

## E-WIZARD HELPFUL HINTS

### A – Review Preferences:

Many E-Wizard users (over half) have still not used the «E-Wizard Office Preferences» module. There are many offices (such as coroner, constable, auditor, etc.) which do not show up on the ballot for any jurisdiction within the county. Instead of having the same offices appear again and again on the E-Wizard survey, use the E-Wizard Office Preferences to “turn off” (or, uncheck) those offices so that they will not show up in future surveys.

Michigan Qualified Voter File - [E-Wizard Office Preferences]

File View Reports Sys Admin Elections Data Maint. Window Help

Default Region: [Dropdown] Default Election: [Dropdown] Clear

E-Wizard Office Preferences

Save Uncheck all offices to be excluded from E-Wizard. Close Help

	Division	Region	Ballot Label	Office
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: EATON / 11	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: EATON / 12	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: EATON / 13	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: EATON / 14	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: EATON / 15	PARTISAN SECTION	COUNTY COMMISSIONER
<input type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	AUDITOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	CLERK
<input checked="" type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	CLERK & REGISTER OF DEEDS
<input type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	CORONER
<input type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	COUNTY CHARTER COMMISSIONER
<input type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	COUNTY EXECUTIVE
<input type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	COUNTY ROAD COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	DRAIN COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	MINE INSPECTOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	PROSECUTING ATTORNEY
<input type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	PUBLIC WORKS COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	REGISTER OF DEEDS
<input checked="" type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	SHERIFF
<input type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	SURVEYOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	TREASURER
<input type="checkbox"/>	COUNTY	COUNTY: EATON	PARTISAN SECTION	WATER RESOURCES COMMISSIONER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	ASSESSOR
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	BOARD OF LIGHT AND POWER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	BOARD OF REVIEW

Check

Test Version 2.63.4

## B – Review Ballot Office Preferences with jurisdictions

While reviewing Preferences, remember that jurisdictions, and in particular cities and villages, have a very wide variety of offices and offices titles. The E-Wizard survey attempts to be as comprehensive as possible with all of these differing offices and titles. That is why every city will initially have city commission, city commissioner, city council,

	Division	Region	Ballot Label	Office
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	ASSESSOR
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	BOARD OF LIGHT AND POWER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	BOARD OF REVIEW
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	CHARTER COMMISSION
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	CITY COMMISSION
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	CITY COMMISSIONER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	CITY COUNCIL
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	CITY COUNCIL MEMBER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	CLERK
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COMMISSION
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COMMISSIONER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COMMISSIONER AT LARGE
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COMPTROLLER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	CONSTABLE
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COUNCIL
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COUNCIL MEMBER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COUNCIL MEMBER AT LARGE
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COUNCILMEN
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	COUNCILPERSON
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	LIBRARY BOARD DIRECTOR
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	MAYOR
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	MAYOR ADVISORY
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	SUPERVISOR
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CHARLOTTE CITY	NONPARTISAN SECTION	TREASURER

council member, council member at large, etc. Review these offices with your cities to determine which offices are appropriate according to each city charter. Those offices which do not apply to that city, “turn off” (or uncheck) so that they will not appear in future E-Wizard surveys. Also, please check to see if the cities have any ward offices, and if those offices appear in the E-Wizard Survey.

## C – USE SORT OPTIONS

In Stage 1 and Stage 2 of E-Wizard, you can re-arrange and re-order the survey table to help you fill out the survey. With a little practice, the sort options can be a useful tool to work with the E-Wizard Survey.

To sort on the values in a column, with the mouse, “click” on the column heading, and the table will be resorted by the values in that column:

Offices and Proposals on Ballot

Selected Election: 11/02/2010 - STATE GENERAL

Step 2: Identify offices appearing on the ballot for the election date selected:

Show Columns

Ballot Label     Division     Office     Region

Ballot Label	Division ▲	Office	Region	On Ballot?
NONPARTISAN SECTION	CITY	ASSESSOR	JURISDICTION: HASTINGS CITY	Unspecified
NONPARTISAN SECTION	CITY	BOARD OF LIGHT AND POWER	JURISDICTION: HASTINGS CITY	Unspecified
NONPARTISAN SECTION	CITY	BOARD OF REVIEW	JURISDICTION: HASTINGS CITY	Unspecified
NONPARTISAN SECTION	CITY	CHARTER COMMISSION	JURISDICTION: HASTINGS CITY	Unspecified
NONPARTISAN SECTION	CITY	CITY COMMISSION	JURISDICTION: HASTINGS CITY	Unspecified

Total Selected Unspecified Yes No

232 1 232 0 0

Select All Mark Selection Yes No Unspecified Revert

Previous Next

The “▲” symbol indicates that you have sorted by the values in the “Division” column. The “up-arrow” symbol also indicates that the sort is an “ascending” order (order from A to Z). Click on the same column **twice** the symbol is changed to “▼”. This “down-arrow” symbol indicates a “descending” order (order from Z to A). This can be helpful, for instance, when you wish to quickly find village offices.

