

Key Election Module Features

Region Control - The Region Control helps the user to sort the elections displayed in the election grid. Choices available vary from a list of State elections to an election for a specific county, school, village, ISD or community college. *If you are the election coordinator for a district, it is important to select the Region before clicking the **New** button to create an election, if you intend for the election to include voters that are outside of your jurisdictional boundaries.*

Using the Region Control

- Select the Region type from the drop-down
- Select the Region that you will be administering

From: and To: Date Range Filter - This feature allows the user to specify a specific range of dates, then filter the election shown to only include elections within that date range.

Using the From and To Filter

- Enter a Date into the From: field
- Enter a Date into the To: field
- Click Search

Election Filter - The election Filter is used to help identify elections that meet the criteria entered in the election grid. For example, entering the word SPECIAL into the field will eliminate all elections from the election grid that *do not* contain the word SPECIAL in the election description.

Using the Election Filter

- Enter search criteria into the Filter field
- Click Search

Election Grid Sorting - The election grid is now capable of sorting the elections by column. You may click on any of the three-column headings, Date, Description or Geography, to instantaneously sort the election grid by that heading.

Simple vs. Mixed Election Type - The Simple election type assumes that the election will encompass the default area for the jurisdiction and election type. The Mixed election type allows the user to define what areas an election encompasses. Several Regions can be selected then reduced down to only include those voters eligible to participate in the election.

The Mixed Election Type will allow the user to create one group of voters from multiple Region Types. For instance, the user could combine a Village district, a Community College district and a School district into a single group of voters allowing for there to be one concise precinct list for Election Day. This eliminates the need to print multiple precincts lists for these separate election types, truly allow the user to generate a consolidated precinct list.

Elections Module

The new “Elections” module is a major shift from previous versions of QVF software. All election functions are contained under the new *Elections menu item* at the top of the QVF main window. Under the new menu item, clerks will find two election administration functions. The **Election Creation Wizard** (Fig 1.1) assists the County user in establishing the *individual elections* for an established election date, such as a consolidated election or statewide election date. **Elections** (Fig 2) replaces the Election Administration Module from the previous versions of software. This module allows the user to either establish elections that link to the consolidated elections or create unrelated individual elections.

Fig 1.1 - Election Creation Wizard

The screenshot shows the "Michigan Qualified Voter File - [Election Creation Wizard]" window. The menu bar includes File, View, Reports, Sys Admin, Elections, Data Maint., Window, and Help. The title bar of the wizard is "Election Creation Wizard".

On the right side of the window, there are "Close" and "Help" buttons.

The main content area is divided into two sections:

- Main Election:** Contains a dropdown menu for "Election Date" and another dropdown menu for "Default Precinct Type" with "(NONE)" selected.
- Primary Election:** Contains a dropdown menu for "Election Date" with "(NONE)" selected, a dropdown menu for "Default Precinct Type" with "(NONE)" selected, and a checkbox labeled "Link to Main/General Election" which is currently unchecked.

On the left side, there is a scrollable text box with the following text:

The Election Creation Wizard is used to create a series of individual city/township Elections for a specific Election Date or a pair of primary/general Election Dates.

The Default Precinct Type is used to specify a default precinct that should be assumed in all modules whenever the election is used. If no Default Precinct Type is specified for an election, each QVF module will simply assume a precinct type that corresponds with the selected region. The "Link to Main/General Election" checkbox enables automatic DUAL applications for the elections.

In order to proceed, please select a main/general election date, and optionally a primary election date.

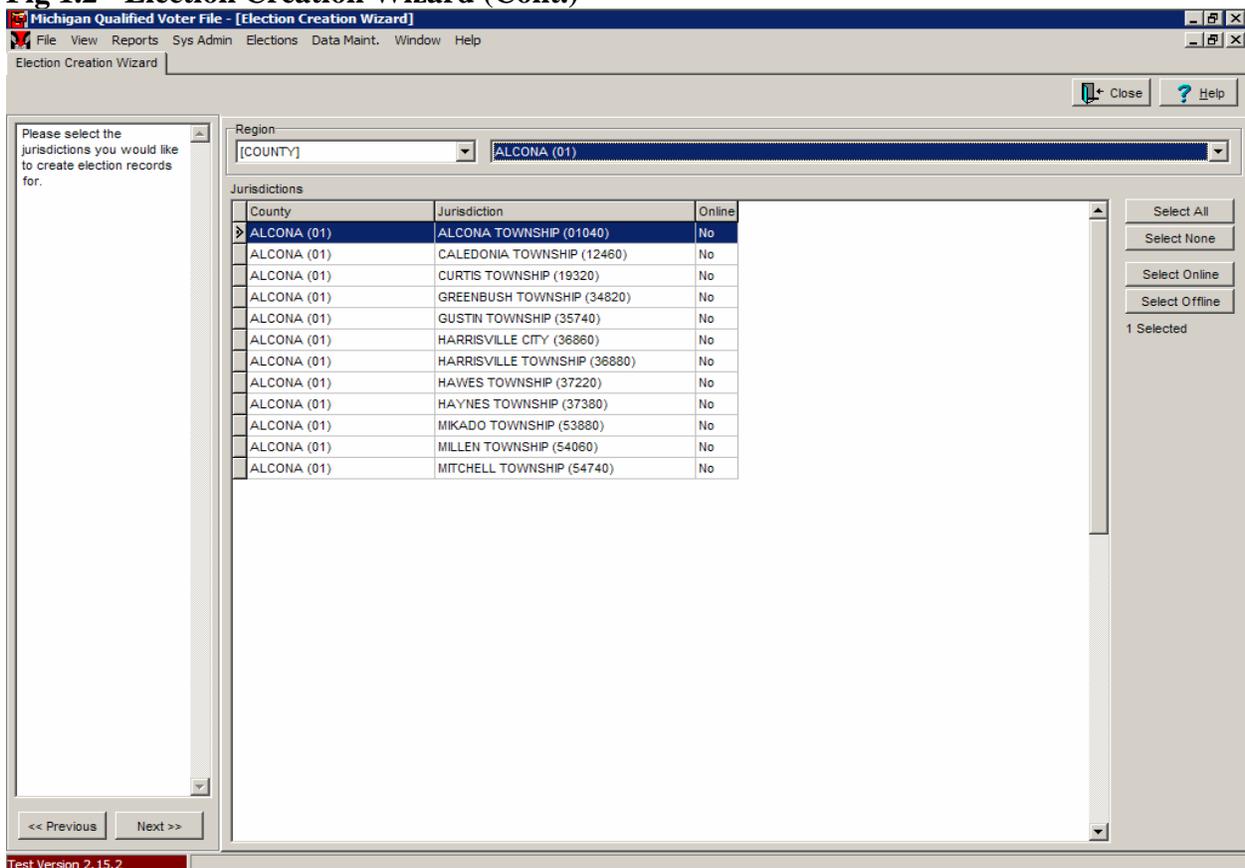
At the bottom left of the wizard, there are two buttons: "<< Previous" and "Next >>".

