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SVRS Election Cycle Checklist (Post Election Portion)

This chapter of the participant manual covers the tasks in this checklist (including entering Election Day Registrations, Recording Votes, etc.). See Appendix B for the complete checklist. Instructions for additional steps are contained in other election-related chapters.

Milestones and Activities	Details
<input type="checkbox"/> 11. Process Late Registrants, Election Day Registrations and Update Proof of Residence	
<input type="checkbox"/> 12. Record Voter Participation from Poll Books using Barcode Scanners or manual entry of Voter IDs	
<input type="checkbox"/> 13. Record Contest Winners and Update Office Holders	
<input type="checkbox"/> 14. Check Milestone 6: Election Results Finalized If checked, all election results are entered for the election.	
<input type="checkbox"/> 15. Check Milestone 7: Payments Complete If checked, all payments are entered and completed for the election.	<ul style="list-style-type: none"> • Using SVRS to generate payments to Workers and Polling Place Locations is optional at this time.
<input type="checkbox"/> 16. Mark Polling Places Used (Optional)	
<input type="checkbox"/> 17. Check Milestone 8: Election Day Closed If checked, the election day has passed, but all voting activity is not yet recorded.	
<input type="checkbox"/> 18. Check Milestone 9: Election Finalized If checked, all election tasks are completed and the election is closed.	<ul style="list-style-type: none"> • Corresponds with the election status of closed.

Tasks to complete after Election Day



There are a number of tasks to complete in SVRS following an election. You must complete all of the steps below, but may choose to complete them in a different order based on the needs of your office.



The deadline for entering Election Day Registration (EDR) applications and recording voter history is 30 days after an election. For more on EDR, see the [Voter Application](#) chapter of this manual.

Process Election Day Registrations

- Election Day Registration is when a voter registers to vote on election day at the polling place and fills out an GAB-131 Voter Registration Application. Be sure poll workers record, on the paper copy of the application (GAB-131), the proof of residence information (type and number) and enter that information into SVRS. Processing a GAB-131 voter application with the status reason of Election Day Registration will automatically record voter participation for that person. See the [Voter Application](#) chapter for instructions.
-

Process Late Registrations

- Late registrants who were manually added to the Supplemental Poll List need to be entered into SVRS. Write the voter's registration number on the voter application form and on the Supplemental Poll List. After entering and processing the late registrants in SVRS, use the information from the Supplemental Poll List to Record Votes. You will have to enter these voter numbers manually because there will be no barcode to scan. See the [Record Votes](#) pages in this section.
-

Update a Voter Record – Edit Proof of Residence

- First time Wisconsin voters who registered by mail, and did not attach proof of residence, should have their voter record marked "ID Required" when their application is entered into SVRS. This will mark the poll book with an "ID Required" watermark. On Election Day, poll workers should record the type and number of the proof of residence on the poll book. After an election, review the poll book. Enter proof of residence information on each voter's record in SVRS. Go to the "Other" tab and change the value in the "ID Required" to No. If this is not done, subsequent poll books will have "ID Required" beside voters' names, even though they have already provided proof of residence. See the [Voter](#) chapter for instructions.
-

Scan Voter Barcodes on the Poll List to Record Voter Participation

- After Election Day, each participating voter will have a voter number written by their name in the poll list. You must go to the Record Votes node of SVRS for the correct election and scan the barcode or enter in the Voter Registration Number for each participating voter. You will have to specify a voting method of At Polls or Absentee, and the correct polling place. You will also have to specify a Ballot Type. In most cases the Ballot Type will be Regular, but Overseas voters will have to be marked as Federal Only ballots, and in Presidential Elections, voters may vote a Presidential Only ballot. See the [Record Votes](#) pages in this section.
-

Review Poll Lists for Voter Data Corrections

- Often, poll workers will write corrections on the poll list, such as corrected last names, typos in the address, or if a family member tells them that a voter has moved or is deceased. You should review your poll lists and fix this information in SVRS, or follow up as necessary.
-

Reconcile Voter Participation

- Before you close your election in SVRS, you should verify that the number of votes recorded matches the number of votes on your GAB-190 form and on your canvass. See the [Reconcile Votes](#) section in this chapter.
-

Enter in an Election Results Set and Printing a Canvass Report from SVRS (Optional)

- If you have correctly set up a Reporting Unit Plan (see the [Election Setup](#) chapter), you may enter an Election Results Set in SVRS. This will allow you to record the vote totals for all candidates, including write-ins (or scattering), and also vote totals for and against a referendum. You may produce a Canvass Report from SVRS to pass on to the County or State, as appropriate. As of April 2009, these steps are optional, but they may be required in future elections. See the [Entering Election Results](#) section in this chapter for instructions.
-

Enter Office Holders

- Voters can use the Voter Public Access website (VPA) to view their registration information, including each district they live in, and any office holders in those districts. After the election is complete, you must enter office holders in the correct districts. The GAB will enter state level office holders, counties will enter county level office holders and school board members, and municipalities will enter municipal office holders. See the [Add or Update Office Holders](#) section in this chapter for more details.
-

Fill out the GAB-190 online

- Wisconsin now collects the GAB-190 form, covering your municipality's election data, on an online system called the Wisconsin Election Data Collection System (WEDCS). Instructions on how to access this system and enter information are given in the [WEDCS](#) chapter of this manual.
-

Make Adjustments Related to the 4 Year Voter Record Maintenance

- Within 90 days after a November General Election, all voters who have not voted in the previous 4 years must be mailed a notice that their voter registration will be suspended. If a voter does not respond within 30 days, their voter record in SVRS will be inactivated, and they will no longer appear on the poll list. Currently, the GAB identifies voters, mails the required notification, and collects responses. The GAB also inactivates voters who do not respond within 30 days. However, local clerks may receive questions about this record maintenance from voters. Clerks may also have to reactivate voter records and absentee applications if any Military Absentee voters are incorrectly inactivated. Finally, municipal clerks will have to pull the hard copy of the GAB-131 Voter Registration Application for any voter that is inactivated, and mark it for destruction in 4 years time.
-

Processing Problem Election Day Registrations

 GAB-131 forms will occasionally have missing information, or the voter will have registered in the wrong ward or wrong municipality. The section below gives information on how to deal with these issues. For information on processing complete and correct GAB-131s, see the [Voter Application](#) chapter.

 You must process each Election Day Registration, even if it is incomplete or incorrect. Processing the EDR records the voter's participation, and ensures that the number of voters in SVRS matches your GAB-190 report and canvass totals.

Incomplete Election Day Registrations:

Voter applications may be incomplete because they are missing:

- Name
- Date of Birth
- Residential Address
- Certification that they are 18, a US Citizen, and not otherwise ineligible to vote
- Valid Wisconsin Driver's License or Wisconsin State ID number. The voter may provide the last four digits of their Social Security Number only if he or she has not been issued a WI driver's license or state identification card. If the voter has neither a driver's license nor state ID, nor a Social Security Number, the voter must indicate that fact.
- Applicant's signature

If any of the above are missing, you should make an immediate effort to contact the voter and obtain the missing information. If you cannot reach the voter, or they do not respond in a timely manner, you will follow the directions below for entering the voter application. After an incomplete or problem application is processed, you must open the voter record and change the voter's status to **Inactive – Incomplete EDR**, and send a notice to the voter stating that they must contact you with the missing information or re-register before the next time they vote.



It is very helpful if the poll workers write the Election Day voter number on the GAB-131 form as well as the Election Day Supplemental Poll List. This allows you to check off EDR voters as you enter them, sometimes provides missing information, and helps you identify voters on the supplemental list who have not had their history recorded.

Entering Incomplete and Problem Registrations in SVRS:

1. Fill out the application with as much information as the voter provided.
2. Fill in a placeholder for the missing information.
 - a. If the **Name** is missing, use a placeholder name, such as NLN (No Last Name), NFN (No First Name), or NMI (No Middle Initial).
 - b. If the **Date of Birth** is missing, enter a default date of 1/1/1900.

Application Details

New Addr Name

Driver's License:

Soc Sec Num: Neither Neither

Name:

Date of Birth: Phone:

Address

Home Addr	NO ADDRESS GIVEN JANESVILLE, WI 53545
-----------	--

- c. If the **Residential Address** is missing, enter “No Address Given.” You will be unable to validate the address. The vote will not be assigned to the correct ward or reporting unit, so you will have to adjust your numbers appropriately. See the Reconcile Votes section.
- d. If the **Residential Address** is in your municipality, but they voted in the **wrong ward**, enter the application and process it as normal. SVRS will credit the vote to the ward the voter lives in, not the ward they voted in, so you will have to adjust your numbers appropriately. See the Reconcile Votes section for more information.
- e. If the **Residential Address** is **outside of your municipality**. You will still enter the registration in order to record the voter history. You will not be able to validate the address. SVRS will credit the vote to your municipality, but not the correct ward, so you will have to adjust your numbers. See the Reconcile Votes portion of this chapter. **Do not forward the application to the correct municipality.** State statutes provide for Election Day Registration only in the ward you live in, so these voters are not properly registered. They will have to re-register in their correct municipality.

