

Chapter 1 - Voter Registration Module

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Voter Search

Figure 1.1

The screenshot displays the 'Michigan Qualified Voter File' application window. A 'Voter Search' dialog box is open, featuring a search bar with 'Search', 'Clear', 'Close', and 'Help' buttons. Below the search bar, there are sections for 'Statuses To Include' with checkboxes for 'Active', 'Challenged', 'To Be Verified', 'Cancelled', 'Rejected', and 'Perm AV's Only'. The dialog also includes fields for 'Voter ID', 'County', 'Jurisdiction', 'Village', 'School District', 'Ward/Precinct', 'Post Office City', 'DOB', and 'SSN4'. There are input fields for 'Last Name', 'First Name', and 'Middle Name', with an 'Exact Match' checkbox for the last name. Below these are fields for 'Street Number', 'Prefix', 'Street Name', 'Street Type', 'Street Suffix', and 'NTH', also with an 'Exact Match' checkbox. At the bottom, there are two sections: 'Mailing Address' and 'Voter Comments', each with radio buttons for 'Include voters with...', 'Include voters without...', and 'Doesn't matter'. The status bar at the bottom left indicates 'Public Version 2.61'.

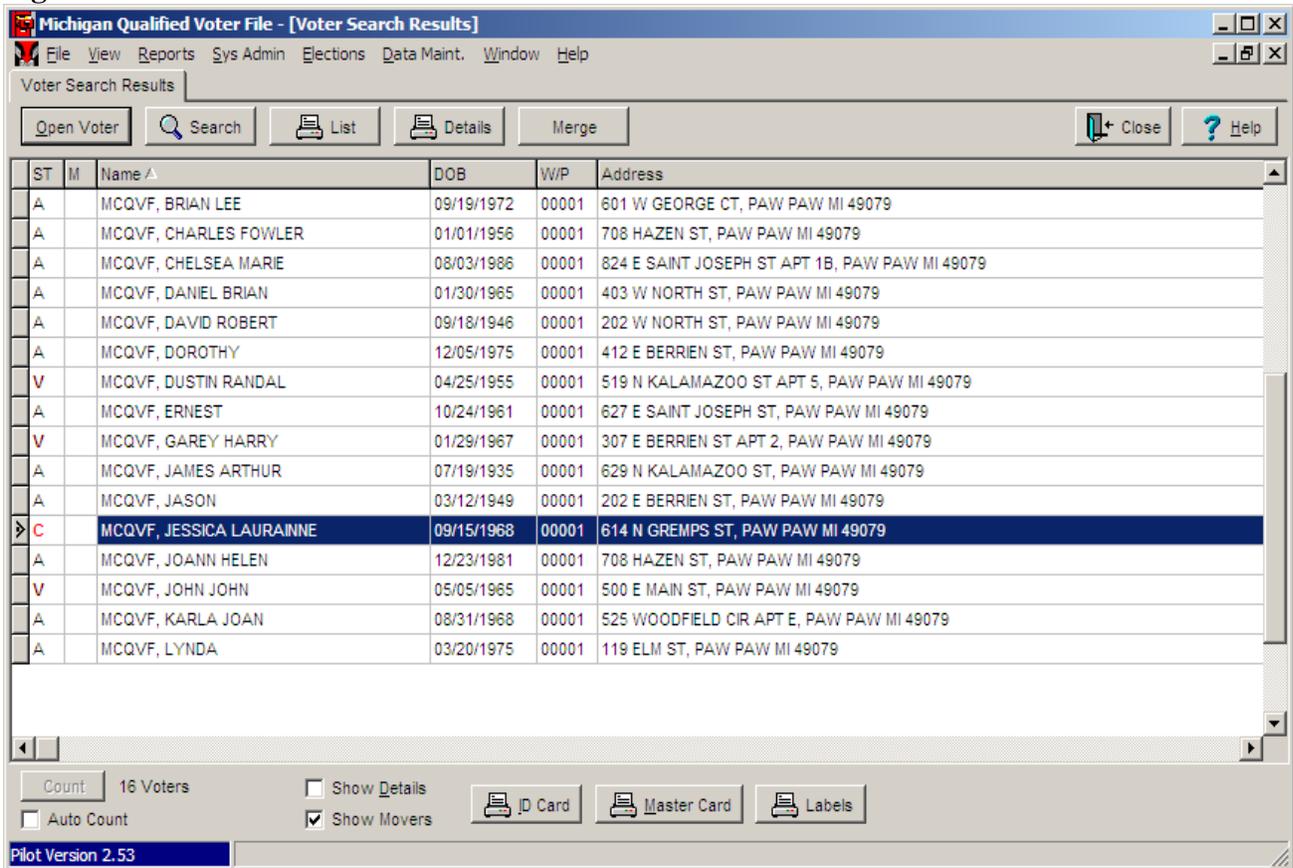
The voter search functions found under *File* and on the *Voter Registration* screen are identical. You can perform a search based on any or all of the following status codes: Active, Canceled, Challenged, Rejected, To Be Verified or Perm AV's Only. The *Voter Search Results* screen can also be customized to automatically contain certain information.

Under *File* there are two search options. When you choose *Voter Search by Voter ID* the cursor automatically appears in the Voter ID field of the *Voter Search* screen. When you choose *Voter Search by Name* the cursor automatically appears in the Last Name field of the *Voter Search* screen. To perform a quick search to research voter information or to access an individual voter record, complete the following:

Action	Result
From the File menu, select either Voter Search by Voter ID or Voter Search by Name.	The <i>Voter Search</i> screen is displayed. Figure 1.1
In the <u>Statuses to Include</u> field, check the voter records that you want to include in the search. The options are: <u>Active</u> , <u>Canceled</u> , <u>Challenged</u> , <u>To Be Verified</u> , <u>Rejected</u> or <u>Perm AV's Only</u> .	Records assigned the selected status code(s) are displayed. Note: Future searches will be based on the selected status codes by default until changed.
Enter any additional search criteria in the information fields on the <i>Voter Search</i> screen and click on the [Search] button. (The amount of time needed to identify the records meeting the search criteria increases as additional criteria is added. A voter ID number is an exclusive identifier and provides the quickest search results.)	The search is performed and the following message displays: <i>Searching</i> .
To terminate the search, click on the [Cancel] button.	The search is immediately halted and you are returned to the <i>Voter Search</i> screen.
If no matches are found:	The following message is displayed: <i>No Records Found</i> .
If only one match is found:	The individual <i>Voter Registration</i> record is displayed.
If several matches are found:	The <i>Voter Search Results</i> screen displays a list of all voter records meeting the search criteria. Figure 1.2

