

# **SVRS Address Range Maintenance Guide**

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## Section 1: Analysis of Address Ranges

For details on how to run these reports, see the Reports section.

For details on how to fix data, see Address Ranges Basic and Advanced steps.

Analysis	Report to Run	Indication
1. Components of District Combos	"District Combo Listing"  (Reports > Print Reports > Polling Place > District Combo Listing Party)	Verify that all District Combos have been defined (this information was provided by counties initially). Each District Combo contains the correct districts. List what are the defining factors (wards, sanitary districts, school districts). Verify that each ward have the right districts. USE MAPS to verify the information. Counties may have "built" the district combos so need to verify.
2. Total voter counts by Ward.	"Voter Demographics by District and Party"	Verify 1 <sup>st</sup> column totals for accurate voter counts per ward.
3. Underage Voter Count.	(Reports > Print Reports > Voter > Voter Demographics by District and Party)	<p>Compare first column totals to last column totals (voters &gt; 18 years) by ward. If the first column total is less than the total shown in the last column, it is a good indication for registered under age voters or incorrect DOB. Example, a DOB of 2025 should probably be 1925.</p> <p>Compare the SVRS report total to the total from Clerk's legacy system or data conversion input list by ward/split. If the clerk's data shows the same discrepancy, you probably have underage voters. If the discrepancy is small, correct on spot, move to Step 4.</p> <p>If the clerk can only provide the total number for the municipality keep this report.</p> <p>Do the comparison when all work is completed to compare voter counts.</p>
4. Look for voters where the DOB is > 1987 (underage)	"Underage Voters with Address by Street"  (Reports > Create Reports > Voter > Voter Listing: w/ fields of Last Name, First Name, DOB, Street Name) (sort by street)	<p>This report gives an actual voter listing for #1 and #2 above (underage voters). Under-aged voters will not be included in the poll book.</p> <p><b>FIX: Update each voter's birth date in the Voter node. If just a few underage voters, clean up. If many, give the list to clerk as "homework."</b></p> <p><b>If just a few, check where most of those voters reside (retirement homes, etc.). If have dates of 2026 or 2027, the likely date is 1926 or 1927. If the year is 1988 or greater change to 1-1-1900 and make a note of the voter.</b></p>

Analysis	Report to Run	Indication
5. House ranges with 0 (zero) high and low numbers	"Address Ranges by Address Range Type"  (Reports > Print Reports > Voter > Address Ranges by Address Range Type)	Error in data conversion.  <b>FIX: Manually edit the high and low house numbers in the Address Range node.</b>
6. Single address range where high and low numbers are the same. Ex: 25 – 25 Main St.		Possible overlapping address ranges. Example, look for associated 1 – 45 Main St.  <b>FIX: See Section 4 Address Range Advanced Steps</b>
7. Data fields mislabeled.		Verify street name, type, pre/post directions are in appropriate fields.  <b>FIX: Manually edit in the Address Ranges node</b>
8. Data fields mislabeled.		Verify address information is in the correct fields <ul style="list-style-type: none"> <li>- Street Name</li> <li>- Street Type</li> <li>- Pre/Post Directionals</li> <li>- Partial Grids (N1000)</li> <li>- Grids (N1000W1000)</li> </ul> Example: In a partial grid of N1000, N is not a pre-directional.  <b>FIX: Manually edit in the Address Ranges node.</b>
9. District combos.		Look for same street addresses with different district combos (make sure to take into account cross-county borders)  <b>FIX: if wrong District Combo, edit in Address Ranges by changing the District Combo, then merging ranges.</b>  <b>For multiple jurisdictions, see Advanced Solutions.</b>
10. Same street names with different street types.		Example: Main St. and Main Rd.  <b>FIX: if a name entered incorrectly, edit in Address Ranges, then merge with other homes in that range.</b>
11. High voter counts per address range.		Look for a single address range with high voter counts. Example: 1 – 500 Main St. with 99 voters indicates a long street with many houses. 25 – 25 Main St. with 99 voters may indicate an apartment, condo ... or a problem – duplicates.
12. Reciprocating directionals.		If there is a N. Main St., should there be a S. Main St. If there is a W. Broadway, should there be an E. Broadway?

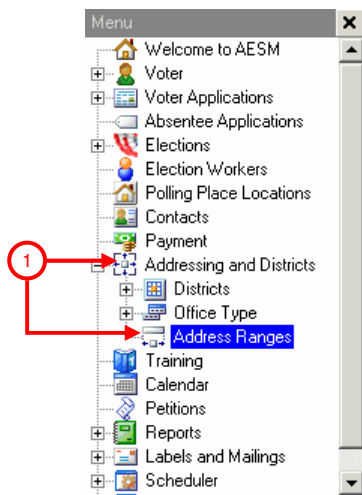


Analysis	Report to Run	Indication
13. Each address has a city, zip code, and district combo.		
14. Rural address ranges.		Verify residential/physical vs. mailing address.
15. Commercial address ranges.		Verify that these are actually commercial.
16. Duplicate voters.	"Voter Listing"  (Report – Print Reports > Voter > Voter Listing) Sort by Last Name	Look for duplicate voters.  <b>FIX: Merge voters.</b>

## Section 2 - Address Range Basics: Search, View, and Add Address Ranges

### **A. Search and View Address Ranges**

1. Expand **Addressing and Districts** node by clicking the [+] and select the **Address Ranges** sub-node.



2. The **Address Ranges Search** panel appears.
3. Enter data into any of the search criteria fields and click **[Search]**. *Note:* When entering search criteria, SVRS automatically places a wild card at the end of the search criteria you entered. You must enter a value in at least one field – such as the name of a city, or a street.
4. Address Ranges matching the search criteria are displayed in the grid and a numerical count of the number of matches is displayed.