- f. If there is no **Driver’s License** or **Social Security Number**, and they haven’t selected “**Neither**” on the GAB-131, check the **Neither** box anyway. This will allow you to process the application without running a HAVA Check.

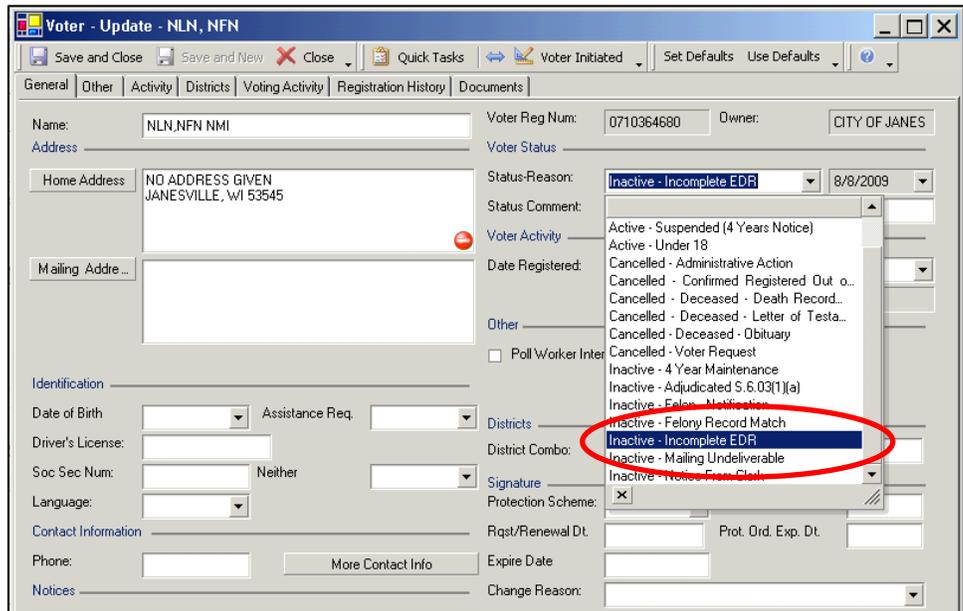
- g. If the **18 Yrs** or **Citizenship** information is missing, enter **Unchecked** in the appropriate drop down list. You can process the application as normal.

- h. If the **Signature** information is missing, enter and process the application as normal.

- 3. If the voter provided a **Driver’s License** or **Social Security Number**, you will still run the **HAVA Check**. Process the application as **Approved**, entering in the correct election and polling place to record voter history.
- 4. Once the application is processed, search for the new voter record in the **Voter** node. Open the record. Remove incorrect information like “**Neither**” or a date of birth of **1/1/1900**. Some incorrect information, like the name, you cannot remove.

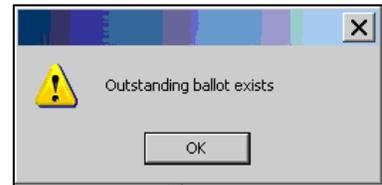
5. Change the **Voter Status to Inactive – Incomplete EDR**. and **Save and Close**.

6. You must send the voter notification that they are not properly registered and must contact you with the missing information. If the voter registered in the wrong municipality, send them notice to register in the correct place. If the voter registered at the wrong polling place, send them notice to vote at the correct location.

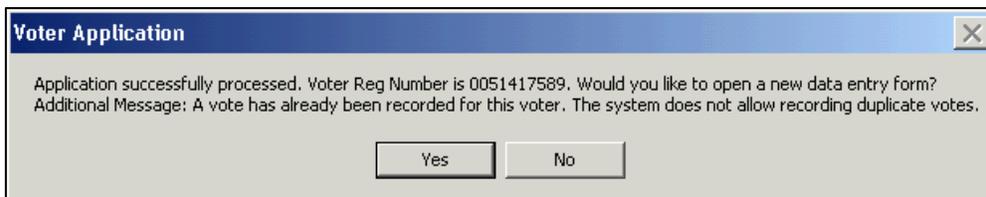


Other Problems Processing Election Day Registrations

1. If you receive an error that states: **“Outstanding ballot exists,”** the voter has an active absentee ballot in their previous municipality. This ballot must be cancelled before the new voter application can be processed. You may either contact the voter’s previous municipality, or the GAB Help Desk.



2. If you receive an error that states: **A vote has already been recorded for this voter,”** contact the voter’s previous municipality to verify that the voter has indeed voted twice. If there has been a mistake, the vote must be deleted in the previous municipality and entered in your municipality. If the voter has indeed voted twice, you must contact the District Attorney. You may contact the GAB Help Desk for further help.



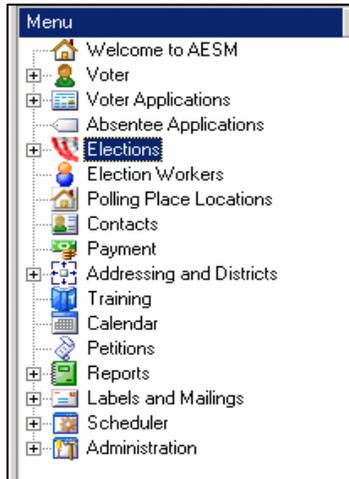
Often this happens within a municipality because a voter is already on the poll list on Election Day, but re-registers because of a name or address change. If the poll workers record the voter number twice (once on the GAB-131 form or supplemental list and once in the poll list), and the poll list has already been scanned, you will receive this error. Double check the poll list and GAB-131 to verify the voter has not voted twice.

Record Votes

Recording voter participation in an election is done through the Record Votes node. Before recording votes for an election, Milestone #5 – Poll Books Printed should be checked. To record votes, you must have the poll books from the election available.

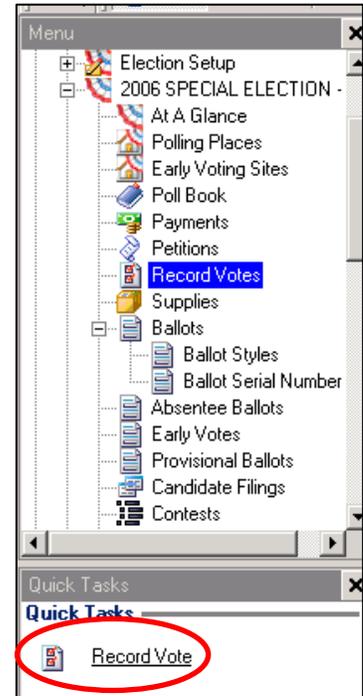
The deadline for recording votes is 30 days after an election. This is also the deadline for entering any Election Day Registration (EDR) forms. For more on EDR, see the Voter chapter of this manual. For help with problem EDRs, see the Processing Problem Election Day Registrations section.

1. Expand (+) the **Elections** node on the Main Menu tree.



2. Expand (+) the selected election

3. Click on the **Record Votes** node.



4. Click the **Record Vote** Quick Task.

5. Click the **Record Votes** tab to begin.

A screenshot of the 'Record Votes' data entry form. At the top, there are tabs for 'Search Votes' and 'Record Votes'. Below the tabs are checkboxes for 'Add Party' and 'Auto-Record', and a 'Count: 0' label. The form contains several input fields: 'Voter Reg Num:', 'Party:' (dropdown), 'Method:' (dropdown), 'Ballot Type Cast:' (dropdown), and 'Polling Place Location:' (dropdown). Below these is an 'Election:' dropdown menu showing '2008 PRESIDENTIAL PREFERENCE AND SPRI...' with 'Clear' and 'Record' buttons. At the bottom, there are fields for 'Name / Address', 'Ward', and 'District Combo', along with a 'Delete Vote' button.

6. Select the fields as follows:

- a. **Add Party:** Not used
- b. Check the **Auto-Record** box: This automatically records the vote, so you won't have to click on the **Record** button after scanning each barcode.
- c. Select the vote **Method:** Absentee votes must be recorded using the **Absentee** method and polling place votes must be recorded using the **At Polls** method.
- d. Select the **Ballot Type Cast** from the list.
- e. **Polling Place Location:** Enter the polling place location (printed on the poll book) where the votes were cast.

The screenshot shows the 'Record Votes' tab in the software. The 'Add Party' checkbox is unchecked, and the 'Auto-Record' checkbox is checked. The 'Count' is 0. The 'Method' dropdown menu is open, showing the following options: Absentee, At Polls, Provisional, and Walk-Out. The 'Ballot Type Cast' dropdown is also open, showing 'CONFIDENTIAL PREFERENCE AND SPRI...'. The 'Record' button is visible.

The screenshot shows the 'Record Votes' tab in the software. The 'Add Party' checkbox is unchecked, and the 'Auto-Record' checkbox is checked. The 'Count' is 0. The 'Ballot Type Cast' dropdown menu is open, showing the following options: Absentee, Military Absentee, Presidential, Provisional, Regular, and Rejected Absentee. The 'Method' dropdown is also open, showing 'At Polls'. The 'Record' button is visible.