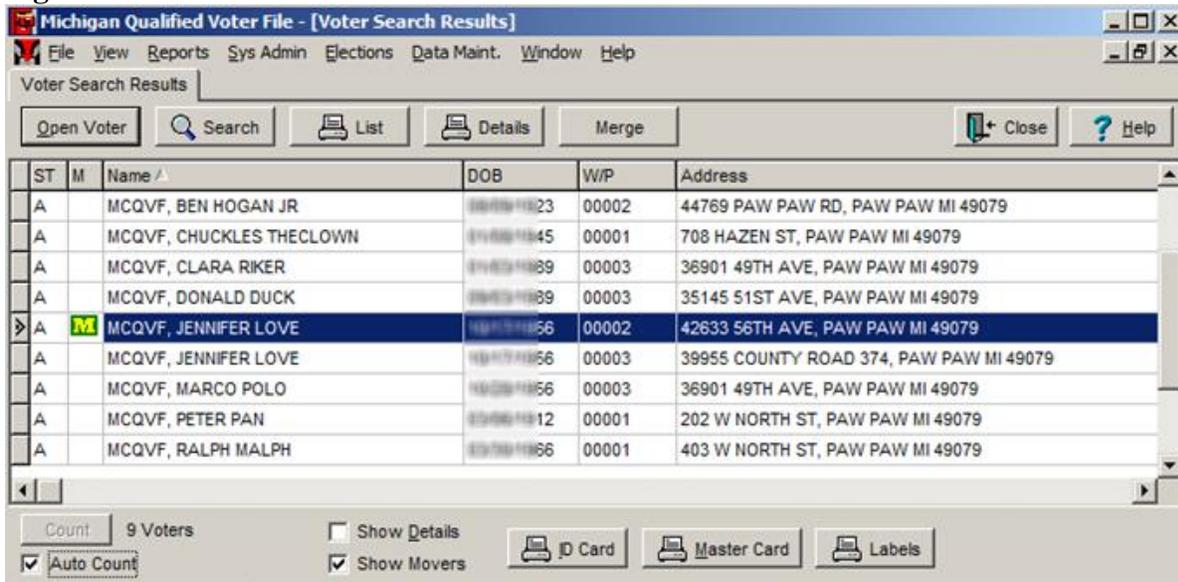
Voter Search Results Screen

Figure 1.2



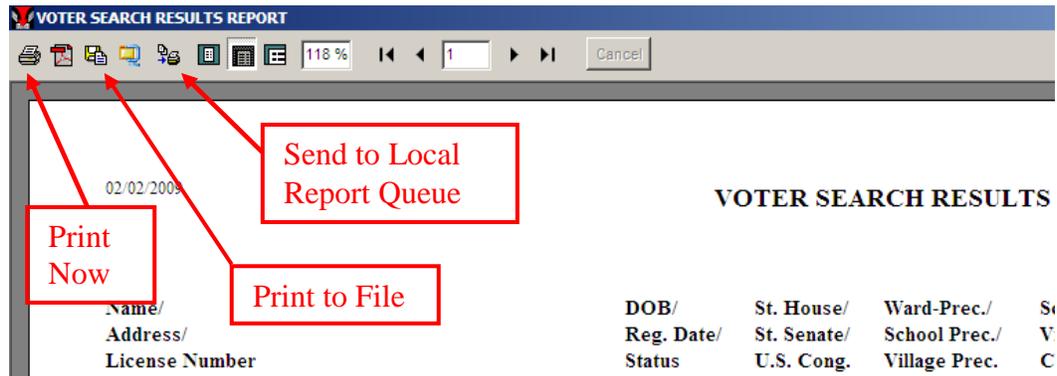
<p>To expand the information in the <i>Voter Search Results</i> screen, place a check mark in Show Details.</p>	<p>The <i>Voter Search Results</i> screen is displayed with complete address and districting information.</p>
<p>Place a check mark next to Show Movers.</p>	<p>A yellow block “M” in a green box is displayed next to each record that is in transition. Figure 1.3</p>
<p>Place a check mark next to Auto Count.</p>	<p>The total number of records found is displayed (lower left). <i>Note: Selecting this feature lengthens the search time.</i> Figure 1.3</p>

Figure 1.3



Action	Result
To access a single record from the <i>Voter Search Results</i> screen, double click on the voter or click on the [Open Voter] button.	The selected <i>Voter Registration</i> record is displayed.
To print the search results, click on the [List] button in the <i>Voter Search Results</i> screen.	The Voter Search Results Report screen is displayed. Figure 1.4
Select <u>Print Now</u> , <u>Send to Local Report Queue</u> (print later) or <u>Print to File</u> and click on the [OK] button.	The request is processed and you are returned to the <i>Voter Search Results</i> screen.
To perform a new search, click on the [Search] button.	The <i>Voter Search</i> screen is displayed with the previously selected search criteria.
To return to the <i>QVF Main Desktop</i> , click on the [Close] button.	You are returned to the <i>QVF Main Desktop</i> .

Figure 1.4



Voter Registration

Before adding a new voter, always perform a search of your database to ensure that the individual is not already registered. Once you determine that the voter is not yet registered in your jurisdiction, you can add them to your QVF database. When adding a new voter to the QVF, information must be entered into all “required fields” which are identified by a pointing finger icon. New voters and updates cannot be saved if any of the required fields are left blank.

Figure 1.5

The screenshot shows a voter registration form. At the top, there are buttons for Search, Save, Delete, Clear, Close, and Help. The form is divided into several sections:

- Jurisdiction:** County, Status (Inspector checked), Ward/Precinct, Eff. From, Entry Date (08/23/2016), Polling Location, Through, Operator, Registration Location.
- Personal Information:** Last Name, First Name, Middle Name, Suffix, Gender, Former Name, DOB, Phone Number, Perm. AV, Email Address.
- Identification:** MVIP ID (Confirmed), SSN4, CCD (None), IVF (No).
- Address:** Residential Address (Number, Suffix, Prefix, Street Name, Type, Suffix, Ext#), NTH Address, Post Office City, State, Zip Code, Mailing Address (NON-UOCAVA).
- Buttons:** Find Street.
- Voter Info:** ID, MC, Label, Com, Sig, Ch. Status, AV, Out of St., History, Petitions.

Actions	Result
<p>To determine that a person is not already registered to vote in your jurisdiction:</p> <p>From the File menu select Voter Search by Name. Note: you may want to search variations of a first name, or a nickname. It may also be helpful to search within your jurisdiction by first and last initials.</p>	<p>The Voter Search screen is displayed. Figure 1.5</p>
<p>Enter the voter's last name in the <u>Last Name</u> field and press Tab.</p>	<p>The cursor is positioned in the <u>First Name</u> field.</p>
<p>Enter the voter's first name in the <u>First Name</u> field and press Tab.</p>	<p>The cursor is positioned in the <u>DOB</u> field.</p>
<p>Enter the voter's date of birth in the <u>DOB</u> field. For twentieth century dates of birth enter the date as an eight digit number, mmddyyyy. Press Tab.</p>	<p>The slashes separating the month, day and year are automatically added and the [Search] button is selected.</p>
<p>Click on the [Search] button.</p>	<p>A list of records that match the search criteria displays on the Voter Search Results screen.</p> <p>If no matches are found, a No Records Found screen is displayed. If it is determined that the applicant is not already registered, the new record may be added.</p>
<p>To register a voter, click on File and Voter Registration.</p> <p>The first required field in the Voter Registration screen is <u>Reg Date</u>. Enter the applicant's registration date as a six digit number: mmddy and press Tab.</p>	<p>The slashes separating the month, day and year are automatically added along with the first two digits of the year.</p>
<p><u>Voter Id</u> (driver license number) is optional. If a driver license number is not provided, one will automatically be assigned to the record through the replication process. An electronic request for a Voter Id number is automatically</p>	<p>The Voter Id number displays, if entered.</p> <p>Note: The <u>Voter Id</u> field will only accept 13 characters.</p>

sent to the Drivers License file with the first replication. The requested Voter Id number is automatically added to the record with the second replication.	Do not enter a Personal Identification Number in the Voter Id field.
<u>Registration Location</u> is a required field. From the <u>Registration Location</u> field click on the drop down menu.	A list of registration agencies is displayed. (see page 14)
Click on the appropriate <u>Registration Agency</u> (the type of voter registration program used by the applicant).	The Registration Agency is displayed in the Registration Location field.
<u>Last Name</u> is a required field. Enter the applicant's last name and press Tab . (The only punctuation accepted in this field is a hyphen.)	The last name displays and the cursor is moved to the <u>First Name</u> field.
<u>First Name</u> is a required field. Enter the applicant's first name and press Tab . (The only punctuation accepted in this field is a hyphen.)	The first name displays and the cursor is moved to the <u>Middle Name</u> field.

<p><u>Gender</u> is an optional field but it is strongly advised that this be completed. If you are uncertain of the gender of the voter, contact the Help Desk who can assist with finding the gender.</p> <p>Select the gender, from the drop down menu and press Tab.</p>	<p>The gender displays, if selected, and the cursor is moved to the <u>Former Name</u> field.</p> <p>Note: Gender serves as a search criteria. For that reason, if a gender is not selected, you will be reminded that this information is missing when you attempt to save the record. You will then be given the option of saving the record without this information (if not provided) or adding the information.</p>
<u>Former Name</u> is an optional field. Enter a former name, if provided, and press Tab .	The former name displays, if entered, and the cursor is moved to the <u>DOB</u> field.
<u>DOB</u> is a required field. Enter the date of birth as a six digit number (mmddy) and press Tab .	<p>The DOB displays and the cursor is moved to the <u>Phone Number</u> field.</p> <p>The slashes separating the month, day and year are automatically added along with the first two digits of the year.</p>

