

Chapter 5 - Voting History Module

March 2011

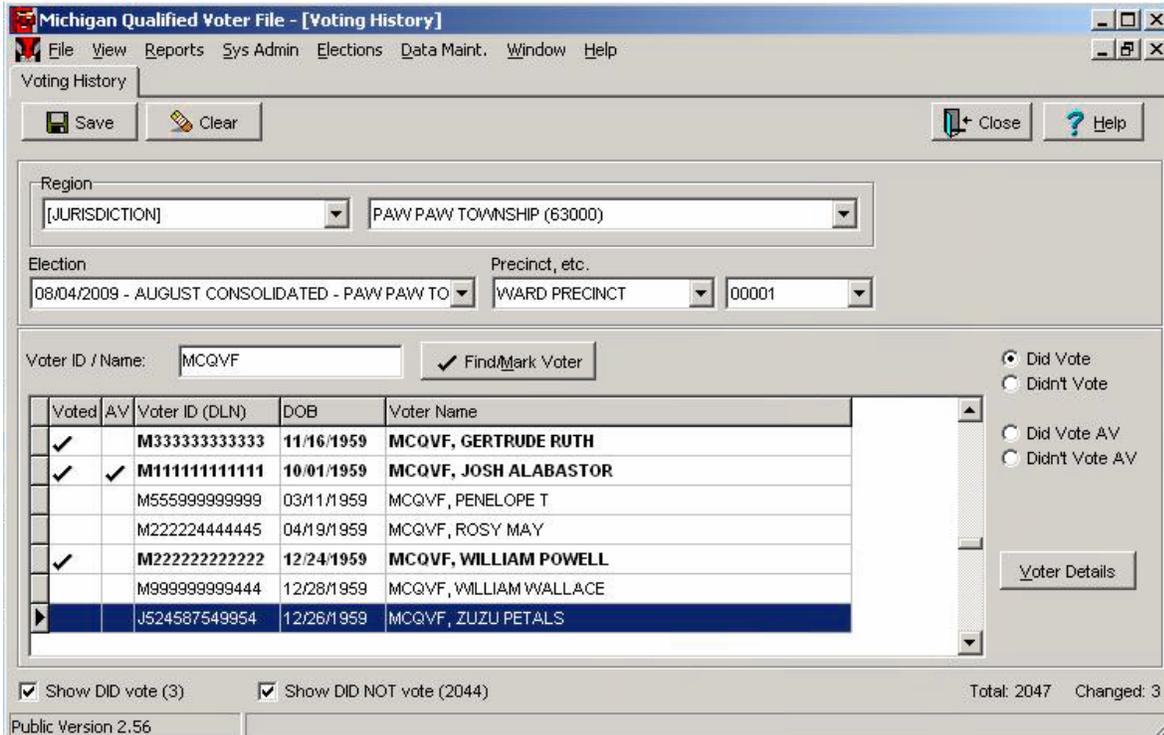
Recording Voting History

This chapter includes instructions for updating voting history manually with the keyboard and with bar code scanners. Instructions for importing history from the Electronic Poll book can also be found at the end of this chapter. If you use the QVF to document the issuance of absent voter ballots, voting history for absent voters is updated automatically once they've been marked as received. When you update voting history for a "Challenged" voter, or a "To Be Verified" voter, the challenge or verification notation is automatically removed and the voter's status reverts to "Active". Important details to remember are that QVF Lite sites will be able to run a custom voter list showing voters with history in a certain election immediately after saving their work. QVF users who replicate need to do so twice after saving their work before seeing an accurate list of voters with history in a particular election. **Note:** Voter history that is updated within forty-five days following an election will be reflected in the Voter Turnout Report. History that is updated later than forty-five days will not be reflected in this report.