- f. Enter the **Voter Registration Num:** The voter number can be entered manually or scanned in from the poll book with a barcode reader. If you enter the number manually, you must then hit **Enter**, **Tab**, or the **Record** button, to record the vote.



When you begin recording votes using a bar code scanner, be sure to click inside the data entry box immediately below **Voter Reg Num**. With the cursor in this box, the voter registration number being scanned is entered in this box. If the cursor is not in this field, the scanner is unable to enter the scanned number and no vote will be recorded.

7. Each recorded vote is displayed in the data grid. The **Count** field at the top of the tab will keep a tally of the number of voters scanned.
8. If the vote has been incorrectly recorded, highlight the record in the data grid and click the **Delete Vote** button. You may also go to the **Search Votes** tab, search for a voter by **Last Name** or **Voter Reg Num**, select the vote record, and use the **Delete Vote** button there.



SVRS will not be able to process voter history as fast as you can scan barcodes. Best practice is to scan a set number of barcodes, for example 50, make a mark in your poll list, and wait for SVRS catch up. When the **Count** reads 50, you can scan the next 50 voters. If the count reads less than 50, you should double check the list of scanned voters in the lower grid against the participating voters in your poll list, and scan any voters you missed. You may also choose to work letter by letter. For example, if you count 28 participating voters with the last name starting with "A", you should scan them all and make sure your **Count** reads 28 before you move on to voters whose name begins with "B."

Troubleshooting Problems while Recording Votes



There are some common issues you may run into while scanning voter history. Try the suggestions below. If this doesn't solve your problem, call the GAB Help Desk, or your SVRS Election Specialist.

1. Scanning barcodes is too slow.

- a. As the **Count** of scanned voters increases, SVRS will scan barcodes more slowly. You can increase scanning speed by closing the **Record Votes** screen and reopening it. You will have to reenter the criteria in **Step 6** above and begin scanning again. With your **Count** at 0, scanning will be faster.
- b. If it is possible to record voter history outside of business hours (nights and weekends), it will also make your scanning go faster.

The screenshot shows the 'Record Vote' application window. It has two tabs: 'Search Votes' and 'Record Votes'. The 'Record Votes' tab is active. There are several input fields and controls:

- Buttons: Add Party, Auto-Record
- Fields: Voter Reg Num: [], Party: [], Method: [At Polls], Ballot Type Cast: [Regular], Polling Place Location: [EDISON MIDDLE SCHOOL]
- Election: [2009 SPRING ELECTION]
- Buttons: Clear, Record
- Count: 300 (circled in red)

2. If your barcode reader is not reading the voter's barcode:

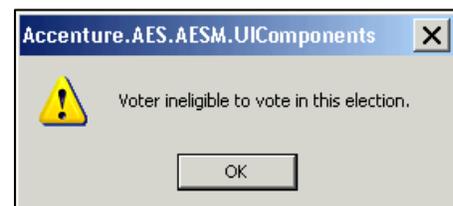
- a. Make sure you have the original print out (not a copy) of the poll list. Sometimes the barcode reader will be unable to scan copies.
- b. You can always enter the **Voter Registration Number** (listed above the barcode on the poll list) by hand. This may be necessary if the barcode has a hole punched in it, or has a piece of tape over it, etc. Hit **Enter**, **Tab** or the **Record** button after you enter the number.
- c. If there is no barcode (for example, the voter is a **Late Registrant** who has been manually entered on the supplemental poll list without a barcode), look up the **Voter Registration Number** in SVRS and enter it by hand.

3. If the barcode reader reads the barcode, but the vote is not automatically recorded:

In order for the **Auto-Record** function to work, your barcode scanner must be programmed to enter a **Tab** or **Enter** after it scans each barcode. You can press **Enter** or **Record** yourself after each barcode is scanned, but it is more helpful to contact your local IT support and have them reinstall the barcode scanner with the correct settings.

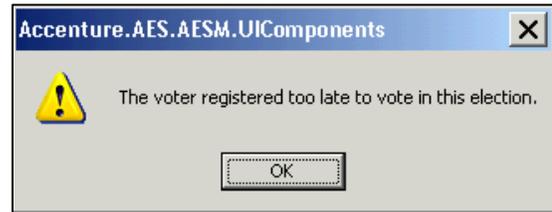
4. If the voter has been inactivated or cancelled:

Sometimes voters are incorrectly cancelled or inactivated between the time you print your poll lists and the time you scan their participation. If this happens you will see an error like the one at the right. Go to the **Voter** record, change the **Voter Status** back to **Active**, and try scanning the barcode again.



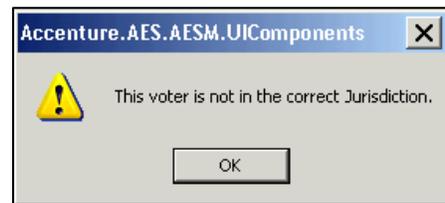
5. You receive a “voter registered too late” error:

This error means the voter's **Registration Date** is after Election Day. Often this happens because Late Registrants are entered after Election Day, with the **Registration Date** set to the day the application was entered, instead of the date the voter registered. Go to the **Voter** record, correct the **Registration Date**, and try recording the vote again.



6. If the voter has been moved to another municipality:

If the voter is no longer in your jurisdiction, you will see an error like the one at the right. There are two possibilities:



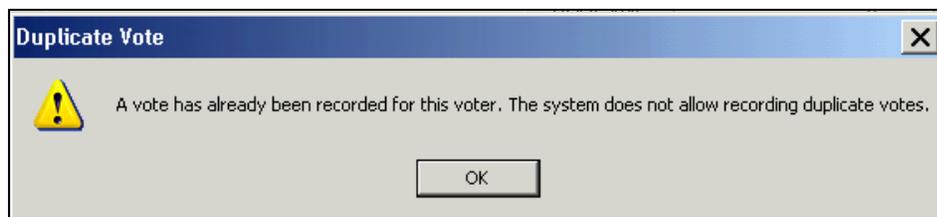
- a. The voter has been merged into another voter record.
 - i. If you have made the merge within your municipality, and it is correct, find the voter's current registration number, and enter it by hand.
 - ii. If another user has incorrectly merged the voter out of your municipality, follow the directions in the Voter chapter to search for the voter statewide, open the record, and use the **Unmerge** quick task to restore the voter to your municipality.
- b. The voter has been linked (through a new **Voter Application**) and pulled into a different municipality:

You will need someone with SVRS access to both municipalities to fix this. Call the GAB Help Desk for assistance.



To discover whether a voter has been moved out through the **Merge Voters** quick task, or transferred out via a new **Voter Application**, see the Voter chapter under the subheading: “**Check Voter Transfers and Merged out Voters**.”

7. You receive a Duplicate Vote error message:



Often this happens because a voter is already on the poll list on Election Day, but re-registers because of a name or address change. If the poll workers record the voter number twice (once on the GAB-131 form or supplemental list and once in the poll list), and the EDR has already been entered, you will receive this error. Double check the poll list and GAB-131 to verify the voter has not voted twice.

Reconciling Voter Participation



After you finish recording voter history in SVRS, you should check each reporting unit to make sure that the number of votes in SVRS matches the number of votes on the poll list as closely as possible. Any discrepancies should be accounted for and noted in case of future questions.



Remember, voters can view their voting history through the Voter Public Access (VPA) website, and candidates and other organizations may request reports based on voting history, so these numbers should be as accurate as possible.

Separate steps while entering in Voter Participation

- When entering Voter Participation, you must record every voter with 1) a voter number on the poll list, 2) every Election Day Registration, and 3) any other voters, usually Late Registrants, on the supplemental list who have voted. If you have central count for absentee ballots, you may record 4) Absentee Voters separately.
- Larger municipalities may want to keep track of each of these areas as they enter in voter participation. This will help pinpoint problems more quickly and make reconciling votes much easier.
- The form at the right is a sample form used by the City of Madison to reconcile votes. It is only a sample, and may not be perfectly adapted to your municipality. Municipalities that use central count for absentee votes may need a separate section to account for absentee voter participation.
- Once you have finished entering voter history into SVRS, use the following pages to verify that your voter counts are correct.

City of Madison Voter Participation Reconciliation Form

Election 2009 Spring Election Ward(s) _____ Polling Location _____

Binding		
Date Completed _____	Number Binded _____	(should equal total # typed in the main poll book)
Initials of Person(s) Entering _____		

Entry of Election Day Registration		
Date Completed _____	Number Entered _____	(should equal total # on New Registration List)
Initials of Person(s) Entering _____		

Manual Entry from Supplemental List		
Date Completed _____	Number Entered _____	(should equal total # on Supplemental List & hand-entered in poll books)
Initials Person(s) Entering _____		

Totals		
Last Voter # (A) _____	Recorded Votes _____	(should equal Last Voter #)
New Registration List Target (B) _____		
Supplemental Target (C) _____		
Binding Target (D = A - B - C) _____		
Date Completed _____		
Initials of Person(s) Entering _____		

NOTES: _____

Please document any reason the total number of voters recorded in SVRS does not equal the total number of people who voted on election day.

