

## Table of Contents

Add an Address Range.....	2
Search for and Modify an Address Range .....	5
Search for an Address Range.....	5
Modify an Address Range.....	6
Deleting an Address Range.....	8
Split an Address Range .....	9
Merge an Address Range.....	12
Merge Overlapping Address Ranges .....	12
Merge Adjacent Address Ranges .....	16
The Address Ranges by Address Range Type Report.....	17
The Voters with No District Combination Report .....	19

## Add an Address Range

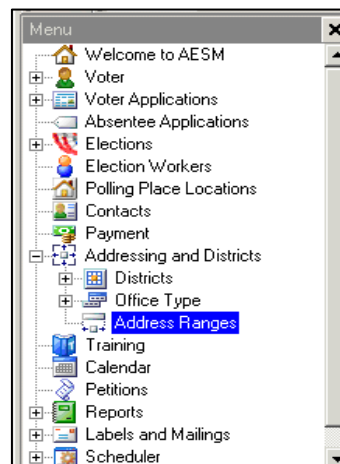
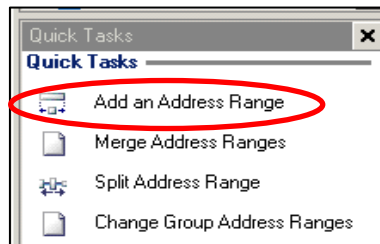


Every residential address in your municipality should be defined in SVRS. Instead of adding each home separately, you can create address ranges by grouping homes that have the same Street Name, City, Zip Code and District Combo.



Before entering an address range, be sure to check maps that show ward, school, and other district boundaries. You will need this information to assign the correct District Combo. An incorrect District Combo could result in voters receiving the wrong ballot on Election Day.

1. Expand (+) the **Addressing and Districts** node.
2. Click the **Address Ranges** node.
3. Click on the **Add an Address Range** Quick Task.



4. Click on the **Range Type** drop down box and select the address type (**Commercial**, **Residential**, or **Rural**). You will use the default, **Residential**, for most address ranges.

5. The **Exception** checkbox will only be used if the address range you are creating or modifying will overlap an existing address range. This is only necessary in rare cases when you are merging address ranges together. Uncheck the **Exception** checkbox after you have finished merging those ranges.
6. Select **Odd/Even/Both** from the **O/E/B** drop down box (Do you want the range to include odd house numbers, even house numbers, or both odd and even house numbers?).

7. Enter **House Number Range** (e.g. 100 - 4000, N101 - N1001, W10N120 – W10N300).



Ranges with fire numbers defining the range must have the same letter in both the **High** and **Low** fields of a **House Number Range**. For example W100 – W200 is valid, W100 – N200 is not valid. Ranges with full grid addresses are similar; the first Letter/Number/Letter grouping must be the same in both the **High** and **Low** fields of the **House Number Range**. For example **W10N100** – **W10N200** is valid. W10N100 – W20N200 is not valid, and neither is W10N100 – W10S200.

8. Enter **Pre Directional** or **Post Directional** (N, S, etc.) if applicable.

9. Enter **Street Name**.

10. Select **Type** of street from the drop down list (e.g. **Avenue**, **Street**, or **Parkway**).

11. You will only use the **Unit Type** and **Unit Number Range** fields if a building with a single address is split into more than one district. Create multiple address ranges for that address with different **Unit Type** and **Unit Number Range** values, each assigned to a different district combo. Make sure you select the **Unit Number Required?** checkbox. This forces the voter's address to have a **Unit Number** before SVRS will validate the address.

12. The **Location** field is rarely used. If somebody registers at a location without a valid street address, it can be used to describe that location, for instance if a homeless person registers from where they park their car at night.

13. Enter the **City**. This should be the name the post office uses for this address, not necessarily the name of the municipality.



To check the name the post office uses for an address, visit <http://www.usps.com>. Click on "Find a Zip Code". On the "Search by Address" screen, enter the street name and most likely mailing city.. If no results are returned, try a different mailing city.. You may also search by Zip Code, if you know it.

14. The **State** field is defaulted to Wisconsin.

15. Enter **Zip Code**.

If you know the **District Combo**, select it from the drop down box.

Dist Combo:



*If you do not know the District Combo, but do know the ward, school, or other districts, choose the correct District Combo by doing the following:*

- Click on the  ellipse button next to the **District Combo** drop down box.
- From the district types shown, choose the correct **Ward**, and other districts, like the school district, from the drop down menus.
- Click the **Search** button.
- Double-click to select the correct **District Combo** in the data grid on the lower half of the screen.

- The **Unit Number Required?** checkbox is used only when the address must include a unit number to ensure postal delivery or assign the correct district combo.
- If the **Mailing Address Required?** checkbox is checked, SVRS will force the user to enter a mailing address. For example, some villages have a post office, but no residential delivery. Residents must provide their residential address for districting purposes, and their PO Box, so they receive election-related mail.
- Census Tract** and **Census Block** are not used.
- Add **Alternate Street Name** and **Alternate City Name** if desired. This improves your ability to search for an address range, because you will find the correct range even if you enter the alternate street or city. .
- Click **Save and Close**.

## Search for and Modify an Address Range



An Address Range could require modification due to annexation, redistricting, the conversion process, or a street name change. You can change most aspects of an Address Range directly within its record, and without using a Quick Task. Use the following steps to change Street Name, Type, Pre and Post Directionals, High and Low House Numbers, City, State, Zip, and District Combo, or to record alternate Street and City names associated with an address range.

### Search for an Address Range.

1. Expand (+) the **Addressing and Districts** node in the Main Menu tree.
2. Click the **Address Ranges** node.
3. Enter the search criteria and click the **Search** button.
4. Find the address range in the data grid and double click the address range to open.



When searching for an address range, you may use only the street name. This will help to identify all address ranges with that street name. (e.g. Searching for 10<sup>th</sup> will return both 10<sup>th</sup> Street and 10<sup>th</sup> Ave.)

