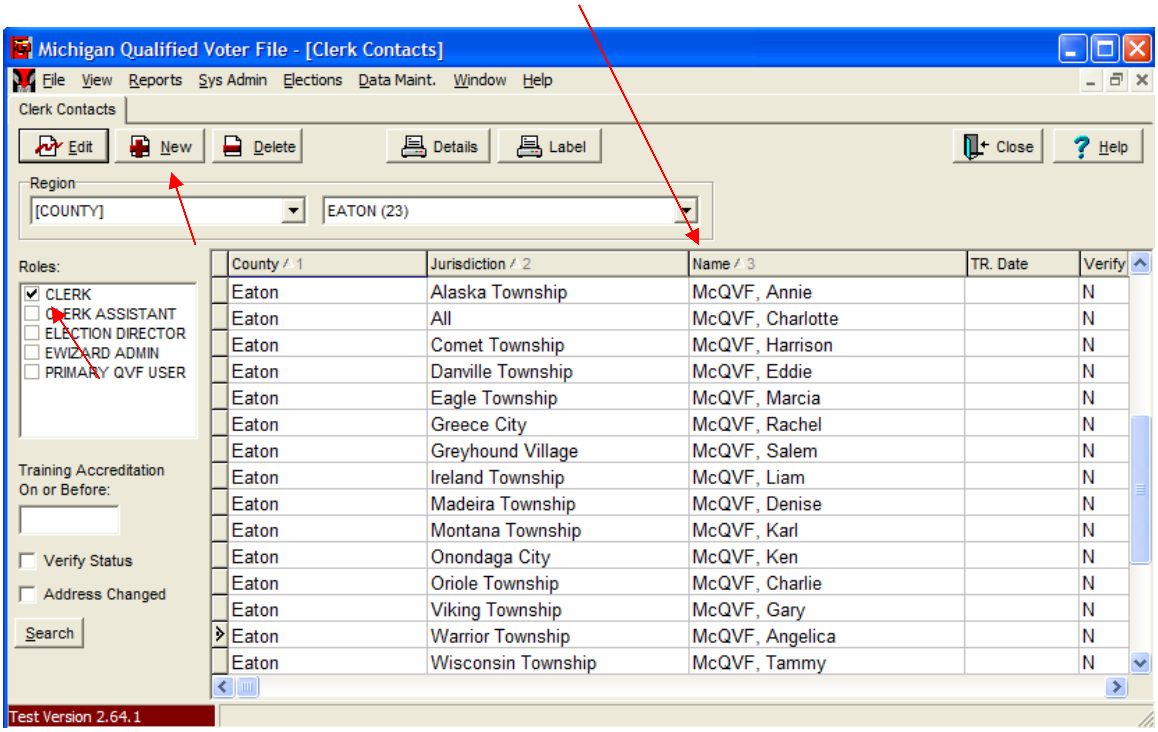
Chapter 4 - Clerk Contacts

March 2011

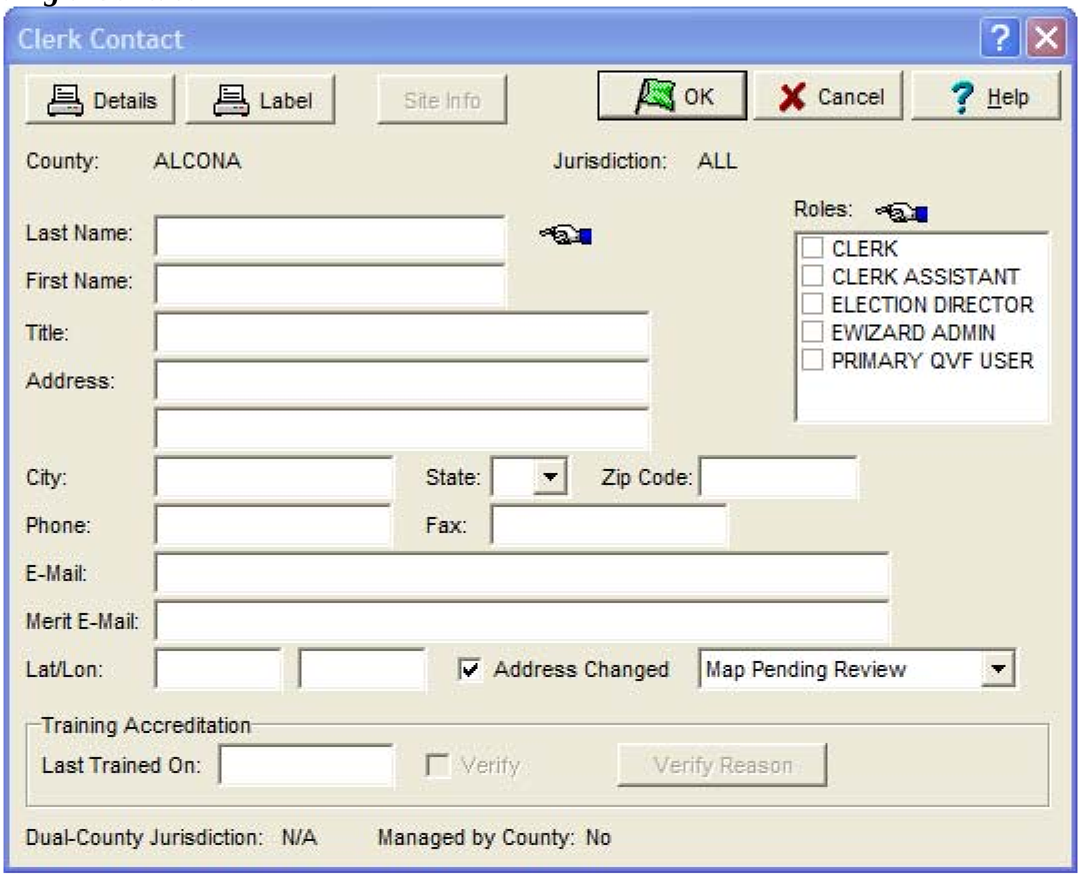
The Clerk Contacts Module allows you to manage information about Clerks and additional staff such as Election Directors or Assistants who fulfill clerk-related “Roles”. Each contact can then be assigned any number of roles. When searching for a contact, selecting one or more roles to include in your search allows you to filter or expand your results. If you are unsure of the county or jurisdiction of the clerk, set the ***Region*** to [STATE] and click on the **Name** column header to sort clerks alphabetically. Each column can be sorted by clicking on the column header (**County, Jurisdiction, or Name**).