A red status bar at the bottom left of the window displays "Test Version 2.15.2".

Using the Election Creation Wizard

- Select an Election Date from the Drop-down
 - *If there is a Default Precinct Type being used for this election for every jurisdiction involved, select that Precinct Type from the drop-down under the Main Election section.*
 - *If this election is a General, Select the Primary Election from the Election Date drop-down under the Primary Election section.*
 - *If there is a Default Precinct Type being used for this election for every jurisdiction involved, select that Precinct Type from the drop-down under the Primary Election section.*
- Use the Link to Main/General Election to automatically enable Dual Applications.
- Click Next

Fig 1.2 - Election Creation Wizard (Cont.)



- Select the Jurisdiction(s)
 - You may use the buttons located to the right of this window to assist you in selecting jurisdictions. *The Select Online button is used to select those jurisdictions that have their own QVF System, for which you wish to create an election. Typically, the County will use the Select Offline to select the jurisdictions that do not have the QVF, for which they manage and create elections.*

- Click Next

Fig 1.3 - Election Creation Wizard (Cont.)

Here is a preview of the elections that will be created using the current settings.

You can go back to a previous screen and make changes, and then this list of elections will be re-generated automatically when you return to this screen. You can also edit this list directly; however, any edits you make will be lost if you make adjustments in a previous screen and then re-generate the list.

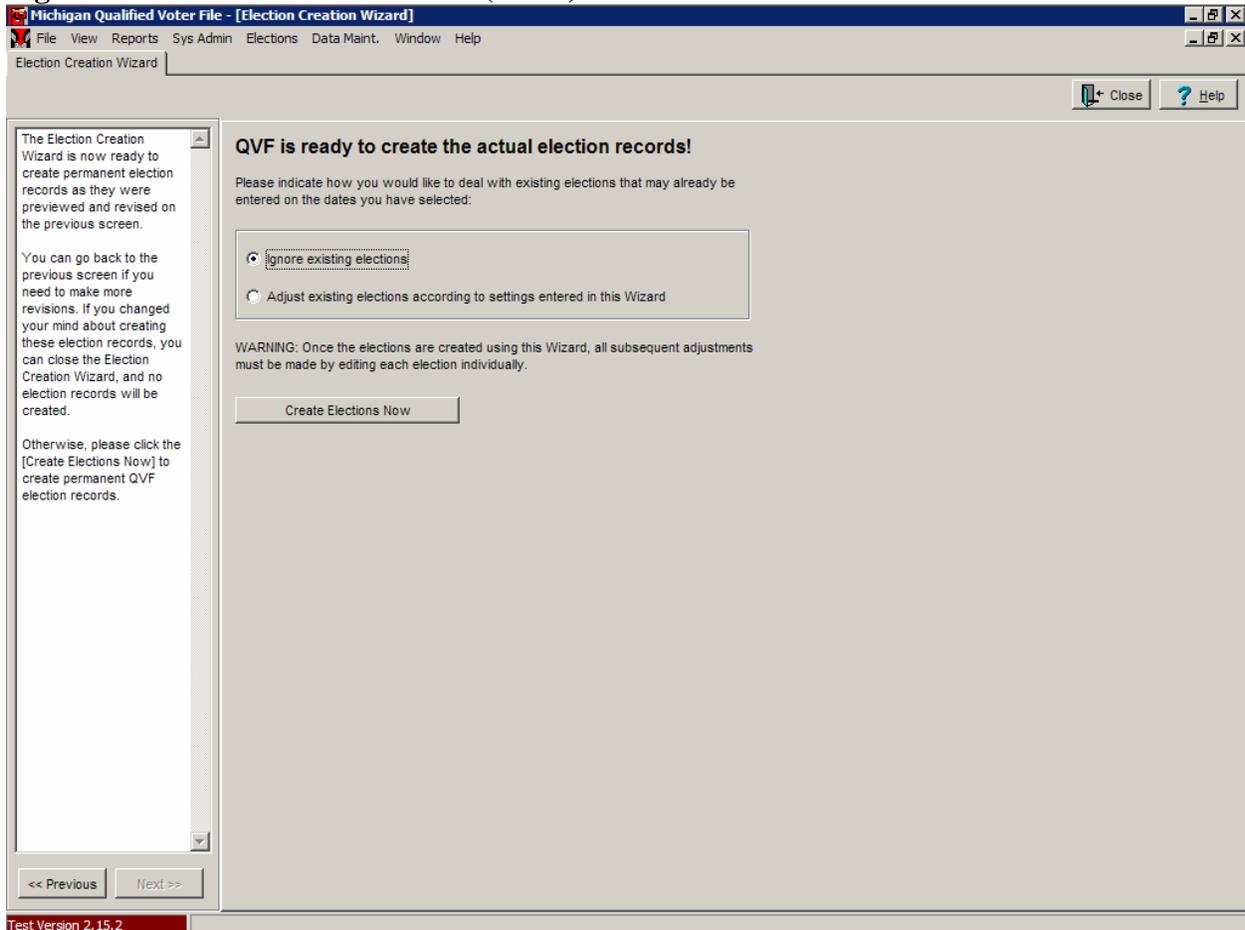
Jurisdiction:	CALEDONIA TOWNSHIP (12460)	<input checked="" type="checkbox"/> Linked
11/06/2007:	NOVEMBER CONSOLIDATED - CALEDONIA TOWNSHIP	(NONE)
08/07/2007:	AUGUST CONSOLIDATED - CALEDONIA TOWNSHIP	(NONE)
Jurisdiction:	GUSTIN TOWNSHIP (35740)	<input checked="" type="checkbox"/> Linked
11/06/2007:	NOVEMBER CONSOLIDATED - GUSTIN TOWNSHIP	(NONE)
08/07/2007:	AUGUST CONSOLIDATED - GUSTIN TOWNSHIP	(NONE)