Using the Voter node to Reconcile Voter Participation:



Using the **Voter** node to reconcile voter participation works well for municipalities that have a single poll book for each ward, or one poll book for the entire municipality. If you combine multiple wards into one poll list, you may wish to use the Vote Count by Voting Method and WI Voter Participation reports described later in this section.

1. In the **Voter** node, go to the **Districts** tab,
2. Select the **Ward** you wish to obtain information for. If you have multiple wards combined into one poll list, you will have to search by single wards, and total the wards yourself. If your entire municipality is on one poll list, skip this step. ,

3. Go to the **Elections** tab.

4. Check the **checkbox** to the left of the desired election's **Description**.

Description	Election Date	Election Type
<input checked="" type="checkbox"/> 2009 SPRING ELECTION	4/7/2009	Spring Election
<input type="checkbox"/> 2009 SPRING PRIMARY	2/17/2009	Spring Primary
<input type="checkbox"/> 2008 PRESIDENTIAL AND GEN..	11/4/2008	General Election - Presidential
<input type="checkbox"/> 2008 PARTISAN PRIMARY	9/9/2008	September Partisan Primary
<input type="checkbox"/> 2008 SPRING ELECTION	4/1/2008	Spring Election
<input type="checkbox"/> 2008 PRESIDENTIAL PREFERE...	2/19/2008	Spring Primary - Presidential Pref...
<input type="checkbox"/> 2007 SPRING ELECTION	4/3/2007	Spring Election

5. Check the **Count Only** checkbox.

6. Click **Search**. The number of voters who were recorded for the ward and election you specified will be displayed in the grid. This number should match the last voter number (the total of all voters, including Election Day Registrants) on the certification page of your poll list. If your totals match for the ward or municipality (or you have added up the wards in one poll book and reached the correct total), you have successfully reconciled votes for that ward or municipality. Repeat the steps above for all wards.

- To see a list of voters' names, uncheck the **Count Only** checkbox and hit **Search**. The resulting list will show all participating voters, including records scanned from the poll list, and Election Day Registrants.

Records Returned: 343 In **CITY OF JANESVILLE - 54** Count Only

Drag a column header here to group by that column

Voter Reg N...	Name	Address	City	State	District Combo
▶ 0051387044	ABRAMSON, MICHAEL H...	2323 HARVARD DR, APT 41	JANESVILLE	WI	54241-001-1
0051387434	ALWIN, THOMAS GREGG	725 N ARCH ST	JANESVILLE	WI	54241-001-1
0051387598	ANDERSON, JAMES ERIC	916 N OSBORNE AVE	JANESVILLE	WI	54241-001-1
0051387715	ANDERSON, TERRI ANN	916 N OSBORNE AVE	JANESVILLE	WI	54241-001-1
0051387830	ARMSTRONG, CHRIS MI...	2420 W MEMORIAL DR	JANESVILLE	WI	54241-001-1
0051388109	AURIT, NORBERT L	2008 MYRA AVE	JANESVILLE	WI	54241-001-1
0051388180	AYEN, RICHARD L.	2447 OAK BROOK CT	JANESVILLE	WI	54241-001-1
0051388181	AYEN, SCOTT C.	2445 OAK BROOK CT	JANESVILLE	WI	54241-001-1
0051388249	BACKENKELLER, JULIA...	719 N GRANT AVE	JANESVILLE	WI	54241-001-1
0051388250	BACKENKELLER, KIM D.	719 N GRANT AVE	JANESVILLE	WI	54241-001-1
0051388329	BAILEY, LARRY DON	2542 RIDGEWOOD DR	JANESVILLE	WI	54241-001-1
0051388339	BAILEY, STEVEN B.	2542 RIDGEWOOD DR	JANESVILLE	WI	54241-001-1
0051388363	BAKER, CHARLES SIDNEY	2222 SUMMIT DR	JANESVILLE	WI	54241-001-1



For further information on using the **Voter** search grid, and organizing names alphabetically, see the Voter chapter of this manual. Please note the grid is limited to 1,000 records. If more than 1,000 voters voted in a ward or other district, you will have to go to the **General** tab and enter in a letter like "A" in the **Last Name** field. This will limit the search to voters whose last name begins with A, and you should be able to see each name. When you have verified the voters whose last name begins with A, you can move on to the letter "B." You may also use the WI Voter Participation Report as described below.

- Compare the list in SVRS with your poll book, including the list of Election Day Registrations. If you find any voters that are not on both lists, add the missing voter history or delete incorrect history.



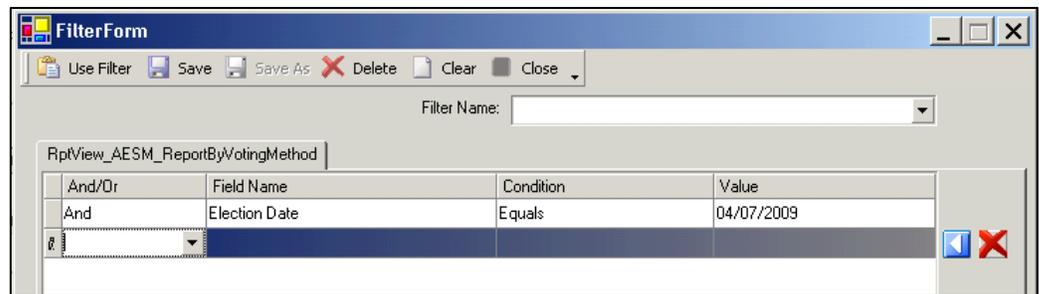
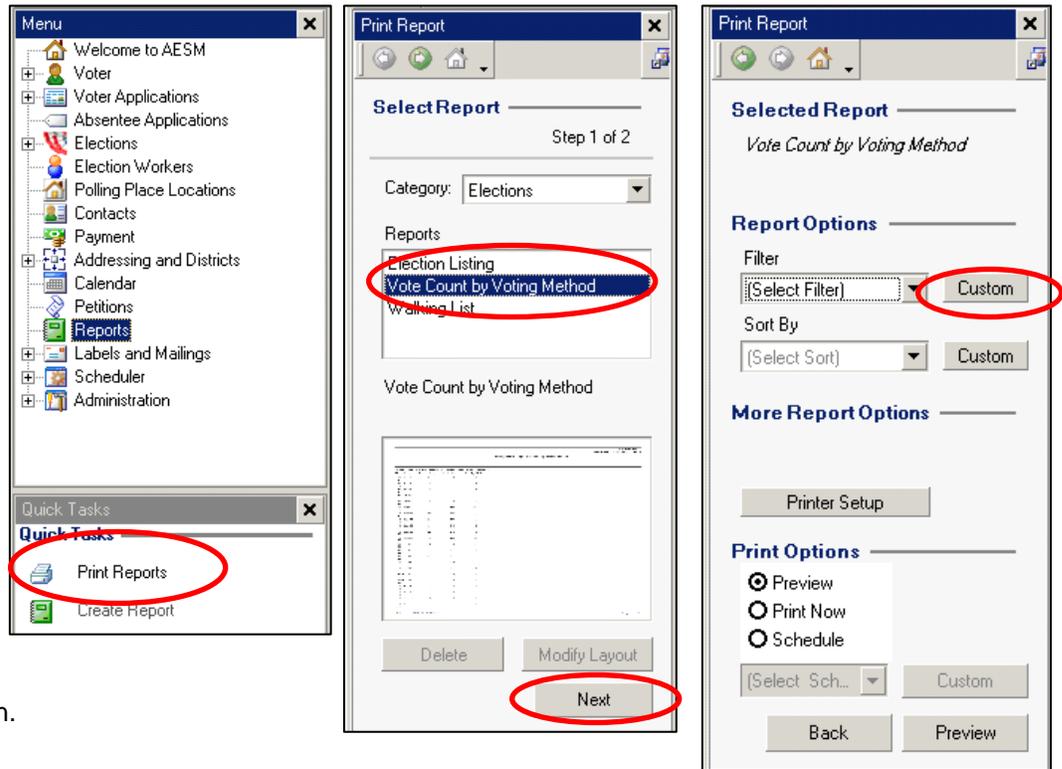
Remember that voters who voted in the wrong ward will show up in the ward they live in, not the ward they voted in, so you may have to add or subtract numbers accordingly. Voters who voted in the wrong municipality will not show up in any ward, because their addresses were unable to be validated, so you will add these numbers to the appropriate ward. Voters who have moved to another municipality by the time you reconcile votes will also not show up in any ward, at least in the **Voter** search grid. Since the **Voter** node does not display voters that have moved, if you are reconciling votes some time after an election, it may be better to use the Vote Count by Voting Method and WI Voter Participation reports described below. These two reports will list voters even if they have moved from your municipality.

- When the numbers for the entire municipality match what has been recorded in your poll book(s), you have successfully reconciled voter participation.

