

## Mass AV Application Report Module

THIS MODULE WILL REPLACE THE CURRENT MASS AV APPLICATION MODULE AND CAN BE FOUND UNDER FILE THEN CLICK ON MASS AV APPLICATIONS. THE MASS AV APPLICATION MODULE IS USED TO GENERATE AV APPLICATIONS FOR PERMANENT AV VOTERS, VOTERS WHO ARE OVER 60 OR A COMBINATION OF THE TWO GROUPS AND CAN CREATE LABELS, AV POST CARDS, QVF APPLICATIONS OR PRE-PRINTED APPLICATIONS. THE MODULE ALLOWS CLERKS TO SELECT THE SPECIFIC PRECINCT THAT THEY WANT TO GENERATE AV APPLICATIONS FOR AS WELL AS THE ABILITY TO SPECIFY A MAIN AND SECONDARY ELECTION ALLOWING FOR DUAL AV APPLICATIONS TO BE GENERATED. THERE IS ONE MAJOR CHANGE TO THIS MODULE; USERS MAY CHOOSE TO RECORD THAT AV APPLICATIONS WERE SENT TO THEIR VOTERS THROUGH THE MASS AV APPLICATION MODULE. **BEFORE MAKING THIS SELECTION, CLERKS SHOULD NOTE THAT SAVING A LARGE NUMBER OF APPLICATIONS TO THE DATABASE CAN CONSUME SIGNIFICANT SERVER RESOURCES AND RESULT IN DRAMATICALLY LENGTHENED REPLICATION TIMES.** VOTERS SELECTED TO RECEIVE AN AV APPLICATION USING THE NEW MODULE WILL ALSO BE RECORDED AS HAVING BEEN SENT AN APPLICATION IN THE AV SCAN AND ABSENTEE BALLOTS AND APPLICATIONS MODULE; CLERKS WILL NO LONGER NEED TO RECORD APPLICATIONS GENERATED USING THE MASS AV APPLICATION MODULE AS BEING SENT IN THE AV SCAN MODULE.

Michigan Qualified Voter File - [Mass AV Applications]

File View Reports Sys Admin Data Maint. Window Help

Mass AV Applications

Close Help

Settings

County: [dropdown] Jurisdiction: [dropdown]

Main Election: [dropdown]

Secondary/General Election: [dropdown]

Selection Options

Over 60+

Permanent AVs

Precincts

Select All

Select None

0 Selected

Next Step >>

Test Version 2.6.3

### USING THE MODULE:

- CLICK ON FILE
- SELECT MASS AV APPLICATIONS
- SELECT A COUNTY
- SELECT A JURISDICTION
- SELECT A MAIN ELECTION
- SELECT A SECONDARY/GENERAL ELECTION\*
- INDICATE THE SELECTION OPTIONS BY CHECKING OVER 60+ AND/OR PERMANENT AVS
- SELECT THE PRECINCT(S) TO INCLUDE (HOLD CTRL AND LEFT CLICK TO SELECT MULTIPLE PRECINCTS)
- CLICK NEXT STEP

\*AN ASSOCIATION MUST BE CREATED IN THE ELECTION ADMINISTRATION MODULE. (QVF DESKTOP REFERENCE - CHAPTER 3, PAGE 3)

## USING THE MODULE: (MASS AV APPLICATION REPORT MODULE CONT.)

CHOOSE FROM THE OUTPUT FORMAT DROP-DOWN BOX ONE OF THE FOLLOWING OPTIONS:

- QVF APPS (FRONT)
- PRE PRINTED APPS
- POSTCARDS
- LABELS

SELECT THE VOTERS THAT YOU WISH TO INCLUDE IN THE REPORT (HOLD CTRL AND LEFT CLICK TO SELECT MULTIPLE RECORDS OR CLICK SELECT ALL)

CLICK SAVE

CLICK YES WHEN PROMPTED TO “PERMANENTLY SAVE THE SELECTED APPLICATIONS TO THE DATABASE...” (CLICKING YES WILL MARK THE SELECTED VOTER RECORDS AS HAVING BEEN SENT AN APPLICATION FOR THE CURRENT ELECTION. CLICKING NO WILL ALLOW YOU TO GENERATE THE APPLICATIONS WITHOUT AFFECTING THE VOTERS AV APP STATUS. CLICKING YES MAY SLOW YOUR REPLICATION TIME)