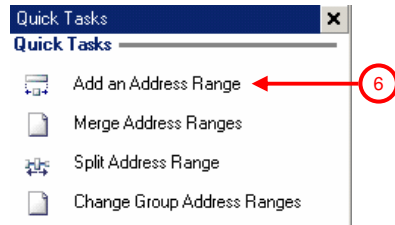
A screenshot of the 'Address Ranges Search' panel. The search criteria fields include 'House Number', 'Pre Dir', 'Street Name', 'Type', 'Post Dir', 'Unit Type', 'Unit Number', 'City', 'Zip', and 'State'. A red circle with the number '2' is next to the 'City' field. A red arrow points from the 'City' field to the 'Search' button, which is labeled with a red circle and the number '3'. Below the search fields, a checkbox labeled 'Retired Ranges Only' is present. To the right of the checkbox, it says '2000 Records Found'. Below the search fields is a table with columns: 'O/E...', 'House Num...', 'House Num...', 'Street', 'City', 'State', 'Postal Code', and 'Dist...'. The table contains several rows of data. A red circle with the number '4' is next to the 'Street' column header. A red circle with the number '5' is next to the 'House Num...' column header. A red arrow points from the 'Search' button to the table.

O/E...	House Num...	House Num...	Street	City	State	Postal Code	Dist...
Even	4804	5508	MAHER AVE	MADISON	Wisconsin	53716	278
Even	4804	4820	DUSTIN LN	MADISON	Wisconsin	53718	278
Even	5400	5416	DOVER PL	MADISON	Wisconsin	53716	278
Even	5102	5154	BRANDENBURG WAY	MADISON	Wisconsin	53718	278
Even	5002	5402	VOGES RD	MADISON	Wisconsin	53718	278
Even	4610	4702	E BROADWAY	MADISON	Wisconsin	53716	278
Odd	4605	4829	DREAM LN	MADISON	Wisconsin	53718	278
Odd	4701	4819	DUSTIN LN	MADISON	Wisconsin	53718	278
Even	5406	5442	YESTERDAY DR	MADISON	Wisconsin	53718	278

5. The Address Range Details Screen will display.


## B. Add Address Ranges

1. Navigate to the main SVRS screen and select the Address Ranges node. Click the **Add an Address Range** quick task.



2. The Add New Address Range screen appears.
3. Select **Address Range Type** as it relates to the neighborhood where the range exists.

A screenshot of the 'AddressRange - Add New Address Range' form. The form has a title bar with 'AddressRange - Add New Address Range' and standard window controls. Below the title bar is a menu bar with 'Save and Close', 'Save and New', 'Quick Tasks', 'Set Defaults', and 'Use Defaults'. The form is divided into several sections. At the top, there's a 'Range Type' dropdown set to 'Residential' and an 'Exception' checkbox. Below this is the 'Address Range Detail' section, which includes fields for 'Q/E/B' (a dropdown), 'House Number Range' (a range input), 'Pre Dir' (a dropdown), 'Street Name' (a text input), 'Type' (a dropdown), 'Post Dir' (a dropdown), 'Unit Type' (a dropdown), and 'Unit Number Range' (a range input). Below these are 'Location' (a dropdown), 'City' (a text input), 'Zip' (a text input), 'State' (a dropdown), and 'Dist Combo' (a dropdown with an ellipse button). At the bottom left, there are checkboxes for 'Unit Number Required?' and 'Mailing Address Required?'. To the right are 'Census Tract' and 'Census Block' text inputs. Below these are two sections: 'Alternate Street Names' and 'Alternate City Names', each with a table and a 'Drag a column header here to group by that column' instruction. At the very bottom, there's a checkbox 'Used for Manual Districting' and two 'Last Changed By' text inputs.

4. Select the side of the street (Odd, Even or Both) for the house numbers in this range.
5. Enter the low and high **House Number** values in the range.
6. Select details of the range such as **Pre Direction**, **Street Name**, **Street Type** and **Post Direction**.
7. Select **Unit Type** and enter **Unit Number Range**, if applicable.
8. Enter **City**, **Zip** and **State**.
9. Select the **District Combo** associated with the address range. If you are not sure which district combo to enter, click the ellipse button  and the District Combo Search panel will appear.

10. Check the **Unit Number Required?** checkbox, if you want users to always enter a unit number along with the address before it can be validated against this address range.
11. Check the **Mailing Address Required?** checkbox, if you want users to always enter a mailing address with this address range.
12. Click **[Save and Close]** to save the address range.