<< Previous Next >>

Test Version 2.15.2

- This screen allows the user to review the election and the jurisdiction(s) for which the election will be created. If everything looks correct, **Click Next**.

Fig 1.4 - Election Creation Wizard (Cont.)

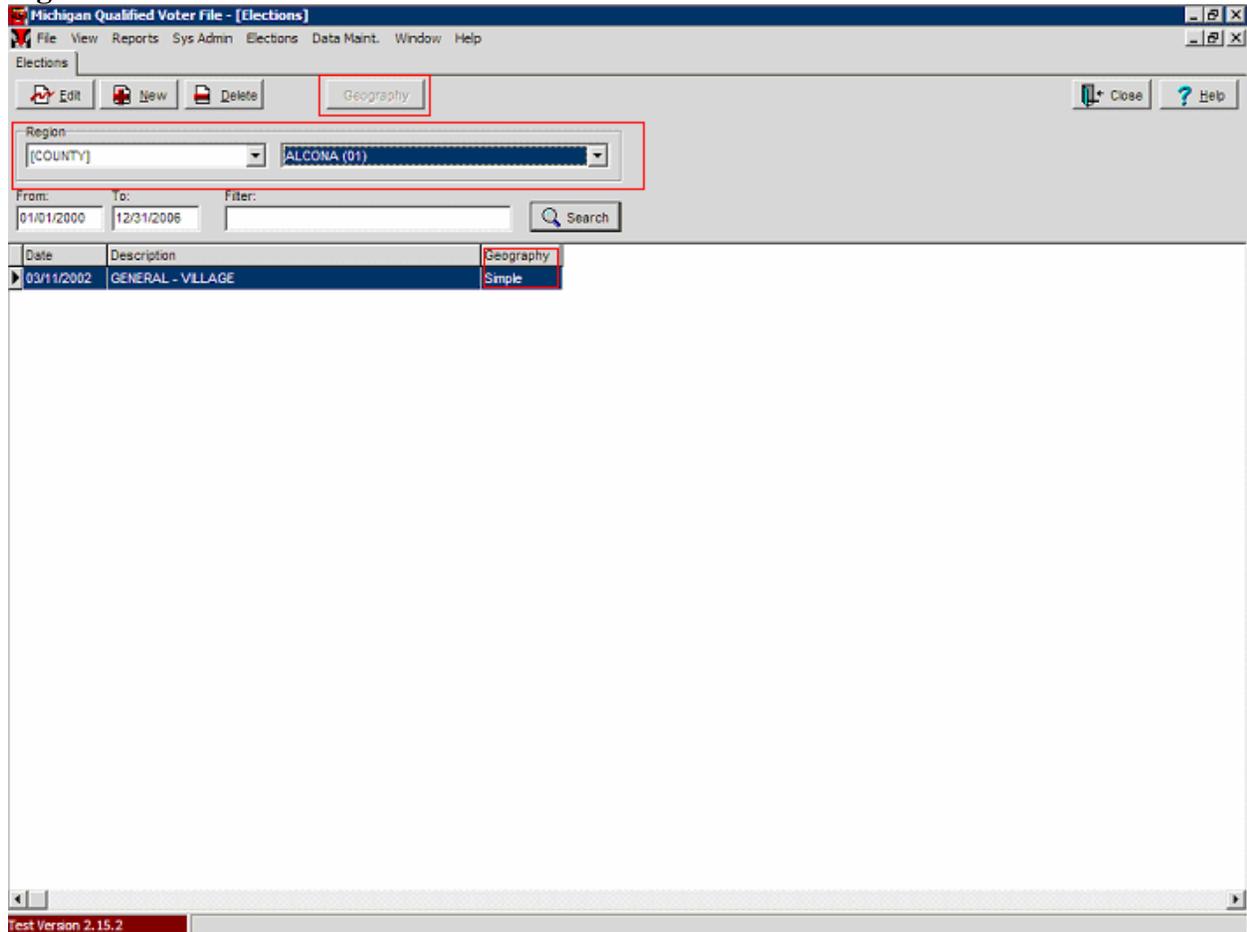


This is the final window before the election is created. By selecting **Ignore Existing Elections**, the new election that you are creating will be setup regardless of existing elections on that date.

Choose the **Adjust Existing Election According to Setting Entered in this Wizard** if there is already an election established that you wish to standardize to the setting that you have chosen for this election.

- Click the Create Elections Now Button
- Click OK

Fig 2 – Elections Module



Simple Election if the Election Day Already Exists

- Click on Elections
- Select Elections from the Menu
- Select a Region type from the drop-down
- Specify a Region from the secondary region drop-down
- Click on the New Button
- Select an election from the Election Day drop-down
 - You may also limit the voters included in an election by selecting a District Type and District from the Election creation window.
 - If this is a General Election, you may associate a Primary by selecting one from the Primary Election drop-down.
- Click OK

Simple Election if the Election Does Not Already Exist

- Click on Elections
- Select Elections from the Menu
- Select a Region type from the drop-down
- Specify a Region from the secondary region drop-down
- Click on the New Button
- Select (OTHER) from the Election Day drop-down
- Enter an Election Date
- Enter an Election Description