<p><u>Phone Number</u> is an optional field. Enter the phone number, if provided, and press Tab.</p>	<p>The phone number displays, if entered, and the cursor disappears in the <u>Perm AV</u> check box. (AV is outlined.)</p>
<p><u>Perm AV</u> is an optional field. Place a check mark in the <u>Perm AV</u> box, if the <u>applicant requests</u> to be placed on a permanent absent voter ballot application mailing list, and press Tab.</p> <p>Note: Checking this box means that you have agreed to mail an Application for Absent Voter Ballot to the voter for all upcoming elections.</p>	<p>The <u>Perm AV</u> box is checked, if marked, and the Residential Address tab is outlined.</p>
<p><u>MVIP</u> is a required field when entering a voter registration received through the Mail Registration program. The <u>MVIP (Must vote in person)</u> code is automatically assigned by the software.</p> <p>Exception: Does not apply to voters aged 60 or older, overseas, military or disabled.</p>	<p><u>MVIP</u> is assigned to a voter record that results from the Mail Registration program. (See: <i>QVF CHANGE STATUS</i>.)</p>
<p><u>ID</u> is a required field when entering a voter registration received through the Mail Registration program that does not contain acceptable identification. The voter must show ID prior to issuance of ballot at first election.</p> <p>Exception: Does not apply to overseas, military or disabled voters.</p>	<p><u>ID</u> is assigned to a voter record if an acceptable form of ID is not provided.</p>
<p><u>ID: Confirmed</u> is automatically assigned by the software if the Driver License number or last 4 digits of Social Security Number, if provided, is confirmed via the replication process.</p>	<p><u>ID: Confirmed</u> is automatically assigned once the driver license number or last 4 digits of the applicants Social Security Number are electronically confirmed. Voter is <u>not</u> required to show ID prior to issuance of a ballot at first election in jurisdiction.</p>

<p>Enter Driver License number or last 4 digits of Social Security Number, if provided on Mail Registration form and select: Unconfirmed - License number from App.</p> <p>Enter Driver License number or last 4 digits of Social Security Number if provided via a reliable source <u>other than</u> Mail Registration form and select: Unconfirmed – License number not from App.</p>	<p><u>ID: Unconfirmed – License Number from app</u> displays. Automatically reverts to “Confirmed” once the Driver License number or last 4 digits of Social Security Number, if provided, is confirmed via the replication process.</p> <p><u>Unconfirmed – License Number not from app</u> displays. Automatically reverts to “Confirmed” once the Driver License number or last 4 digits of Social Security Number, if provided, is confirmed via the replication process.</p>
<p><u>NTH</u> is an optional field. If the applicant resides in a Non Traditional place of Housing (NTH), contact the QVF Help Desk for assistance.</p> <p>If a traditional place of housing is provided, press Tab to skip this field.</p>	
<p><u>Residential Address</u> is a required field. Enter the following information as appropriate: <u>Number</u>, <u>No. Suffix</u>, <u>Street Name</u>, <u>Ext#</u>, and <u>Zip Code</u>. (<u>No. Suffix</u> is used to enter ½ or A for a duplex.) (<u>Ext#</u> is used to enter an apartment or lot number. This field will accept Apt or Lot if desired on printed materials.</p>	<p>The residential address displays and the [Get Street Index] button is enabled.</p> <p>Note: You cannot enter the <u>Prefix</u>, <u>Str. Type</u>, <u>Str. Suffix</u>, <u>Post Office City</u> or <u>State</u>. This information will be automatically assigned once the address is located in the Street Index.</p>
<p>Click on the [Find Street] button.</p> <p>(Pressing Tab when the cursor is in the <u>Zip Code</u> field activates the [Find Street] button.)</p>	<p>The address is located in the Street Index and the [Find Street] button is no longer enabled.</p> <p>Note: The following districting information is automatically assigned to the address: <u>Jurisdiction</u>, <u>Ward/Precinct</u>, <u>County</u>, the <u>Prefix</u>, <u>Str. Type</u>, <u>Str. Suffix</u>, <u>Post Office City</u>, <u>State</u>.</p>
<p>If, based on the address information entered, multiple possible matches are found in the Street Index, additional information may be required (the address may require a prefix, i.e., “N” or “S” Pine Street).</p>	<p>The Street Index Lookup screen appears with a list of the various possibilities.</p>

<p>Highlight the appropriate address information needed and click on [Use Address] button.</p>	<p>You are returned to the Voter Registration screen, the [Find Street] button grays out and all districting information is applied to the record.</p>
<p>If a match can <u>not</u> be found:</p>	<p>The No Street Record Found screen is displayed.</p> <p>Verify the accuracy of the information entered. Check your Street Index to ensure that the address is included. To access the Street Index, click on the [Address] button at the bottom of the screen. As an alternative, you can access the Street Index by clicking on the [Search Streets] button or the [Add New Street Record Button] in the No Street Record Found screen.</p> <p>If the address is contained within the boundaries of your jurisdiction but is not included in your Street Index, the address will need to be added.</p>
<p>To add a new address to your Street Index, click on Data Maintenance and then [Street Index Look-up]. Click on [Request New] and complete the submission form. Click on [Preview] to print the completed form. Fax the completed form to 517-636-6133 at the Bureau of Elections.</p> <p>Once the address is added to your Street Index, you will be able to add the voter registration to your file. This same process is used to request other updates to the street index.</p>	
<p><u>Mailing Address</u> is an optional field. Enter the mailing address, if provided. Enter <u>Email Address</u>, if provided. This address will be available in the AV module for military/overseas voters.</p>	<p>The mailing address must be entered in the following format: <u>Line 1</u> - Number and Street Name <u>Line 2</u> - City and State <u>Line 3</u> - Zip Code</p>
<p>Above the Mailing Address field is the <u>UOCAVA Status</u> drop-down menu. When registering a military or overseas voter, select the appropriate status: Military, Overseas</p>	

<p>Civilian, Overseas Legacy. All other voters will remain with the default setting of Non-UOCAVA.</p>	
<p>Click on [Save].</p>	<p>The voter registration is saved and the buttons at the bottom of the screen are enabled. The voter's eligibility date is calculated and is displayed in the Eff. From field. This is the earliest date upon which the voter will be eligible to vote or sign a petition.</p>
<p>If you have additional voter registrations to enter or you make a mistake and want to start over with a fresh screen, click on the [Clear] button.</p>	<p>The information entered in all of the fields is deleted.</p>
<p>Several message screens can appear when you attempt to save a voter registration.</p>	
<p>When you enter a <u>Voter Id</u> number the system will automatically check to see if that number already exists within the QVF.</p> <p>If one or more duplicates are found, the following message will appear: "The voter you are attempting to save has the same voter ID as the following voters."</p>	<p>You are either attempting to enter a voter who is already registered or the <u>Voter Id</u> number that you are attempting to enter is assigned to another voter. Further investigation is required. Once the issue is resolved, click on the [Save] button.</p>
<p>If you do not enter a <u>Gender</u> a Confirm screen will appear with the following message: "This voter's gender is currently undefined. Save the Voter anyway?"</p>	<p>Enter a <u>Gender</u> if provided. If you are uncertain of the gender of the voter, contact the Help Desk who can assist with finding the gender. If this information is not available, the record can be saved by clicking on the [Yes] button.</p>
<p>When entering voter registrations that are dated more than thirty days in the past, a Confirm screen will appear with the following message: "You have entered a registration date that is more than 30 days in the past. Save voter anyway?"</p>	<p>If the registration date is correct, click on the [Yes] button to save the record.</p>

<p>If you inadvertently enter a registration date that is earlier than 01/01/1900, an Error screen will appear with the following message: “Registration date cannot be earlier than 1/1/1900.”</p>	<p>Correct the registration date and click on the [Save] button.</p>
<p>If you inadvertently enter a date of birth that is earlier than 05/05/1850, an Error screen will appear with the following message: “DOB cannot be earlier than 5/5/1850.”</p>	<p>Correct the date of birth and click on the [Save] button.</p>
<p>If you inadvertently enter a voter registration for an applicant who is not yet 17 ½ years of age, a Confirm screen will appear with the following message: “This person is less than 17 ½ years old. Save this record anyway?”</p>	<p>If the applicant is at least 17 ½ years of age, correct the date of birth and click on the [Save] button. If you do not correct the date of birth and click on the [Yes] button, the record will be saved and a “Reject - Age” status code will automatically be assigned.</p>

Registration and Change Agencies

--Tracking Voter Registration Transactions for Federal Reporting Purposes—

The record keeping feature is designed to maintain the data needed for the Election Assistance Commission’s (EAC) “Election Administration and Voting Survey” which must be submitted to the EAC on a biennial basis.

When entering a new voter into your database, pull down the “Registration Location” menu located near the upper right-hand side of your screen. (Note: When entering update information to an existing record the drop down menu is labeled “Change Agency.”)

Identify the source of the voter registration application by selecting the appropriate Registration Agency from the menu. The following table lists the current sources of voter registration applications and their corresponding Registration Agencies.