Using the Vote Count by Voting Method Report

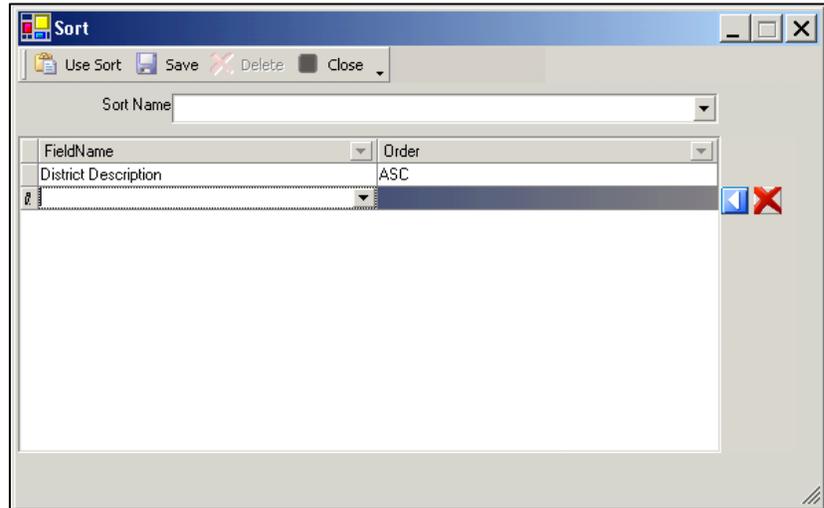
Vote Count by Voting Method

1. Click the **Reports** node.
2. Click the **Print Reports** Quick Task.
3. Change the **Category** to **Elections**.
4. Under **Reports**, make sure **Vote Count by Voting Method** is selected.
5. Click the **Next** button.
6. **Filter** your report:
 - a. Click the **Custom** button next to the **Filter** drop down list.
 - b. Copy the **Filter** displayed. Enter the correct **Election Date** in mm/dd/yyyy format.
 - c. Click the **Use Filter** button.



7. Click the **Custom** button next to the **Sort** drop down to sort your report.

- a. Select **District Description** from the drop down under the **FieldName** Column.
- b. Select **ASC** in the **Order** column.
- c. Click **Use Sort**.



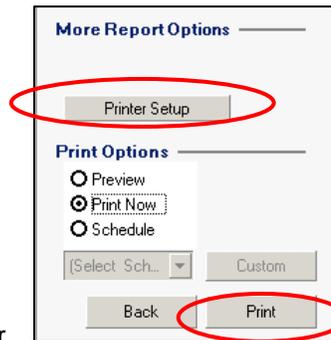
For further information on filtering, sorting, printing, and exporting a report, see the [Reports](#) chapter.

8. Click the **Printer Setup** button and verify your printer settings. This report is only a few pages long, and can be printed directly if you wish.

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

10. Click **Print**.

11. A dialogue box indicating that your printing or export is complete will appear. Click **OK**.

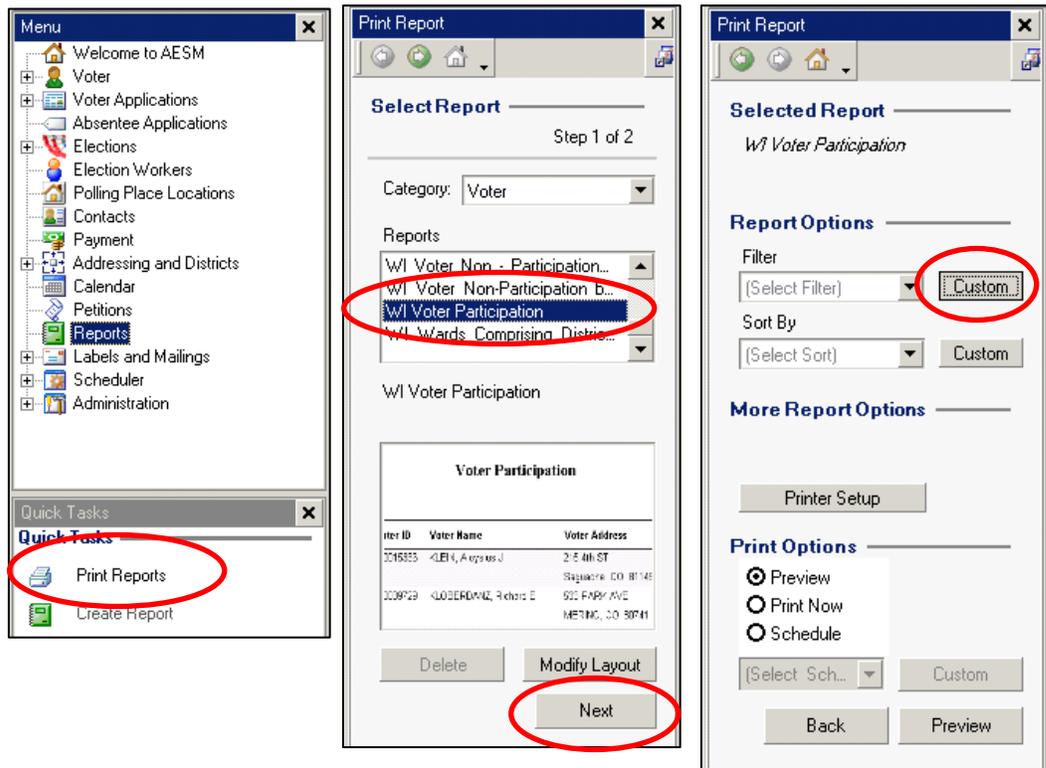


12. Retrieve the document. You should see a report that looks like the sample below. Use this report to verify that the voter participation numbers in each ward are correct. You may have to manually add wards together if they are combined in a single poll book. If you find a ward with incorrect numbers, use the **Voter** node or [WI Voter Participation](#) report to get a list of voter names to check against your poll list.

CITY OF JANESVILLE		
www.elec-qsis-c		
8/10/2009 1:55:37 PM		
Vote Count by Voting Method		
(1=1 AND (RptView_AESM_ReportByVotingMethod(Election Date) = '04/07/2009'))		
Election: 2009 SPRING ELECTION (4/7/2009)		
Precinct	Absentee	At Polls
WD1	26	317
WD10	55	330
WD11	42	301
WD12	24	346
WD13	33	334
WD14	47	199
WD15	27	88
WD16	8	91

Using the WI Voter Participation Report

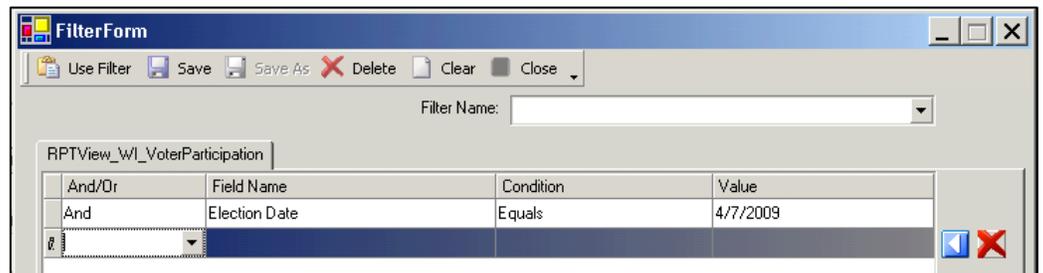
1. Click the **Reports** node.
2. Click the **Print Reports Quick Task**.
3. Leave the **Category** set to **Voter**.
4. Under **Reports**, make sure **WI Voter Participation** is selected.
5. Click the **Next** button.



6. **Filter** your report:

- a. Click the **Custom** button next to the **Filter** drop down to filter your report:

- b. Copy the **Filter** displayed. Enter the correct **Election Date** in mm/dd/yyyy format.



- c. Click the **Use Filter** button. (Note that this filter will give you a report for your entire municipality. Filters to limit the report to one or more wards are given below.)

7. To **Filter** by ward or wards:

a. Click the **Custom** button next to the **Filter** drop down to filter your report:

b. If you want only one ward listed on the report, copy the filter to the right.

The screenshot shows the FilterForm window with a table containing the following data:

And/Or	Field Name	Condition	Value
And	Election Date	Equals	4/7/2009
And	Ward	Equals	WD1

c. If you want to list more than one ward, grouped together like your poll list, use the **And(, Or, and)** operators like the filter to the right. This will produce a list containing voters from all 3 selected wards, which you can put in order by last name, then first name.

The screenshot shows the FilterForm window with a table containing the following data:

And/Or	Field Name	Condition	Value
And	Election Date	Equals	4/7/2009
And(Ward	Equals	WD1
Or	Ward	Equals	WD2
Or	Ward	Equals	WD3
)	Election Date	Equals	4/7/2009



Please note that something must be typed in each field on the last line, after the) (closing parenthesis), but these fields are placeholders only, and will not actually affect your final report.

d. Click the **Use Filter** button.

