

Chapter 9 - Data Maintenance

Buttons on the Street Index Lookup Screen

Name	Jurisdiction	Numbers	Extensions	Zip Code	County

[Request New] - Allows you to create a form requesting the addition of a new street to the street index for your jurisdiction.

[Request Change] - Allows you to create form requesting a change to an existing street or street segment

[Request Delete] - Allows you to create a form to request the deletion of an existing street or street segment if there are no voter records attached.

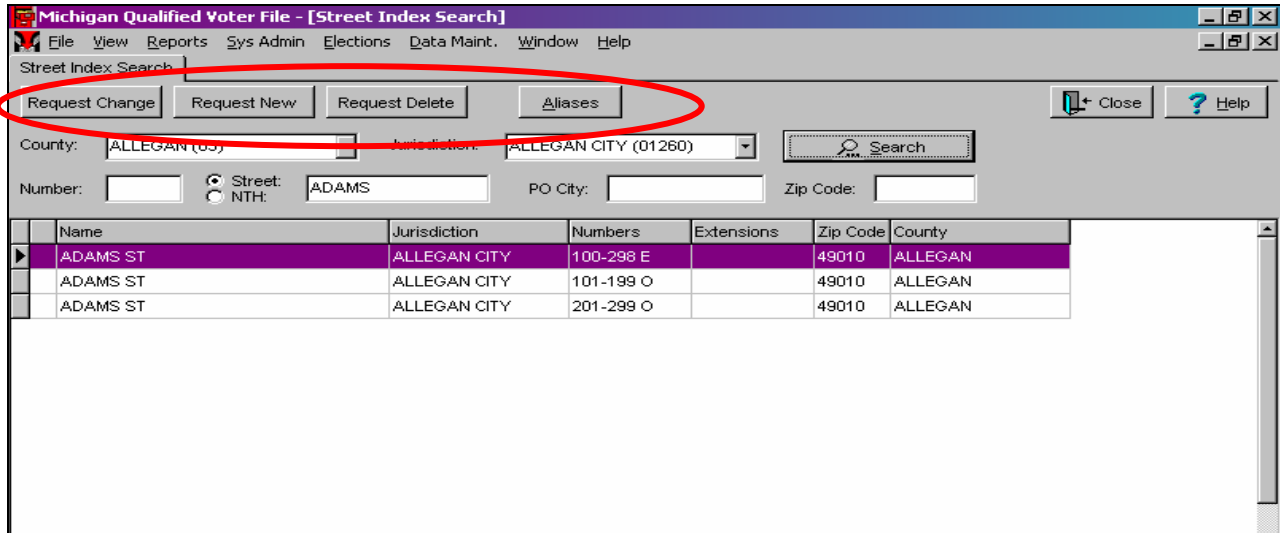
Aliases] - Produces the *Street Alias Lookup* screen, allowing you to create, delete or edit street index aliases.

[Close] - Returns you to the *QVF Main Desktop*.

[Help] - Produces a screen with information on how to use the *Street Index Lookup*.

[Search] - Searches for an existing street based on information entered in the Street field.

Street Index Lookup



The ***Street Index Lookup*** screen allows you to search for street addresses and print your request for changes to add new streets or modify existing street index items. You can also request to delete street segments that do not have voters attached. Aliases can also be created for streets that may be known locally by a different name.

To add a new street to your street index:

Actions	Result
From the <i>Data Maint. Menu</i> , select <i>Street Index Lookup</i> .	The <i>Street Index Lookup</i> screen is displayed.
Click on the [Request New] button at the top of the screen.	The <i>Street Index Information</i> screen is displayed.
In the <i>Print Street Change Submission Form</i> screen, you will enter information in the following fields: <u>Prefix</u> , <u>Street Name</u> , <u>Street Type</u> , <u>Street Suffix</u> , <u>Parity</u> , <u>Street Number Range</u> , and <u>Zip Code</u> . (Only enter <u>Extension Number Ranges</u> if a district divides an area like an apartment building.)	This information is entered on the <u>Basic Tab</u> screen.