 - You may also limit the voters included in an election by selecting a District Type and District from the Election creation window.
 - If this is a General Election, you may associate a Primary by selecting one from the Primary Election drop-down.
- Click OK

Mixed Election if the Election Day Already Exists

- Click on Elections
- Select Elections from the Menu
- Select a Region type from the drop-down
- Specify a Region from the secondary region drop-down
- Click on the New Button
- Select an election from the Election Day drop-down
 - You may also limit the voters included in an election by selecting a District Type and District from the Election creation window.
 - If this is a General Election, you may associate a Primary by selecting one from the Primary Election drop-down.
- Select Mixed from the Geography section.
- Click OK

Mixed Election if the Election Does Not Already Exist

- Click on Elections
- Select Elections from the Menu
- Select a Region type from the drop-down
- Specify a Region from the secondary region drop-down
- Click on the New Button
- Select (OTHER) from the Election Day drop-down
- Enter an Election Date
- Enter an Election Description
 - You may also limit the voters included in an election by selecting a District Type and District from the Election creation window.
 - If this is a General Election, you may associate a Primary by selecting one from the Primary Election drop-down.

- Select Mixed from the Geography section.
- Click OK

Election Geography Module

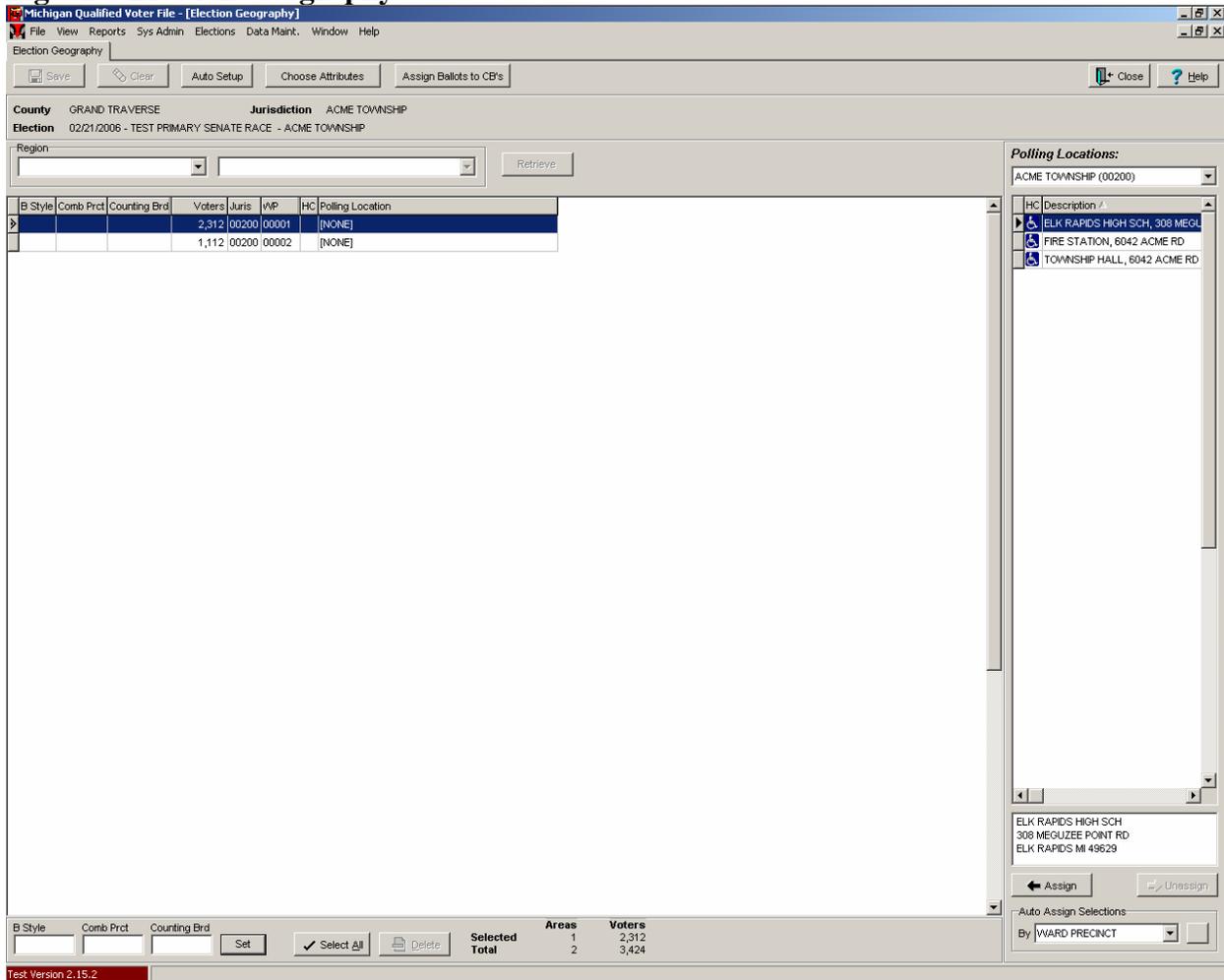
This module allows the user to define Ballot Styles, Combined Precincts, Counting Boards and Polling Locations. This module is used for both Simple and Mixed election types.