8. **Sort** your report.

a. Click the **Custom** button by the **Sort** box.

b. (Optional) If you are printing a report for your entire municipality, and would like it sorted by ward, then by voter name, on the first line, select **Ward** from the drop down under the **FieldName** column, then **ASC** .

c. Select **Last Name** from the drop down under the **FieldName** column.

d. Select **ASC** in the **Order** column.

e. On the second line, select **First Name**, then **ASC**.

f. Click **Use Sort**.

The screenshot shows the Sort window with the following configuration:

FieldName	Order
Last Name	ASC
First Name	ASC



For further information on filtering, sorting, printing, and exporting a report, see the Reports chapter.

9. Click the **Printer Setup** button and verify your printer settings..
10. Click the **Print Now** radio button.
11. Click **Print**.
12. A dialogue box indicating that your printing or export is complete will appear. Click **OK**.
13. Retrieve the document. You should see a report that looks like the sample below. Compare this report to your poll list and list of Election Day Registrants. If you find any voters that are not on both lists, add the missing voter history or delete incorrect history.

CITY OF JANESVILLE		Voter Participation					WLR_VOT_VP_1 8/10/2009 2:32:07 PM
Election	Jurisdiction	Voter ID	Voter Name	Voter Address	Ballot Combo	Ward	
2009 SPRING ELECTION Apr 07, 2009	CITY OF JANESVILLE	0051387044	ABRAMSON, MICHAEL HUBERT	2323 HARVARD DR APT 41 JANESVILLE, WI 53548-2770	54241-2009- SPRING GENERAL JVL SD	WD1	
		0051387261	ALBERS, PAULA JANELLE	830 HARDING ST APT 206 JANESVILLE, WI 53545-1682	54241-2009- SPRING GENERAL JVL SD	WD3	
		0051387434	ALWIN, THOMAS GREGG	725 N ARCH ST JANESVILLE, WI 53548-2303	54241-2009- SPRING GENERAL JVL SD	WD1	
		0000298082	AMES, ANN MARIE	725 CORNELIA ST JANESVILLE, WI 53545	54241-2009- SPRING GENERAL JVL SD	WD3	
		0051387529	ANDERSON, BONNIE J.	233 BA WOOD LN JANESVILLE, WI 53545-0705	54241-2009- SPRING GENERAL JVL SD	WD2	
		0051387570	ANDERSON, DORLAND KENNETH	930 N WASHINGTON ST APT 322 JANESVILLE, WI 53548	54241-2009- SPRING GENERAL JVL SD	WD2	
		0051387598	ANDERSON, JAMES ERIC	916 N OSBORNE AVE JANESVILLE, WI 53548-2348	54241-2009- SPRING GENERAL JVL SD	WD1	



Remember that voters who voted in the wrong ward will show up in the ward they live in, not the ward they voted in, so you may have to add or subtract numbers accordingly. Voters who voted in the wrong municipality will not show up in any ward, because their addresses were unable to be validated, so you will add these numbers to the appropriate ward. Voters who have moved to another municipality by the time you reconcile votes will show up on this report, but be listed in their new ward, not the ward where they lived in your municipality.

14. After you have fixed any discrepancies, rerun the Vote Count by Voting Method report, or check the **Voter** node to verify the number of participating voters. When the numbers for the entire municipality match what has been recorded in your poll book(s), you have successfully reconciled voter participation.

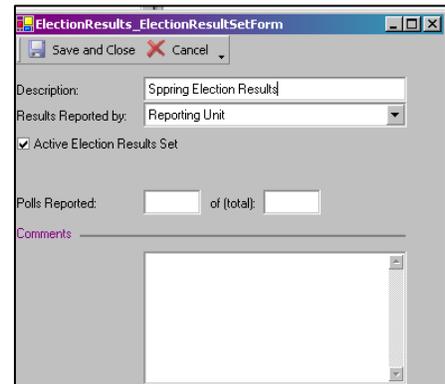
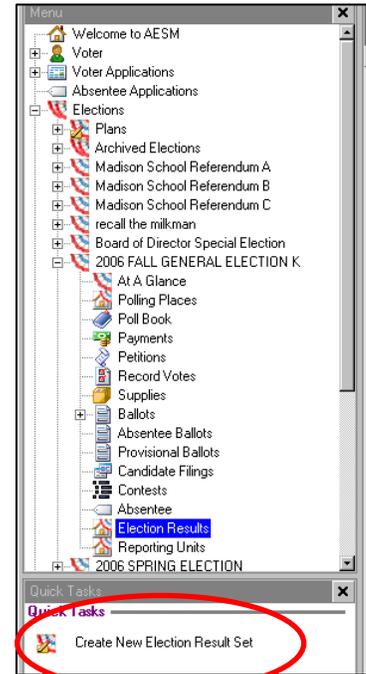
Entering Election Results



If you have assigned a Reporting Unit Plan or set up Reporting Units within your election, it is possible to create an Election Results Set within SVRS and enter vote totals for each candidate and referendum question. As of April 2009, this is optional, but eventually this may become the way to report your election results to the GAB. If this becomes required, additional instructions on reporting those results will be made available.

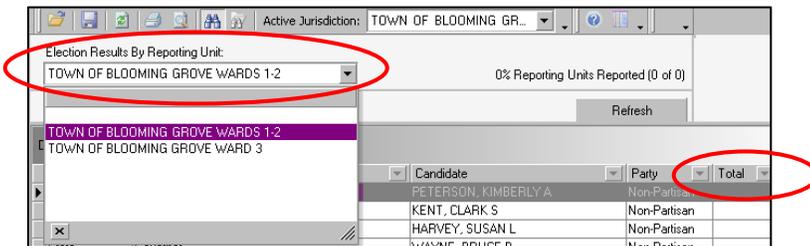
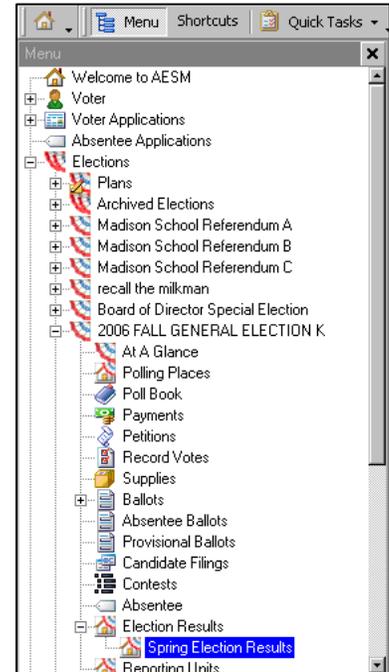
Creating an Election Results Set

1. Expand (+) the **Elections** node on the Main Menu ` tree.
2. Expand (+) the election for which you wish to record results.
3. Click on the **Election Results** node.
4. Click the **Create New Election Result Set** Quick Task to open the **ElectionResultSetForm** Screen.
5. Enter a **Description** for your results set.
6. Select **Reporting Unit** from the **Results Reported by** drop down menu.
7. Click **Save and Close**.



Entering Results by Reporting Unit

1. Expand (+) the **Elections** node on the Main Menu tree.
2. Expand (+) the election for which you wish to record results.
3. Expand (+) the **Election Results** node.
4. Click on the Election Results set you wish to update.
5. Choose the Reporting Unit whose results you wish to record from the **Election Results by Reporting Unit** drop down menu.

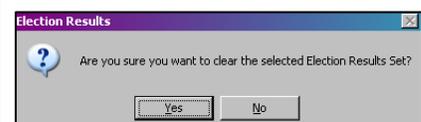
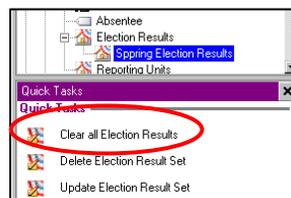


6. Enter the number of votes received by each candidate directly into the **Total** field.
7. Repeat **Steps 5-6** for each of your reporting units.

Clear an Elections Result Set

(This records 0 votes for all Candidates)

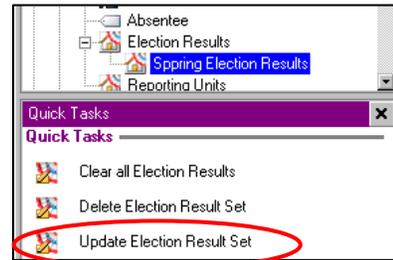
1. Click on the Election Results set you wish to clear.
2. Click the **Clear all Election Results** Quick Task.
3. When asked "Are you sure you want to clear the selected Election Results Set?", click **Yes**.
4. Your results will then look like this..