SOURCE OF APPLICATION	REGISTRATION AGENCY
Any Armed Forces recruitment office.	ARMED FORCES RECRUITING OFFICES
Registration applications executed by applicants in your office; voter registration applications that are hand-delivered to your office; registration applications accepted by	CLERK’S OFFICE AND OTHER

the county clerk.	
Federal Post Card Application (FPCA) or other type of registration form submitted by protected voters (members of uniformed service or Merchant Marines, their spouse/dependent, civilian outside the US)	FPCA *You must also indicate the voter's UOCAVA status (military or overseas civilian) before saving this record. Once saved, the effective date will be equal to the registration date or the voter's 18 th birthday, whichever is later.
State or Federal mail-in registration form. Note: Do not include mail-in registration forms that are hand-delivered by the applicant.	MAIL REGISTRATIONS Note: do not select this agency when entering update information; in this case "CLERK'S OFFICE - OTHER" must be selected.
Secretary of State Branch Office Voter Registration Program.	SOS BRANCH OFFICES
Secretary of State "Renewal by Mail" Program.	SOS RENEWAL BY MAIL PROGRAM
Public assistance agencies (form number NSP-938A & B).	VR PUBLIC ASSISTANCE AGENCIES

Updating Voter Information

When updating voter information keep in mind that all address changes that you enter will be applied to the Driver License file (DL). Other updates, such as name changes, are not applied to the DL file. In such instances, if the information that you enter does not agree with the information in the DL the information that you entered will eventually revert back as it will be overridden by the information in the DL. Such information can only be changed by the voter at a Secretary of State Branch office.

Actions	Result
From the File menu select Voter Registration .	A blank Voter Registration screen is displayed.
Click on the [Search] button. The first step is to find the existing record.	The Search screen is displayed.
Enter or select the desired search criteria.	
Click on the [Search] button.	A list of all active voter records that match the search criteria appear on the Voter Search Results screen.
Click on the record that you wish to change.	The record is highlighted.

Click on the [Open Voter] button at the top of the screen, or double click on the voter's name.	The selected voter registration screen is displayed.
Select the source of the new information from the <u>Change Agency</u> drop down menu.	The Change Agency is identified for NVRA reporting purposes.
Use the Delete or Backspace key to delete the information to be updated. You can also "click and drag" to highlight the old information and type in the new information.	The old information is deleted and the new information appears. (If the new information includes an address change, see the following table: <i>Accounting for Voter Moves in the QVF.</i>)
Click [Save].	The record is updated and saved. If the new information included a change to the voter's address, a <i>Confirm</i> screen will appear with the following message: " Do you wish to have this change counted for NVRA reporting purposes? "
Click [No] if the change was made to correct a typographic error or other entry that does result in an actual voter move. Click [Yes] if the change constitutes a move to a different address.	The address change is saved.

Status Changes and Confirmation Notices

This information has been updated and moved to a separate document. Please click this link: [Status Changes and Confirmation Notices](#)

Voter Moves

Figure 1.6

The screenshot displays the Michigan Qualified Voter File (QVF) system interface. At the top, there are navigation buttons: Search, Save, Delete, Clear, a yellow 'M' icon, Close, and Help. The main data area is divided into several sections:

- Registration Information:** Jurisdiction: BOHEMIA TOWNSHIP; County: ONTONAGON; Status: ACTIVE; Reg Date: 07/06/1972; Voter Id: M333222659889.
- Personal Information:** Last Name: MCQVF; First Name: HEATHER; Middle Name: ROSE; Suffix: (dropdown); Gender: F.
- Address Information:** Residential Address: Number 5741, Suffix (dropdown), Prefix (dropdown), Street Name ROUSSEAU, Type RD, Suffix (dropdown), Ext# (dropdown); Post Office City MASS CITY, State MI, Zip Code 49948; Mailing Address: NON-UOCAVA.
- Other Fields:** Ward/Precinct: 00001; Eff. From: 08/05/1972; Entry Date: 07/20/2010; Polling Location: ROUSSEAU TOWN HALL; Through: 09/21/2016; Operator: CLONER @ STATE (0); Change Agency (dropdown); MVIP ID: Confirmed; SSN4: (dropdown); CCD: None; IVF: No.

At the bottom, there are tabs for Voter Info and Districts, and a row of buttons: ID, MC, Label, Com, Sig, Ch. Status, AV, Out of St., History, and Petitions.

For tracking purposes, the QVF divides moves into three categories: **Long Moves, Intermediate Moves and Short Moves.**

Long Moves take voters from one city or township to a different city or township. During the transition period (about sixty days) that begins immediately after the move is entered, the voter's registration record exists in the databases of both the old and new jurisdiction. If the voter registered after the registration deadline, the voter must vote in his or her old jurisdiction. In this case, the old jurisdiction can not make any changes to the record other than to note the issuance and/or return of an absent voter ballot application or ballot or update voter history following the election. The old record is identified with a yellow block "M" in the upper part of the voter registration screen. At the end of the transition period the two records are combined in the new jurisdiction and a new registration date is assigned.

Intermediate Moves take voters from one precinct or district to another within the same city or township. When a change of address within a jurisdiction is entered into the system, the old and the new record exist simultaneously throughout the transition period. The old record contains a yellow block "M" in the upper part of the screen. Clicking on the block "M" will take you to the new record. The record in the old precinct or district cannot be changed with the exception of AV processing activity and recording vote history. If additional updates are needed they must be entered into the new record. After the transition period has ended the two records will be

combined in the new district or precinct. In this case, the original registration date within the jurisdiction does not change.

Short Moves take voters to a different address within the same precinct or district within the same city or township. These moves take immediate effect and do not cause two records to exist simultaneously. The original registration date within the jurisdiction does not change.

Entering Changes of Address: When a Long Move or Intermediate Move is entered into the system either at a branch office or locally, the system will calculate which precinct list the voter’s name will appear on based on the effective date of the change. While **Long Moves** and **Intermediate Moves** do not go into effect for thirty days, **Short Moves** take immediate effect regardless of when they are entered.

Instructions for entering an **Intermediate Move** are provided below. (You do not necessarily need to know if a move within your jurisdiction is **Short** or **Intermediate**. The system will prompt you if a change of address within your jurisdiction is an **Intermediate Move**.)

Action	Result
Conduct a <i>Voter Search</i> to locate the voter record.	The individual’s <i>Voter Registration</i> screen appears. Figure 1.6
Select the appropriate <u>Change Agency</u> from the drop down menu.	The Change Agency is identified for NVRA reporting purposes.
Click and drag to highlight the old address, or delete the old information and enter the new address information. Click on the [Find Street] button.	The new address is matched against the <i>Street Index</i> .
If the new address is not located in the Street Index:	A message screen appears, “No street records were found that match the criteria specified.” You will need to correct the address information entered or update the Street Index to include the address.
If the new address is located in the Street Index:	The [Find Street] button grays out and complete districting information is automatically applied to the record.
Click on the [Save] button.	If the new address constitutes a Short Move or an Intermediate Move the <i>Please enter effective date of move</i> screen is displayed. Figure 1.7

Figure 1.7

The screenshot shows a dialog box with the title "Please enter effective date of move". At the top, there are three buttons: "OK" (with a green flag icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon). Below the buttons is a text area containing the following text: "You have changed the residential address of this record in a way that causes one or more of the voter's precincts or districts to change. The QVF will transfer the voter's record as appropriate. To complete the transfer process, please enter the effective date of the move below. The effective date of the move will be used to calculate the voter's 'Last Date To Vote' in the OLD residence and the 'Effective Date of Registration' in their NEW residence." Below this text is a text input field labeled "Effective date of move:" containing the text "02/02/2009". At the bottom of the dialog, there are two labels: "Last date to vote in OLD place:" and "Effective date of registration in NEW place:". To the right of these labels is a button labeled "Calculate".