CLICK PREVIEW

CLICK ON THE PRINTER ICON IN THE UPPER LEFT CORNER TO BEGIN PRINTING

The screenshot shows a software window titled "Michigan Qualified Voter File - [Mass AV Applications]". The window has a menu bar with "File", "View", "Reports", "Sys Admin", "Data Maint.", "Window", and "Help". Below the menu bar is a toolbar with "Close" and "Help" buttons. The main area is divided into "Settings" and "Results" tabs. Under "Settings", there is an "Output Format" dropdown menu set to "QVF Apps (Front)", and "Preview" and "Save" buttons. The "Results" tab displays a table with three columns: "Precinct A1", "Full Name A2", and "Zipcode". The table contains 30 rows of voter data, with the first row selected. At the bottom of the window, there is a status bar showing "Total Items: 520" and "Total Selected: 1", along with a "Select All" button. The version number "Test Version 2.6.3" is displayed in the bottom left corner.

Precinct A1	Full Name A2	Zipcode
00001	ACKERMAN, VIRGINIA MARGARET	48820
00001	ALLEN, JOHN E	48820
00001	ALLEN, KAY MARIE	48820
00001	ALLEN, WILMA A	48820
00001	ANGWIN, ANDREW ELWIN	48820
00001	ANGWIN, THERESA MARIE	48820
00001	ANKNEY, ROSALIE C	48820
00001	AUBIN, JOSEPH EMILE	48820
00001	BENSON, ELWIN ERIC	48820
00001	BENSON, MIRILYN C	48820
00001	BEST, BARBARA JEAN	48820
00001	BRADDOCK, ELIZABETH LOUISE	48820
00001	BRASKA, ELINOR LOUISE	48820
00001	BROWN, CLAIRE MARIE	48820
00001	BUTLER, MELVIN GENE	48820
00001	CALDEWEY, JACQUE DALE	48820
00001	CARPENTER, ANN ELAINE	48820
00001	CHILDERS, EUNICE JUDITH	48820
00001	CHURCH, THELMA MARGARET	48820
00001	CLARK, FLORENCE ALVERDA	48820
00001	CLARK, IRMA JEAN	48820
00001	COIN, CONWAY E	48820
00001	COIN, MARILYN	48820
00001	COSTIGAN, HELEN J	48820
00001	COWAN, ROBERT CLARK	48820
00001	CRESSMAN, WILLIS I	48820
00001	CURTIS, JOYCE LOUISE	48820

# Clerk Contacts Module

THIS MODULE REPLACES THE CURRENT CLERK LOOKUP MODULE WITH ONE THAT IS ABLE TO INCLUDE MORE INFORMATION AND CATEGORIZE CLERKS AND THEIR STAFF MORE EFFICIENTLY. THE MODULE ALLOWS YOU TO ADMINISTER, VIEW AND PRINT YOUR CLERK INFORMATION. IT ALLOWS CLERKS THE OPTION OF ASSIGNING CLERK, CLERK ASSISTANT, ELECTION DIRECTOR AND/OR PRIMARY QVF USER TO EACH CONTACT. THE STATE USES THE MODULE TO ASSIST IN THE TRACKING OF ACCREDITED CLERKS; WE WILL BEGIN USING THE TR. DATE FIELD TO INDICATE THE LAST ACCREDITATION TRAINING THAT YOU ATTENDED. THE STATE WILL ALSO USE THIS MODULE TO FLAG CLERKS THAT MAY NEED ACCREDITATION TRAINING; IF YOU SEE A "Y" IN THE VERIFY FIELD, PLEASE CONTACT THE BUREAU FOR MORE INFORMATION.

Michigan Qualified Voter File - [Clerk Contacts]

File View Reports Sys Admin Data Maint. Window Help

Reports Clerk Contacts

View New Delete Details Label Close Help

County: (ALL) Jurisdiction: (ALL)