Action	Result
Under <i>File</i> click on <i>Voting History</i> .	The <i>Voting History</i> screen appears. Figure 5.1
Check that the <u>County</u> and <u>Jurisdiction</u> fields have the proper information, or choose from the drop down lists to select the proper region.	The proper region is selected.
Select the proper election from the drop down list in the <u>Election</u> field. Tab to the <u>Precinct</u> field.	
In the <u>Precinct</u> field choose the precinct that you want to work on from the drop down list.	A list of all the eligible voters in that precinct will appear in the grid at the bottom of the screen.
	If you tracked voters who were sent an AV ballot in the QVF by selecting the "Did Vote AV" radio button located on the far right, two check marks will appear next to those voters' names who are marked as having returned AV ballots. These names will also be in bold type.
On the right side of the screen click on either <u>Did Vote</u> or <u>Did Vote AV</u> .	These radio buttons determine whether you will record an election day vote, <u>Did Vote</u> , or an absentee vote, <u>Did Vote AV</u> .
At the bottom of the screen, ensure that there are checks in the <u>Show DID vote</u> , and <u>Show DID NOT vote</u> check boxes.	Having only one of these selections chosen will narrow your list to just the category selected. (If you have just <u>Show DID NOT vote</u> checked, as you update voting history, names will disappear from the list.)
	A built in auto-save function will save changes

after every 100 entries; however, it is best to manually save your work often by selecting the Save button in the upper left hand corner.

Figure 5.1



Using a Bar Code Scanner to Update Voting History

Action	Result
<p>To use a bar code scanner, ensure that the cursor is in the <u>Voter ID/Name</u> field. Then scan the bar code on the precinct list. (Be very careful when scanning bar codes. It is easy to inadvertently scan the wrong bar code.)</p>	<p>A check mark appears next to the voter's name in the grid, the voters name will also now appear in bold type, and the <u>Changed</u> counter in the lower right corner of the screen will advance one. The numbers for <u>Show DID vote</u> and <u>Show DID NOT vote</u> will also change.</p>
	<p>If you are showing that a person voted AV, two check marks appear. One check mark indicates that a person voted, the other indicates that he voted AV.</p>

After you have completed your work, click on the [Save Changes] button to save changes that have not automatically been saved.	After the automatic save or manual save has occurred, the print in the grid of voters reverts from bold to the regular font. Saving also makes the notation in each individual record that they voted in the specified election.
After you have saved, checking a voter's history from the Voting History screen can be done by highlighting a voter in the grid and clicking on the [Voter Details] button.	The individual's Voter Registration screen is displayed.
In the Voter Registration screen click on the [History] button at the bottom right of the screen.	The voter's history is displayed.

Using the Keyboard or Mouse to Update Voting History

Action	Result
To use the keyboard to mark voters, either Tab into the list of voters grid, or use the mouse and click into the grid.	You can make changes directly in the grid.
Use the scroll bar or the Up and Down Arrows on the keyboard to find the record that needs to be updated.	
Double click on a voter's name or highlight a particular record and hit the Space Bar on the keyboard to put the check mark in the grid.	A check mark appears next to the voter's name in the grid, the voters name will also now appear in bold type, and the <u>Changed</u> counter in the lower right corner of the screen will advance one. The numbers for <u>Show DID vote</u> and <u>Show DID NOT vote</u> will also change.
	If you are showing that a person voted AV, two check marks appear. One check mark indicates that a person voted, the other indicates that he voted AV.
After you have completed your work, click on the [Save Changes] button to save changes that have not automatically been saved.	After the automatic save or manual save has occurred, the print in the grid of voters reverts from bold to the regular font. Saving also makes the notation in each individual record that they voted in the specified election.
After you have saved, if you want to check a voter's history from the Voting History screen, highlight a voter in the grid and click on the [Voter Details] button.	The individual's Voter Registration screen is displayed.
In the Voter Registration screen click on the [History] button at the bottom right of the screen.	The voter's history is displayed.

Deleting Voting History: Voting history can be deleted from any election in the QVF, even history that has been replicated.