Actions	Result
<p>Click on the <i>Precinct/District</i> tab. Choose information from the dropdown lists in the various district fields: <u>Congress</u>, <u>State House</u>, <u>State Senate</u>, <u>County Commission</u>, <u>School</u>, <u>Ward Precinct</u>, <u>Community College</u>, <u>Library District</u>, <u>Intermediate School District</u>, and <u>School Precinct</u>. If appropriate enter information for <u>Villages</u> and <u>Village Precincts</u>.</p>	<p>This information determines what districts a person lives in.</p>
<p>You may click on the <i>Comments</i> tab and add any information that you want the street index data section to be aware of or that would be helpful to them when entering the new street.</p>	<p>The <i>Preview</i> button will allow you to view/print the street information that has been entered. Once you are satisfied that everything is correct, fax the request form to the number listed on the bottom of the sheet.</p> <p>The fax number is 517-636-6133. Once the street has been entered by the Bureau of Elections, you may enter voter registration information into the QVF for voters that live on that street.</p>
<p>Click [Close].</p>	<p>You are returned to the <i>Main Desktop</i>.</p>

Modifying an existing street index item

When conducting searches for existing street index records, keep in mind that only the street name should be entered; do not enter a street type or street suffix (directional). Also be aware that the software reads spaces as characters; if you inadvertently enter a space at the end of a street name, the software will read the space as a character and the street will not be found.

Action	Result
<p>From the <i>Data Maint.</i> menu select <i>Street Index Lookup</i>.</p>	<p>The <i>Street Index Lookup</i> screen is displayed.</p>
<p>Choose your <u>County</u> and <u>Jurisdiction</u> from the drop down lists.</p>	
<p>Enter the street name in the <u>Street</u> field. Then click on the [Search] button.</p>	<p>A list of streets that matches your search criteria is displayed.</p>

Actions	Result
Highlight the street segment that needs to be modified and click on the [Request Change] Button.	The <i>Print Street Change Submission Form</i> is displayed.
Change the information in the Basic screen or the Precincts/Districts Tab, as needed.	The <i>Preview</i> button will allow you to view/print the street information that has been entered. Once you are satisfied that everything is correct, fax the request form to the number listed on the bottom of the sheet. The fax number is 517-636-6133. Once the street has been modified by the Bureau of Elections, you may enter or change voter registration information in the QVF for voters that live on that street.
Click on [Close] .	You are returned to the <i>QVF Main Desktop</i> .

Michigan Qualified Voter File - [Street Index Search]

File View Reports Sys Admin Elections Data Maint Window Help

Request Change Request New Request Delete Aliases Close ?

County: SCHOOLCRAFT (77) Jurisdiction: DOYLE TOWNSHIP (22960) Search

Number: Street: NTH: PO City: Zip Code:

Name	Jurisdiction	Numbers	Extensions	Zip Code	County
BOWMAN RD	DOYLE TOWNSHIP	W3900-W4099		49840	SCHOOLCRAFT
BURRELL RD	DOYLE TOWNSHIP	W4400-W4799		49840	SCHOOLCRAFT
CLARK RD	DOYLE TOWNSHIP	W4000-W4199		49840	SCHOOLCRAFT
N CO RD 432	DOYLE TOWNSHIP	600-2499		49840	SCHOOLCRAFT
COOPER RD	DOYLE TOWNSHIP	0-0 E		49840	SCHOOLCRAFT
COOPER RD	DOYLE TOWNSHIP	N1100-N119...		49840	SCHOOLCRAFT
COOPER RD	DOYLE TOWNSHIP	N2700-N2799		49840	SCHOOLCRAFT
COUNTY HIGHWAY 432	DOYLE TOWNSHIP	4679-4679 O		49840	SCHOOLCRAFT
COUNTY HIGHWAY 438	DOYLE TOWNSHIP	0-7271		49840	SCHOOLCRAFT
COUNTY ROAD 432	DOYLE TOWNSHIP	600-2499		49840	SCHOOLCRAFT
COUNTY ROAD 434	DOYLE TOWNSHIP	0-0 E		49840	SCHOOLCRAFT
COUNTY ROAD 442	DOYLE TOWNSHIP	0-0 E		49840	SCHOOLCRAFT
N GULLIVER LAKE RD	DOYLE TOWNSHIP	3100-3499		49840	SCHOOLCRAFT
GULLIVER LAKE RD	DOYLE TOWNSHIP	0-0 E		49840	SCHOOLCRAFT
GULLIVER LAKE RD	DOYLE TOWNSHIP	64-1340		49840	SCHOOLCRAFT
HAYDON RD	DOYLE TOWNSHIP	N2800-N3099		49840	SCHOOLCRAFT
INLAND QUARRY RD	DOYLE TOWNSHIP	0-0 E	DT-DT	49840	SCHOOLCRAFT
JACKSON RD	DOYLE TOWNSHIP	0-0 E		49840	SCHOOLCRAFT
JACKSON RD	DOYLE TOWNSHIP	W2670-W2799		49840	SCHOOLCRAFT

