

## Cancellation Countdown Started Function

This function allows clerks to enter the date upon which a Cancellation Notice was mailed to a voter that they have reason to believe no longer resides in their jurisdiction. The QVF calculates the date upon which the record may be cancelled. After the passing of two November General elections, held in the even numbered years, the voter record would automatically be cancelled from the QVF unless the voter first verifies their address by voting in an election, or updating their registration. The new **Cancellation Countdown Started** field can be seen below.

### NOTIFICATION POSTCARD SIZING:

The Cancellation Notice is designed to fit on a double-fold postcard, that when folded in half is not larger than 4.25 x 6. The double fold design allows you to save postage by taking advantage of the postcard postage rate.

### SELECTING A VOTER RECORD:

- Click on FILE.
- Select VOTER SEARCH BY ...
- (Search for a voter, then enter the voter's registration screen as shown below)

The screenshot displays a voter registration form for Tom Jones in Portage City, Michigan. The form includes fields for personal information, address, and registration details. A red box highlights the 'Cancellation Countdown Started' field, which is currently empty. The form also includes a 'Mailing Address' section and a 'Residential Address' section with a 'Get Street Index' button. The bottom of the form has a 'Voter Info' tab and a row of buttons for 'ID', 'Master', 'Chng Status', 'Absentee', 'Out of State', 'History', 'Address', and 'Petitions'.

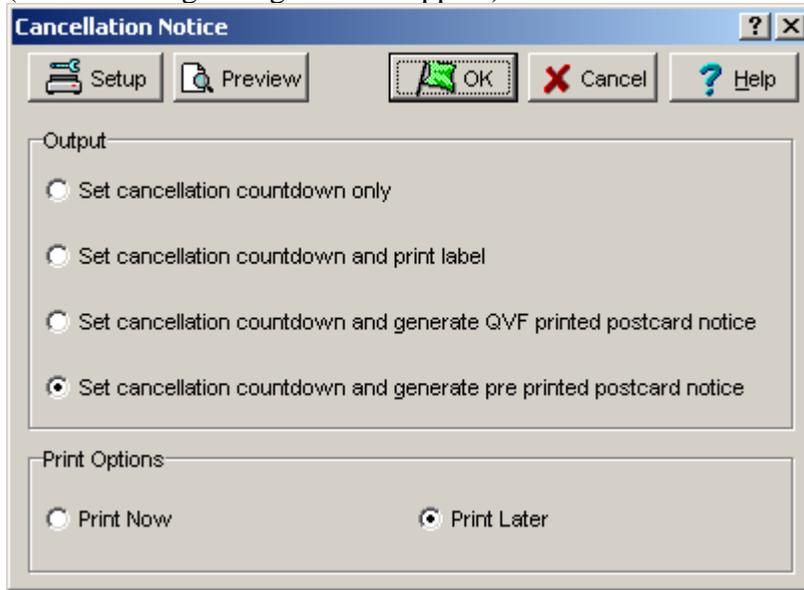
Jurisdiction:	PORTAGE CITY	Ward/Precinct:	00015	Polling Location:	NORTH MIDDLE SCHOOL
County:	KALAMAZOO	Eff. From:	03/01/1996	Through:	
Status:	ACTIVE	Entry Date:	04/07/1998	Operator:	DATAMAT2
Inspector:		Reg Date:	1/31/1996	Voter Id:	
Last Name:	JONES	First Name:	TOM	Middle Name:	
Former Name:		DOB:		Phone Number:	
Residential Address		Mailing Address:			
Number:	506	Suffix:		Prefix:	
Street Name:	NEW HAMPSHIRE	Type:	DR	Suffix:	
Post Office City:	PORTAGE	State:	MI	Zip Code:	49024

### TO ACTIVATE THE COUNTDOWN FOR A VOTER WHO HAS ALREADY BEEN SENT A NOTICE:

- Click in the CANCELLATION COUNTDOWN STARTED field.
- Enter the date the Cancellation Notice was sent.
- Click SAVE.
- Click NO when you are prompted with the NVRA confirm dialog box.