Action	Result
Under <i>File</i> click on <i>Voting History</i> .	The <i>Voting History</i> screen appears.
Check that the <u>County</u> and <u>Jurisdiction</u> fields have the proper information, or choose from the drop down lists.	
From the drop down list in the <u>Election</u> field, choose an election to delete history for. Tab to the <u>Precinct</u> field.	
In the <u>Precinct</u> field choose the precinct that you want to work on from the drop down list.	After a moment, a list of all the eligible voters in that precinct will appear in the grid at the bottom of the screen.
On the right side of the screen click on either <u>Didn't vote</u> or <u>Didn't vote AV</u> .	The radio button shifts to the type of history that you want to remove.
If you have bar codes, you can use the scanner to delete history.	
If you are not going to use the scanner, either Tab or use the mouse to move the cursor from the <u>Voter ID/Name</u> field to the grid of voters.	Cursor disappears.
You can now either double click with the mouse or use the Space Bar on the keyboard to remove check marks from voters' names.	The check mark disappears from the voter's name in the grid, and their name will also now appear in bold type, and the <u>Changed</u> counter in the lower right corner of the screen will advance one. The numbers for <u>Show DID vote</u> and <u>Show DID NOT vote</u> will also change.
After you have completed your work, click on the [Save] button to save changes that have not automatically been saved.	After the automatic save or manual save has occurred, the print in the grid of voters reverts from bold to the regular font. This also removes the notation in each individual record that they voted in the specified election.

Viewing Voting History

Action	Result
Perform a search to get to a person's <i>Voter Registration</i> screen.	The <i>Voter Registration</i> screen is displayed.
In the lower right corner of the <i>Voter Registration</i> screen click on the [History] button.	The <i>Voter History</i> screen is displayed.
The <i>Voter History</i> screen contains a grid with three tabs. Click on the <i>Voting Record</i> tab.	The grid will list all the elections the voter has participated in.
You can print a person's <i>Voting Record</i> by clicking on the [Print] button.	The <i>Voter Record Report</i> screen is displayed.
Choose to <u>Print</u> , <u>Save as a PDF file</u> , <u>Save as a text</u>	The report is either printed or saved and you are

file, or <u>Send to local report queue</u> from the icons in the upper left of the screen.	returned to the <i>Voting Record Report</i> screen.
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Generating a List of Voters for Past Elections:

Action	Result
From <i>Reports</i> in the Menu bar, highlight <i>Reports Module</i> , then choose <i>Custom Voter List</i> .	The <i>Custom Voter List</i> screen is displayed.
Click on the [Selection Criteria] button.	The <i>Custom Voter List Selection Criteria</i> screen is displayed.
Click on the <i>Election Dates</i> tab.	All the elections in the system are displayed in the grid.
Place a check mark next to <u>Select Specific Items To Include</u>	The grid becomes enabled.
Highlight the election for which you want the list.	You can highlight more than one election by holding down the control key and clicking on as many elections as you want. But you will get a separate list of names for each election.
Beneath the elections, on the right side of the screen are check boxes for <u>Voted AV</u> and <u>Voted (Non AV)</u> . Place check marks for the options you want to employ.	When the list is run it will contain all voters, voters who voted by AV ballot (Voted AV) or voters who voted at the polls (Non AV).
Leave the default values entered at the bottom of the screen in the fields for <u>Registered Between</u> , <u>Gender</u> and <u>Status</u> .	
Click on the [OK] button.	The list is generated and you are returned to the <i>Custom Voter List</i> screen. The number of names on the list appears next to the [Selection Criteria] button.
To preview the report, select the preview icon in the upper left corner of the screen.	The list of voters is displayed.
Choose to <u>Print</u> , <u>Save as a PDF file</u> , <u>Save as a text file</u> , or <u>Send to local report queue</u> from the icons in the upper left of the screen.	The list is either printed or saved.