It is vital that this information be maintained with complete accuracy because the clerk’s name and address from this record prints on the QVF printed ID cards. In addition to being a complete list of all city, township and county clerks, this module has the following functions:

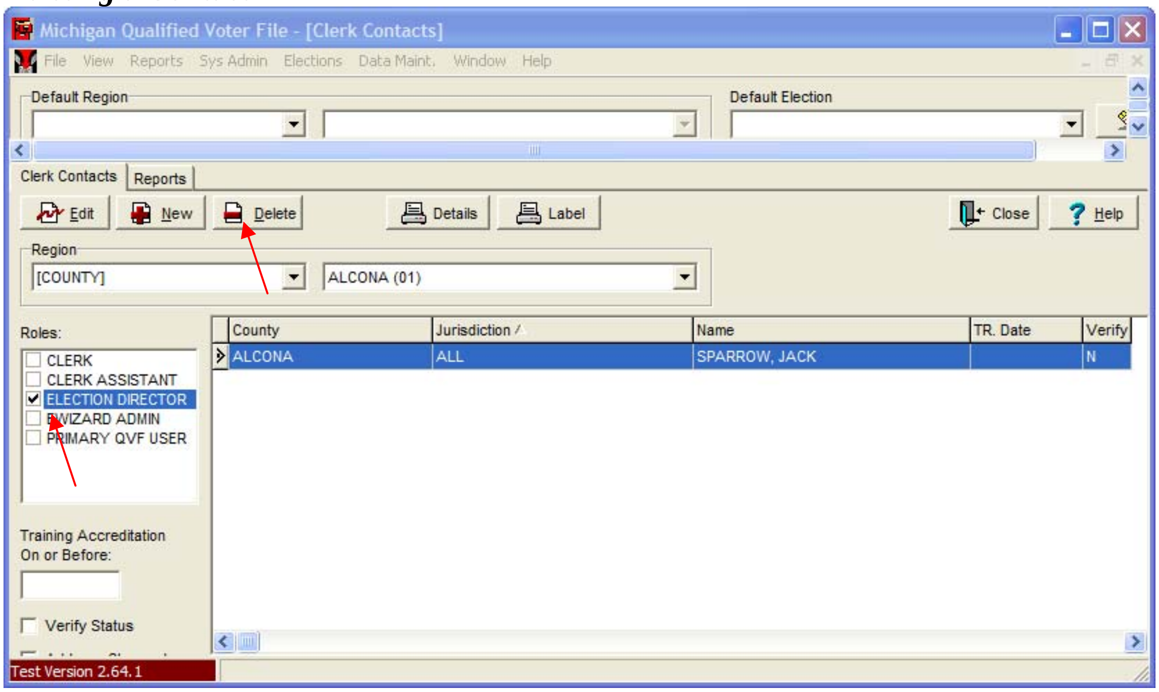
- Defines the contact information that prints on voter ID cards
- Keeps track of accreditation status
- Maintains mailing addresses, e-mail addresses, phone numbers
- Generates mailing labels