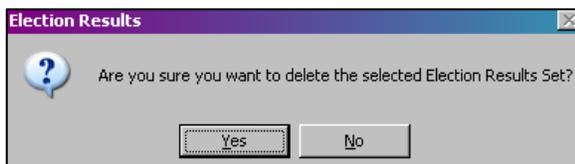
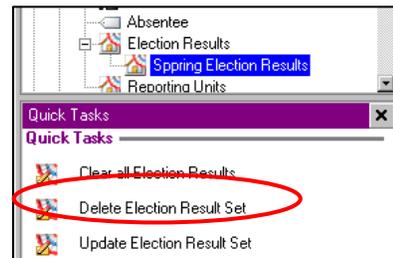
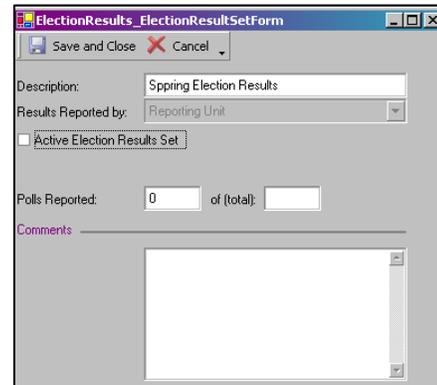
Jurisdiction	Contest	Candidate	Party	Total
State	US Senator	PETERSON, KIMBERLY A	Non-Partisan	0
State	US Senator	KENT, CLARK S	Non-Partisan	0
State	Governor	HARVEY, SUSAN L	Non-Partisan	0
State	Governor	WAYNE, BRUCE B	Non-Partisan	0
County	Dane County Clerk	ROBERT DHLSEN	Non-Partisan	0
County	Dane County Clerk	ELISA L WEST	Non-Partisan	0
County	Dane County Clerk	PRINCE, DIANE W	Non-Partisan	0
	DAYLIGHT SAVINGS TIM...	FOR		0
	DAYLIGHT SAVINGS TIM...	AGAINST		0
County	SCHOOL BOARD MEMBE...	ANDERSON, ANITA G	Non-Partisan	0
County	SCHOOL BOARD MEMBE...	ANDERSON, BROOKE M	Non-Partisan	0
County	SCHOOL BOARD MEMBE...	BROWN, BRAD I	Non-Partisan	0
County	SCHOOL BOARD MEMBE...	BROWN, CELETUS A	Non-Partisan	0
County	SCHOOL BO SCHOOL BOARD MEMBER MC FARLAND		Non-Partisan	0
County	SCHOOL BOARD MEMBE...	DUPOR, DEBRA A	Non-Partisan	0
County	SCHOOL BOARD MEMBE...	EATON, CONNIE L	Non-Partisan	0
County	SCHOOL BOARD MEMBE...	EVANS, KEBBY M	Non-Partisan	0

Delete an Elections Result Set

1. Click on the Election Results set you wish to delete.
2. Click on the **Update Election Result Set** Quick Task to open the **ElectionResultSetForm**.
3. Deselect the checkbox that reads **Active Election Results Set**.
4. Click **Save and Close**.



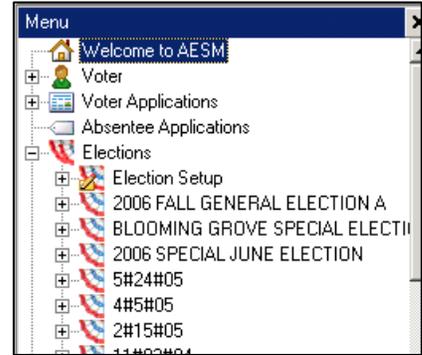
5. Click on the **Delete Election Result Set** Quick Task.
6. When asked "Are you sure you want to delete the selected Election Results Set?", click **Yes**.



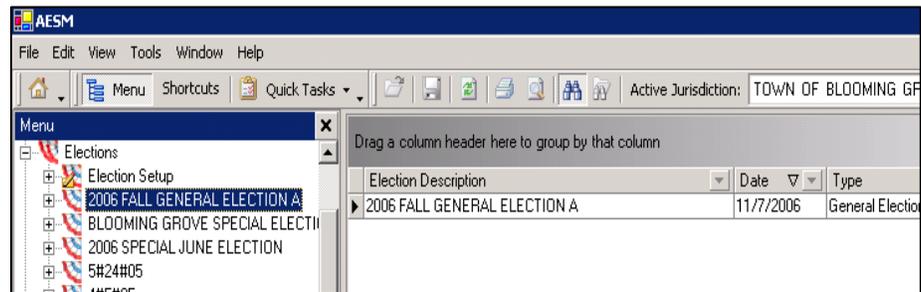
Close Out the Election

- ✓ Once all information is entered in to SVRS for an election, the election needs to be closed out. This involves checking the remaining Milestones on the Events tab of the election.

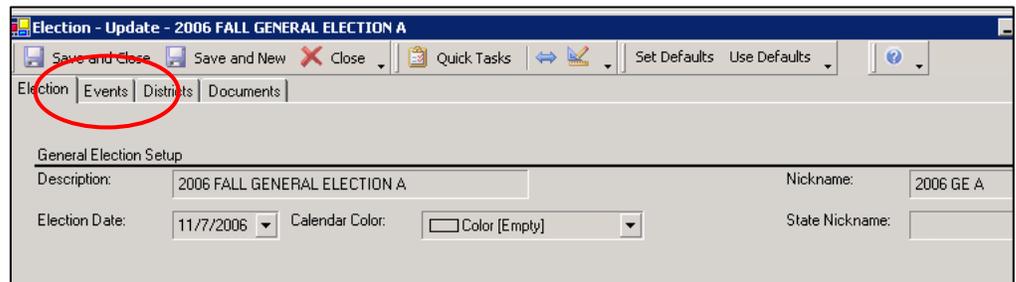
1. Expand (+) the **Election** node on the Main Menu tree.
2. Click the name of the election.



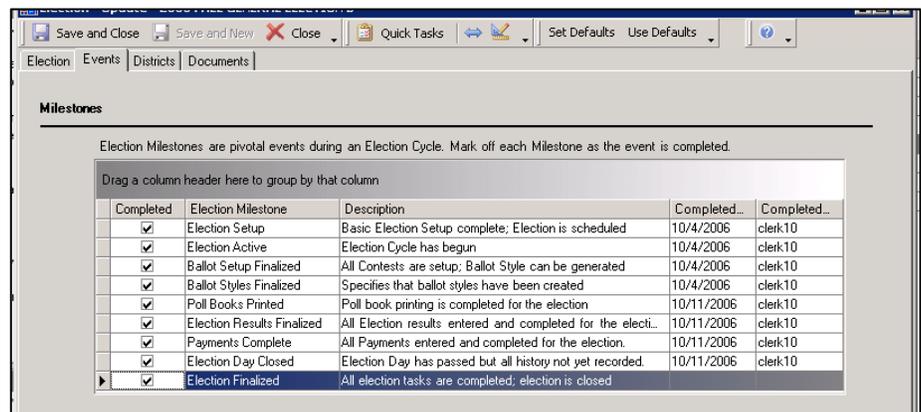
3. Double click on the selected election from the data grid.



4. Click the **Events** tab.



5. Check the remaining milestones, **Milestone #6 Election Results Finalized** through **Milestone #9 Election Finalized**.



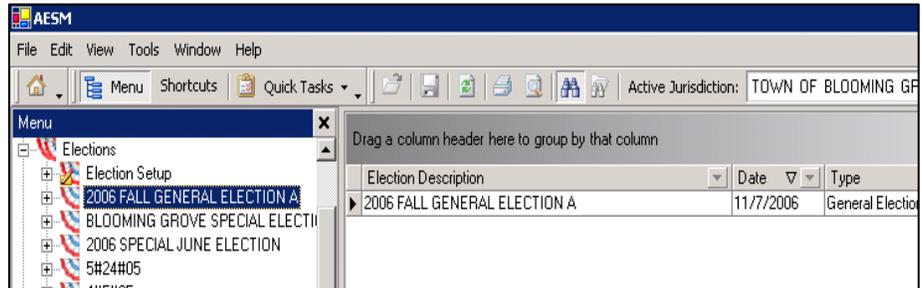
6. Click the **Save and Close** button to save the changes.

Reopening a Closed Election

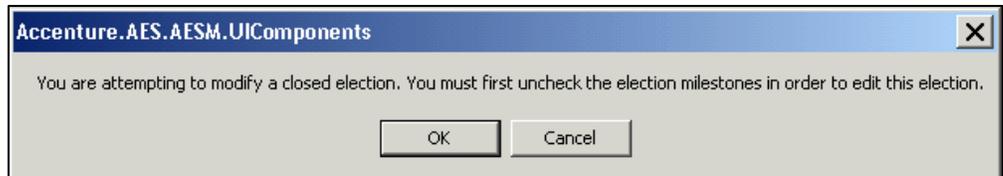
Occasionally you will have to reopen a closed election to correct a mistake in voter history.