O/E	House No. L	House No. H	Street	City	State
Even	3655	4005	COUNTY ROAD AB	MADISON	Wisconsin
Odd	3217	3237	COUNTY ROAD AB	MC FARLAND	Wisconsin
Odd	4223	4349	COUNTY ROAD AB	MADISON	Wisconsin
Even	4232	4270	COUNTY ROAD AB	MADISON	Wisconsin
Odd	3809	3809	COUNTY ROAD AB	MADISON	Wisconsin
Even	4122	4122	COUNTY ROAD AB	MADISON	Wisconsin
Odd	3073	4017	COUNTY ROAD AB	MADISON	Wisconsin
Odd	4018	4179	COUNTY ROAD AB	MADISON	Wisconsin

5. If you wish to see a list of voters attached to an address range, click on the **Voters** tab and check the **Show list of Voters on this Address Range** checkbox. These are the voters that will be affected by any change you make to the address range.

Count of valid Voters associated with this Address Range: 29

☒ Show list of Voters on this Address Range

Voter Reg	First Name	Last Name	Address	Date Registered
0000040038	CARLA	ANDERSON	4020 ALVAREZ AVE	1/1/1918
0000040135	BARRY	BLASKA	4130 ALVAREZ AVE	1/1/1918
0000040191	JEFFREY	BRUDOS	4126 ALVAREZ AVE	1/1/1918
0000040213	BRIAN	BURGER	4102 ALVAREZ AVE	1/1/1918
0000040274	KELLI	CRAIG	4162 ALVAREZ AVE	1/1/1918
0000040293	SEAN	DAY	4150 ALVAREZ AVE	1/1/1918
0000040294	TIFFANY	DAY	4150 ALVAREZ AVE	1/1/1918
0000040362	DIANE	DZIKOWSKI	4016 ALVAREZ AVE	1/1/1918
0000040378	THOMAS	ENDERS	4114 ALVAREZ AVE	1/1/1918
0000040442	ADAM	FROST	4162 ALVAREZ AVE	1/1/1918
0000040450	CAROL	GARECHT	4110 ALVAREZ AVE	1/1/1918

## Modify an Address Range

1. If you change a **Street Name**, remember to add the old name in the **Alternate Street Names** field. This will enable searches under the old name to bring up the updated address range.

2. To change the **House Number Range**, enter the new number in the **High** or **Low** number box. The indication of **O/E/B**, **Pre Direction**, **Post Direction**, **Street Type**, **Unit**, **City**, **Zip Code**, and **District Combo** information can also be changed directly on this form.



### **Beware of changes that will cause voters to fall off of the address range.**

**Shortening** an address range, or changing a range from **Both** sides of the street to **Even** or **Odd** only, may cause voters to drop off the address range and have no **District Combo**. These voters will not appear on poll lists. You will have correct the address range, then use the Voters with No District Combination Report, or search in the **Voter** node for voters by street to identify these voters. Each voter record must be opened, and the address must be revalidated. See the Voter chapter of this manual for more information on how to revalidate voters' addresses. To avoid this issue, you should divide up an address range using the **Split Address Range** Quick Task described below.

3. Click **Save and Close** to save your changes. You will receive this message. Click **Yes**.



When modifying an address range with voters attached to it, you will receive this message. Click **OK**. This means your modifications will not happen in real time, but will instead be sent to the **Scheduler**. Changing address ranges with voters attached to them takes extra time, because each individual voter must be updated.



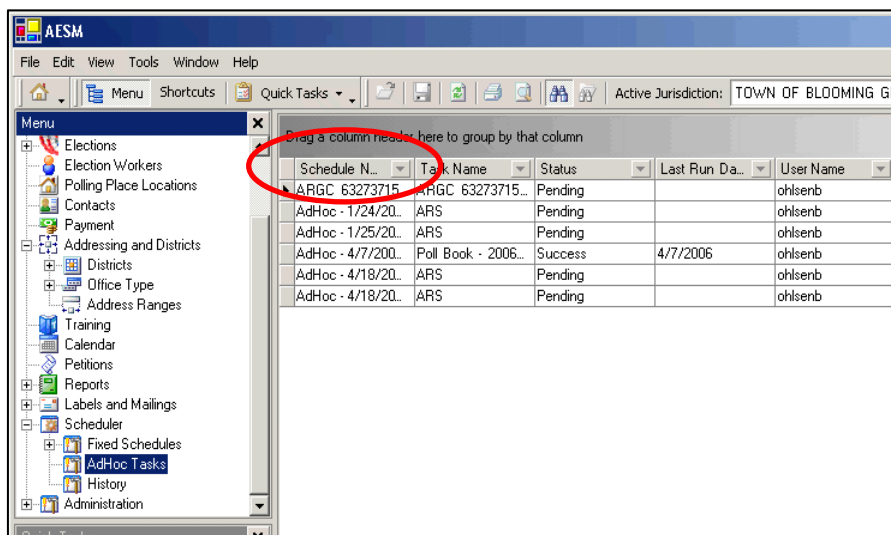
If you have recently changed an address range, it may take a few minutes for your changes to appear in the search grid. Try waiting a few moments, and refreshing the grid with the **Refresh** button. If you have created a brand new street name, you will not be able to search for that range immediately. Instead, you will have to go to another node, for example the **Voter** node, then come back to the **Address Ranges** node and try your search. You can also follow the directions below to check the status of your changes in the **Scheduler** node.



To check the status of your scheduled job, expand (+) the **Scheduler** node on the Main Menu tree and click on **AdHoc Tasks**.

If the job status reads **Success**, your modifications are complete. If the job status reads **Failed**, your job has failed. If the status reads **New** or **Pending**, it means the job has been re-queued, or sent to the back of the line and will run in time.

If your jobs keep failing when you are modifying an Address Range, check to make sure you are not creating an overlap with another range by making the modification. If you are creating an overlap, you will have to mark the range as an **Exception** before the job will succeed.