### C. Modify an Address Range

1. Expand **Addressing and Districts** node by clicking the [+] and select the **Address Ranges** sub-node.
2. The **Address Ranges Search** panel appears.
3. Enter data into any of the search criteria fields and click **[Search]**. *Note:* When entering search criteria, SVRS automatically places a wild card at the end of the search criteria you entered. You must enter a value in at least one field – such as the name of a city, or a street. When search results are returned in the data grid, double click the address range to open the address range which requires modification.
4. Make changes to any field available on the Address Range – Update pane. This includes editing the high and low street numbers, district combos, correcting spelling, putting fields such as Pre- or Post-directionals into the correct field. Alternate names can also be added. If any voters are associated with the range, you will be asked if you want to update their records when you Save and Close.

### D. Merging Adjacent Address Ranges

Address Ranges are merged to fill gaps of adjacent ranges or combine overlapping/duplicate ranges. This process will move all voters associated with one or more Address Ranges into a single Address Range. The original address ranges that are merged together will be marked 'retired'. This maintains the integrity of the database tables.

#### Steps to Merge Adjacent Address Ranges:

Steps	Actions	Expected Results
1	Click on the [+] to the left of the Addressing and Districts node.	The Addressing and Districts node expands.
2	Click on the Address Ranges sub-node.	The Address Ranges search panel appears.
3	Search for the Address Ranges to merge.	Data grid is populated with address ranges.
4	Highlight Address Ranges to merge by single clicking each range while pressing the Control button.	Address Ranges are selected.
5	Click the <b>Merge Address Ranges</b> Quick Task.	The Welcome screen of the Address Range Change Utility appears.
6	Select the appropriate <b>Range Problem Type of Adjacent</b> from the drop-down list.	Selection is highlighted.

Steps	Actions	Expected Results
7	Enter the appropriate value in the <b>House numbers between ranges</b> field. Suggestion: Enter 1000 as the house number.	Data displays.
8	Click <b>[Refresh]</b> .	The results are displayed in the Select Address Ranges to Merge grid.
9	Mark the checkboxes to the left of the ranges to be merged.	Marked checkboxes display.
10	Click <b>[Next]</b> .	The <b>Merge Address Range – Options</b> screen appears.
11	Select the address range that will remain following the merge from the <b>Select Range to Merge into</b> drop-down list.	Selected address range is highlighted.
12	Select a reason for the merge from the <b>Specify a Reason for this Change</b> drop-down list and select mailing options, if applicable.	Selected reason is highlighted.
13	<p>If a mailing will be needed,</p> <ul style="list-style-type: none"> <li>Select a specific mailing from the <b>Send mailing to affected voters</b> drop-down list.</li> <li>Select the destination address (home, mailing) from the <b>Send to Address</b> drop-down list.</li> <li>Select the message from the <b>Message(s) on Mailing</b> drop-down list.</li> </ul> <p><i>Note: You can create a new message by clicking the [Custom] button, if available.</i></p>	
14	Click <b>[Next]</b> .	The <b>Merge Address Range – Change Results</b> screen appears.
15	Review the changes that will be made in the <b>Address Ranges Change Wizard</b> and click the <b>[Next]</b> button.	The warning message explaining that the merge will execute when clicking Yes displays with <b>[Yes]</b> and <b>[No]</b> options.
16a	Click <b>[Yes]</b> .	The merge process starts. <b>The Finish Group Address Changes</b> window displays
16b	Click <b>[No]</b> .	The <b>Merge Address Range – Change Results Screen</b> appears. No changes are made.
17	Review the status of the Address Range Merge and click the <b>[Start Auto Refresh]</b> button to view the status until it is complete.	
18	Click <b>[Finish]</b> .	The merge process is completed. This task appears on the Scheduler-Ad Hoc tasks grid.



### Address Range Change Wizard:

**Address Range Change Utility**

**Merge Address Range - Selection**  
 Select Address Ranges to Merge

Find Matching Address Ranges

Range Problem Type: 

 House numbers between ranges:

Select the Address Ranges to Merge
 1 Voters in Highlighted Range

	Δ		Exc...	O/...	Ho...	Ho...	Street	City	Postal Code	Dist...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	1	201	N Lunas ST S	TOWN OF WESTPO...	53597	162
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	151	153	N Lunas ST S	TOWN OF WESTPO...	53597	162
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	1	201	N Lunas ST S	TOWN OF WESTPO...	53597	162
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	151	153	N Lunas ST S	TOWN OF WESTPO...	53597	162