**TO ACTIVATE THE COUNTDOWN FOR A VOTER WHO WILL BE SENT A NOTICE TODAY:**

- Click on the printer icon located to the right of the CANCELLATION COUNTDOWN STARTED field.
- (The following dialog box will appear)

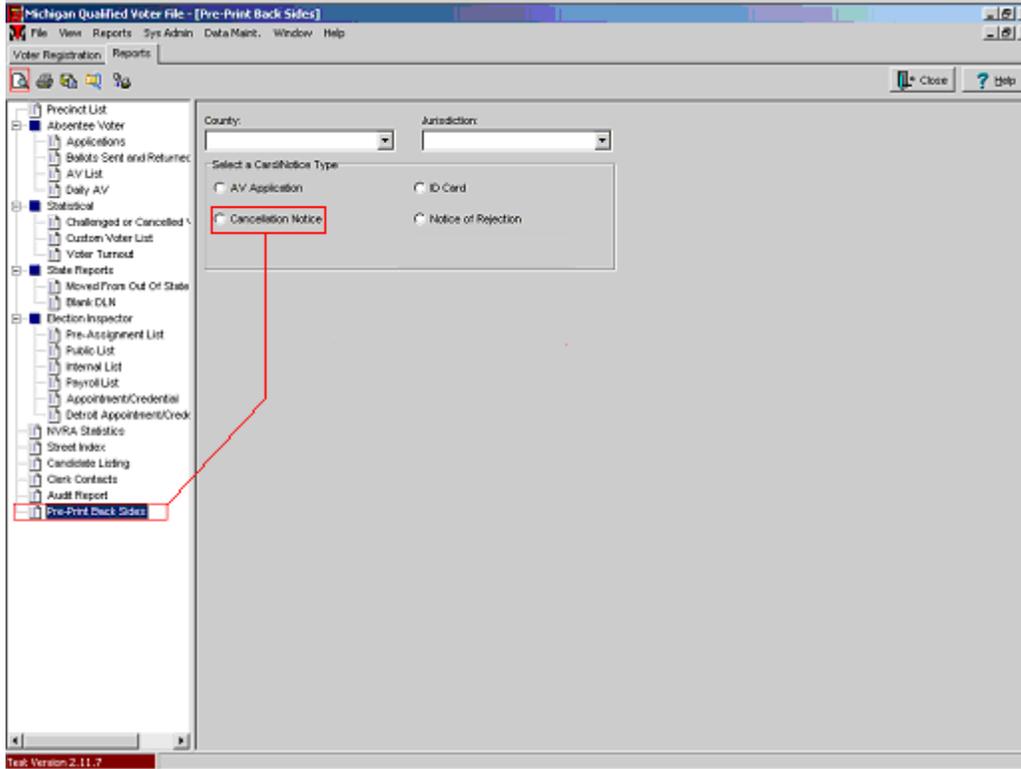


- Select from OUTPUT, the function that you want to perform.
  - Selecting the “Set cancellation countdown only” will enter today’s date into the CANCELLATION COUNTDOWN STARTED field without printing a notice or label.
  - Selecting “Set cancellation countdown and print label” will enter today’s date into the CANCELLATION COUNTDOWN STARTED field and generate a voter label for a vendor printed notice.
  - Selecting “Set cancellation countdown and generate QVF printed postcard notice” will enter today’s date into the CANCELLATION COUNTDOWN STARTED field and generate a notice from the QVF.
  - Selecting “Set cancellation countdown and generate QVF pre-printed postcard notice” will enter today’s date into the CANCELLATION COUNTDOWN STARTED field and allow you to print the voter and clerk information on a postcard provided to you by a vendor.
- Select from PRINT OPTIONS:
  - “Print Now” to generate the selected postcard immediately on your local printer.
  - “Print Later” to batch the selected postcard to your Local Report Queue (Reports-> Local Report Queue)
- Click PREVIEW to verify that the correct information will be printed.
- Click CLOSE to exit PREVIEW
- Click OK to generate the notice.