The screenshot shows the AESM software interface. On the left is a 'Menu' tree with the following structure:

- Elections
  - Election Workers
  - Polling Place Locations
  - Contacts
  - Payment
- Addressing and Districts
  - Districts
  - Office Type
  - Address Ranges
- Training
- Calendar
- Petitions
- Reports
- Labels and Mailings
- Scheduler
  - Fixed Schedules
  - AdHoc Tasks** (highlighted)
  - History
  - Administration

The main window displays a table of AdHoc Tasks. A red circle highlights the 'Schedule N...' column header. A tooltip above the circle reads: 'Drag a column header here to group by that column'. The table has the following data:


Schedule N...	Task Name	Status	Last Run Da...	User Name
ARGC 63273715...	ARGC 63273715...	Pending		ohlseb
AdHoc - 1/24/20...	ARS	Pending		ohlseb
AdHoc - 1/25/20...	ARS	Pending		ohlseb
AdHoc - 4/7/200...	Poll Book - 2006...	Success	4/7/2006	ohlseb
AdHoc - 4/18/20...	ARS	Pending		ohlseb
AdHoc - 4/18/20...	ARS	Pending		ohlseb



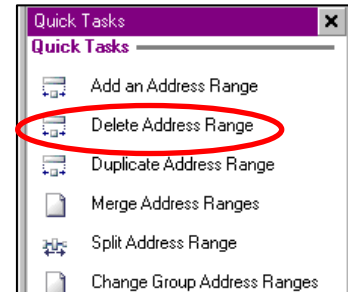
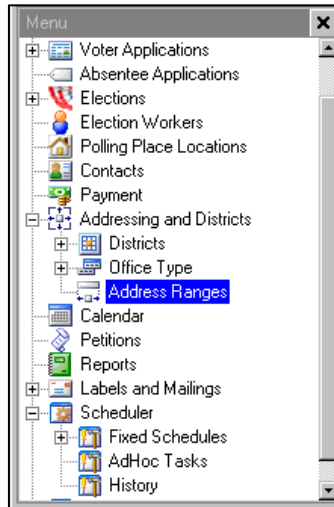
If a job involving address ranges is sent to the **Scheduler**, you should note the time. The **Schedule Name** column contains the time a job was sent, and knowing when or in what order you sent your jobs is the easiest way to identify which jobs have succeeded or failed.



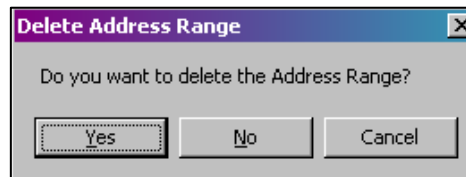
## Deleting an Address Range

-  Deleting is not the preferred way to remove an unwanted or incorrect address range. Merging, splitting and modifying are all better ways to remove or change undesired ranges, and doing any of these is an easier way to manage associated voters, if any. There may be occasions, however, in which you would want to delete an address range. For example, if a few residents moved out and sold the property to developers, or if the range was created during conversion and does not belong to your municipality.

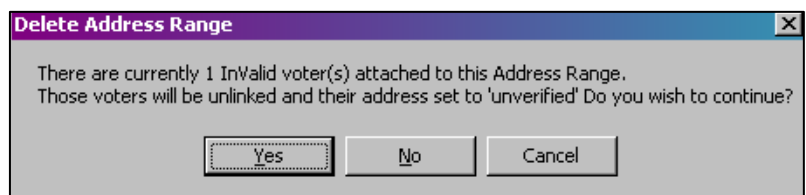
1. Expand (+) the **Addressing and Districts** node.
2. Click the **Address Ranges** node.
3. Enter the search criteria and click the **Search** button.
4. Highlight the range to delete and click the **Delete Address Range** Quick Task.



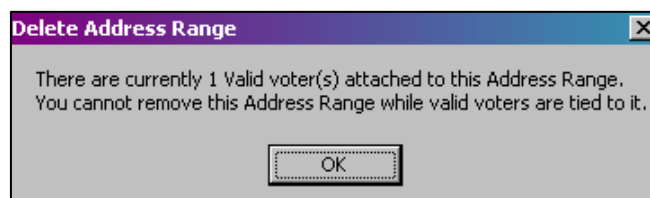
5. If there are no valid voters attached to the range you are trying to delete, you will be asked if you want to delete the range. Click **Yes**.



6. If you are deleting an address range that had a voter attached to it in the past, and you have deleted that voter (as opposed to cancelling or inactivating), you may receive this message. Click **Yes**.




7. If there are valid voters attached to the range, you cannot delete the address range. If you try to delete the range, you will receive this message. Click **OK**.



8. If you still wish to delete the range, you can deliberately dump off all of the associated voters by changing the **House Number Range** to a set of numbers that no voters live on. **All of these voters will lose their District Combo, and you must search for these voters and fix them one by one.** For example, you can change 100 to 500 Main Street to 2 to 4 Main Street. This will remove all of the associated voters, so you can delete the range. You will have to find all of the disassociated voters and revalidate their addresses to a new address range. See the [Voter](#) chapter of this manual for directions on revalidating voter addresses.



## Split an Address Range

-  If an existing address range crosses a district boundary line, it needs to be split into two (or more) ranges with different District Combos. You can split an address range to ODD and EVEN ranges (if BOTH), or to two adjacent ranges (e.g.: 1-200 can be split to 1-100 and 101-200).



Before splitting an address range, double-check to make sure that you are aware of any district boundaries that you might affect by performing the split. An error here could leave voters linked to an incorrect District Combo, which could lead to them receiving an incorrect ballot on Election Day.

1. Expand (+) the **Addressing and Districts** node.
2. Click the **Address Ranges** node.
3. Enter the street name search criteria and click **Search**.
4. Highlight the street to split in the data grid. For tracking purposes, note on paper the changes being made.

AFSM

File Edit View Tools Window Help

Menu Shortcuts Quick Tasks

Active Jurisdiction: TOWN OF BLOOMING GR...