Using Election Geography with a Simple Election

- Click on Elections
- Select Elections from the Menu
- Select a Region type from the drop-down
 - The Geography Button is active if the selected election supports this advanced feature.
- Specify a Region from the secondary region drop-down
- Select the Election
- Click on the Geography Button

(The window shown in Fig 3.1 appears)

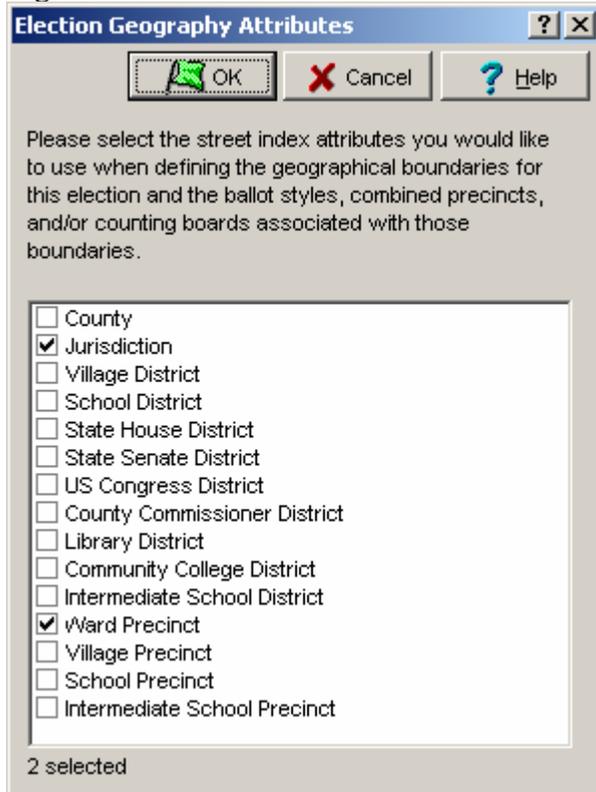
Fig 3.1 – Election Geography



Using the Choose Attributes Function

- Click on the Choose Attributes Button from the Election Geography Module (Fig 4.2)

Fig 3.2



- Select Attributes
 - Some default attributes are assigned depending on the type of election established. By choosing additional attributes, additional fields are added to the geography grid allowing the user flexibility in identifying the voters that are eligible for this election. Users should only select the attributes needed to administer the election at hand.
- Click OK

(The screen shots below help to illustrate the affects from assigning additional attributes to an election. You should notice that there are additional rows and field headings, allowing the voter boundaries to be more distinctly defined as required by this election.)

Fig 3.3 – Before Additional Attributes

The screenshot shows the 'Michigan Qualified Voter File - [Election Geography]' application. The 'Election Geography Attributes' dialog box is open, displaying a list of attributes with checkboxes. The 'Jurisdiction' and 'Ward Precinct' checkboxes are checked, while others are unchecked. The dialog box also includes 'OK', 'Cancel', and 'Help' buttons. The main window shows the following data:

B Style	Comb Prct	Counting Brd	Voters	Juris	WP	HC	Polling Location
			2,312	00200	00001		[NONE]
			1,112	00200	00002		[NONE]

Fig 3.4 – With Additional Attributes

The screenshot shows the 'Michigan Qualified Voter File - [Election Geography]' application. The 'Election Geography Attributes' dialog box is open, displaying a list of attributes with checkboxes. The 'Jurisdiction', 'School District', 'Ward Precinct', and 'School Precinct' checkboxes are checked, while others are unchecked. The dialog box also includes 'OK', 'Cancel', and 'Help' buttons. The main window shows the following data:

B Style	Comb Prct	Counting Brd	Voters	Juris	Sch Dis	WP	SP	HC	Polling Location
			1	00200	13050	00001	00001		[NONE]
			269	00200	13050	00002	00002		[NONE]
			2,311	00200	33870	00001	00001		[NONE]
			843	00200	33870	00002	00002		[NONE]

Establishing Ballot Styles, Combined Precincts, and Counting Boards

The combined precinct, ballot style and counting board fields can be left blank if the election that you are working with does not utilize them.