Electronic Poll Book - Uploading Voter History into QVF

To update voter history into the QVF from the Electronic Poll Book

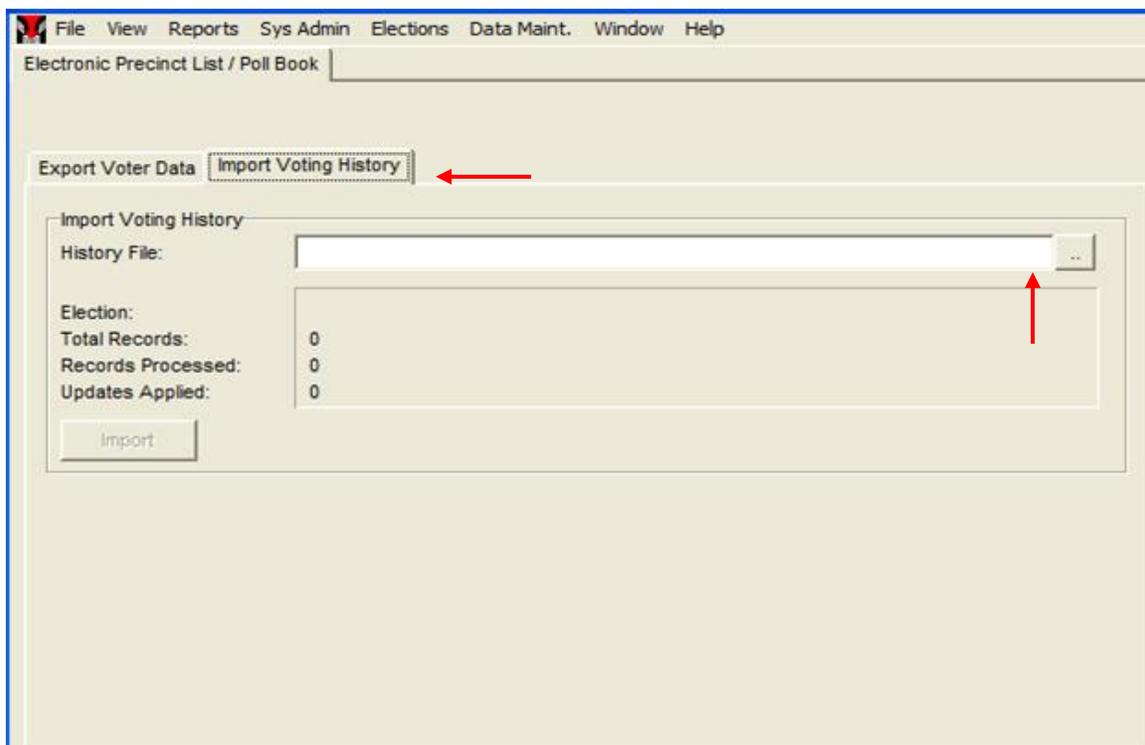
To upload voter history into QVF, open QVF and select **File/Electronic Poll Book**.

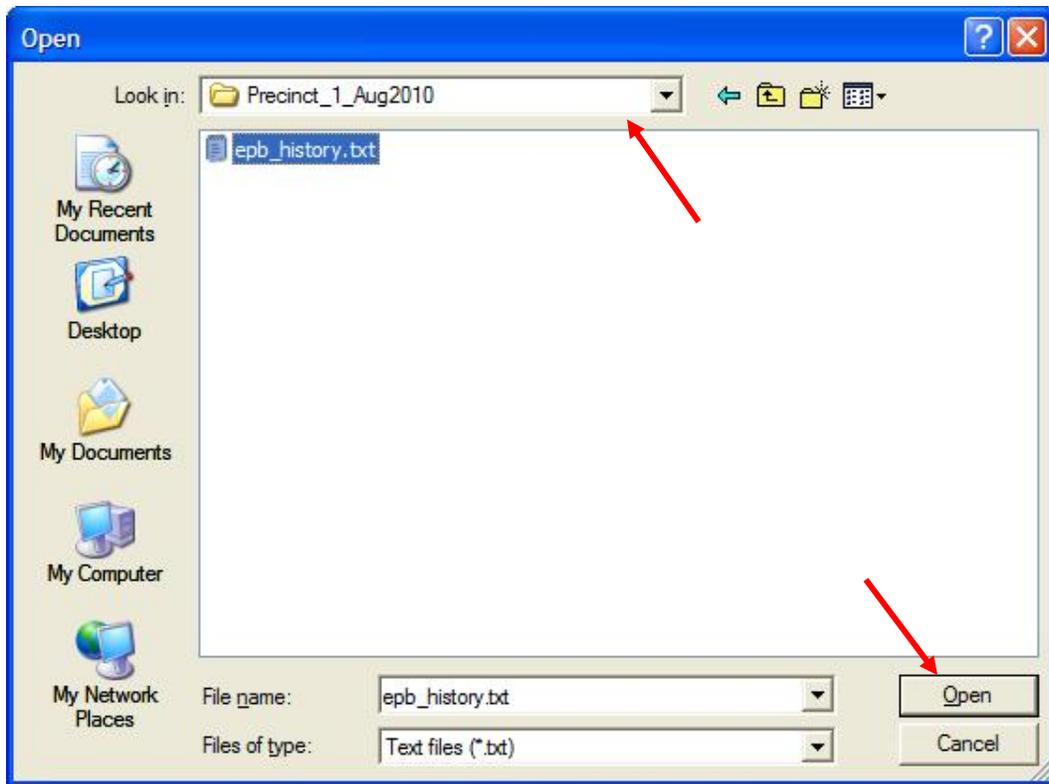
Insert the flash drive that contains the **Voter History** file saved on election night.