House No: Pre Dir: Street Name: Type: Post Dir: Unit Type: Unit Number:

City: State: ZIP Code: ☐ Search Statewide ☐ Retired Ranges Only

Records Returned: 8

Drag a column header here to group by that column

O/E...	House No L...	House No H...	Street	City	State
Even	3555	4095	COUNTY ROAD AB	MADISON	Wisconsin
Odd	3217	3237	COUNTY ROAD AB	MC FARLAND	Wisconsin
Both	4223	4349	COUNTY ROAD AB	MADISON	Wisconsin
Both	4232	4278	COUNTY ROAD AB	MADISON	Wisconsin
Odd	3809	3809	COUNTY ROAD AB	MADISON	Wisconsin
Even	4122	4122	COUNTY ROAD AB	MADISON	Wisconsin
Odd	3873	4017	COUNTY ROAD AB	MADISON	Wisconsin
Odd	4019	4179	COUNTY ROAD AB	MADISON	Wisconsin

Quick Tasks

- Add an Address Range
- Delete Address Range
- Duplicate Address Range
- Merge Address Ranges
- Split Address Range**
- Change Group Address Ranges

5. Click the **Split an Address Range** Quick Task.

6. Click **Next** to start.

Address Range Change Utility

Welcome to the Split Address Range Utility Wizard. With this wizard you can split one address range into two or more address ranges.

Help < Back **Next >** Cancel

7. Click on the **radio button to the left** of the address range in the wizard to select and highlight the address range.

Select one (1) Address Range to Split

5 Voters in Highlighted Range

	Exce...	O/E...	Ho...	Ho...	Street	City	ZIP Code	D ist...
<input checked="" type="radio"/>	<input type="checkbox"/>	0	3217	3237	COUNTY ROAD AB	MC FARLAND	53558	19



If splitting one range into two adjacent ranges, enter the house number to be used as the splitting point. The number entered is the **High** house number of the first split range created. (e.g. a **Both** range of 1 – 100 split at 50, will result in two **Both** ranges, 1-50 and 51-100). If splitting an **Even** range, use an odd number. If splitting an **Odd** range, use an even number. If you have grid addresses (e.g. W502 to W980), enter just numbers, no letters.

Find an Address Range to Split

(No Filter) Custom

Split Selected Range at House Number:  ☐ Split into Even and Odd Ranges



If creating an **Odd** and **Even** split from a **Both** range, check the box **Split into Even and Odd Ranges**.

Find an Address Range to Split

(No Filter) Custom

Split Selected Range at House Number:  ☒ Split into Even and Odd Ranges

Select one (1) Address Range to Split 1 Voters in Highlighted Range

	Exce...	O/E...	Ho...	Ho...	Street	City	ZIP Code	Dist...
<input checked="" type="radio"/>	B		3401	3624	W BELLAIRE ST	MC FARLAND	53558	15

8. Click **Next**. The new ranges will appear. At this point, you can select another range and enter a new house number to create further splits.

9. The **Results** screen should reflect the new address ranges you wish to create. Click **Next** to continue.



If you discover a mistake, do not use the **Back** button. Instead, Hit **Cancel**, close the **Split Address Range** wizard, and begin again.

**Split Address Range - Results**  
Review split ranges and split them further if desired

New Odd Address Ranges 0 Voters in Highlighted Range

	O/E...	Hou...	Hou...	Street	City	ZIP Code	Dist...
<input checked="" type="checkbox"/>	0	3217	3227	COUNTY ROAD AB	MC FARLAND	53558	19
<input checked="" type="checkbox"/>	0	3228	3237	COUNTY ROAD AB	MC FARLAND	53558	19

Create another split Split Selected Range at House Number:  Split

Help Delete Split Clear All Splits

< Back **Next >** Cancel

10. Select a **Reason**, usually **Administrative**, for the split by using the drop down menu. Click **Next**.

Specify a Reason for this change

Administrative  
Redistricting/Annexation  
Voter Initiated

Help

11. Review changes to be made. If correct, Click **Next**.



If you discover a mistake, do not use the **Back** button. Instead, Hit **Cancel**, close the **Split Address Range** wizard, and begin again.

**Address Range Change Utility**

**Split Address Range - Change Results**  
Review and confirm these are the changes you want to make.

Summary of Changes

Retired	O/E/B	House No...	House No...	Street	City
<input type="checkbox"/>	0	3217	3227	COUNTY ROAD AB	MC FARLAND
<input type="checkbox"/>	0	3228	3237	COUNTY ROAD AB	MC FARLAND
<input checked="" type="checkbox"/>	0	3217	3237	COUNTY ROAD AB	MC FARLAND

Help < Back **Next >** Cancel

12. The message "By navigating to the next screen you will be executing the process. Are you sure you want to proceed?" will appear. Click **Yes**.

**Accenture.AES.AESM.UIComponents**

By navigating to the next screen you will be executing the process. Are you sure you want to proceed?

**Yes** No

13. **Finish Group Address Changes** appears. Click **Finish** to complete the process.



You should wait a few moments, then refresh the results in the search grid to verify you're your changes have taken place.



Alternatively, you may click the **Start Auto Refresh** button and leave this screen open. The **Current Status** column will update every 60 seconds. When you see **Success**, your changes are complete.

**Address Range Change Utility**

**Finish Group Address Changes**  
The Address Range changes have been scheduled. Click the [Start Auto Refresh] button to view the current status.

Task	Run Order	Task Name	Current Status	Status D
11060	0	ARS		

Start Auto Refresh

To close this wizard, click Finish.

Help < Back **Finish** Cancel

14. By expanding (+) the **Scheduler** node on the Main Menu tree and clicking on **Ad Hoc Tasks**, you can see the progress of scheduled tasks. If your changes do not seem to be taking place, one of the ranges in your split may overlap another address range. Try opening the range, checking the **Exception** checkbox, and redoing the split. If you continue to run into trouble, call the GAB Help Desk.