Adding a Contact



Action	Result
From the ***Data Maintenance*** menu select ***Clerk Contacts***.	The ***Clerk Contacts*** screen is displayed along with a list of your contacts.
Enter the ***Region*** (county or jurisdiction).	***Region*** type will appear.
Enter the correct county or jurisdiction from the dropdown menu.	The county or jurisdiction will appear.
To add a contact, click on the **[New]** button.	The ***Clerk Contact*** screen (shown above) is displayed.
Complete the information to be stored.	The **Name** and **Roles** fields are mandatory.
Click **[OK]**.	The new contact is saved and you are returned to the ***Clerk Contacts*** screen.
To change information on a contact, highlight the name and click on the **[Edit]** button. Make changes to the contact information and click on the **[OK]** button.	The ***Clerk Contact*** screen is displayed. The changes are saved and you are returned to the ***Clerk Contacts*** screen.

Deleting a Contact



Action	Result
To delete a person from the contacts list, check the appropriate title under **[Roles]** highlight the name and click on the **[Delete]** button.	The name is removed from the list of contacts.

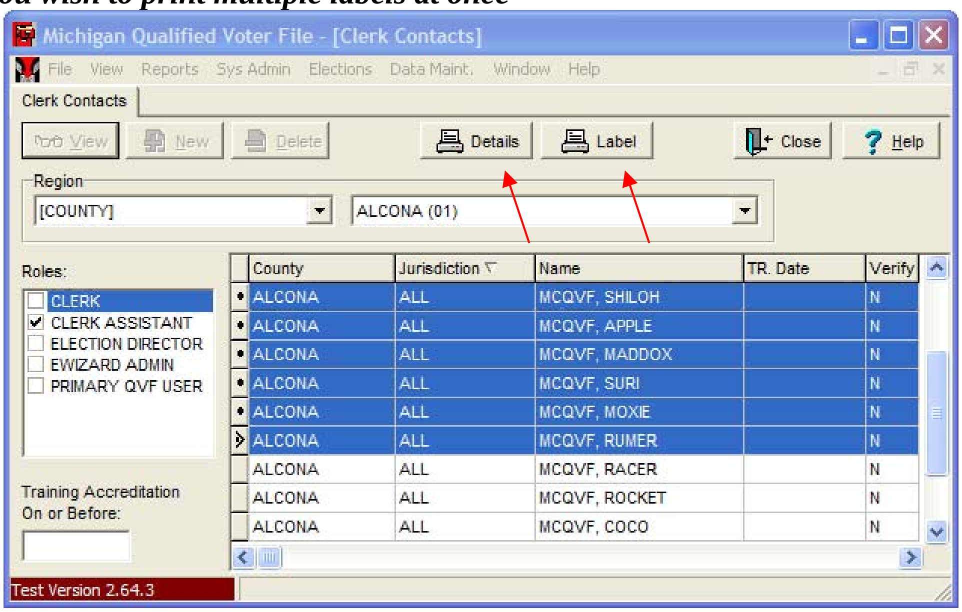
Printing a Contact List/Labels

Contact information can be printed from the ***Clerk Contacts Module*** or the ***Reports Module***. Within both modules, information can be printed in either a listing or label format.

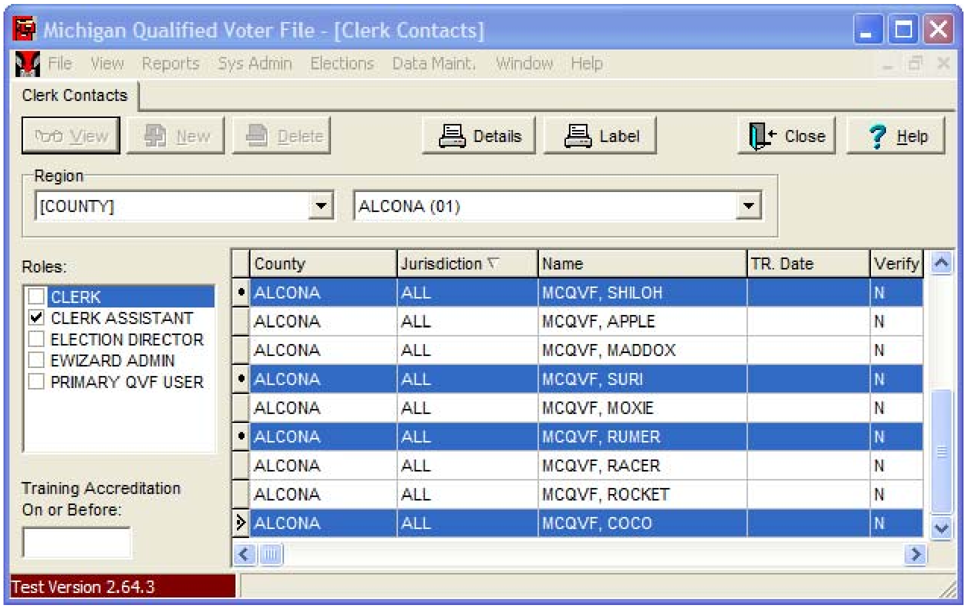
From the Clerk Contacts Module:

Action	Result
Select the ***Region*** (county or jurisdiction).	***Region*** type will appear.
Select the correct county or jurisdiction from the dropdown menu.	The county or jurisdiction will appear.
Select the contact you wish to print	The row will be highlighted in blue
Select the **[Details] or [Label]** button near the top of the screen.	