<p>Enter the date of the change on the <i>Please enter effective date of move</i> screen and click on Tab. (The effective date is the date on the Voter Registration Application or Address Change Request form).</p> <p>The date may be entered as a six or an eight digit number: mmddy or mmddyyy.</p>	<p>The slashes separating the month, day and year are automatically added.</p> <p>If the date is entered as a six digit number, the first two digits of the year are automatically added.</p>
<p>Click on the [OK] button:</p>	<p>The address change is saved and a new record is created in the new precinct and or district. A blinking yellow "M" is added to the old record indicating that the record is in transition to the new precinct and or district.</p>
	<p>A "Moved From" notation is made in the <i>Change History</i> screen of the new record. (The date recorded in the <i>Change History</i> screen is the entry date and is not the actual effective date of the move.)</p>
<p>After the Please enter effective date of move screen disappears:</p>	<p>The earliest date that the voter can vote at his or her new address is automatically calculated and is displayed on the new record in the <u>Eff. From</u> field.</p> <p>The last date that the voter can vote at his or her old address is calculated and displayed on the old record in the <u>Through</u> field.</p>

Buttons on the Voter Registration Screen

Figure 1.20

The screenshot displays the Voter Registration Screen with the following elements:

- Buttons:** Search, Save, Delete, Clear, Close, Help.
- Metadata:** Jurisdiction: BOHEMIA TOWNSHIP, County: ONTONAGON, Status: ACTIVE, Ward/Precinct: 00001, Eff. From: 09/22/2016, Entry Date: 08/23/2016, Polling Location: ROUSSEAU TOWN HALL, Through: CLONER @ STATE (0), Operator: CLONER @ STATE (0).
- Personal Information:** Reg Date: 07/06/1972, Voter Id: M333222659889, Last Name: MCQVF, First Name: HEATHER, Middle Name: ROSE, Suffix: [Dropdown], Gender: F.
- Additional Fields:** Former Name, DOB: 06/08/1932, Phone Number, Perm. AV, Email Address, MVIP ID: Confirmed, SSN4, CCD: None, IVF: No.
- Address Section:** Residential Address (Number: 1700, Suffix, Prefix, Street Name: STATE HIGHWAY M38, Type, Suffix, Ext#, Post Office City: MASS CITY, State: MI, Zip Code: 49948) and Mailing Address: NON-UOCAVA.
- Navigation:** Voter Info, Districts, ID, MC, Label, Com, Sig, Ch. Status, AV, Out of St., History, Petitions.

[Search] - Produces a *Voter Search* screen that allows you to search for individual voter records within your database.

[Save] - Allows you to save changes or additions made to voter records.

[Delete] – Allows you to delete voters from the database prior to the record being replicated.

[Clear] – Allows you to delete information entered in all the fields on the screen.

[Close] - Returns you to the *QVF Main Desktop*. If changes were made that were not saved, a message will appear asking if you want to save your changes.

[Help] - Provides information on how to use the *Voter Registration* screen.

[Inspector] - Produces the *Local Inspector* screen that is used to flag the voter as a potential election inspector. To flag a voter who is registered outside of your jurisdiction but within the same county, use the Data Maintenance/Inspector Lookup. A check mark will appear on this button for voters who are inspectors.

[Find Street] - Matches the information entered in the Residential Address fields against information contained within the Street Index.

[ID] - Produces the *Print ID Cards* screen that can be used to print a single Voter Identification Card.

[MC] - Produces the *Print Master Cards* screen that can be used to print one or more Master Cards.

[Label] – Produces the *Mailing Label* screen that can be used to print a mailing label.

[Com] - Produces the *Comments* screen that can be used to enter information or comments regarding a voter.

[Sig] - Produces the *Signature* screen that can be used to scan, view and save digitized signatures.

[Ch. Status] - Produces the *Change Status* screen that can be used to change a voter's status.

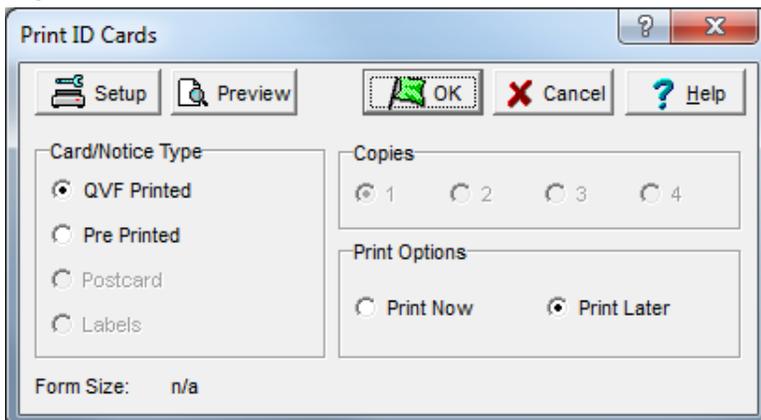
[AV] - Produces the *Absentee Applications and Ballots* screen that can be used to document the issuance and receipt of AV applications and AV ballots.

[Out of St.] - Produces the *Previous Out of State Address* screen that can be used to enter new voters previous out of state address.

[History] - Produces the *Voter History* screen that can be used to view or print voting and change history.

Creating an ID Card

Figure 1.8

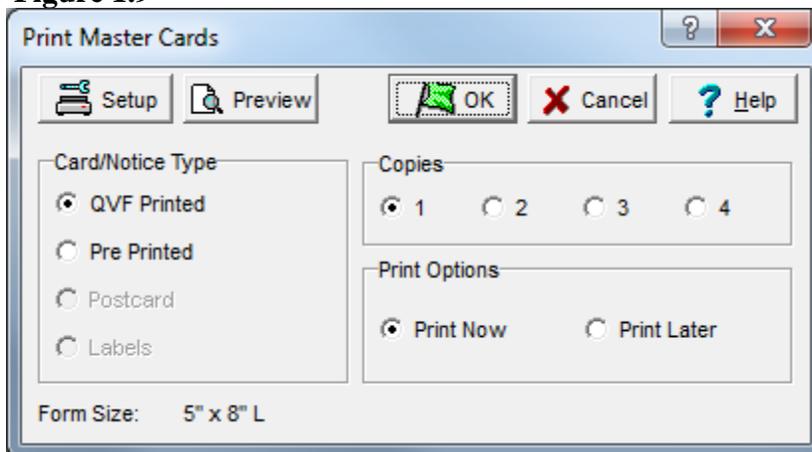


Single voter ID cards may be printed from the **Voter Registration** screen.

Actions	Result
Conduct a Voter Search to locate the voter record.	The individual's Voter Registration screen is displayed.
Click on the [ID] button in the lower left corner of the screen.	The Print ID Cards screen is displayed. Figure 1.8
Select <u>QVF Printed</u> (blank paper stock) or <u>Pre-Printed</u> stock in the <u>Card/Notice Type</u> field.	
Select a <u>Print Option</u> by clicking on <u>Print Now</u> or <u>Print Later</u> .	Note: ID cards sent to the Print Queue are stored as a single job.
Click [OK] .	The ID card starts printing immediately or is sent to the Print Queue and you are returned to the Voter Registration screen.
Click on [Close] .	You are returned to the QVF Main Desktop .

Creating a Master Card

Figure 1.9



Single Master Cards may be printed from the *Voter Registration* screen.

Actions	Result
Conduct a <i>Voter Search</i> to locate the voter record.	The individual's <i>Voter Registration</i> screen is displayed.
Click on the [Master] button. (It is located next to the [ID] button.)	The <i>Print Master Cards</i> screen is displayed. Figure 1.9
Select <u>QVF Printed</u> (blank paper stock) or <u>Pre-Printed</u> stock under <u>Card/Notice Type</u> .	
Under <u>Copies</u> select the number of copies you wish to print.	
Under Print Options, select either Print Now or Print Later.	Note: Master Cards sent to the <i>Local Report Queue</i> will be stored as a single job.
Click [OK].	The Master Card starts printing immediately or is sent to the <i>Local Report Queue</i> and you are returned to the <i>Voter Registration</i> screen.
Click [Close].	You are returned to the <i>QVF Main Desktop</i> .