**AESM**

File Edit View Tools Window Help

Menu Shortcuts Quick Tasks Active Jurisdiction: TOWN OF BLOOMING GR

Menu

- Elections
  - Election Workers
  - Polling Place Locations
  - Contacts
  - Payment
  - Addressing and Districts
    - Districts
    - Office Type
    - Address Ranges
  - Training
  - Calendar
  - Petitions
  - Reports
  - Labels and Mailings
  - Scheduler
    - Fixed Schedules
    - AdHoc Tasks**
    - History
  - Administration

Drag a column header here to group by that column

Schedule N...	Task Name	Status	Last Run Da...	User Name
ARGC 63273715...	ARGC 63273715...	Pending		ohlisenb
AdHoc - 1/24/20...	ARS	Pending		ohlisenb
AdHoc - 1/25/20...	ARS	Pending		ohlisenb
AdHoc - 4/7/200...	Poll Book - 2006...	Success	4/7/2006	ohlisenb
AdHoc - 4/18/20...	ARS	Pending		ohlisenb
AdHoc - 4/18/20...	ARS	Pending		ohlisenb

## Merge an Address Range

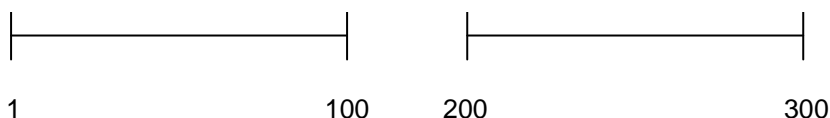


You can merge the records of two or more address ranges that share the same District Combo only if the record for each has the exact same Street Name (including Type, Pre and Post directional), City, State, and Zip. To merge ranges with different Street Names, City Name, State or Zip, you will first have to modify one or more ranges before merging. There are two types of merging: *Overlapping*, and *Adjacent*, which are described in the chart below.



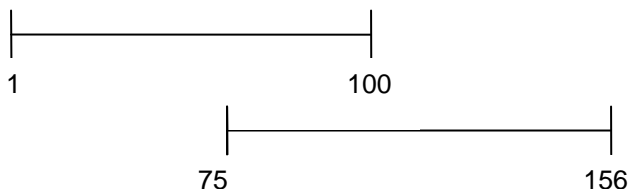
Before merging address ranges, double-check your maps to make sure you are aware of any election-related boundaries that may affect your decision to merge those ranges. An error here could leave voters linked to an incorrect District Combo, which could then lead to them receiving an incorrect ballot.

### 1. Adjacent Ranges: Even → Even; Odd → Odd; Both → Even, Odd or Both

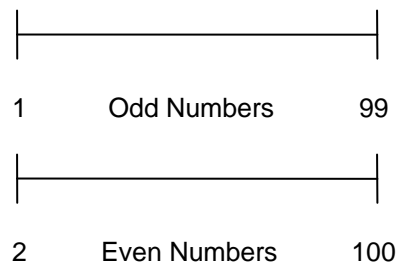


If each house number between 1 and 300 is in the same District Combo, then these two ranges (1-100 and 200-300) are adjacent, and can be merged into a single range (1-300)..

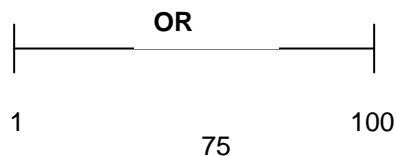
### 2. Overlapping Ranges: Even → Even or Both; Odd → Odd or Both; Both → Even, Odd or Both



OR



In this example, some parts of the same street are associated with two different address ranges. If the District Combo is the same for every house between 1 and 156, these ranges can be merged.

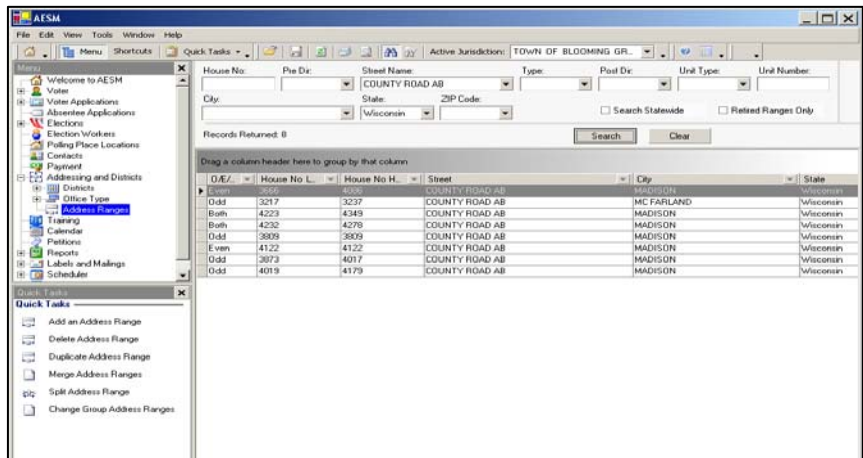


In this example, the two ranges (ODD 1-99 and EVEN 2-100) may be merged into the range: BOTH 1-100 if every house between 1 and 100 is in the same District Combo. SVRS will not recognize this overlap, however, until one of the ranges is modified to Both.

Here, there is a range for 1-100 and a separate range for 75. The most likely cause is that the voter(s) at number 75 are associated with a district combo different from the rest of the voters living between 1 and 100. Merging the two ranges is the best way to associate the voter(s) at 75 with the correct District Combo.

## Merge an Overlapping Address Range.

1. Expand (+) the **Addressing and Districts** node.
2. Click the **Address Ranges** node.
3. Enter the street name search criteria and click **Search**.



4. If you are merging **Odd and Even** ranges together, follow the steps below, if not, proceed to **Step 5**.
  - a. Open the record of one of the ranges to be merged.
  - b. In the **O/E/B** field, change the house number range type to **Both**.