Roles:	County A1	Jurisdiction A2	Name A3	TR. Date	Verify
<input checked="" type="checkbox"/> CLERK	ALCONA	ALCONA TOWNSHIP	LALONDE, DAWN		N
<input type="checkbox"/> CLERK ASSISTANT	ALCONA	ALL	SIMMONS, GAYLE		N
<input type="checkbox"/> ELECTION DIRECTOR	ALCONA	CALEDONIA TOWNSHIP	TIMM, HELEN		N
<input type="checkbox"/> PRIMARY QVF USER	ALCONA	CURTIS TOWNSHIP	KAROLY, GWEN		N
	ALCONA	GREENBUSH TOWNSHIP	WINTER, ART		N
	ALCONA	GUSTIN TOWNSHIP	WALLENMAIER, GAIL		N
	ALCONA	HARRISVILLE CITY	SANDERSON, KAREN		N
	ALCONA	HARRISVILLE TOWNSHIP	JAMIESON, ROGER		N
	ALCONA	HAWES TOWNSHIP	WILBURN, MARIAN		N
	ALCONA	HAYNES TOWNSHIP	SCHEFFERLY, SHARON		N
	ALCONA	MIKADO TOWNSHIP	SANDS, RITA		N
	ALCONA	MILLEN TOWNSHIP	COX, GWENDOLYN		N
	ALCONA	MITCHELL TOWNSHIP	WILDFONG, WILBUR		N
	ALGER	ALL	KINNUNEN, DONALD		N
	ALGER	AU TRAIN TOWNSHIP	ROGERS, MARY		N
	ALGER	BURT TOWNSHIP	SAVAGE, LORI		N
	ALGER	GRAND ISLAND TOWNSHIP	STARK, BARBARA		N
	ALGER	LIMESTONE TOWNSHIP	RASK, DANITA		N
	ALGER	MATHIAS TOWNSHIP	RICHMOND, AMY		N
	ALGER	MUNISING CITY	ROBERTS, SUE		N
	ALGER	MUNISING TOWNSHIP	NETTLETON, JUNE		N
	ALGER	ONOTA TOWNSHIP	HANSON, MARY		N
	ALGER	ROCK RIVER TOWNSHIP	HILL, WILMA		N
	ALLEGAN	ALL	WATTS, JOYCE		N
	ALLEGAN	ALLEGAN CITY	SUTTERFIELD, LISA		N
	ALLEGAN	ALLEGAN TOWNSHIP	HOUGH, HOLLIS		N
	ALLEGAN	CASCO TOWNSHIP	OVERHISER, ALLAN		N
	ALLEGAN	CHESHIRE TOWNSHIP	HETZEL, PETE		N
	ALLEGAN	CLYDE TOWNSHIP	MCKELLIPS, CHRISTINE		N
	ALLEGAN	DORR TOWNSHIP	DUTKIEWICZ, RICHARD		N

Training Accreditation On or Before: [ ]

Verify Status

Search

Test Version 2.7.2

## USING THE MODULE:

### ADJUSTING THE VIEW –

THE NEW CLERK CONTACT MODULE HAS SOME ADVANCED SORTING AND VIEW OPTIONS AVAILABLE. THE **ROLES** VIEW CAN BE FOUND ON THE LEFT SIDE OF THE MAIN CLERK CONTACT WINDOW. SELECTING OR UNSELECTING THE DIFFERENT ROLES (CLERK, CLERK ASSISTANT, ELECTION DIRECTOR, PRIMARY QVF USER) HERE WILL MODIFY THE LIST OF CONTACTS DISPLAYED; CHECKING THE CLERK FIELD WILL DISPLAY THE CONTACTS DESIGNATED AS CLERK. ALL NAMES THAT TRANSFERRED FROM THE OLD CLERK LOOKUP MODULE HAVE BEEN DESIGNATED THE CLERK ROLE.

THE CONTACTS MAY ALSO BE DELIMITED USING THE **TRAINING ACCREDITATION ON OR BEFORE** FIELD. THIS FIELD CAN BE USED TO SORT THE CONTACTS BY THEIR RECORDED ACCREDITATION DATES. ENTERING 01/01/2000 THEN CLICKING SEARCH HERE WOULD FILTER THE CLERK CONTACT LIST BY ACCREDITATION DATE, ELIMINATING ANYONE WHO DID NOT HAVE AN ACCREDITATION DATE ON OR BEFORE 01/01/2000. IN ADDITION, YOU CAN ALSO FILTER THE CONTACT LIST BY CHECKING THE **VERIFY STATUS** CHECKBOX. DOING SO WILL FILTER OUT ALL CONTACTS WITH AN "N" IN THE VERIFY FIELD. NOTE: ONLY THE STATE CAN ENTER ACCREDITATION INFORMATION.

