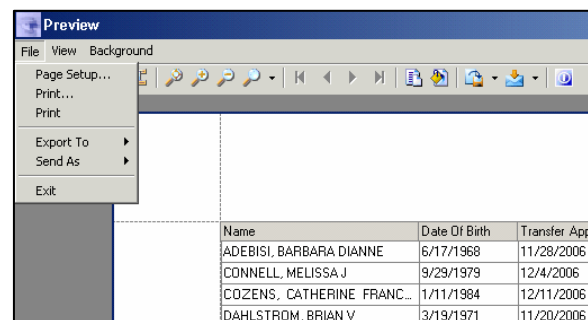
Name	Date Of Birth	Voter Reg Num	Transfer App Date	To Jurisdiction
ADEBISI, BARBARA DIANNE	6/17/1968	0016647698	11/28/2006	CITY OF MADISON - 13251
CONNELL, MELISSA J	9/29/1979	0016647071	12/4/2006	VILLAGE OF HIGHLAND - 25136
COZENS, CATHERINE FRANCES	1/11/1984	0016647814	12/11/2006	VILLAGE OF MOUNT HOREB - 13157
DAHLSTROM, BRIAN V	3/19/1971	0016647050	11/20/2006	CITY OF FITCHBURG - 13225
HACKBARTH, MARJORIE SUE	1/22/1962	0016647101	12/1/2006	VILLAGE OF KRONENWETTER - 37145
HOWARD, ELIZABETH LYNN	11/16/1986	0016647121	10/26/2006	CITY OF STEVENS POINT - 50281
MCDONALD, ANN MARIE	8/14/1971	0016647575	11/14/2006	TOWN OF DODGEVILLE - 25008
PEARSON, ANDREW RAYMOND	2/7/1975	0016647271	10/3/2006	TOWN OF BUENA VISTA - 53006
RAESS, DAVID ALAN	2/19/1962	0016647468	11/9/2006	TOWN OF DODGEVILLE - 25008
RIDEOUT, RACHEL ANN	2/25/1988	0016647786	12/6/2006	CITY OF WHITEWATER - MAIN - 65291
TEWS, DAVID MICHAEL	1/26/1987	0016647319	12/4/2006	CITY OF LA CROSSE - 32246
WIENKES, KATHRYN L	2/15/1961	0016647360	12/1/2006	TOWN OF PRAIRIE DU CHIEN - 12014
ZIEBARTH, JUNE ELIZABETH	6/26/1967	0016647384	11/21/2006	TOWN OF ARENA - 25002
ZIEBARTH, KEVIN JAMES	2/17/1967	0016647385	11/21/2006	TOWN OF ARENA - 25002

6. Format the report and print the data grid information.

a. Select **Preview** from the File menu.

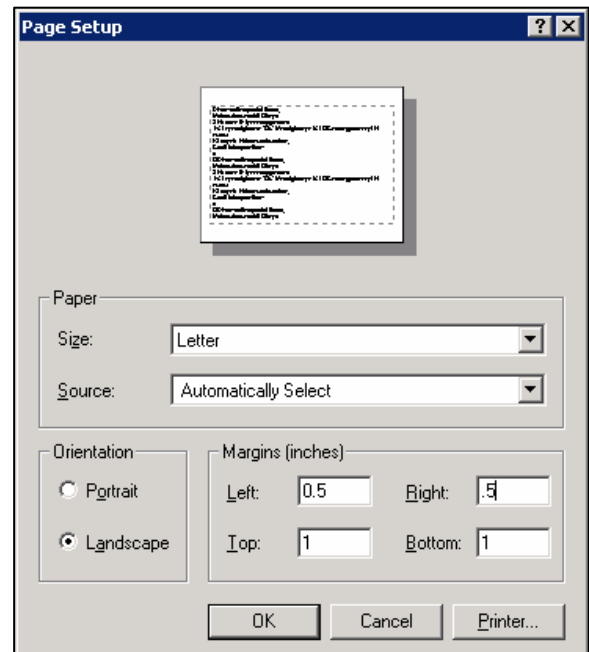


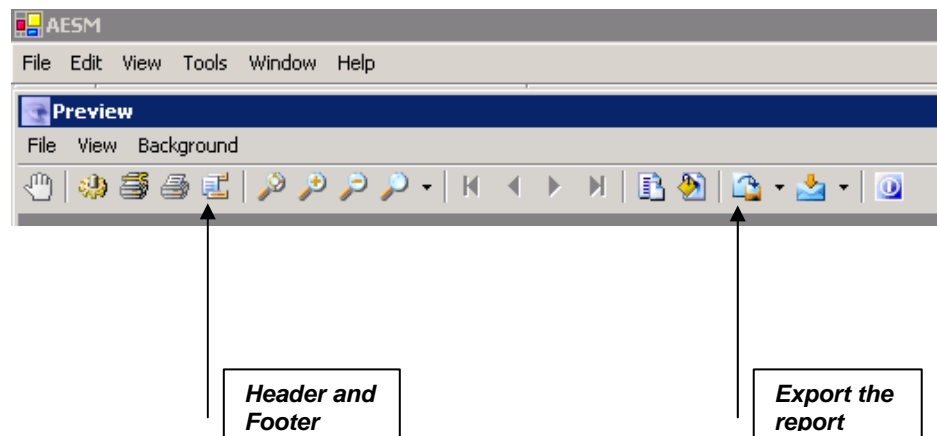
b. Select **Page Setup** from the Preview File menu.



c. Adjust the Paper **Size**, **Source** and **Margins** if necessary. Select **Portrait** or **Landscape**.

d. Click the **Printer** button to select a printer or set other options particular to your printer.





- e. On the Preview pane, click on the **Header-Footer** icon

- f. Enter header and footer information such as a Title, Date Range of report. The icons under "Header" and "Footer" are choices for vertical alignment- should the text be at the top, middle or bottom of the header or footer. Click **OK** to save.

Header		
	Voter Transfer Out	9/1/2006 - 12/31/2006

Footer		

- g. From the Preview menu, select "Print..." (to choose specific printer) or "Print" (default printer) or "Export To" (allows saving as a PDF). Alternatively, use the Export button at the top of the Preview form to export to a PDF file.
- h. The exported file can be found in the "My documents" folder on the MetaFrame Presentation Server opening page. Copy the file in to the "Client C drive." Go to the Start menu on your computer screen. Go to "My Computer" and click on C: drive. The exported and copied PDF file should be available for viewing and printing.



Note: if this report is to be distributed outside the office, remove all confidential information –Date of Birth and Voter Registration Number should not be included