Non- Traditional Housing (NTH) Addresses

The Non Traditional Housing feature allows you to add voters to your file that do not reside in traditional housing at an address that exists within your street index. The ***Non- Traditional Housing*** feature allows you to enter a voter using a description of the location that the voter resides at so that a precinct and political districts may be assigned.

Action	Result
From the <i>Data Maint. Menu</i> , select <i>Street Index Lookup</i> .	The <i>Street Index Lookup</i> screen is displayed.
Click on the [Request New] button at the top of the screen.	The <i>Street Index Information</i> screen is displayed.

Actions	Result
<p>Click on the <i>Precinct/District</i> tab. Choose information from the dropdown lists in the various district fields: <u>Congress</u>, <u>State House</u>, <u>State Senate</u>, <u>County Commission</u>, <u>School</u>, <u>Ward Precinct</u>, Community College, Library District, Intermediate School District, and <u>School Precinct</u>. If appropriate enter information for <u>Villages</u> and <u>Village Precincts</u>.</p>	<p>This information determines what districts a person lives in.</p>
<p>Click on the <i>Comments</i> tab. Enter the physical description of the voter’s location using landmarks and directions. Add any information that you want the street index data section to be aware of or that would be helpful to them when entering the non-traditional address.</p>	<p>The <i>Preview</i> button will allow you to view/print the information that has been entered. One you are satisfied that everything is correct, fax the request form to the number listed on the bottom of the sheet. The fax number is 517-636-6133. Once the NTH address has been entered by the Bureau of Elections, you may enter voter registration information into the QVF for the voter that lives at the non-traditional address.</p>

To delete an existing street segment:

Action	Result
<p>From the <i>Data Maint.</i> menu select <i>Street Index Lookup</i>.</p>	<p>The <i>Street Index Lookup</i> screen is displayed.</p>
<p>Choose your <u>County</u> and <u>Jurisdiction</u> from the drop down lists,</p>	
<p>Enter the street name in the <u>Street</u> field. Then click on the [Search] button.</p>	<p>A list of streets that matches your search criteria is displayed.</p>
<p>Highlight the street segment that you want to delete, and then, click on the [Request Delete] button.</p>	<p>The <i>Print Street Change Submission Form</i> is displayed.</p>
<p><u>NOTE:</u> Streets that contain voter records cannot be deleted.</p>	<p>The <i>Preview</i> button will allow you to view/print the street information that has been entered. One you are satisfied that everything is correct, fax the request form to the number listed on the bottom of the sheet. The fax number is 517-636-6133. The street index data section will delete the street.</p>

Actions	Result
Click on the [OK] button to return to the <i>Street Index Lookup</i> screen. Click on the [Close] button.	You are returned to the <i>QVF Main Desktop</i> .