If you wish to print multiple labels at once

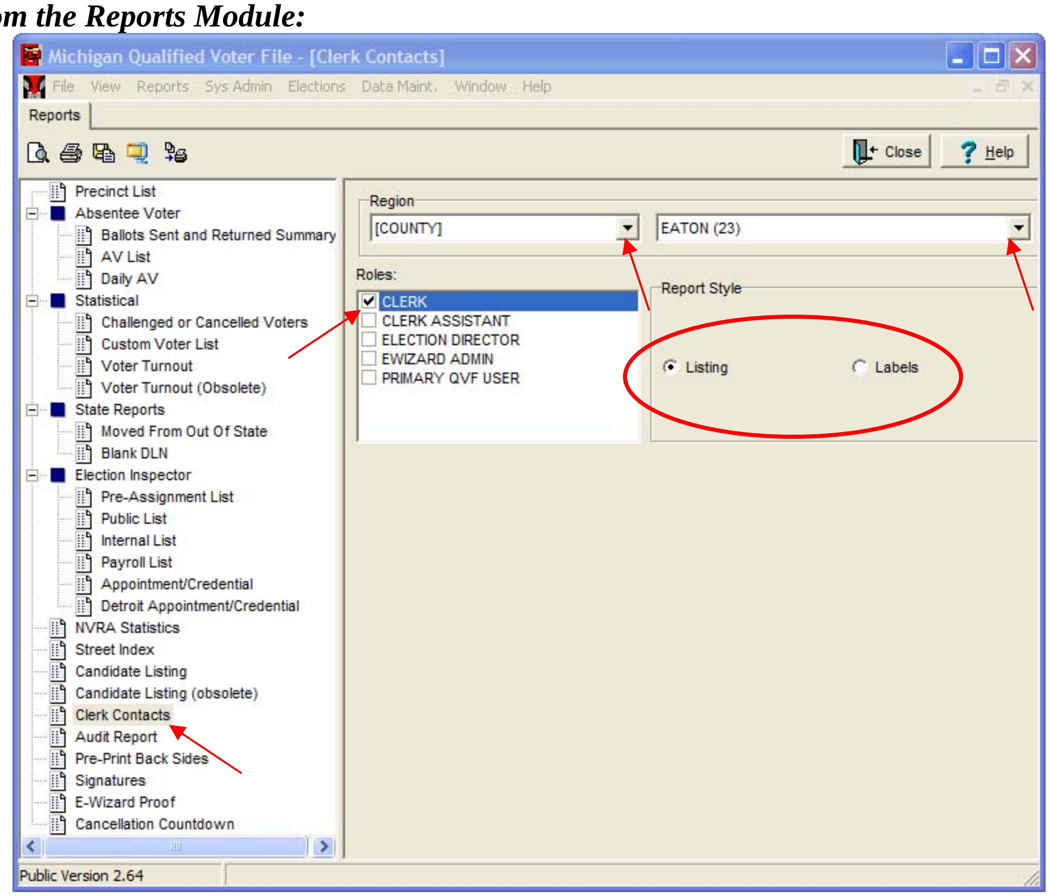


Making a Continuous Selection: Use your mouse to select the first record you wish to print. Then, while pressing SHIFT on the keyboard, select the last record you wish to print. Each contact between your first selection and your second selection will be highlighted in blue.



Making Individual Selections: Use your mouse to select the first record you wish to print. Then, while pressing CONTROL on the keyboard, select the other records you wish to print. Only the records that you specifically select will be highlighted in blue.

From the Reports Module:



Actions	Results
Select the ***Reports Module*** from the ***Reports Menu***. Select **[Clerk Contacts]** at the bottom, left of the screen.	The ***Reports Module*** is opened. The ***Clerk Contacts Report*** screen is displayed.
Select the ***Region*** (county or jurisdiction). Select the correct county or jurisdiction from the dropdown menu. Choose Listing or Labels.	***Region*** type will appear. The county or jurisdiction will appear.
In the upper left hand corner of the screen, click on the icons to Preview, Print, Save or Send to local report queue.	Depending on your choice, the report will do as requested.