Recording a Previous Out of State Address

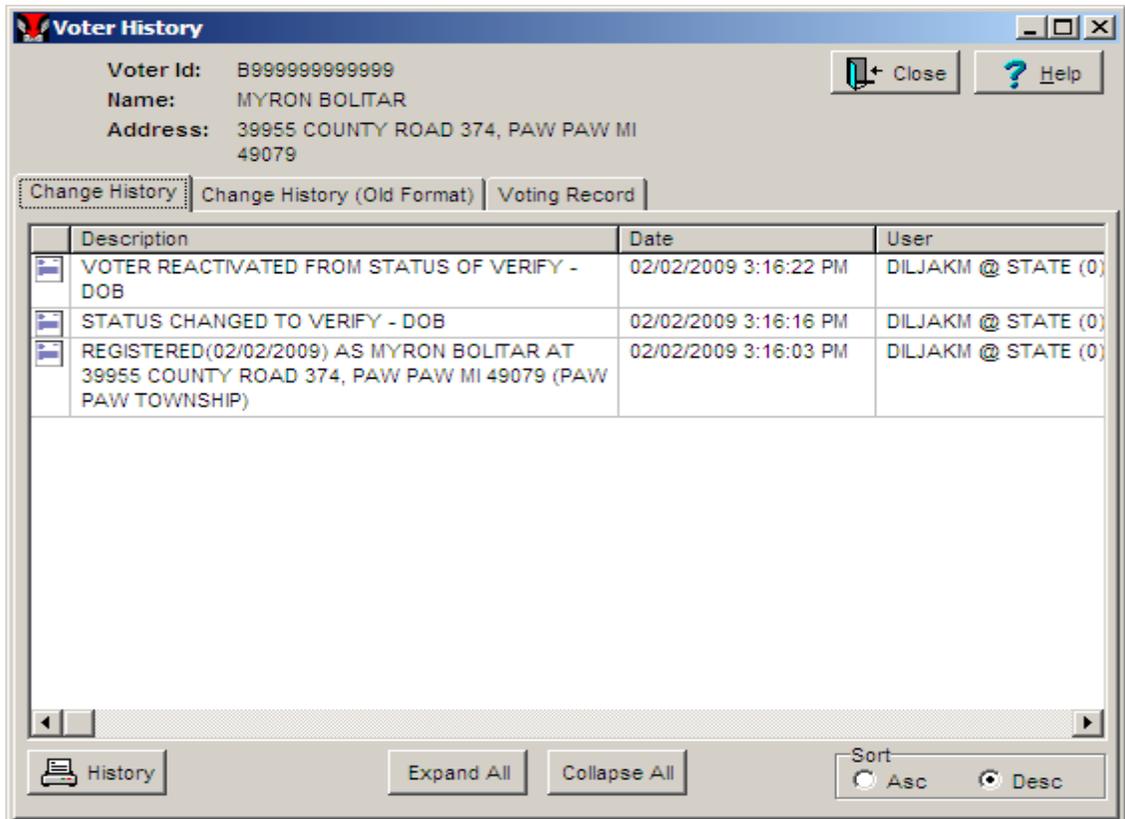
Figure 1.15

Use this feature of the QVF when a person moves to Michigan from out of state and submits an over the counter registration.

Actions	Result
<p>After you have registered a person in the usual manner, select the [Out of State] button at the bottom of the screen.</p>	<p>The Previous Out of State Address screen is displayed. Figure 1.15</p>
<p>Enter/select the following information: Address: City: State: Zip Code:</p>	
<p>Click the [OK] button.</p>	<p>The QVF stores the voter's previous out of state address.</p> <p>Note: The previous address can be viewed under <i>Voter History</i>.</p>

Viewing Change History

Figure 1.16



Significant changes made to voter registration records (Name, Address, Status and Gender) are automatically documented in the Change History screen.

Actions	Result
Conduct a <i>Voter Search</i> to locate the voter record.	The individual's <i>Voter Registration</i> screen is displayed.
On the <i>Voter Registration</i> screen click on the [History] button in the lower right corner of screen.	The <i>Voter History</i> screen is displayed. Figure 1.16 (CONTINUED)
The Voter History screen has three tabs, Change History, Change History (Old Format) and Voting Record.	<i>Change History</i> will display all significant changes made to the voter registration record since 12/16/02 in detail. <i>Change History (Old Format)</i> will display changes made to the record in less detail. <i>Voting Record</i> will display all voting activity since 2002.
Click on the [History] button to print the Change History.	The <i>Change History Report</i> screen is displayed.
The <i>Change History</i> tab can contain information in folders. Open a single folder by double clicking on the folder or clicking on the [Expand All] button.	The selected folder is opened.
Close a folder by double clicking on the folder or clicking on the [Collapse All] button.	The selected folder is closed.
The <u>Voting Record</u> screen contains the date of each election for which the voter was issued a ballot. Print the <u>Voting Record</u> by clicking on the [Print] button.	The <i>Voting Record Report</i> screen is displayed.
Click [Close] .	You are returned to the <i>Voter Registration</i> screen.
Click [Close] .	You are returned to the <i>QVF Main Desktop</i> .

Deleting Voters

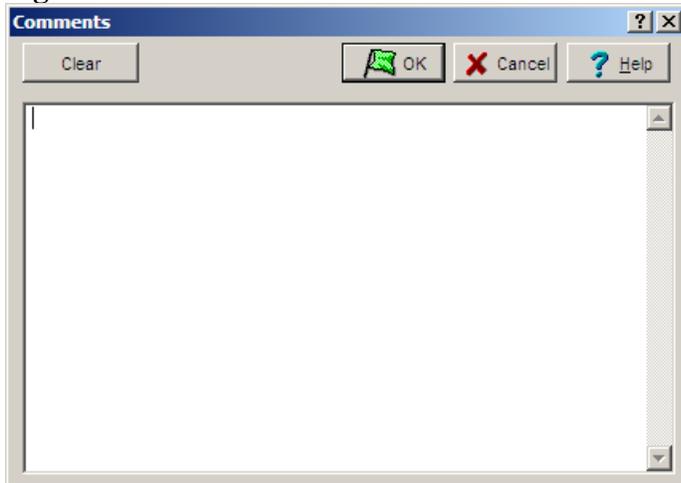
The delete voter function is located on the ***Voter Registration*** screen. The only voter records that can be deleted locally are those that are entered locally in error that have not been replicated. After the record has been replicated it becomes part of the statewide file and can not be deleted at the local level.

Action	Result
Conduct a <i>Voter Search</i> to locate the voter record.	The individual's <i>Voter Registration</i> screen is displayed.
Click on the [Delete] button.	A message screen appears, "Are you sure you want to delete this voter record and lose all references to this record permanently?"
Click on the [Yes] button.	The voter record is deleted from the database and all information in the <i>Voter Registration</i> screen is cleared.
If the voter record has been replicated and you click on the [Delete] button:	A message screen appears, "You can't delete a voter that has already been replicated."
Click on the [OK] button.	The message screen disappears and the voter record remains in the database.

Comments

A *Comments* screen allows you enter information or comments regarding a voter. The information contained in the *Comments* screen does not replicate and therefore does not remain with the voter record if the voter moves to a different city or township.

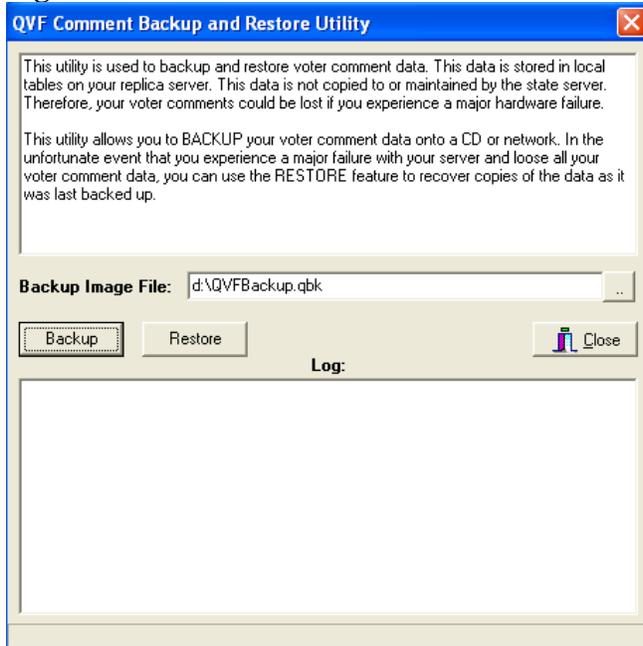
Figure 1.18



Action	Result
On the <i>Voter Registration</i> screen click on the [Comments] button.	The <i>Comments</i> screen is displayed and the cursor appears in the Comments box. Figure 1.18
Enter your comments and click on the [OK] button.	You are returned to the <i>Voter Registration</i> screen. A check mark now appears in the [Comments] button.
To save your comments to a database see: <i>Backing Up Signatures and Comments.</i>	

Backing Up Comments

Figure 1.21



Comments added to voter records do not replicate. If your server fails, this information can be lost. For this reason a back up feature allows you to copy comments to a disk for storage and restoration if needed. You can back up your files to a network drive (small files will fit on a diskette), or you can back up to a CD. (The CD will have to be formatted for Direct CD copying.) Use the following table to save your information.