0 Voters Affected

## E. Merging Overlapping Address Ranges

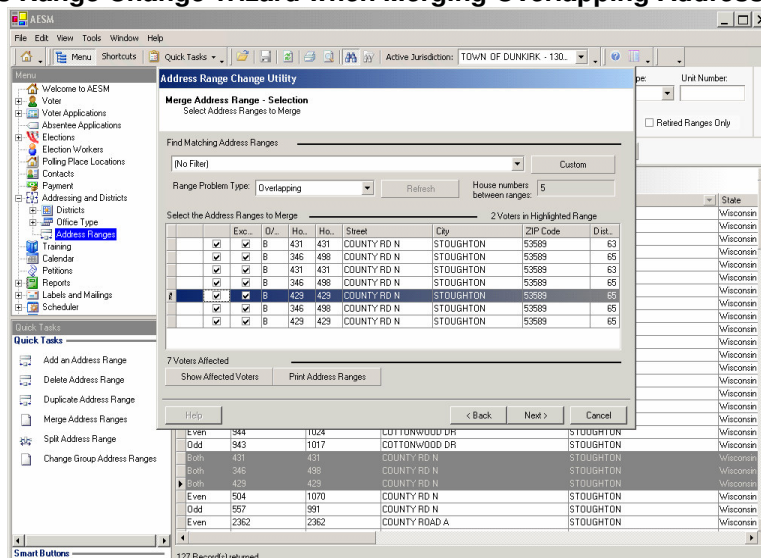
Address Ranges are merged to combine overlapping or duplicate ranges. This process will move all voters associated with one or more Address Ranges into a single Address Range. The original address ranges that are merged together will be marked 'retired'. This maintains the integrity of the database tables.

### Steps to Merge Overlapping Address Ranges:

Steps	Actions	Expected Results
1	Click on the [+] to the left of the Addressing and Districts node.	The Addressing and Districts node expands.
2	Click on the Address Ranges sub-node.	The Address Ranges search panel appears.
3	Search for the Address Ranges to merge.	Data grid is populated with address ranges.
4	Double click the first Address Range to merge.	Data form appears.
5	Change the Odd/Even/Both House Number Type to Both.	B appears in House Number Type field.
6	Check the Exception checkbox located at the center top of form. Click <b>[Save and Close]</b> . Repeat with each Address Range being merged.	Changes have been saved and returned to the data grid.
7	Highlight Address Ranges to merge by single clicking each range while pressing the Control button.	Address Ranges are selected.
8	Click the <b>Merge Address Ranges</b> Quick Task.	The Welcome screen of the Address Range Change Utility appears.
9	Select the appropriate <b>Range Problem Type of Overlapping</b> from the drop-down list.	Selection is highlighted.
10	Enter the appropriate value in the <b>House numbers between ranges</b> field, if applicable.	Data displays.
11	Click <b>[Refresh]</b> .	The results are displayed in the Select Address Ranges to Merge grid.
12	Mark the checkboxes to the left of the ranges to be merged.	Marked checkboxes display.
13	Click <b>[Next]</b> .	The <b>Merge Address Range – Options</b> screen appears.
14	Select the address range that will remain following the merge from the <b>Select Range to Merge into</b> drop-down list.	Selected address range is highlighted.
15	Select a reason for the merge from the <b>Specify a Reason for this Change</b> drop-down list and select mailing options, if applicable.	Selected reason is highlighted.

Steps	Actions	Expected Results
16	<p>If a mailing will be needed,</p> <ul style="list-style-type: none"> <li>Select a specific mailing from the <b>Send mailing to affected voters</b> drop-down list.</li> <li>Select the destination address (home, mailing) from the <b>Send to Address</b> drop-down list.</li> <li>Select the message from the <b>Message(s) on Mailing</b> drop-down list.</li> </ul> <p><i>Note: You can create a new message by clicking the [Custom] button, if available.</i></p>	
17	Click <b>[Next]</b> .	The <b>Merge Address Range – Change Results</b> screen appears.
18	Review the changes that will be made in the <b>Address Ranges Change Wizard</b> and click the <b>[Next]</b> button.	The warning message explaining that the merge will execute when clicking Yes displays with <b>[Yes]</b> and <b>[No]</b> options.
19a	Click <b>[Yes]</b> .	The merge process starts. The <b>Finish Group Address Changes</b> window displays
19b	Click <b>[No]</b> .	The <b>Merge Address Range – Change Results Screen</b> appears. No changes are made.
20	Review the status of the Address Range Merge and click the <b>[Start Auto Refresh]</b> button to view the status until it is complete.	
21	Click <b>[Finish]</b> .	The merge process is completed. This task appears on the Scheduler-Ad Hoc tasks grid.
22	When the merge process is completed, double click the address range on the data grid	Data form appears
23	Uncheck the Exception box. Click <b>[Save and Close]</b> .	Change is saved.

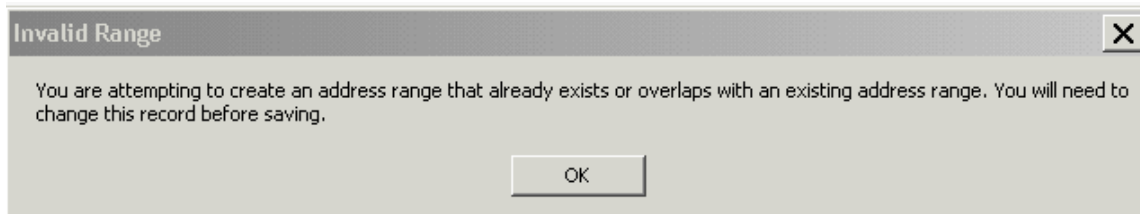
### Address Range Change Wizard when Merging Overlapping Address Ranges:



## Section 3 - Address Range Advanced Steps

### Scenario 1: Overlap Review and Clean-up (within a municipality)

You attempt to modify an address range in SVRS and receive the following message:



**Example:** Two voters are tied to the address range of 100-200 MAIN ST, but are identified by the municipality's data to have different district combos. As a result, two separate address ranges (100 – 100 MAIN ST and 200 – 200 MAIN ST) with different district combos are created.