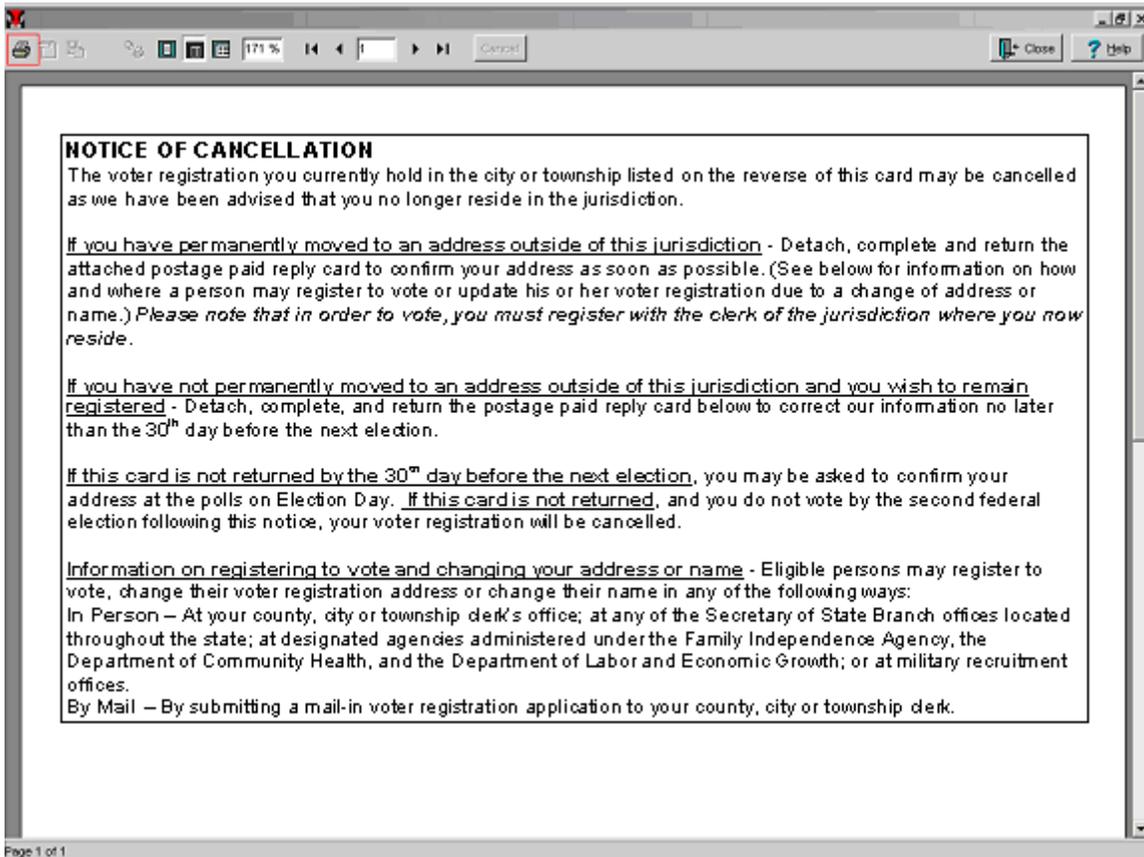
**PRE-PRINTING CANCELLATION NOTICE BACK-SIDE:**

The new **Cancellation Countdown Started** function requires that clerks prepare the back-side of the notices prior to generating individual voter notices. The Pre-Print Back-Sides module currently generates backsides for various notices, AV applications and ID cards. The module can be accessed through the following steps:

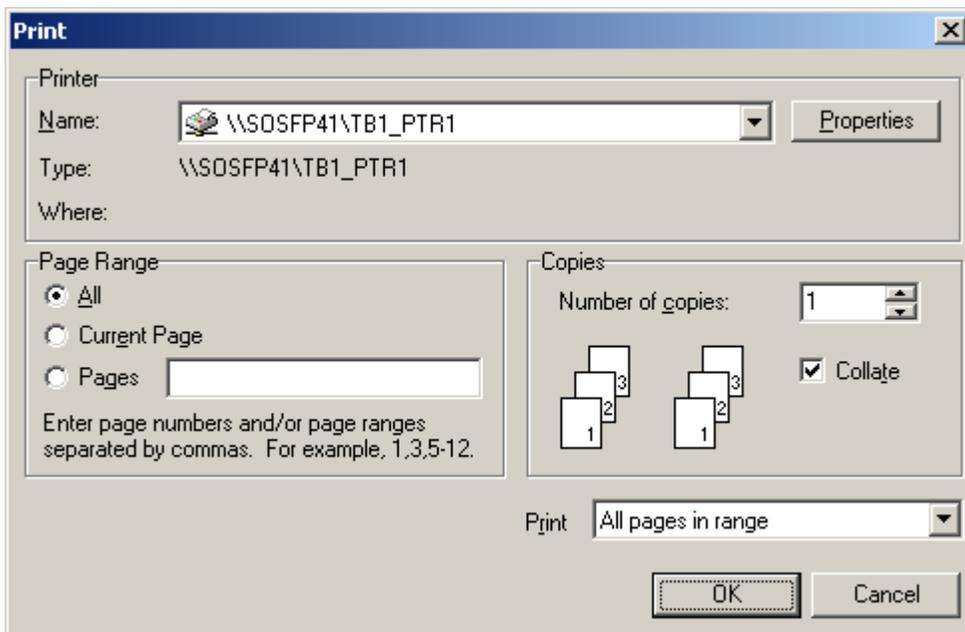
- Click on REPORTS from the menu bar.
- Select PRE-PRINT BACK SIDES.
- (The following screen will appear)



- Select you County and Jurisdiction form the appropriate drop-down box.
- Select CANCELLATION NOTICE
- Select the Print Preview icon (circled in the in the upper left of the above screen)
- (the screen below will appear)



- Click the Print icon
- (the dialog box shown below will display)



- Enter the number of copies into the COPIES combo-box.
- Click OK.

*To deactivate the countdown, click into the CANCELLATION COUNTDOWN STARTED field; remove the date, then click SAVE. The countdown will automatically be cancelled if the voter participates in an election.*