Range Type: Residential ☒ Exception

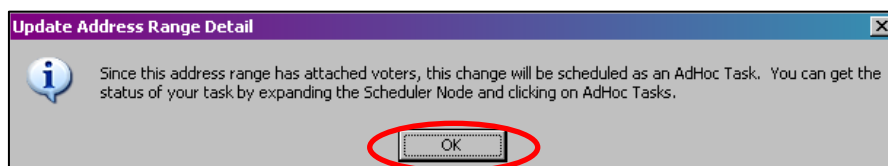
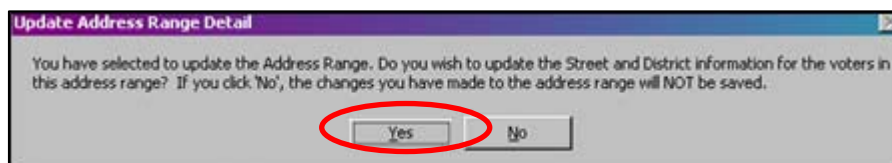
Address Range Detail

O/E/B: Both House Number Range: 4223 - 4349 Pre Dir: Street Name: COUNTY ROAD AB Type: Post Dir: Unit Type: Unit Number Range:

City: MADISON State: Wisconsin Zip Code: 53718 Dist Combo: 3008-003-1

Both  
Even  
Odd

- c. Check the **Exception Box**.
- d. Extend the **Low** and **High House Numbers** to be the numbers of the full range.
- e. Make sure the **City**, **Zip**, and **District Combo** are correct. If the **District Combo** is incorrect, modify it now.
- f. Click on the **Save and Close** button.
- g. You will see the messages below. Click **Yes** and **OK**.



- In the data grid, make sure that both of your address ranges are visible. Click to highlight one of the streets to be merged, then hold down the **Control** key and click the other range(s).
- Click on the **Merge Address Ranges** Quick Task.

The screenshot shows the AESM application interface. On the left, the 'Quick Tasks' menu is open, and 'Merge Address Ranges' is highlighted with a red circle. The main window displays a data grid with columns: O/E, House No. L., House No. H., Street, City, and State. The grid contains several rows of address ranges for 'COUNTY ROAD AB' in 'MADISON, Wisconsin'. The 'Merge Address Ranges' button in the bottom right corner of the data grid is also highlighted with a red circle.

- Click **Next** to start.

The screenshot shows the 'Address Range Change Utility' wizard. The main text area says: 'Welcome to the Merge Address Range Utility Wizard. With this wizard you can merge two or more address ranges into one address range.' At the bottom, there are three buttons: 'Help', '< Back', and 'Next >', with 'Next >' highlighted by a red circle.



Overlapping address ranges will automatically appear in the data grid. Remember, however, that SVRS will not recognize an **Even** and an **Odd** range as overlapping, and you must modify one of the ranges to **Both**, mark that range as an **Exception** and **Save and Close** before overlapping ranges will appear in the wizard.

- Check the boxes to the left of the address ranges to include in the merge. If you select an address range marked as an **Exception**, you will be asked whether you want to continue with that selection. Click **Yes**.

The screenshot shows the 'Range Problem Type' dialog. The 'Range Problem Type' is set to 'Overlapping'. Below it, there is a table titled 'Select the Address Ranges to Merge'. The table has columns: Exc..., O/..., Ho..., Ho..., Street, City, ZIP Code, and Dist... The first two rows of the table are highlighted, and the checkboxes in the 'Exc...' column for these rows are checked and circled in red.

- Click **Next** to continue.
- Under **Range Options**, select the Range that you want to have after the merge. Make sure if you are merging an **Odd** or **Even** range into a **Both**, you select the **Both** range.

The screenshot shows the 'Range Options' dialog. The 'Select Range to Merge Into' dropdown menu is open, showing the selected range: '(0) 4019 - 4179 COUNTY ROAD AB, MADISON, WI, 53718 - DistCombo Town of Blooming Grove -W/d. 3...'. Below this, there is a section for 'Advanced Options' with a dropdown menu for 'Specify a Reason for this change' set to 'Administrative'.

- Select a reason, usually **Administrative**, for the merge from the drop down menu. Click **Next**.



12. Results will appear, showing both the range you will retire and the range you will keep after the merge. If correct, click **Next** to continue.



If you discover a mistake, do not use the **Back** button. Instead, click **Cancel**, close the **Merge Address Range** wizard, and begin again.

**Address Range Change Utility**

**Merge Address Range - Change Results**  
Review and confirm these are the changes you want to make.

Summary of Changes

Retired	O/E/B	House No...	House No...	Street	City
<input checked="" type="checkbox"/>	0	3873	4017	COUNTY ROAD AB	MADISON
<input type="checkbox"/>	0	3873	4179	COUNTY ROAD AB	MADISON

13. A message stating “By navigating to the next screen you will be executing the process. Are you sure you want to proceed?” will appear. Click **Yes**.

**Accenture.AES.AESM.UIComponents**

By navigating to the next screen you will be executing the process. Are you sure you want to proceed?

**Yes** **No**

14. **Finish Group Address Changes** appears. Click **Finish** to complete the process.



You should wait a few moments, then refresh the results in the search grid to verify your changes have taken place.



Alternatively, you may click the **Start Auto Refresh** button and leave this screen open. The **Current Status** column will update every 60 seconds. When you see **Success**, your changes are complete.

**Address Range Change Utility**

**Finish Group Address Changes**  
The Address Range changes have been scheduled. Click the [Start Auto Refresh] button to view the current status.

Task	Run Order	Task Name	Current Status	Status D
11061	0	ARM		

Start Auto Refresh

To close this wizard, click Finish.

**Finish**

15. By expanding (+) the **Scheduler** node on the main menu tree and clicking on **Ad Hoc Tasks**, you can see the progress of scheduled tasks. If your changes do not seem to be taking place, one of the ranges in your merge may overlap another address range. Try opening the range, checking the **Exception** checkbox, and reusing the merge wizard. If you continue to run into trouble, call the GAB Help Desk.



If any range was marked as an **Exception**, open that address range after the merge is complete and uncheck the **Exception** checkbox.