THE GRID ITSELF IS CAN BE SORTED IN THE NEW MODULE. CLICKING ON THE FIELD HEADINGS (COUNTY, JURISDICTION, NAME, TR. DATE, VERIFY) ALLOW YOU TO QUICKLY SORT THE SELECTED FIELD ALPHABETICALLY. ONCE A HEADING HAS BEEN CLICKED ON, AN ARROWHEAD WILL APPEAR NEXT TO THE HEADING NAME INDICATING THAT THE SORTING HAS BEEN APPLIED.

## **USING THE MODULE: (CLERK CONTACTS MODULE CONT.)**

### **ADDING NEW CONTACTS –**

SELECT THE COUNTY, THEN THE JURISDICTION FROM THE DROP-DOWN BOXES

CLICK NEW

ENTER THE CONTACT'S LAST NAME

ENTER THE CONTACT'S FIRST NAME

SELECT THE CONTACT'S ROLES IN YOUR JURISDICTION FROM THE FOUR AVAILABLE ROLES. (MULTIPLE ROLES MAY BE SELECTED)

CLICK OK

NOTE: IF THE CONTACT ADDED DOES NOT DISPLAY IN THE MAIN CONTACT LIST, VERIFY THAT THE ROLES FIELD IS SET TO DISPLAY THE TYPE OF CONTACT RECENTLY ADDED.

### **EDITING CONTACTS –**

CONTACTS MAY BE EDITED BY DOUBLE CLICKING ON THE RECORD

OR

YOU MAY SELECT A CONTACT THEN CLICK THE EDIT BUTTON

EDIT THE DESIRED FIELDS INCLUDING ROLES

CLICK OK TO SAVE THE CONTACT

NOTE: YOU ARE ONLY ALLOWED TO VIEW ANOTHER JURISDICTION'S CONTACTS.