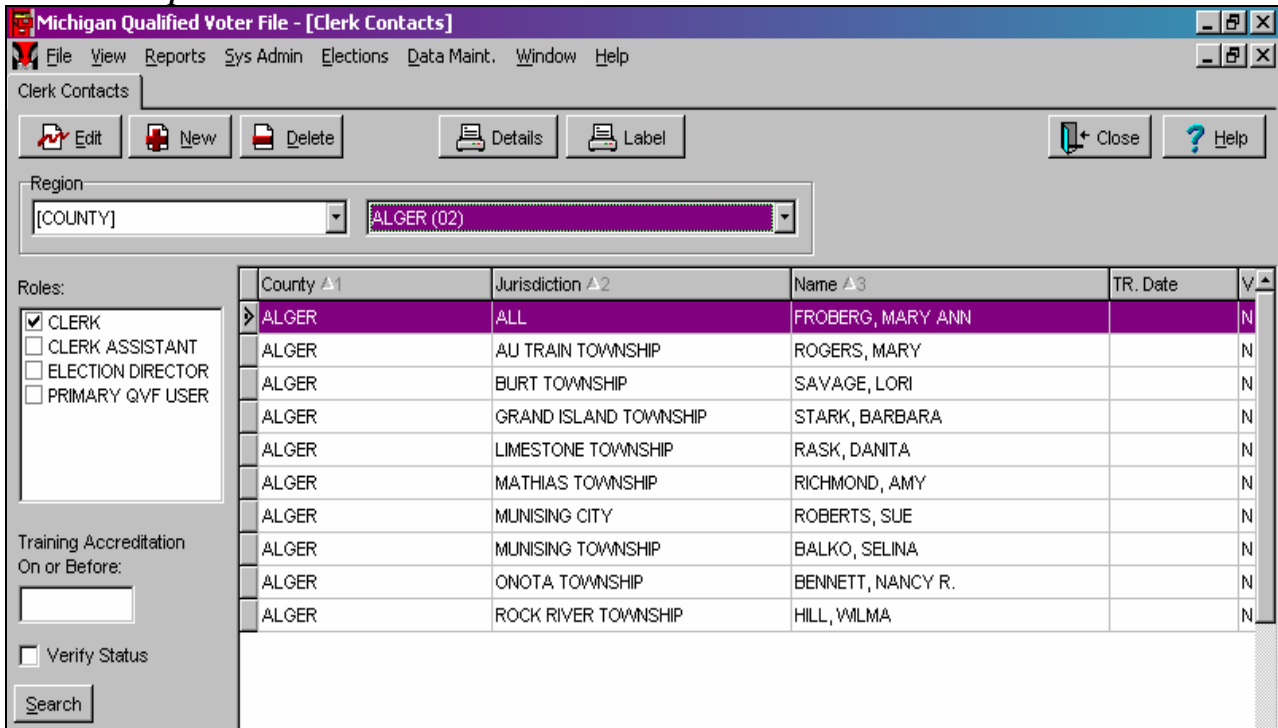
[Request New] - Allows you to create a form requesting the addition of a new street to the street index for your The *Polling Locations* screen displays each polling location within a jurisdiction. As a start-up task, each jurisdiction is responsible for entering polling location information. It is also the responsibility of each jurisdiction to ensure that this information is updated as needed. Once entered into the system, this information will print on system generated forms and notices.

Action	Result
From the <i>Data Maintenance</i> menu select <i>Polling Locations</i> .	The <i>Polling Locations</i> screen appears.
Ensure that the correct <u>County</u> and <u>Jurisdiction</u> are in the proper fields. Then in the <u>Ward/Precinct Type</u> field, from the drop down list, choose the <u>Polling Location</u> type (<u>Jurisdiction</u> , <u>School</u> , or <u>Village</u>) you want to work with.	Any previously entered polling locations of the type specified will appear in the grid.
If you want to enter a new polling location, click on the [New] button at the top of the screen.	The <i>Polling Location Information</i> screen appears.
If you are dealing with a village or school district, choose the appropriate village or school in the <u>District</u> field. Then, from the list, choose the ward/precinct number in the <u>Ward/Precinct</u> field.	
Enter the information for your polling location in the appropriate fields. <u>Location</u> is a required field. <u>Address</u> , <u>City</u> , <u>Directions</u> and the <u>Contact Person</u> information are optional fields. Information from the <u>Location</u> and <u>Address</u> fields is what prints on the ID card. Click on the [OK] button.	A message screen appears asking if you want to print new ID cards for all voters in the ward precinct.
If you click on the [Yes] button, ID cards are generated and sent to the <i>Local Report Queue</i> . If you click on the [No] button, no ID cards are created.	You are returned to the <i>Polling Locations</i> screen. Your new polling location now appears in the grid.
If you want to change information for an existing polling location, highlight the location	The <i>Polling Location Information</i> screen appears.