The screenshot shows the AESM application window. The left sidebar contains a menu with options like Welcome to AESM, Voter, Voter Applications, Absentee Applications, Elections, Election Workers, Polling Place Locations, Contacts, Payment, Addressing and Districts, Districts, Office Type, Address Ranges (highlighted), Training, Calendar, Petitions, Reports, Labels and Mailings, and Scheduler. The main window displays a search form with fields for House No., Pre Dir., Street Name, Type, Post Dir., Unit Type, and Unit Number. Below the search form, it shows 'Records Returned: 154' and 'Search' and 'Clear' buttons. A table of address ranges is displayed, with columns for O/E, House No., Pre Dir., Street, City, State, ZIP Code, and Dist Combo Description. The table lists various address ranges for the City of Washburn, Wisconsin, including 10TH AVE W, 11TH AVE W, 1ST AVE E, 1ST AVE W, 2ND AVE E, 3RD AVE E, 3RD AVE W, 4TH AVE W, 5TH AVE W, 6TH AVE W, 7TH AVE W, 8TH AVE W, and 9TH AVE W. The status bar at the bottom indicates '154 Record(s) returned'.

O/E	Hou...	Ho...	Street	City	State	ZIP Co...	Dist Combo Description
Odd	801	1047	10TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Odd	303	303	11TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Odd	303	303	1ST AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 2
Odd	403	403	1ST AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 1
Odd	221	221	1ST AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 2
Even	402	422	2ND AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 1
Odd	421	717	2ND AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 1
Even	522	522	3RD AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 1
Odd	421	421	3RD AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 1
Odd	421	421	3RD AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 2
Odd	619	803	3RD AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 1
Odd	509	509	3RD AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 3
Even	422	422	3RD AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 3
Odd	521	709	4TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Odd	715	803	5TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Even	1210	1210	5TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Even	114	114	5TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 3
Even	112	316	6TH AVE E	WASHBURN	Wisconsin	54891	City of Washburn - Ward 1
Odd	603	623	6TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Even	506	506	6TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Even	150	150	7TH AVE	WASHBURN	Wisconsin	54891	City of Washburn - Ward 1
Even	732	732	7TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Odd	901	901	8TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Odd	901	901	8TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 2
Odd	229	1501	8TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4
Odd	111	309	9TH AVE W	WASHBURN	Wisconsin	54891	City of Washburn - Ward 4

### Steps to Resolve:

Steps	Actions	Expected Results
1	Click the Address Range sub-node under Addressing and Districting node.	The Address Range Search panel opens.
2	Enter a Street Name into the Address Range Search panel and click <b>[Search]</b> .	Address Ranges matching the search criteria are displayed in the grid.
3	Double-click on the Address Range Grid row to review the address range and locate the overlapping address range.	The Address Range Details Form appears. Verify that the Address Range is assigned to the correct district combo.  <b>Note:</b> Repeat Step 3 until all the search results have been verified.
4	If you have identified any overlapping address ranges that need to be modified with the correct district combo, click the <b>Merge Address Range</b> quick task.	The Welcome screen of the Address Range Change Utility Wizard appears.
5	Click <b>[Next]</b> .	The Merge Address Range – Selection form appears.
6	Click <b>[Custom]</b> and create a new filter. Save the new filter and click <b>[Use Filter]</b> .	You are returned to the Merge Address Range – Selection Screen with results shown in the grid.
7	Select <b>Overlapping</b> as the <b>Range Problem Type</b> from the drop-down list.	Selection is highlighted.
8	Click <b>[Refresh]</b> .	The results are displayed in the Select Address Ranges to Merge grid.
9	Mark the checkboxes to the left of the ranges to be merged.	Marked checkboxes display.
10	Click <b>[Next]</b> .	The <b>Merge Address Range – Options</b> screen appears.
11	Select the address range that will remain following the merge from the <b>Select Range to Merge into</b> drop-down list.	Selected address range is highlighted.
12	Select a reason for the merge from the <b>Specify a Reason for this Change</b> drop-down list and select mailing options, if applicable.	Selected reason is highlighted.
13	Click <b>[Next]</b> .	The <b>Merge Address Range – Change Results</b> screen appears.
14	Review the information and Click <b>[Next]</b> .	A message box appears.
15	Click <b>[Yes]</b> to start the merge process.	The Finish screen appears.
16	Click <b>[Finish]</b> .	The merge is now in process and is scheduled to be completed by the Scheduler.  This task appears on the Scheduler-Ad Hoc tasks grid.
17	To view the Status of the Merged Address, click on the <b>[+]</b> to the left of the <b>Scheduler</b> node.	The Scheduler node expands.



Steps	Actions	Expected Results
18	Click on the <b>Ad-hoc Tasks</b> sub-node.	The scheduled jobs appear on the grid.  <b>Note:</b> If the Status of the Ad-Hoc task is Success, it means that the scheduled task was run successfully.
19	Perform an address range search under the <b>Address Ranges</b> sub-node to verify merge has been completed.	

## Scenario 2: Overlap Review and Clean-up (between municipalities, e.g. if a street is shared by two jurisdictions)

**Scenario:** You attempt to modify an address range in SVRS and receive an error indicating overlapping address ranges. In some cases, a road is shared between two municipalities.