**Offices and Proposals on Ballot**

Selected Election: 11/02/2010 - STATE GENERAL

Step 2: Identify offices appearing on the ballot for the election date selected:

Show Columns  
 Ballot Label     Division     Office     Region

Ballot Label	Division	Office	Region	On Ballot?
> NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	COUNCIL MEMBER	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	COUNCILPERSON	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	LIBRARY BOARD DIRECTOR	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	PRESIDENT	VILLAGE DISTRICT: FREEPORT	Unspecified

Total Selected: 232 / 1    Unspecified: 232    Yes: 0    No: 0

Buttons: Select All, Mark Selection, Yes, No, Unspecified, Revert

Navigation: Previous, Next

You can also sort on more than one column. To do this, first click on the column header that you want as your first or “primary” sort. Hold down the «shift» key and click on another column header. Notice that a number “1” appears on the first column header you click, and a “2” appears on the second column header. This means that you now have a “multiple” sort. In other words, you have sorted the table, first, by one value (your “primary” sort), and; within this sort, you have sorted again on other value (your “secondary” sort):

Ballot Label ^ 1	Division ^ 2	Office	Region	On Ballot?
> NONPARTISAN SECTION	CITY	ASSESSOR	JURISDICTION: HASTINGS CITY	Unspecified
NONPARTISAN SECTION	CITY	BOARD OF LIGHT AND POWER	JURISDICTION: HASTINGS CITY	Unspecified
NONPARTISAN SECTION	CITY	BOARD OF REVIEW	JURISDICTION: HASTINGS CITY	Unspecified

You can add a third or fourth sort, if you wish:

Ballot Label ^ 1	Division ^ 2	Office ^ 3	Region ^ 4	On Ballot? ^ 5
> NONPARTISAN SECTION	CITY	ASSESSOR	JURISDICTION: HASTINGS CITY	Unspecified
NONPARTISAN SECTION	CITY	BOARD OF LIGHT AND POWER	JURISDICTION: HASTINGS CITY	Unspecified
NONPARTISAN SECTION	CITY	BOARD OF REVIEW	JURISDICTION: HASTINGS CITY	Unspecified

Sort is a very powerful tool that can be used of hundreds of potential combinations:

Selected Election: 11/02/2010 - STATE GENERAL

Close

Help

Step 2: Identify offices appearing on the ballot for the election date selected:

Show Columns

- Ballot Label
- Division
- Office
- Region

Ballot Label	Division <sup>2</sup>	Office <sup>1</sup>	Region <sup>3</sup>	On Ballot?
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: NASHVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: WOODLAND	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: ASSYRIA TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: BALTIMORE TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: BARRY TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: CARLTON TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: CASTLETON TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: HASTINGS TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: HOPE TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: IRVING TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: JOHNSTOWN TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: MAPLE GROVE TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: ORANGEVILLE TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: PRAIRIEVILLE TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: RUTLAND TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: THORNAPPLE TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: WOODLAND TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: YANKEE SPRINGS TOWNSHIP	Unspecified
PARTISAN SECTION	COUNTY	CLERK	COUNTY: BARRY	Unspecified
NONPARTISAN SECTION	CITY	CLERK	JURISDICTION: HASTINGS CITY	Unspecified

Navigation icons: back, forward, search, etc.

<b>Total</b> 232	<b>Selected</b> 1	<b>Unspecified</b> 232	<b>Yes</b> 0	<b>No</b> 0	Select All	Mark Selection	Yes	No	Unspecified	Revert
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Previous      Next

## D – MULTIPLE SELECTIONS

E-Wizard has a “select all” button in order to select all offices at once. But sometimes, you wish to select just a few offices to edit. Here is how to select a set of records in E-Wizard. This can be particularly useful with a little data sorting.