Action	Result
Click on the Windows [Start] button.	The Start menu appears.
Select Programs .	The Programs submenu appears.
Select Michigan QVF.	The Michigan QVF submenu appears.
	(CONTINUED)
Select and click on QVF Backup and Restore .	The QVF Comment Backup and Restore Utility screen is displayed. Figure 1.21

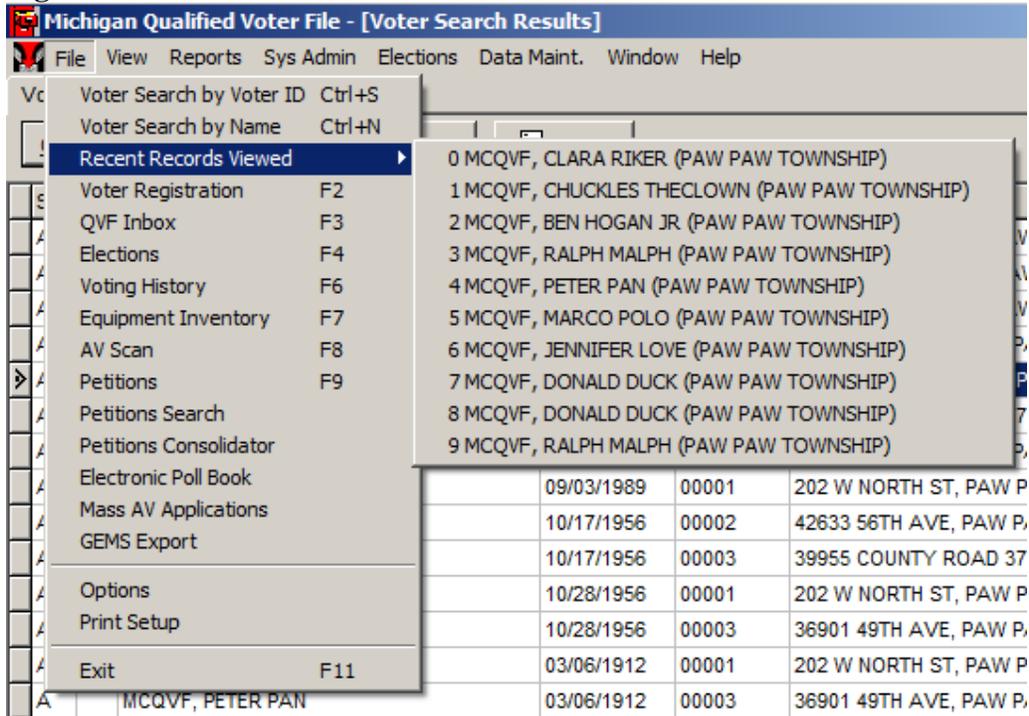
<p>To designate the drive or folder that you wish to use, click on the button to the right of the <u>Backup Image File</u> field.</p>	<p>The Select a Backup Image File screen is displayed.</p>
<p>Select a drive or folder from the drop down menu in the <u>Save in</u> field and click on the [Save] button.</p>	<p>You are returned to the QVF Comment Backup and Restore Utility screen. Your drive or folder is now in the <u>Backup Image File</u> field.</p>
<p>On the QVF Comment Backup and Restore Utility screen click on the [Backup] button.</p>	<p>A Warning screen displays telling you of several considerations to be taken into account.</p>
<p>Click on the [OK] button.</p>	<p>Once the back up is complete the QVF Backup and Restore screen displays the following message: “Backup finished. Please check log for errors.”</p> <p>The <u>Log</u> box at the bottom of the QVF Comment Backup and Restore Utility screen has filled with information. Check the log to ensure that the export terminated successfully without warnings.</p>
<p>Click on the [OK] button.</p>	<p>The QVF Backup and Restore screen disappears.</p>
<p>Click on the [Close] button.</p>	<p>The QVF Comment Backup and Restore Utility screen disappears.</p>

Restoring the Comments Database from the Backup File

Action	Result
Click on the Windows [Start] button.	The <i>Start</i> menu appears.
Select <i>Programs</i> .	The <i>Programs</i> submenu appears.
Select Michigan QVF.	The <i>Michigan QVF</i> submenu appears. (CONTINUED)
Select and click on <i>QVF Backup and Restore</i> .	The QVF Comment Backup and Restore Utility screen is displayed.
Enter the location of the backup data in the <u>Backup Image File</u> field, or select the location by clicking on the button to the right of the field. Click on the [Restore] button.	A <i>Confirm</i> screen displays a warning message that advises that you are about to overwrite QVF data with data stored in the backup file. Do you wish to proceed?
Click on the [Yes] button.	A second warning message displays: “ Are you sure? ”
Click on the [Yes] button.	The backup data is restored and the following message displays: “ Restore finished. Please check log for errors. ”
Click on the [OK] button.	The message disappears and the filled <u>Log</u> box on the <i>QVF Comments Backup and Restore Utility</i> screen is displayed.
Check the <u>Log</u> to ensure that the “import terminated successfully without warnings.” Click on the [Close] button.	The QVF Comments Backup and Restore Utility screen disappears.

Recent Records Viewed

Figure 1.19



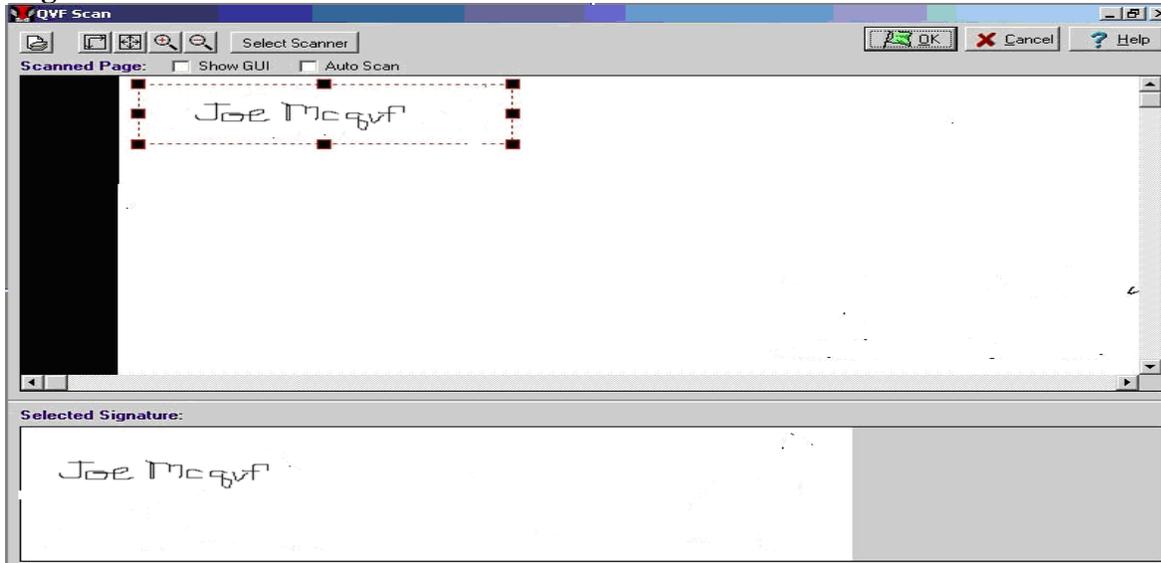
The last ten voter records viewed are automatically saved to a **Recent Records Viewed** sub menu. This feature allows for the quick retrieval of these records.

Action	Result
Under File select Recent Records Viewed.	The sub menu will display up to ten names. These are the last ten Voter Registration screens opened. Figure 1.19
Click on a name.	That individual's Voter Registration screen is displayed.
Click on the [Close] button.	You are returned to the QVF Main Desktop .