1. Expand (+) the **Election** node on the Main Menu tree.

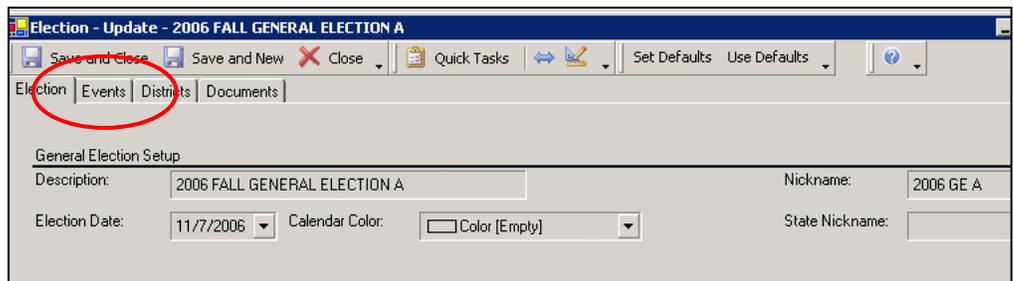
2. Click the name of the selected election.



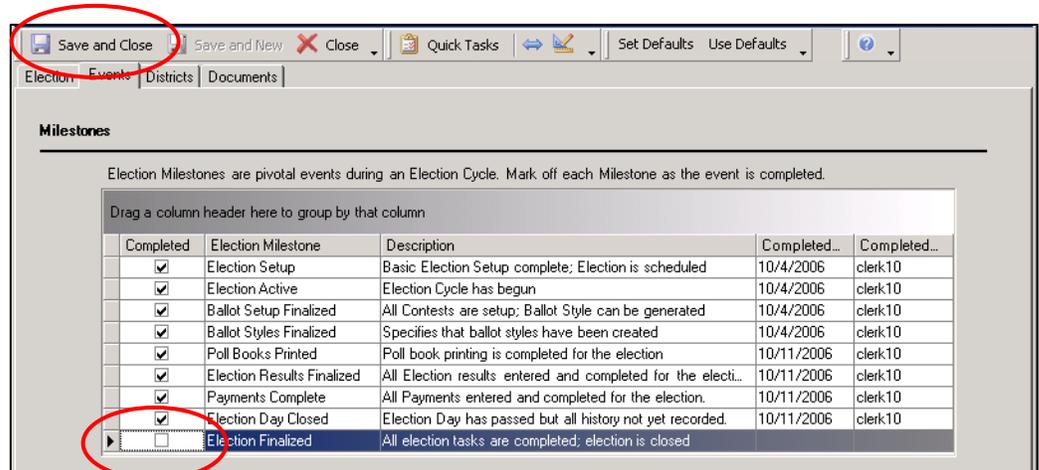
3. Double click on the selected election from the data grid. You will receive a warning message that you are opening a closed election. Click **OK**.



4. Click the **Events** tab.



5. Uncheck only **Milestone #9**, the **Election Finalized** milestone.



If the county has also closed this election, you will receive an error that SVRS is unable to open this election because the "parent jurisdiction" has it closed. Contact the county and have them follow these directions to open the election.

6. Click **Save and Close**.

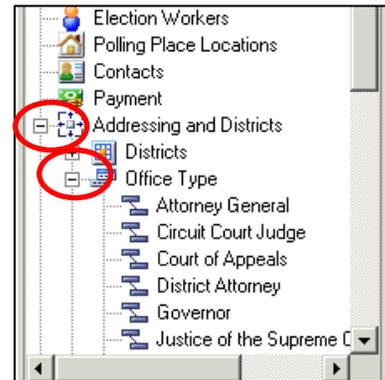
Now you may fix voter history or make other changes as necessary. When finished, close the election as described previously, and notify the county if necessary.

Add or Update Office Holders



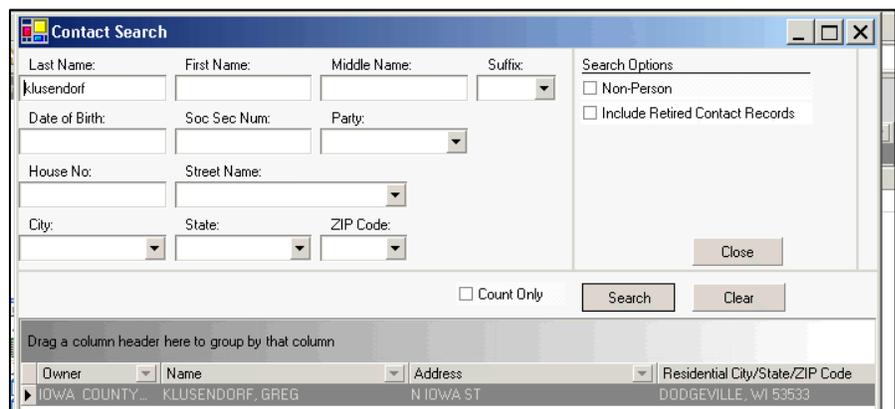
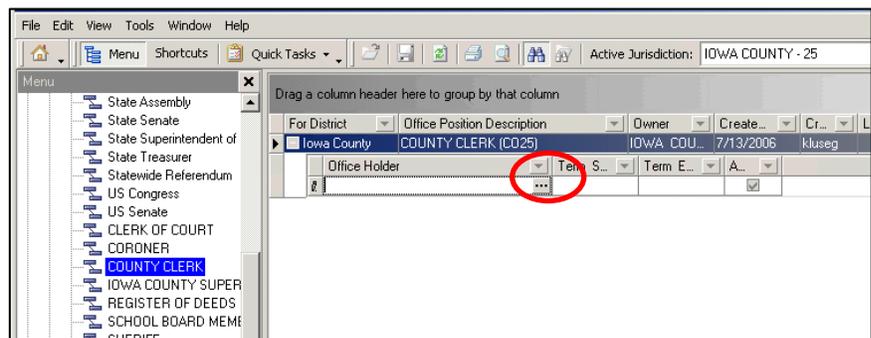
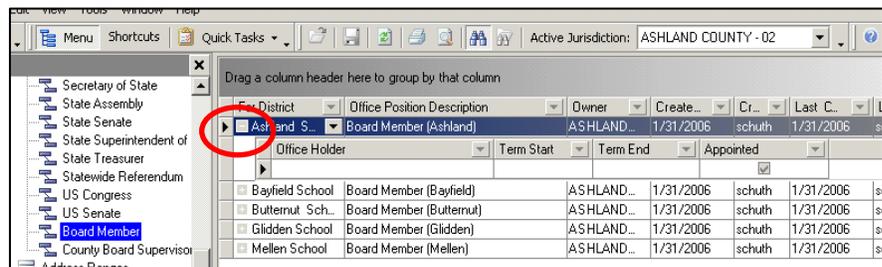
Current Office Holders need to be added to the SVRS before voters will be able to view their contact information on the Voter Public Access (VPA) website. Municipalities enter the Office Holders for local offices. Counties add Office Holders for County offices (including Supervisors and School Boards). The State enters Office Holders for State and Federal offices.

1. To add or update Office Holders, expand (+) the **Addressing and Districts** node on the Main Menu tree.
2. Expand (+) the **Office Type** node.
3. In the Menu tree, click on the **Office Type** you wish to update. The offices will appear on the data grid.



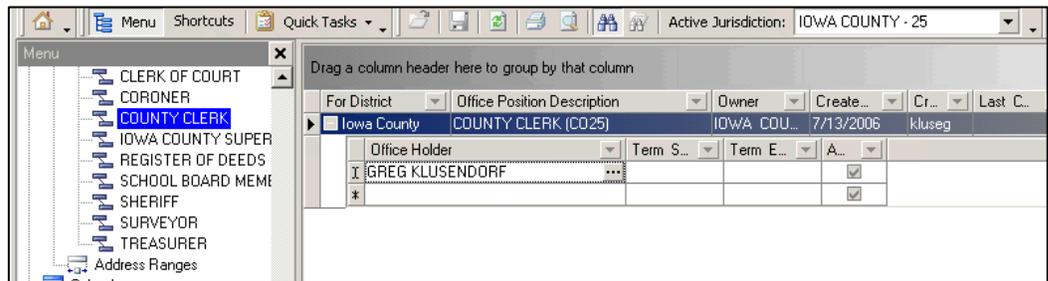
Some office types have one line on the data grid, such as a Mayor. Other office types have multiple lines, such as School Board Member. The number of lines should correspond to the number of seats for that office type.

4. On the data grid, expand (+) the **Office** by clicking on the plus sign to the left of the record (under the **For District** column).
 - a. Click within the white space below the **Office Holder**.
 - b. Click on the three dots (ellipse button) to reach the **Contact Search** panel.
 - c. Enter the office holder's name and click **Search**.
 - d. Double click to select the contact record. from the data grid.



Please note that Office Holders will be visible on the Voter Public Access website, and will usually want voters to see their office contact information, not their home phone and address. You may need to create a new contact for this purpose. For more details, see the [Contacts](#) chapter of this manual.

- e. Enter the term start date and the term end date directly in the grid.



- f. It is possible to enter multiple **Office Holders**, including past **Office Holders** whose terms have ended, on the other lines in the data grid. Only **Office Holders** with current terms will appear on the VPA website.



Click in the **Appointed** box only if the office holder was appointed, not elected. This function allows entry of appointed officials, in addition to those who are filling a position mid-term.

5. Click on the **Menu** tree when complete.