Select the **Import Voting History** tab illustrated in Figure 5.2.

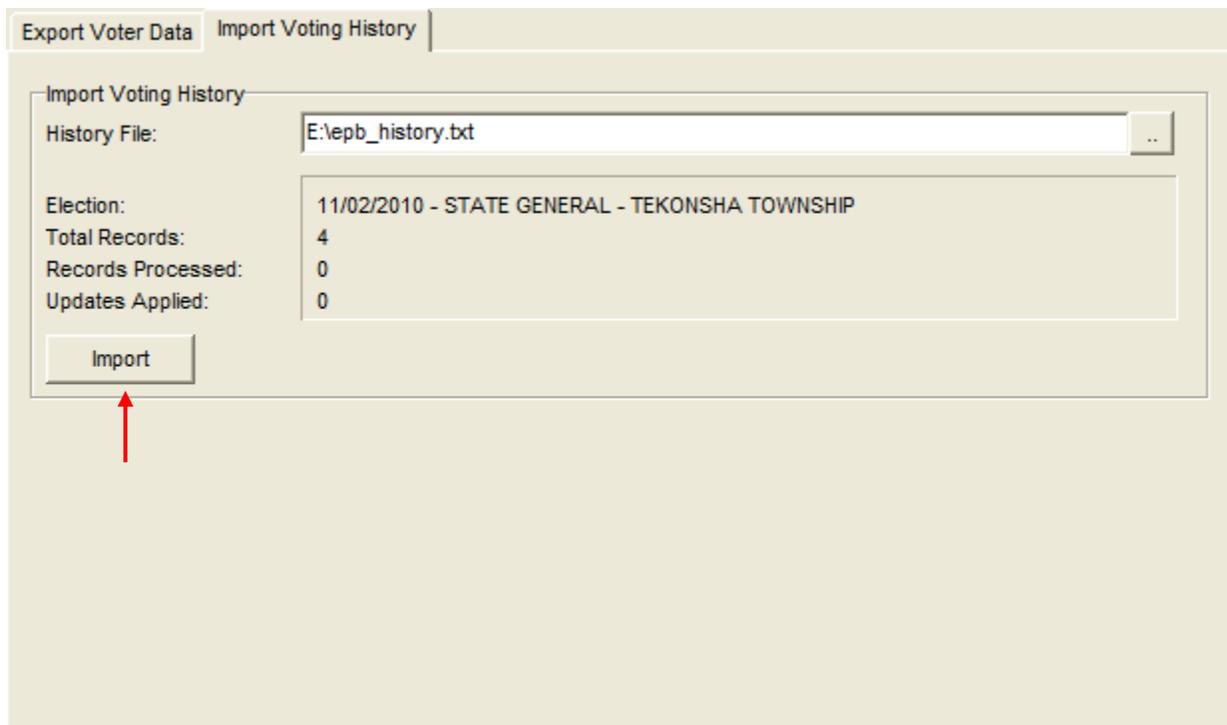
Click the small square button at the far right side of the **History File** field.

Figure 5.2





From the **Look in** field, select the **Voter History** folder and highlight the **epb_history.txt** file.
Click [**Open**] to close the screen.



Click the **[Import]** button in QVF.



Click **[OK]** when the upload is complete. The **Voter History** has now been updated in QVF.