**Example:** Village of Black Earth and Town of Black Earth share a street. 201 - 300 MAIN ST (Village of Black Earth) falls within a bigger range 100 – 500 MAIN ST (Town of Black Earth).

### Steps to Resolve:

To fix this problem from the example above, the municipalities will need to follow the steps below:

- A. It is imperative that the municipalities involved communicate with each other to ensure that both municipalities verify and work together to resolve the problem.
- B. **Village of Black Earth** will need to modify the address range so that it falls outside of the overlapping range. Modify 201 - 300 MAIN ST to 600 – 700 MAIN ST.
- C. **Town of Black Earth** will need to split their address range to remove the overlapping range.
  - Split 100 – 500 MAIN ST into 100 – 200 MAIN ST and 201 – 500 MAIN ST. (See steps below for detailed instruction on how to split an address range)
  - Modify the split range to reflect the original address range in Town of Black Earth. Modify 201 – 500 MAIN ST to 301 – 500 MAIN ST
  - Contact Village of Black Earth to let them know that you are done with the split
- D. **Village of Black Earth** will need to modify their address range to reflect the correct range. Modify 600 – 700 MAIN ST to 201 – 300 MAIN ST

Steps	Actions	Expected Results
1	Click on the [+] to the left of the Addressing and Districts node.	The Addressing and Districts node expands.
2	Click on the Address Ranges sub-node.	The Address Ranges search panel appears.
3	Enter a Street Name into the Address Range Search panel and click <b>[Search]</b> .	Address Ranges matching the search criteria are displayed in the grid.
4	Double-click on the Address Range Grid row to review address ranges and to identify the discrepancies.  <b>Note:</b> In some cases, you need to review your address ranges and locate where the overlap with another jurisdiction might exist. The report provided by the SVRS conversion team will identify these overlaps.	The <b>Address Range Details Form</b> appears. Verify that the Address Range is assigned to the correct district combo.  Repeat Step 3 until all the search results have been verified.
5	If you determine that you need to split an address range in your municipality, click the <b>Split Address Range</b> quick task.	The <b>Split Address Range – Selection</b> screen appears.
6	Click <b>[Custom]</b> and create a new filter. Save the new filter and click <b>[Use Filter]</b> .	You are returned to the <b>Split Address Range – Selection</b> Screen with results shown in the grid.
7	Mark the radio button of the Address Range to be split.	



Steps	Actions	Expected Results
8	Enter the house number where the split should occur in the <b>Split Selected Range at House Number</b> field.	
9	Click <b>[Next]</b> .	The <b>Split Address Range - Results</b> screen of the Split Address Range Wizard appears with the intended splits displayed.
10	Select a reason for the split and select the proper values for the mailing if a mailing is required.	Selected values display.
11	Enter additional information or make necessary changes to the split.	
12	Click <b>[Next]</b> .	The <b>Split Address Range Options</b> screen of the Split Address Range Wizard appears.
13	Select a reason for the split and select the proper values for the mailing if a mailing is required.	
14	Click <b>[Next]</b> .	The <b>Split Address Range – Change Results</b> screen of the Split Address Range Wizard appears.
15	Review the intended results reflected in the grid.	
16	Click <b>[Next]</b> .	The <b>Finish Group Address Changes</b> screen appears.
17	Click <b>[Finish]</b> .	The split address is now in process and is scheduled to be completed by the Scheduler.  This task appears on the Scheduler-Ad Hoc tasks grid.
18	To view the Status of the Split, click on the [+] to the left of the <b>Scheduler</b> node.	The Scheduler node expands.
19	Click on the <b>Ad-hoc Tasks</b> sub-node.	The scheduled jobs appear on the grid.  <b>Note:</b> If the Status of the Ad-Hoc task is Success, it means that the scheduled task was run successfully.
20	Perform an address range search to verify split has been completed. Update one of the new split address ranges if necessary for a different District Combo.	The split address ranges have the appropriate District Combo.



### Scenario 3: Modify an Address Range (Change Street Name)

**Scenario:** You need to modify a street name in SVRS.

**Example:** A street is named "Wis" Street in SVRS, but it should be called "Wisconsin" Street. The reason why the street is called "Wis" in SVRS is because it was written that way in the source data submitted by the municipalities. By modifying the street name in the address range, you are also updating the voter records associated with that address range.

#### Steps to Resolve:

Steps	Actions	Expected Results
1	Click on the [+] to the left of Addressing and Districts node.	The Addressing and Districts node expands.
2	Click on the Address Ranges sub-node.	The Address Ranges search panel appears.
3	Enter search criteria into the appropriate fields on the Address Range search panel and click <b>[Search]</b> .	The data grid displays with Address Ranges matching the entered criteria.
4	Double-click on the Address Range Grid row to be updated or edited.	The Address Range Details Form appears.
5	Update or edit the information (House Number Range, Street Name, etc.) on the form. Required fields must contain data.	Update complete.
6	Click <b>[Save and Close]</b> .	The updated Address Range is saved in SVRS.