Action	Result
to be changed, then click on the [Edit] button.	
In the Polling Location Information screen make the necessary changes to the polling location. Then click on the [OK] button.	A message screen appears asking if you want to print new ID cards for all voters in the ward precinct.
If you click on the [Yes] button, ID cards are generated and sent to the Local Report Queue . If you click on the [No] button, no ID cards are created.	You are then returned to the Polling Locations screen.

Note: Once a polling location is created and saved, it cannot be deleted from the QVF. You can make street index changes that remove all voters from a given precinct, but the polling location itself will remain in the **Polling Locations** screen. Contact the Help Desk if a polling location needs to be removed.

Clerk Lookup



As a start-up task, each jurisdiction is responsible for entering its own **Clerk Look-Up** data maintenance information. It is also the responsibility of each jurisdiction to ensure that this information is updated as needed. Included in this information is the name of the clerk and mailing address for the jurisdiction. Once entered into the system, the information may be viewed on a statewide basis. This information is also used by the software for applying the jurisdiction mailing address, clerk=s name and title to system generated notices and forms.

Actions	Result
From the <i>Data Maintenance</i> menu select <i>Clerk Lookup</i> .	The <i>Clerk Lookup</i> screen is displayed.
Your county should default into the <u>County</u> field. The large grid on the <i>Clerk Lookup</i> screen will contain a list of all the jurisdictions in the county.	
Scroll down this list until you come to your jurisdiction. Highlight the line and click on the [Edit] button.	The <i>Clerk Information</i> screen is displayed. Note: From this screen you are able to see the clerk=s name, title, address, phone, fax and E-mail address.
If your jurisdiction is not in the list, click on the [New] button.	The <i>Clerk Information</i> screen is displayed.
Enter, add or change information as is needed. Click on the [OK] button.	You are returned to the <i>Clerk Lookup</i> screen.
If you want to look up other clerks in the state, from the drop down list in the county field choose <u>All</u> .	Information for all the clerks in the state is displayed.
Enter a jurisdiction, a clerk’s name or any other criteria in the <u>Search All Fields</u> field. Then click on the [Search] button.	A list that matches your search criteria is displayed.
To see more detailed information click on the [View] button.	The <i>Clerk Information</i> screen is displayed.
Click on the [OK] button.	You are returned to the <i>Clerk Lookup</i> screen.
Click [Close] .	The <i>Main Desktop</i> is displayed.

The entry fields on the *Clerk Information* screen may be misleading. They may appear to hold more characters than they are capable of holding. Therefore it is recommended that, after entering the data maintenance information for your jurisdiction, you test the fields by printing a voter ID card. You want to ensure that all of the desired information prints on the card. If for example, the entire clerk=s name and title do not fit on the card, you will want to return to the *Clerk Information* screen and enter an abbreviated title.