**AESM**

File Edit View Tools Window Help

Menu Shortcuts Quick Tasks Active Jurisdiction: TOWN OF BLOOMING GR

Menu

- Elections
  - Election Workers
  - Polling Place Locations
  - Contacts
  - Payment
  - Addressing and Districts
    - Districts
    - Office Type
    - Address Ranges
  - Training
  - Calendar
  - Petitions
  - Reports
  - Labels and Mailings
  - Scheduler
    - Fixed Schedules
    - Ad Hoc Tasks**
    - History
    - Administration

Drag a column header here to group by that column

Schedule N...	Task Name	Status	Last Run Da...	User Name
ARGC 63273715...	ARGC 63273715...	Pending		ohlsenb
AdHoc - 1/24/20...	ARS	Pending		ohlsenb
AdHoc - 1/25/20...	ARS	Pending		ohlsenb
AdHoc - 4/7/200...	Poll Book - 2006...	Success	4/7/2006	ohlsenb
AdHoc - 4/18/20...	ARS	Pending		ohlsenb
AdHoc - 4/18/20...	ARS	Pending		ohlsenb



## Merge Adjacent Address Ranges.

1. To merge **Adjacent** ranges, follow **Steps 1-7** above in the Merging Overlapping Address Ranges section.
2. Change the **Range Problem Type** to **Adjacent**.
3. Then change the **House numbers between ranges** to: **1000**.
4. Click the **Refresh** button. Addresses will appear in the data grid.
5. Follow **Steps 8-15** in the Merging Overlapping Address Ranges section to complete the merge.


[No Filter] Custom


Range Problem Type: Adjacent Refresh House numbers between ranges: 1000

Select the Address Ranges to Merge 1 Voters in Highlighted Range

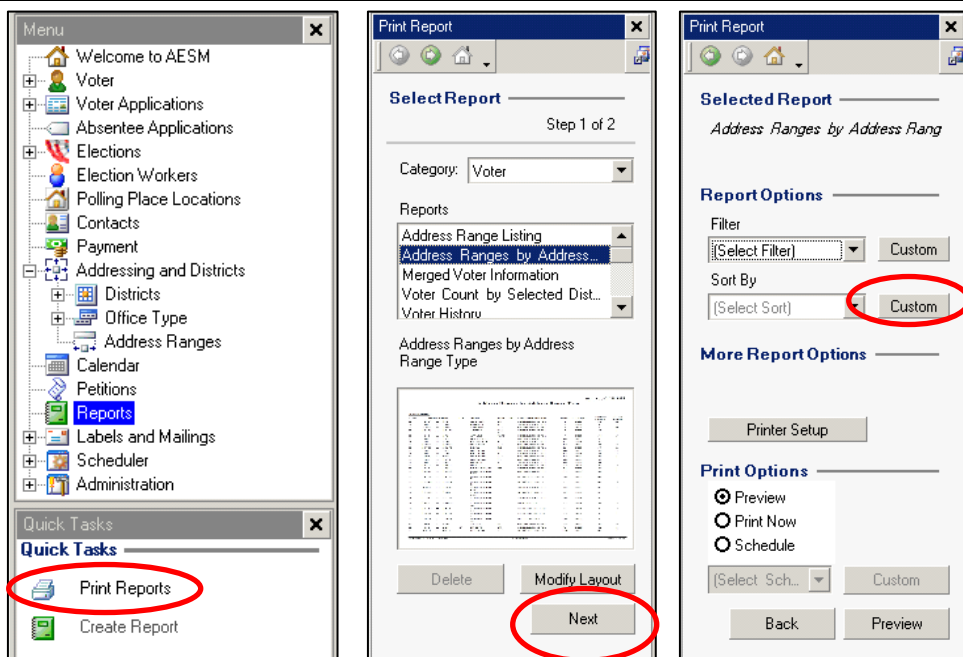
		Exc...	O/...	Ho...	Ho...	Street	City	ZIP Code	Dist...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	O	3873	4017	COUNTY ROAD AB	MADISON	53718	19	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	4223	4349	COUNTY ROAD AB	MADISON	53718	18	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	4232	4278	COUNTY ROAD AB	MADISON	53718	15	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	O	3809	3809	COUNTY ROAD AB	MADISON	53718	20	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	O	4019	4179	COUNTY ROAD AB	MADISON	53718	19	

## The Address Ranges by Address Range Type Report

 You should check your address ranges in SVRS against information from your city planning department or your county GIS data periodically to make sure your ranges are correct. You can generate an Address Ranges by Address Range Type report any time you want to check for problems with the Address Ranges in your jurisdiction.

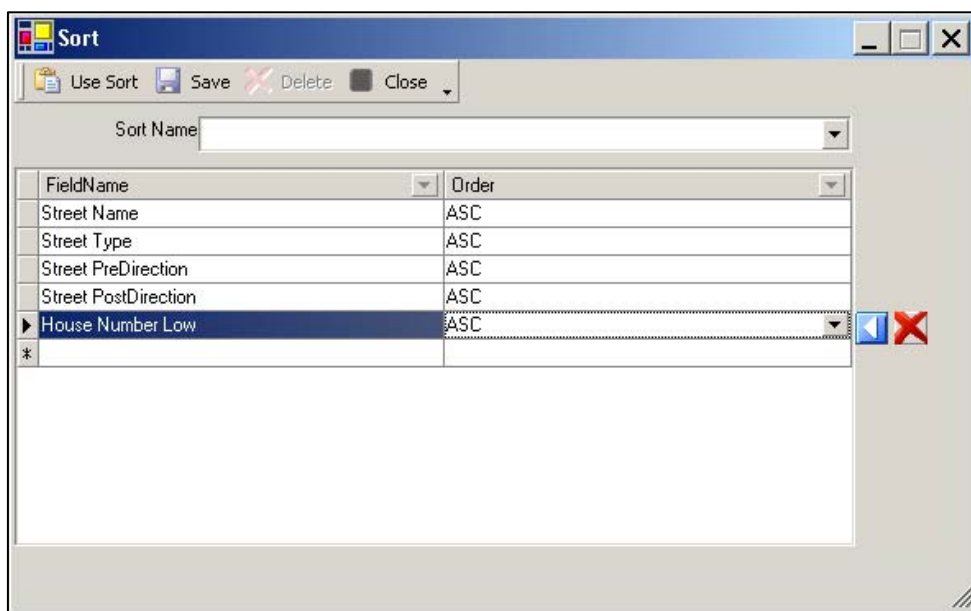
 You will want to use this report after redistricting to make sure that you have correctly updated address ranges in SVRS. You may also use this report in your office or at the polling place to look up the addresses of voters that are not yet registered, and find out their correct ward and district information.