- Select the first line from the geography grid
- Click into the B Style Field
- Enter a Ballot Style Identifier
- Click Set

- Click into the Comb Prct Field
- Enter a Combined Precinct Identifier
- Click Set
- Click into the Counting Brd Field
- Enter a Counting Board Identifier
- Click Set
- Continue these steps for all additional rows in the Geography grid
- Click Save

(You can select multiple rows from the grid by holding the CTRL key while selecting the desired rows. This is helpful when assigning the same ballot style, counting board, combined precinct or polling location to multiple rows in the grid.)

Fig 3.5 - Assigning Polling Locations

The screenshot displays the 'Michigan Qualified Voter File - Election Geography' application. The main window shows a data grid with columns for ID Style, Comb Prct, Counting Brd, Voters, Juris, Sch Dis, MP, SP, HC, and Polling Location. The 'Save' button in the top toolbar is highlighted with a red box. The 'Polling Locations' panel on the right is also highlighted with a red box, showing a list of locations and 'Assign' and 'Unassign' buttons at the bottom.

ID Style	Comb Prct	Counting Brd	Voters	Juris	Sch Dis	MP	SP	HC	Polling Location
DS1	A	1A	1	00000	13050	00001	00001	[NONE]	
DS1	B	1A	269	00000	13050	00002	00002	[NONE]	
DS1	C	1A	2,311	00000	33870	00001	00001	ELK RAPIDS HIGH SCH, 308 MEGUIZZE POINT RD	
DS1	D	1A	843	00000	33870	00002	00002	ELK RAPIDS HIGH SCH, 308 MEGUIZZE POINT RD	

Polling Locations:
ACME TOWNSHIP (00200)

- ELK RAPIDS HIGH SCH, 308 MEGUIZZE POINT RD
- FIRE STATION, 6042 ACME RD
- TOWNSHIP HALL, 6042 ACME RD

ELK RAPIDS HIGH SCH
308 MEGUIZZE POINT RD
ELK RAPIDS MI 49829

← Assign → Unassign

Auto Assign Selections
By SCHOOL PRECINCT

Selected Total: 4 Areas, 1 Voters: 2,311 / 3,424

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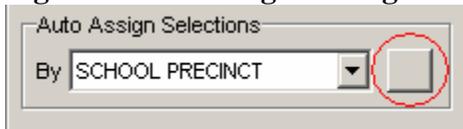
Assigning Polling Locations Manually

- Select the row(s) from the geography grid
- Select a polling location from Polling Locations
- Click the Assign Button
 - (If you make a mistake, simply select the record that you wish to change from the geography grid, then Click Unassign)
- Click Save

Assigning Polling Locations Using Auto Assign Selections

- Select the row(s) from the geography grid
- Select a polling location type from the Auto Assign Selections Drop-down
- Click the Button to Apply the Selection (indicated in Fig 4.6 below)
- Click Save

Fig 3.6 – Auto Assign Polling Locations



Using the Assign Ballots to Counting Boards Function

This function is used to assign outstanding ballots to a counting board, which can occur if ballots are assigned before a counting board is established.

- Click Save (if highlighted)
- Click Assign Ballots to CBs
- Click Yes

Using Election Geography with a Mixed Election

The main difference between the Simple and Mixed election in the Geography module is that a Simple election has a default set of geography assigned according to the region established when creating the election. The Mixed election requires the user to define which regions will be needed to administer the election. Several overlapping regions can be retrieved, allowing the user to specify which portions of a region will be participating in an election.

- Click on the Choose Attributes Button from the Election Geography Module (Fig 3.2)
- Select the Attributes
- Click OK
- Select a Region Type and Region from the Region section drop-down boxes
- Click the Retrieve Button.

(Repeat the previous two steps if you wish to include voters from more than one region/region type.)

Reducing the Election Geography

Unwanted region sections from the Geography grid can be removed by selecting the grid item, then clicking the Delete Button. If you do not perform this step, all voters from the regions retrieved will be included in this election.