## Scenario 4: Address Range Merge Workaround

This address range workaround is intended as a short-term solution in the event the Address Range Merge Quick Task is not running (the merge scheduler) or running too slow to meet Go-Live field support deadlines. The objective is to place each voter/address range in the correct district combo (address range clean-up pass one).

*The following examples assume you have printed the Address Ranges by Address Range Type report identified in the Go-Live support documentation and that the address ranges and district combo's have been verified with the clerk)*

### Example 1 – Correcting a Single Address Range and District Combo.

In the below example, you've determined that the below address range should be in Ward 1.

#### Example 1

Line	OEB	House Range	Street Name	Type	City Name	District Combo	Voter Count
1	0	23 39	Main	St	My Town	12345-002-0	4

#### Steps to Resolve:

1. From the Address Ranges node, search for the address range to change.
2. Double-click on the address range and open the address range record.
3. Change the District Combo, then click on the Save and Close button.

### Example 2 – Correcting an Overlapping Address Range and District Combo.

In the below example, you've determined that the below address range (line 2) should be Ward 1 and thus merged into 23-39 Main St Ward 1 (line 1). The [manual merge] workaround is to identify the voter in line 2, delete that address range, and then re-validate the voter record to the address range in line 1.

#### Example 2

Line	OEB	House Range	Street Name	Type	City Name	District Combo	Voter Count
1	0	23 39	Main	St	My Town	12345-001-0	9
2	0	33 33	Main	St	My Town	12345-002-1	1
... or ...							
3	0	33 33	Main	St	My Town	12345-001-0	1
4	0	33 33	Main	St	My Town	12345-002-1	1

#### Steps to Resolve:

1. From the Address Ranges node, search for the address range to change (line 2 in this example).
2. Double-click on the address range and open the address range record.
3. From the address range record, click on the Voters tab.
4. Check the check box 'Show list of Voters on this Address Range' to display the voters name, and record the name(s).

*Note: This 'manual merge' is recommended for address ranges with a few voters. If manually re-validating an address range with a large number of voters, it may be quicker to run the Merge Address Range Quick Tasks.*

5. Exit the address range record and delete the address range using the Delete Address Range Quick Tasks.



6. Open the recorded voter's record from the Voter node.
7. Tab through the address and re-validate against the correct address range and district combo (line 1 in this example).

*Note: You may have to 'force' the re-validation process by re-entering the house number. By doing so, you are causing AESM to recognize an entry in the address range and thus running the validation process (green check mark). Otherwise, AESM will not see any changes to the address range and re-validation will not occur (red circle).*

8. Save and Close the voter record with the updated validated address range.

## Scenario 5: Group Address Change

**Scenario:** You need to modify the postal code for an entire address range.

**Example:** The postal code for the Address Range 100 – 200 MAIN ST has changed from 53597 to 53596.

**Steps to Resolve:** The Address Range Change Wizard allows you to find one or more address ranges and make global changes – such as changing a zip code, street name or moving an address range from one jurisdiction to another – to all of the selected address ranges and their associated voters with one pass through the Wizard.

**Address Range Change Utility**

**Group Address Change - Selection**  
Select Address Ranges to Change

Find Matching Address Ranges

Change Group Custom

Select the Address Ranges to Change 55 Voters in Highlighted Range

	Exc...	Q/...	Ho...	Ho...	Street	City	Postal Code	Dist...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E	5492	5540	GEREND RD	WAUNAKEE	53597	164
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E	5548	6134	RIVER RD	WAUNAKEE	53597	161
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E	5554	5586	MOONLIGHT DR	WAUNAKEE	53597	164
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E	5790	5800	EMERALD GROVE LN	WAUNAKEE	53597	164
<input checked="" type="checkbox"/>	<input type="checkbox"/>	O	6061	6125	IMPERIAL DR	WAUNAKEE	53597	161
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E	4886	5026	GILKESON RD	WAUNAKEE	53597	161
<input checked="" type="checkbox"/>	<input type="checkbox"/>	O	5575	5601	LAVIN WAY	WAUNAKEE	53597	164
<input checked="" type="checkbox"/>	<input type="checkbox"/>	O	5923	5941	STATE ROAD 113	WAUNAKEE	53597	161
<input checked="" type="checkbox"/>	<input type="checkbox"/>	F	4790	4790	STATE ROAD 19	DE FOREST	53532	161

64 Voters Affected

Show Affected Voters Print Address Ranges ☐ Move to Another Jurisdiction (None Selected)

Help < Back Next > Cancel

**Group Address Range – Selection Screen**

**Address Range Change Utility**

**Group Address Range - Parameters and Options**  
Specify what to change on the selected address ranges and voters

**Make These Changes**

Change This:   
 Postal Code   
  
  
  
 To This:   
 53597

**Advanced Options**

Specify a Reason for this change   
 Administrative   
☒ Send Mailing to affected voters   
 Participating Voter Lbls   
 Send to Address   
 Residential   
 Message(s) on Mailing   
 (Select Message)   
 Custom   
 Help   
 < Back   
 Next >   
 Cancel