1. In the Main Menu tree, click the **Reports** node.
2. Click the **Print Reports Quick Task**.
3. Leave the **Category** set to **Voter**.
4. Under **Reports**, click **Address Ranges by Address Range Type**.
5. Click the **Next** button.
6. You should not need to **Filter** your report.



The first screenshot shows the 'Menu' window with the 'Reports' node selected in the tree. The 'Quick Tasks' window is also open, showing 'Print Reports' and 'Create Report' buttons. The second screenshot shows the 'Print Report' window, Step 1 of 2, with 'Category' set to 'Voter' and 'Address Ranges by Address Range Type' selected in the 'Reports' list. The 'Next' button is highlighted. The third screenshot shows the 'Print Report' window, Step 2 of 2, with 'Selected Report' set to 'Address Ranges by Address Range Type'. The 'Report Options' section shows 'Filter' set to '(Select Filter)' and 'Sort By' set to '(Select Sort)'. The 'Custom' button next to 'Sort By' is highlighted. The 'More Report Options' section shows 'Printer Setup' and 'Print Options' (Preview, Print Now, Schedule) buttons. The 'Print Options' section shows '(Select Sch...)' and 'Custom' buttons. The 'Back' and 'Preview' buttons are also visible.

7. Sort your report:
  - a. Click the **Custom** button next to the **Sort** drop down.
  - b. Copy the **Sort** displayed.
  - c. Click **Use Sort**.



The 'Sort' dialog box shows a table with 'FieldName' and 'Order' columns. The fields listed are: Street Name, Street Type, Street PreDirection, Street PostDirection, House Number Low, and \*. The 'Order' for all fields is 'ASC'. The 'House Number Low' field is selected. The 'Use Sort' button is highlighted.



This sort will put your listing in order alphabetically by street name. If the street name has various street types, pre-directionals, or post directionals, those will be grouped together. Finally, lower house numbers will appear before higher ones.



For further information on saving sorts and filters, or printing and exporting a report, see the [Reports](#) chapter.

8. Click the **Printer Setup** button. Verify that your printer is correct, and click the **Settings** button.
9. Click the **Print Now** radio button.
10. Click **Print**.
11. Retrieve your report. You will see a report that looks like the sample below.

TOWN OF BLOOMING GROVE

00000-VOT-Q006-C

7/17/2009 2:42:29 PM

## Address Ranges by Address Range Type

### Residential

OEB	House Range	Dir	Name	Type	Dir	City Name and Zip	Block ID	Usage	District Combo	Voter Count
E	4000 to 4162		ALVAREZ	AVE		MADISON, 53714	40022	RES	13008-001-2	31
O	4001 to 4103		ALVAREZ	AVE		MADISON, 53714	40096	RES	13008-001-2	4
E	3560 to 3600		BEEGS	RD		MC FARLAND, 53558	40092	RES	13008-003-2	8
O	3569 to 3595		BEEGS	RD		MC FARLAND, 53558	40083	RES	13008-003-2	5
E	3588 to 3614		BITTNER	LN		MC FARLAND, 53558	40082	RES	13008-003-2	7
O	3603 to 3603		BITTNER	LN		MC FARLAND, 53558	40060	RES	13008-003-2	5

The various columns of the *Address Ranges by Address Range Type* report will indicate:

- Whether the address range covers the even side of the street, the odd side, or both
- The lowest house number and the highest house number in the address range
- The pre-directional, street name, street type, and post directional, if applicable.
- The city and zip code.
- Whether the address range is residential, commercial, or other. Almost all ranges are residential.
- The district combo, which also indicates the address range's ward.
- The number of voters currently living within that address range.

## The Voters with No District Combination Report



After you make changes to your address ranges, or your district combinations, you should verify that you haven't accidentally created voters with no district combo, who will not appear on the poll list. It is also a good idea to run this report during every election cycle before poll lists are printed. If any voters appear on this report, you must go to the Voter node, search for and open their voter record, and revalidate their address. You may need to create or change address ranges if there isn't a valid address range for the voter to attach to.

1. In the Main Menu tree, click the **Reports** node.
2. Click the **Print Reports** Quick Task.
3. Leave the **Category** set to **Voter**.
4. Under **Reports**, click **Voters with no District Combination**.
5. Click the **Next** button.

6. Filter your report:
  - a. Click the **Custom** button next to the **Filter** drop down.
  - b. Create a **Filter** that matches the one to the right.
  - c. Click **Use Filter**.



*This filter will eliminate inactive and cancelled voters. They do not need to be corrected, since they will not appear on the poll list anyway.*

And/Or	Field Name	Condition	Value
And	Voter Status	Equals	ACTIV*

7. Sort your report:

- Click the **Custom** button next to the **Sort** drop down.
- Create a **Sort** like the one to the right.
- Click **Use Sort**.



This sort will put your voters in order by the street they live on, then alphabetically by last name and first name. If you'd like to order them solely by name, do not enter the first line of this sort.



For further information on saving sorts and filters, or printing and exporting a report, see the [Reports](#) chapter.

8. Click the **Printer Setup** button. Verify that your printer settings are correct, and click the **Save Settings** button.

9. Click the **Print Now** radio button.

10. Click **Print**.

11. Retrieve your report. You will see a report that looks like the sample below.

CITY OF MILWAUKEE

0000-VOT-034-C

7/17/2009 3:25:50 PM

**Voters with no District Combination**

( 1=1 AND ( RPTView\_AESM\_VoterListNoDistrictCombo.[Voter Status] LIKE 'ACTIV%' ) )

ID Number	Name	Address	Date of Birth
0708102100	WILLIAMS, MARIAH E	34000 N MARYLAND AVE MILWAUKEE, WI	9/20/1990
0708386540	SMITH, MAGGIE E	1458 S 89TH ST MILWAUKEE, WI	5/28/1990
0708387050	WALSH, NATALIE K	34971 PABST RD MILWAUKEE, WI	3/12/1990

Total voters on Report: 3