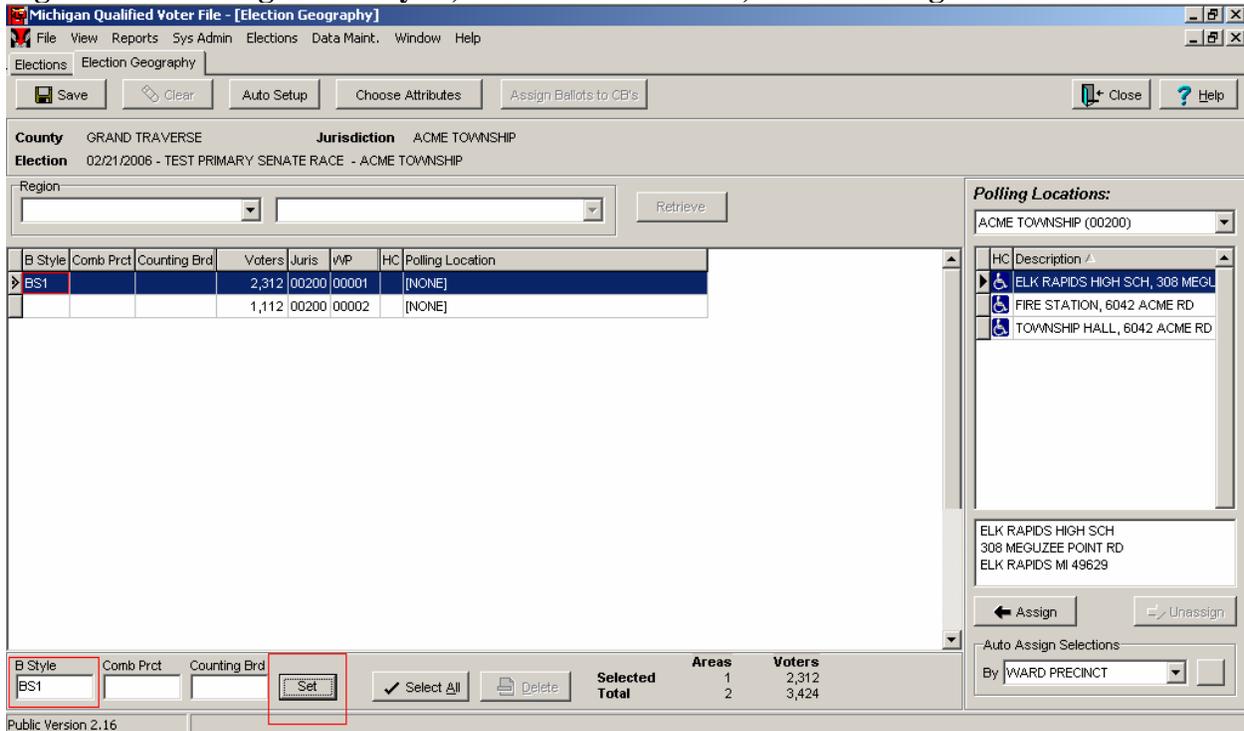
- Select a Record from the Geography Grid
- Click Delete
- Click Save

Establishing Ballot Styles, Combined Precincts, and Counting Boards

The following steps are necessary to establish Ballot Styles, Combined Precincts, and Counting Boards for this election. The SET button only adds the data last entered; the user will be required to Click SET after entering each identifier.

- Select the first line from the geography grid
- Click into the B Style Field
- Enter a Ballot Style Identifier (e.g. BS1)
- Click Set
- Click into the Comb Prct Field
- Enter a Combined Precinct Identifier (e.g. CP1)
- Click Set
- Click into the Counting Brd Field
- Enter a Counting Board Identifier (e.g. AVCB1)
- Click Set
- Continue these steps for all additional rows in the Geography grid
- Click Save

Fig 4 – Establishing Ballot Styles, Combined Precincts, and Counting Boards



Assigning Polling Locations

Since the mixed election type can contain voters from several regions, it may be necessary to select polling locations from several different jurisdictions. Use the Polling Locations drop-down to display polling locations from another jurisdiction.

- Select the row(s) from the geography grid
- Select a polling location from Polling Locations
- Click the Assign Button
 - (If you make a mistake, simply select the record that you wish to change from the geography grid, then Click Unassign)
- Click Save

Other Election Consolidation Changes

Precinct List – Figure 5.1 illustrates the addition of the Combined Precinct and Ballot Style to the Precinct List module. This allows the user to create a precinct list based on a style or combined precinct, as well as by traditional geography as required under election consolidation. Figure 5.2 identifies two new controls that allow the user to accurately break down precinct lists by jurisdiction and district code in addition to precinct.

Fig 5.1 - Precinct List (New Geography Types)