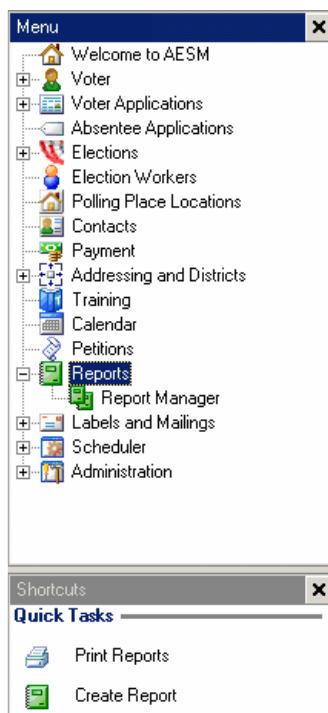
**Group Address Range Parameters and Options Screen**

Steps	Actions	Expected Results
1	Click on the [+] to the left of the Addressing and Districts node.	The Addressing and Districts node expands.
2	Click on the Address Ranges sub-node.	The Address Ranges search panel is displayed.
3	Click the <b>Change Group Address Ranges</b> Quick Task.	The <b>Welcome</b> screen of the Address Range Change Wizard appears.
4	Click <b>[Next]</b> .	The <b>Group Address Range – Selection</b> form appears.
5a	Select the applicable filter from the <b>Find Matching Address Ranges</b> drop-down list.	You are returned to the Group Address Range – Selection Screen with results shown in the grid.
5b	Click <b>[Custom]</b> and create a new filter. Save the new filter and click <b>[Use Filter]</b> .	You are returned to the Group Address Range – Selection Screen with results shown in the grid.
6	Mark the checkbox of the Address Range rows in the grid that you want to change.	
7	Click the <b>[Show Affected Voters]</b> button if user wants to see which voters will be affected by this change.	The affected voters' data grid appears.
8	Click <b>[Next]</b> .	The <b>Group Address Range Parameters and Options</b> screen appears.
9	In the uppermost <b>Change This</b> drop-down select the Address Range field that is to be changed.	
10	In the corresponding uppermost <b>To This</b> drop-down select the new value for the selected field.	
11	Repeat steps 9 and 10 for any additional Address Range components that require changing.	

Steps	Actions	Expected Results
12	From the <b>Specify a Reason for this change</b> drop-down list, select the appropriate reason.	
13	<p>If a mailing will be needed,</p> <ul style="list-style-type: none"> <li>• Select a specific mailing from the <b>Send mailing to affected voters</b> drop-down list.</li> <li>• Select the destination address (home, mailing) from the <b>Send to Address</b> drop-down list.</li> <li>• Select the message from the <b>Message(s) on Mailing</b> drop-down list.</li> </ul>	
14	Click <b>[Next]</b> .	<p>The <b>Group Address Range Change Results</b> screen appears.</p> <p>The changes to be made are listed in the grid.</p>
15	Review the intended results reflected in the grid.	
16	Click <b>[Next]</b> .	The <b>Finish Group Address Changes</b> screen appears.
17	If necessary, you can abort the change process by clicking <b>[Abort Cancel]</b> .	
18	Click <b>[Finish]</b> .	<p>The Change Group Address range process is completed.</p> <p>This task appears on the Scheduler – Ad Hoc tasks grid.</p>
19	To view the Status of the Group Address Change, click on the <b>[+]</b> to the left of the <b>Scheduler</b> node.	The Scheduler node expands.
20	Click on the <b>Ad-hoc Tasks</b> sub-node.	<p>The scheduled jobs appear on the grid.</p> <p><b>Note:</b> If the Status of the Ad-Hoc task is Success, it means that the scheduled task was run successfully.</p>
21	Perform an address range search under the <b>Address Ranges</b> sub-node to verify that the Groups Address Change has been completed.	

## **Section 4 – Reports**

Standards Reports are accessed through the Print Reports Quick Task. The Print Reports Quick Task is available in the Quick Task Pane of the Reports module of the main menu tree.



The Print Reports Quick Task allows you to select a standard report to print, modify the layout using a Wizard, choose filter and sorting options, and then preview, print, or export the report using the Print Report Task Pane. For instance, if you choose an Address Range Listing report, you can select a filter to show only address in a specific district combo.

Print Report

Select Report

Step 1 of 2

Category: Voter

Reports

Address Range Listing

Address Ranges by Address...

Address Ranges with District...

Address Ranges with No Vot...

District Description Listing

Address Range Listing

Address	City	State	Zip	County	House	Sen	Rep	Party
1234 Main St	Springfield	IL	62761	Madison	111	112	113	114
5678 Oak Ave	Springfield	IL	62761	Madison	111	112	113	114
9012 Elm St	Springfield	IL	62761	Madison	111	112	113	114
3456 Pine Rd	Springfield	IL	62761	Madison	111	112	113	114
7890 Maple Dr	Springfield	IL	62761	Madison	111	112	113	114

Delete

Modify Layout

Next

Print Report

Selected Report

Address Range Listing

Report Options

Filter (Select Filter) Custom

Sort By (Select Sort) Custom

More Report Options

☒ Show Protected Information

Printer Setup

Print Options

☒ Preview
 ☐ Print Now
 ☐ Schedule

(Select Sch... Custom

Back

Preview

After all data cleanup tasks are completed run the “Voters with No District Combo” report. This report will list all voters with no associated District Combo. This report can be found in the “Voter” category.