Scanning Signatures

(Requires the purchase of special software)

Figure 1.22



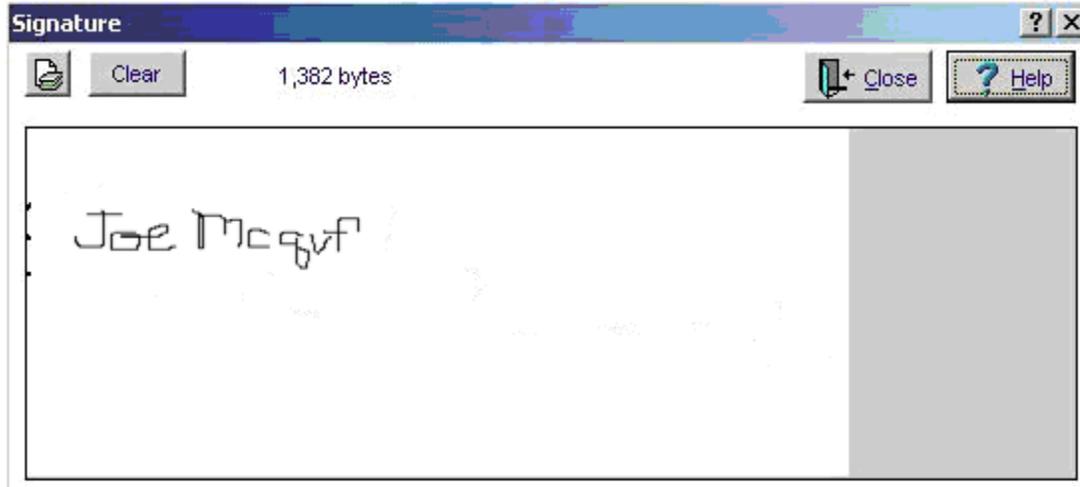
The digitized signatures which are displayed in the QVF are collected from the Driver License File (DL). However, if a digitized signature does not exist within the DL, an original signature will need to be collected and affixed to the voter's Master Card. Or, as an option, jurisdictions are free to purchase special software that can be used to scan a signature into the voter database. Signatures that are scanned into the voter database do not move with the voter record if the voter subsequently moves to a different jurisdiction. For more information, please contact the QVF Help Desk.

Action	Result
Conduct a <i>Voter Search</i> to locate the voter record.	The individual's <i>Voter Registration</i> screen is displayed.
Place the signature to be scanned into the scanner.	
Click on the [Signature] button.	The <i>QVF Scan</i> screen displays.

	Figure 1.22 (CONTINUED)
Click on the [Scan] button  in the upper left hand corner of the <i>QVF Scan</i> screen.	A message screen appears telling you that scanning has started. When the scanning is complete the message screen disappears and the digital signature appears in both the upper left and lower left sections of the screen.
To save computer space crop the scanned image so that only the signature is being stored.	The scanned image is outlined in red.
Click and drag the red boxes to move the red lines so that, as near as possible, only the signature is enclosed.	This is the portion of the scanned image that will be saved.
You can use the [+] and [-] buttons to increase or decrease the size of the scanned image.	The signature becomes incrementally larger or smaller.
The second button from the left positions the image view in the upper left corner of the scanned sheet. The middle button in the upper left corner of the screen will center the view.	
If you place a check mark in the <u>Auto Scan</u> check box:	The QVF Scan screen will appear and the scanner will start scanning automatically the next time you click on the [Signature] button.
Once the signature is cropped to your satisfaction, click on the [OK] button.	The signature is saved and you are returned to the Voter Registration screen. A check mark now appears on the [Signature] button.
The <u>Show GUI</u> check box allows you access to the scanner set up screen. The [Select Scanner] button allows you to install multiple types of scanners.	

<p>Signatures may be viewed from the <i>Voter Registration</i> screen. A check mark will appear in the [Signature] button if a signature is available. Click on the [Signature] button.</p>	<p>The <i>Signature</i> screen is displayed with the voter’s signature. Figure 1.23</p>
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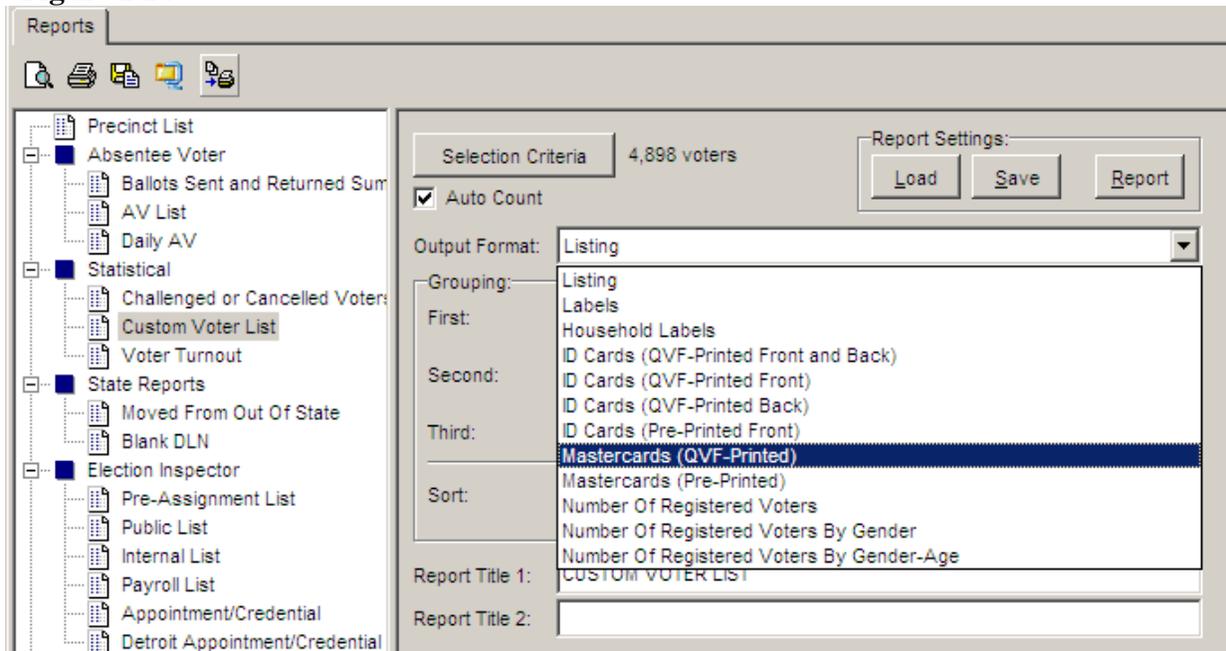
Figure 1.23



Action	Result
Delete the signature by clicking on the [Clear] button.	The following <i>Confirm</i> screen displays: “Delete Signature?”
Click on the [Yes] button.	The signature is deleted.
Scan a new signature by clicking on the [Scan] button in the upper left corner of the screen.	The <i>QVF Scan</i> screen is displayed.
Click on the [Close] button.	You are returned to the <i>Voter Registration</i> screen.

Mass Producing Voter ID Cards

Figure 1.24



Voter ID cards can be printed individually or in batches. As an option, you can produce Voter ID card data in a format that can be outsourced to a vendor for printing.

Action	Result
Under Reports select Statistical and Informational.	A submenu appears
Click on Custom Voter List.	The <i>Custom Voter List</i> screen is displayed.
Click on the [Selection Criteria] button.	The Custom Voter List Selection Criteria screen is displayed. Figure 1.24
Create a list of voters based on criteria selected using the various tabs and click on the [OK] button.	You are returned to the <i>Custom Voter List</i> screen where the selected voters are displayed to the right of the [Selection Criteria] button. Figure 1.25 (CONTINUED)

<p>Select the desired paper stock from the <u>Output Format</u> field drop down menu.</p> <p>For pre-printed cards select: <u>ID Cards (Pre-Printed Front)</u>.</p> <p>For blank card stock select either: ID Card QVF Printed Front and Back or ID Cards QVF Printed Front.</p>	<p>Pre-Printed paper stock - The voter specific information is printed.</p> <p>Blank paper stock - The voter specific information and the Voter ID card formatting is printed.</p>
<p>To print the ID cards now, click on the <u>Printer</u> icon. Click on the <u>Local Report Queue</u> icon to print the ID cards later.</p>	<p>The ID cards will begin printing immediately or will be sent to the Print Queue for printing at your convenience.</p>
<p>To save the data to a disk to be printed by a vendor, select <u>ID Card QVF Printed Front and Back</u>.</p>	
<p>Select <u>Print to Zip/Disk</u> and click on the [OK] button.</p>	<p>The Write QVF Data To Zip/Diskette screen appears.</p>
<p>Select the desired storage media from the <u>Destination Drive</u> field. If you want to copy to a CD, you first need to format the CD for Direct CD copying. Click on the [OK] button.</p>	<p>An <i>Information</i> screen appears with the following message: "Please insert a blank formatted disk in drive ___."</p>
<p>Ensure that the disk is in the appropriate drive and click on the [OK] button.</p>	<p>The <i>Information</i> screen disappears. The voter data copies to the identified disk. When the copying is complete, the <i>Custom Voter List</i> screen disappears and you are returned to the QVF Main Desktop.</p>

The information on the disk is zipped and will need to be unzipped by the vendor. After the data is unzipped, the data will be divided into three files: 1) idfront.doc 2) idback.doc and 3) data.txt. Vendors will need to be able to work with Microsoft Word Mail Merge formats.

Figure 1.25