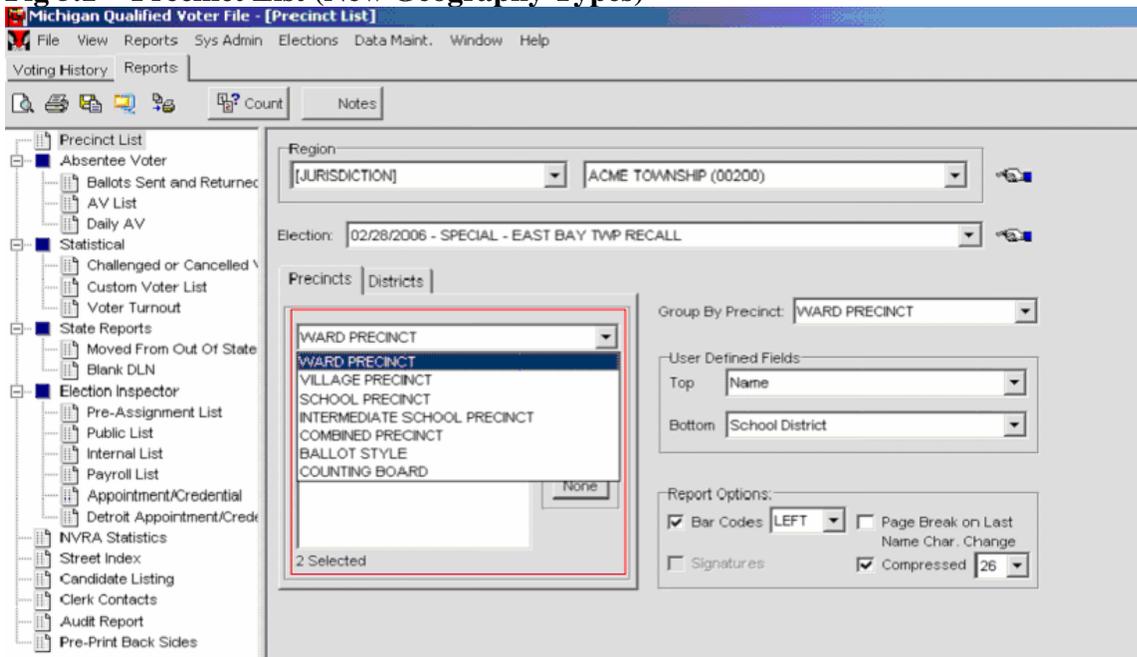
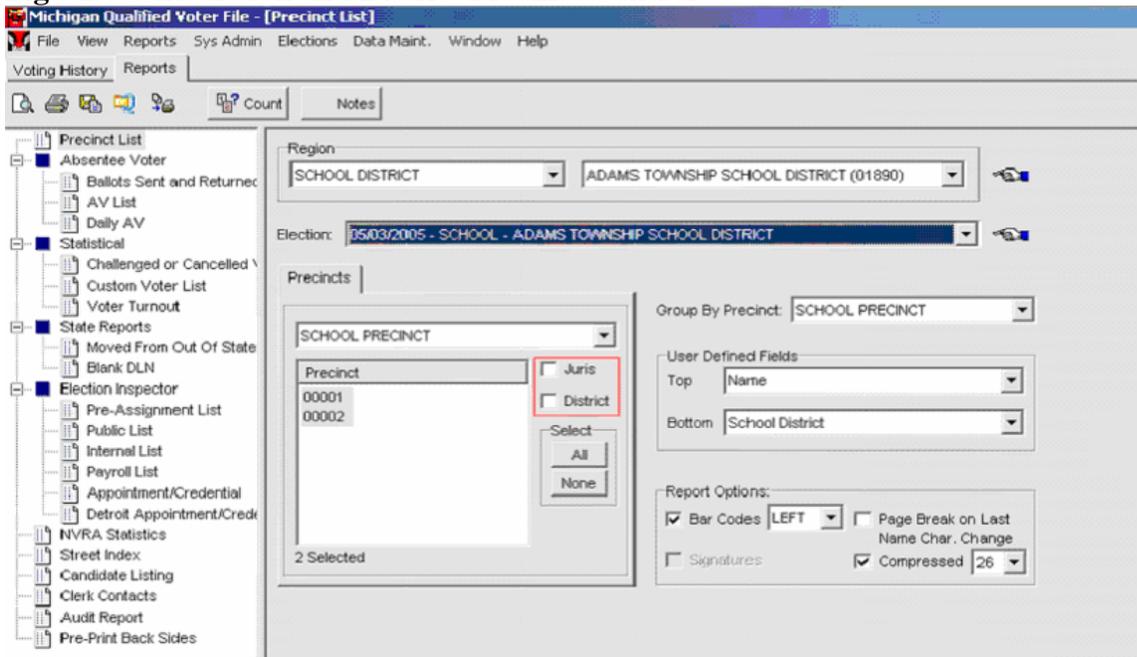
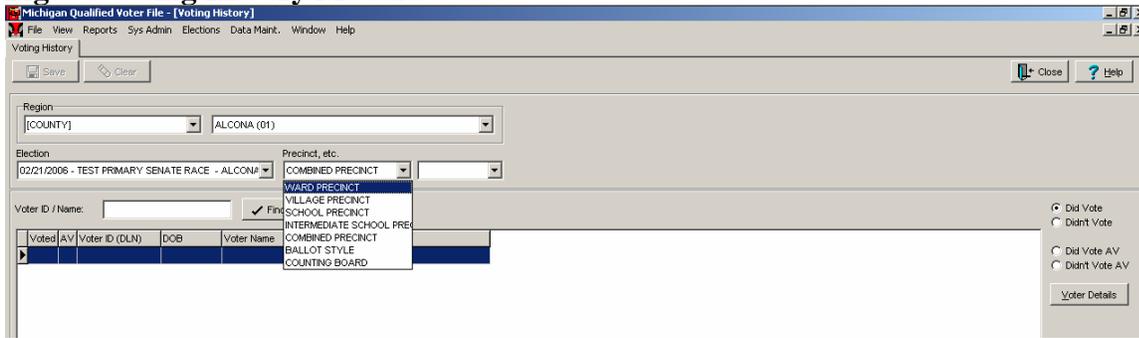


Fig 5.2 – Jurisdiction and District Precinct Control



Voting History – Like the Precinct List Report Module, the Voting History Module has been enhanced to allow the user the ability to record voter history based on several types of geography. The module now allows the user to record voter history by ward/precinct, village precinct, school precinct, intermediate school district, combined precinct, ballot style and counting board as shown below in Figure 6.

Fig 6 – Voting History Module



Voter Registration Module – The Voter Registration Module has been modified to allow the user to assign a status of ID Confirmed, ID Unconfirmed – License Number from app. or ID Unconfirmed – License Number not from app.

A record is considered to be confirmed if the application was entered at a SOS Branch Office, if the voter registered in person at a clerk’s office or if the voter was registered before (with a confirmed status) and now is “in transition” to your jurisdiction.

A record is considered unconfirmed when the person registered by mail and is not already in the QVF database. If the mail-in application did not include a license number, yet one is provided to you from another source (such as the QVF Statewide Index), you would select Unconfirmed – License Number not from app.