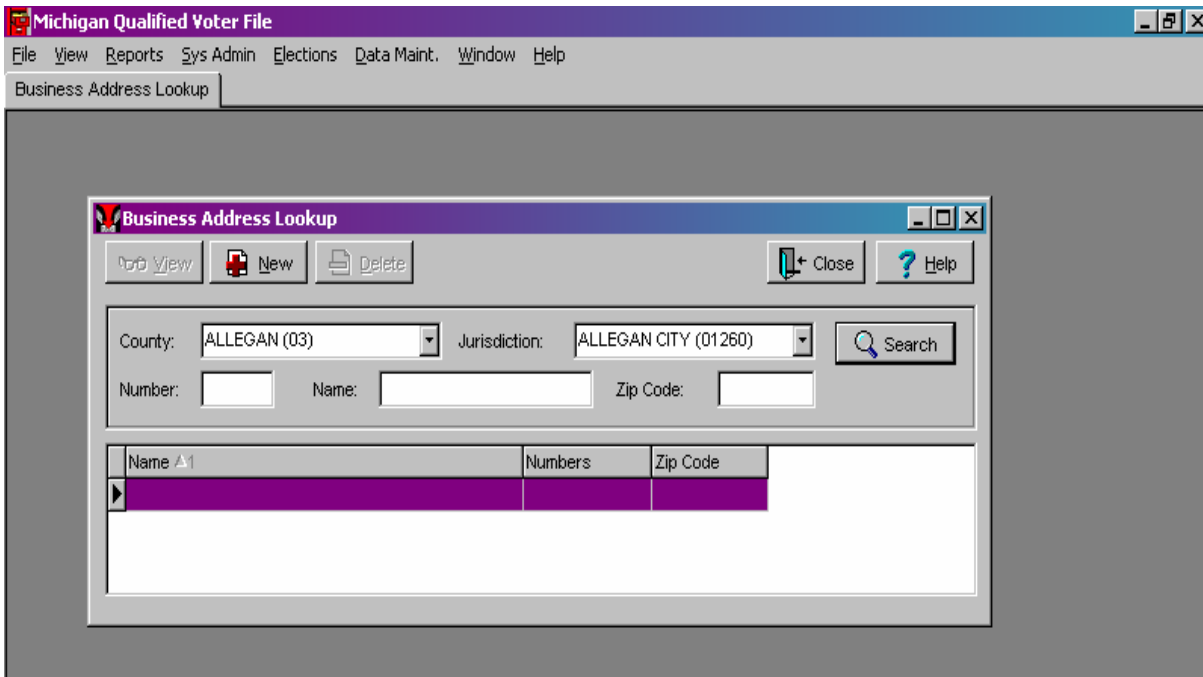
FIELD DESCRIPTIONS:

Field	Characters Accepted	Print in Return Address	Print on ID card
Last Name	35		35
First Name	20		20

Field	Characters Accepted	Print in Return Address	Print on ID card
Title	20	65 (combination of, last name, first name and title)	20

The combination of last name, first name and title will only print a total of 38 characters in the return address of the AV application.

The Business Address Lookup



The ***Business Address Lookup*** allows you to enter non-residential addresses into the QVF Street Index. When you save a voter’s record, the QVF will then check the non-residential addresses and will give you a warning if a person’s address falls into a non-residential area. You will then be given the choice of saving the record or not, as you prefer.

To flag a street number range as business addresses follow the instructions provided below.

Action	Result
From the <i>Data Maint.</i> menu choose <i>Business Address Lookup.</i>	The <i>Business Address Lookup</i> screen is displayed. This screen contains a grid of all previously entered business addresses.
Click on the [New] button.	The <i>Business Address</i> screen appears.

Action	Result
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct, then enter the necessary information to include the <u>Street Name</u> , <u>Odd/Even Indicator</u> and <u>Zip Code</u> .	Street names in the <i>Business Address Lookup</i> must match exactly the corresponding entry in the <i>Street Index Lookup</i> .
Then click on the [OK] button.	Your non-residential addresses are identified and you are returned to the <i>Business Address Lookup</i> screen.
Click on the [Close] button	You are returned to the <i>QVF Main Desktop</i> .
	Now when you try to save a registration with an address that falls in the business address area designated, a <i>Confirm</i> screen will appear, “This voter lives at an address designated for businesses only. Save this record anyway?”
Click on the [Yes] button.	The record is saved the with business address as the residential address.
Click on the [No] button	The <i>Confirm</i> screen disappears. You can then change the address if you made a typographic error. You can click on the [Clear] button to clear the registration screen and start over. Or you can click on the [Close] button to exit from the registration screen.

If a record entered into the QVF by an SOS Branch Office or by the state through data reconciliation contains an address that you have identified as non-residential, you will receive the following warning message in your inbox, “Matches a business address.” You will then want to contact the voter to confirm his or her address of residence within the jurisdiction.