For example, the quickest and easiest way to selection a set of records is to sort them together into one place. When this is done, first “click” on the first record in your group:

Selected Election: 11/02/2010 - STATE GENERAL

Step 2: Identify offices appearing on the ballot for the election date selected:

Show Columns

Ballot Label     Division     Office     Region

Ballot Label	Division	Office	Region	On Ballot?
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	COUNCIL MEMBER	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	COUNCILPERSON	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	LIBRARY BOARD DIRECTOR	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	PRESIDENT	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	TREASURER	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	TRUSTEE	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	COUNCIL MEMBER	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	COUNCILPERSON	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	LIBRARY BOARD DIRECTOR	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	PRESIDENT	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	TREASURER	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	TRUSTEE	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: NASHVILLE	Unspecified

Total	Selected	Unspecified	Yes	No
232	1	232	0	0

Select All    Mark Selection    Yes    No    Unspecified    Revert

Previous    Next

Next, **while holding down the «shift» key** “click” on the last record in your group:

Offices and Proposals on Ballot

Selected Election: 11/02/2010 - STATE GENERAL

Step 2: Identify offices appearing on the ballot for the election date selected:

Show Columns

Ballot Label     Division     Office     Region

Ballot Label	Division ∇ 1	Office	Region / 2	On Ballot?
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	COUNCIL MEMBER	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	COUNCILPERSON	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	LIBRARY BOARD DIRECTOR	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	PRESIDENT	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	TREASURER	VILLAGE DISTRICT: FREEPORT	Unspecified
NONPARTISAN SECTION	VILLAGE	TRUSTEE	VILLAGE DISTRICT: FREEPORT	Unspecified
• NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
• NONPARTISAN SECTION	VILLAGE	COUNCIL MEMBER	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
• NONPARTISAN SECTION	VILLAGE	COUNCILPERSON	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
• NONPARTISAN SECTION	VILLAGE	LIBRARY BOARD DIRECTOR	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
• NONPARTISAN SECTION	VILLAGE	PRESIDENT	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
• NONPARTISAN SECTION	VILLAGE	TREASURER	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
▶ NONPARTISAN SECTION	VILLAGE	TRUSTEE	VILLAGE DISTRICT: MIDDLEVILLE	Unspecified
NONPARTISAN SECTION	VILLAGE	CLERK	VILLAGE DISTRICT: NASHVILLE	Unspecified

Total 232    Selected 7    Unspecified 232    Yes 0    No 0    Select All    Mark Selection Yes No Unspecified    Revert

◀ Previous    Next ▶

Sometimes, the records you want to select may not be in a neat order. However, you can still use the «shift» key to make multiple selections. **Holding down the «shift» key**, individually select the records you want by clicking on each record.

**Offices and Proposals on Ballot**

Selected Election: 11/02/2010 - STATE GENERAL

Step 2: Identify offices appearing on the ballot for the election date selected:

Show Columns:  Ballot Label  Division  Office  Region

Ballot Label	Division	Office	Region	On Ballot?
• PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: ASSYRIA TOWNSHIP	Unspecified
• PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: BALTIMORE TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: BARRY TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: CARLTON TOWNSHIP	Unspecified
• PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: CASTLETON TOWNSHIP	Unspecified
NONPARTISAN SECTION	CITY	CLERK	JURISDICTION: HASTINGS CITY	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: HASTINGS TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: HOPE TOWNSHIP	Unspecified
• PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: IRVING TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: JOHNSTOWN TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: MAPLE GROVE TOWNS...	Unspecified
▶ PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: ORANGEVILLE TOWNS...	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: PRAIRIEVILLE TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: RUTLAND TOWNSHIP	Unspecified
PARTISAN SECTION	TOWNSHIP	CLERK	JURISDICTION: THORNAPPLE TOWNSHIP	Unspecified

Total: 232    Selected: 5    Unspecified: 232    Yes: 0    No: 0    Select All    Mark Selection: Yes No Unspecified    Revert

◀ Previous    Next ▶

The «shift» key has another use. In some cases, you may wish to select a list of records...except one. In this case, select your group of records, and, using the «shift» key, click on the record (or records) you wish to **remove** from the list.