### **DELETING CONTACTS –**

TO DELETE A CONTACT, HIGHLIGHT THE CONTACT

CLICK THE DELETE BUTTON

CLICK OK

### **VIEWING OTHER JURISDICTIONS CONTACTS –**

SELECT (ALL) OR THE COUNTY FROM THE COUNTY DROP-DOWN BOX

SELECT THE JURISDICTION OR (ALL) FROM THE JURISDICTION DROP-DOWN BOX

SELECT FROM THE ROLES FIELD WHICH GROUP(S) OF CONTACTS YOU WISH TO VIEW

DOUBLE CLICK ON THE DESIRED CONTACT

### **LABELS AND DETAILS –**

TO PRINT A LABEL OR DETAILS REPORT FOR A SINGLE CONTACT, SELECT THE CONTACT FROM THE CLERK CONTACTS WINDOW

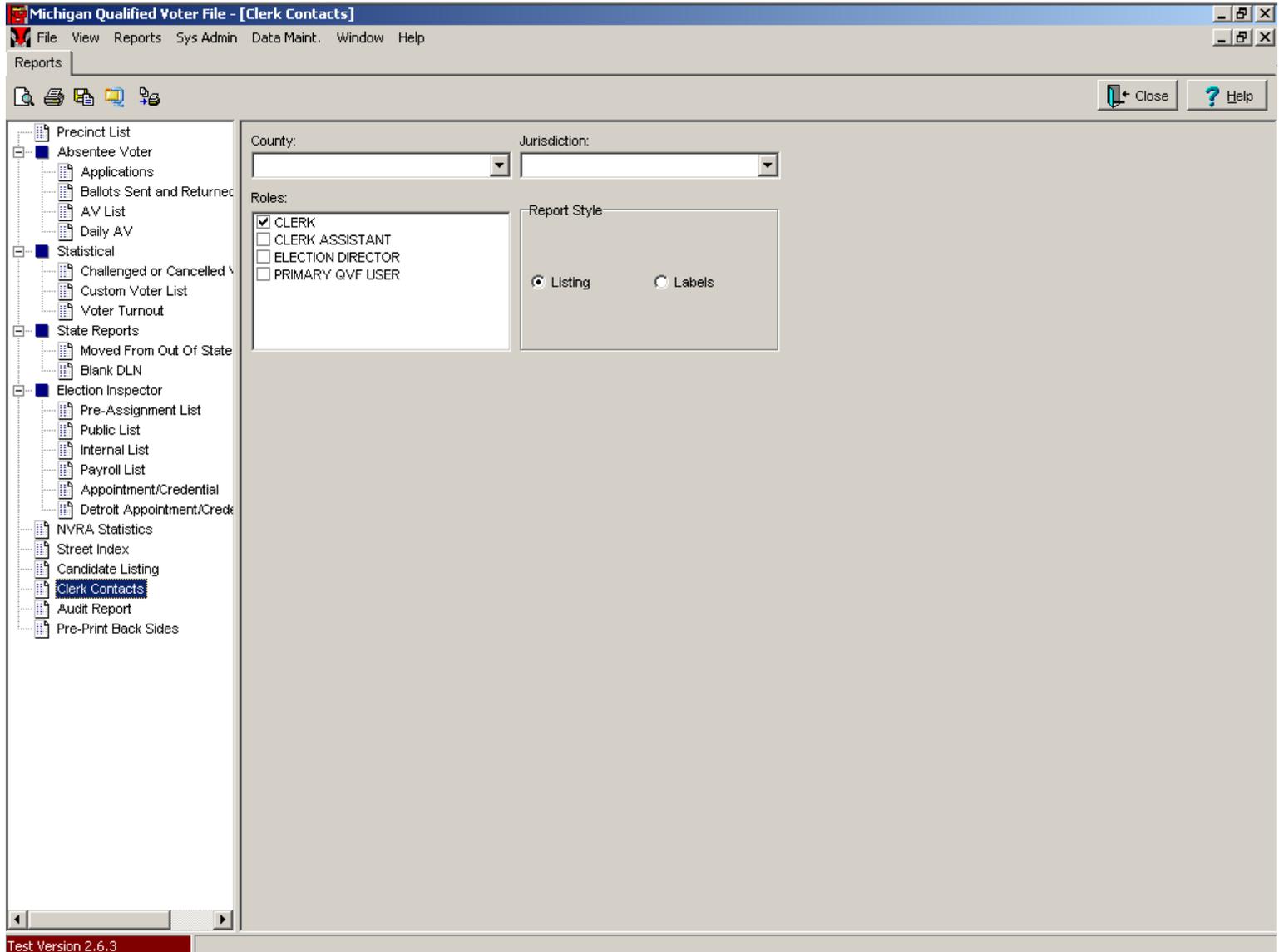
CLICK ON THE DESIRED REPORT, LABEL OR DETAILS

CLICK OK

## **Clerk Contacts Report Module**

THIS REPORT MODULE ALLOWS YOU TO PRINT LARGE GROUPS OF CONTACTS. THE ABILITY TO SORT BY ROLE, COUNTY AND JURISDICTION IS AVAILABLE TO YOU. THE REPORT CAN BE OUTPUT AS LABELS OR A LISTING. YOU HAVE THE ABILITY (AS WITH MOST REPORTS) TO CREATE A TXT FILE, A \*PDF FILE OR \*CSV FILE FROM THIS MODULE.

\*THE PDF AND CSV FILE TYPES ARE AVAILABLE AFTER PREVIEWING THE REPORT. CONTACT THE HELPDESK FOR ASSISTANCE OR QUESTIONS.



### **USING THE MODULE:**

SELECT THE COUNTY OR (ALL)

SELECT THE JURISDICTION OR (ALL)

CHOOSE THE ROLES (CLERK, CLERK ASSISTANT, ELECTION DIRECTOR, PRIMARY QVF USER) THAT YOU WISH TO INCLUDE

SELECT THE STYLE OF THE REPORT, LISTING OR \*LABELS

CLICK PREVIEW

CLICK ON THE PRINTER ICON IN THE UPPER LEFT CORNER TO BEGIN PRINTING

\*THE LABEL SIZE, 2 ACROSS OR 3 ACROSS MUST BE SELECTED BEFORE PRINTING

CLICK ON FILE

SELECT OPTIONS

SELECT THE DESIRED DEFAULT LABEL SIZE.

## PRECINCTS AND POLLING LOCATIONS MODULE

THIS MODULE IS USED WHEN ADMINISTERING POLLING LOCATION ASSIGNMENT AND INFORMATION. WE HAVE SEPARATED THE MODULE INTO TWO SECTIONS: POLLING LOCATIONS AVAILABLE FOR ASSIGNMENT AND POLLING LOCATIONS ASSIGNED TO EACH PRECINCT. THIS WILL ALLOW CLERKS TO EASILY ASSIGN MULTIPLE PRECINCTS TO THE SAME POLLING LOCATION, ELIMINATING DUPLICATE ENTRIES. THIS MODULE SIMPLIFIES THE ASSIGNMENT AND REASSIGNMENT OF POLLING LOCATIONS; PRECINCTS THAT DO NOT HAVE AN ASSIGNED POLLING LOCATION WILL INDICATE [NONE].