Selected Election: 11/02/2010 - STATE GENERAL

Close

Help

### Step 2: Identify offices appearing on the ballot for the election date selected:

Show Columns

- Ballot Label   
  Division   
  Office   
  Region

Ballot Label	Division	Office	Region	On Ballot?
NONPARTISAN SECTION	CITY	COUNCILPERSON	WARD WITHIN A JURISDICTION: HASTI...	Unspecified
• PARTISAN SECTION	COUNTY	AUDITOR	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	CLERK	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	COUNTY CHARTER COMMISSI...	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	COUNTY ROAD COMMISSIONER	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	DRAIN COMMISSIONER	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	PROSECUTING ATTORNEY	COUNTY: BARRY	Unspecified
▶ PARTISAN SECTION	COUNTY	PUBLIC WORKS COMMISSIONER	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	REGISTER OF DEEDS	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	SHERIFF	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	SURVEYOR	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	TREASURER	COUNTY: BARRY	Unspecified
• PARTISAN SECTION	COUNTY	WATER RESOURCES COMMISS...	COUNTY: BARRY	Unspecified
PARTISAN SECTION	COUNTY	COUNTY COMMISSIONER	COUNTY COMMISSIONER DISTRICT: BA...	Unspecified
PARTISAN SECTION	COUNTY	COUNTY COMMISSIONER	COUNTY COMMISSIONER DISTRICT: BA...	Unspecified

← ☰ →

<b>Total</b>	<b>Selected</b>	<b>Unspecified</b>	<b>Yes</b>	<b>No</b>	<b>Select All</b>	<b>Mark Selection</b>	<u>Y</u> es	<u>N</u> o	<u>U</u> nspecified	<b>Revert</b>
232	11	232	0	0						

← Previous    Next →

## F – MARKING FULL & PARTIAL TERMS (STEP 3 OF STAGE 1)

Perhaps the most difficult part of “Stage 1” is step 3, where the number of full and partial terms is set for each office.

**Offices and Proposals on Ballot**

Selected Election: 11/02/2010 - STATE GENERAL

Step 3. Enter the number of times each office heading will appear on the ballot. NOTE: When responding to this question, please do not enter the number of positions to be filled.

Region JURISDICTION: CASCADE TOWNSHIP Office TREASURER	<u>Full Term Positions</u> This office will appear <input type="text"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text"/> times.
Region JURISDICTION: CEDAR SPRINGS CITY Office COUNCIL MEMBER	<u>Full Term Positions</u> This office will appear <input type="text"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text"/> times.
Region JURISDICTION: NELSON TOWNSHIP Office TREASURER	<u>Full Term Positions</u> This office will appear <input type="text"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text"/> times.
Region JURISDICTION: ROCKFORD CITY Office COUNCIL MEMBER	<u>Full Term Positions</u> This office will appear <input type="text"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text"/> times.
Region JURISDICTION: SPARTA TOWNSHIP Office CLERK	<u>Full Term Positions</u> This office will appear <input type="text"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text"/> times.
Region JURISDICTION: VERGENNES TOWNSHIP Office TRUSTEE	<u>Full Term Positions</u> This office will appear <input type="text"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text"/> times.

FULL TERM POSITIONS

PARTIAL TERM POSITIONS

However, you can save yourself a good deal of trouble if you follow these tips.

First, make use of the “Assign All” buttons provided at the bottom of the screen. For most elections, you can make the assumption that most of the offices appear once as full-time offices. Using the “Assign All” buttons, you can quickly fill out all of the offices:

FULL TERM POSITIONS	<input type="text" value="1"/>	Assign All	PARTIAL TERM POSITIONS	<input type="text" value="0"/>	Assign All
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Now, with most of your job done, you can go back and adjust the few offices that are partial term (or in rare cases, adjust the number of times the office appears on the ballot):

**Offices and Proposals on Ballot**  
Selected Election: 11/02/2010 - STATE GENERAL

**Step 3. Enter the number of times each office heading will appear on the ballot. NOTE: When responding to this question, please do not enter the number of positions to be filled.**

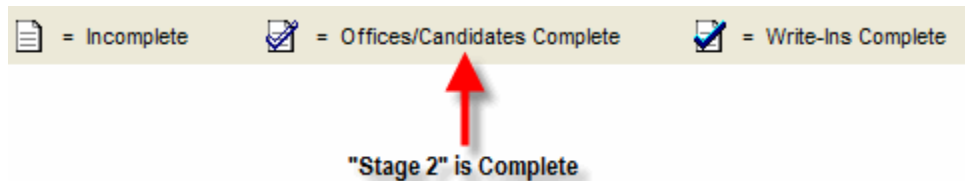
Region JURISDICTION: SPARTA TOWNSHIP Office CLERK <u>Full Term Positions</u> This office will appear <input type="text" value="0"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text" value="1"/> times.
Region JURISDICTION: VERGENNES TOWNSHIP Office TRUSTEE <u>Full Term Positions</u> This office will appear <input type="text" value="0"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text" value="1"/> times.
Region VILLAGE DISTRICT: CALEDONIA Office PRESIDENT <u>Full Term Positions</u> This office will appear <input type="text" value="1"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text" value="0"/> times.
Region VILLAGE DISTRICT: CALEDONIA Office TRUSTEE <u>Full Term Positions</u> This office will appear <input type="text" value="1"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text" value="0"/> times.
Region VILLAGE DISTRICT: SPARTA VILLAGE Office PRESIDENT <u>Full Term Positions</u> This office will appear <input type="text" value="1"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text" value="0"/> times.
Region VILLAGE DISTRICT: SPARTA VILLAGE Office TRUSTEE <u>Full Term Positions</u> This office will appear <input type="text" value="1"/> times.	<u>Partial Term Positions</u> This office will appear <input type="text" value="0"/> times.