THE MODULE SCREEN HAS TWO SIDES DIVIDING THEIR FUNCTION. THE LEFT SIDE OF THE SCREEN IS THE LIST OF AVAILABLE PRECINCTS WITH THE POLLING LOCATION ASSIGNED (NONE WILL APPEAR IF A LOCATION NEEDS TO BE ASSIGNED). THE RIGHT SIDE OF THE SCREEN IS A LISTING OF ALL THE POLLING LOCATIONS THAT YOUR JURISDICTION CAN UTILIZE. A POLLING LOCATION WILL BE SELECTED FROM THE RIGHT SIDE OF THE MODULE THEN ASSOCIATED TO THE PRECINCT ON THE LEFT SIDE. THE POLLING LOCATIONS CAN BE EDITED, ADDED OR DELETED USING THIS MODULE. THE ENTIRE LIST OF POLLING LOCATIONS CAN BE EASILY PRINTED USING THE NEW MODULE.

Michigan Qualified Voter File - [Precincts and Polling Locations]

File View Reports Sys Admin Data Maint. Window Help

Precincts and Polling Locations

County: [ ] Jurisdiction: [ ] [Close] [Help]

Ward Precincts [View] [New] [Delete]

Precinct	Splits	Assigned Polling Location
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**Polling Locations:** [View] [New] [Delete]

County: [ ] [Print]

Jurisdiction: [ ]

[Assign To Precinct]

HC	Description
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Test Version 2.6.3

### USING THE MODULE:

#### ASSIGNING POLLING LOCATIONS –

SELECT YOUR COUNTY FROM THE DROP-DOWN BOX

SELECT YOUR JURISDICTION FROM THE DROP-DOWN BOX

SELECT THE PRECINCT TYPE (DEFAULT WILL BE WARD PRECINCTS)

SELECT A PRECINCT (LEFT SIDE)

SELECT FROM THE POLLING LOCATION LIST (RIGHT SIDE), THE LOCATION THAT YOU WISH TO ASSIGN TO THE SELECTED PRECINCT ON THE LEFT SIDE

CLICK THE ASSIGN TO PRECINCT BUTTON

## **USING THE MODULE: (PRECINCTS AND POLLING LOCATIONS MODULE CONT.)**

### **ADDING POLLING LOCATIONS –**

SELECT YOUR COUNTY FROM THE DROP-DOWN BOX

SELECT YOUR JURISDICTION FROM THE DROP-DOWN BOX

CLICK ON NEW

ENTER THE \*POLLING LOCATION INFORMATION

CLICK OK TO SAVE

\*POLLING LOCATION INFORMATION WILL BE AVAILABLE TO THE PUBLIC THROUGH THE VOTER INFORMATION CENTER. PLEASE BE AS COMPLETE AND SPECIFIC AS POSSIBLE.)

### **EDITING POLLING LOCATIONS –**

POLLING LOCATION MAY BE EDITED BY DOUBLE CLICKING ON THE RECORD

OR

YOU MAY SELECT A POLLING LOCATION THEN CLICK THE EDIT BUTTON

EDIT THE DESIRED FIELDS

CLICK OK TO SAVE

NOTE: YOU ARE ONLY ALLOWED TO VIEW ANOTHER JURISDICTION'S POLLING LOCATIONS

### **DELETING A POLLING LOCATION –**

TO DELETE A POLLING LOCATION, HIGHLIGHT THE POLLING LOCATION

CLICK THE DELETE BUTTON

CLICK OK

### **VIEWING ANOTHER JURISDICTION'S POLLING LOCATIONS –**

SELECT THE COUNTY FROM THE COUNTY DROP-DOWN BOX

SELECT THE JURISDICTION FROM THE JURISDICTION DROP-DOWN BOX

### **PRINTING POLLING LOCATIONS –**

SELECT A COUNTY FROM THE POLLING LOCATIONS SIDE OF THIS MODULE (DEFAULT WILL BE YOUR OWN)

SELECT A JURISDICTION FROM THE POLLING LOCATIONS SIDE OF THIS MODULE (DEFAULT WILL BE YOUR OWN)

CLICK ON PRINT