FULL TERM POSITIONS  Assign All      PARTIAL TERM POSITIONS  Assign All

Previous      Next

## G – USE “COMPLETE” ICONS IN STAGE 2

It can sometimes be frustrating to get a message that “Stage 2” of E-Wizard is not complete, but you can’t find the record that is causing the problem. This is where the “Completed” icons in the Stage 2 table can help. Refer to the key at the bottom of the window until you are comfortable with meaning of each icon.



Remember, “write-in candidates” to **not** have to be marked complete in order to finish Stage 2.

Also, don’t forget that you can sort the Stage 2 table by icons as you would any other column in the table. This can be particularly helpful if you have a large number of offices and it is difficult to find that office or two that is still not marked “complete”.

Term	Region	Division	Office
1F (2 year)	WARD WITHIN A JURISDICTION: ANN ARBOR CITY / 03	CITY	COUNCIL MEMBER BY WARD
1F (2 year)	WARD WITHIN A JURISDICTION: ANN ARBOR CITY / 01	CITY	COUNCIL MEMBER BY WARD
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 11	COUNTY	COUNTY COMMISSIONER
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 07	COUNTY	COUNTY COMMISSIONER
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 06	COUNTY	COUNTY COMMISSIONER
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 05	COUNTY	COUNTY COMMISSIONER
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 04	COUNTY	COUNTY COMMISSIONER
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 03	COUNTY	COUNTY COMMISSIONER
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 02	COUNTY	COUNTY COMMISSIONER
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 01	COUNTY	COUNTY COMMISSIONER
1F (4 year)	WARD WITHIN A JURISDICTION: YPSILANTI CITY / 03	CITY	COUNCIL MEMBER BY WARD
1F (4 year)	WARD WITHIN A JURISDICTION: YPSILANTI CITY / 02	CITY	COUNCIL MEMBER BY WARD
1F (4 year)	WARD WITHIN A JURISDICTION: YPSILANTI CITY / 01	CITY	COUNCIL MEMBER BY WARD
1F (2 year)	WARD WITHIN A JURISDICTION: ANN ARBOR CITY / 05	CITY	COUNCIL MEMBER BY WARD
1F (2 year)	WARD WITHIN A JURISDICTION: ANN ARBOR CITY / 04	CITY	COUNCIL MEMBER BY WARD
1F (4 year)	JURISDICTION: YPSILANTI CITY	CITY	MAYOR
1F (2 year)	JURISDICTION: ANN ARBOR CITY	CITY	MAYOR
1F (2 year)	WARD WITHIN A JURISDICTION: ANN ARBOR CITY / 02	CITY	COUNCIL MEMBER BY WARD
1P (11/20/2012)	JURISDICTION: AUGUSTA TOWNSHIP	TOWNSHIP	TRUSTEE
1P (11/20/2012)	JURISDICTION: PITTSFIELD CHARTER TOWNSHIP	TOWNSHIP	PARK COMMISSIONER
1P (11/20/2012)	JURISDICTION: YPSILANTI TOWNSHIP	TOWNSHIP	PARK COMMISSIONER
1P (11/20/2012)	JURISDICTION: SUPERIOR TOWNSHIP	TOWNSHIP	PARK COMMISSIONER
1P (11/20/2012)	JURISDICTION: SCIO TOWNSHIP	TOWNSHIP	TRUSTEE
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 08	COUNTY	COUNTY COMMISSIONER
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 09	COUNTY	COUNTY COMMISSIONER
1P (11/20/2012)	JURISDICTION: PITTSFIELD CHARTER TOWNSHIP	TOWNSHIP	TRUSTEE
1F (2 year)	COUNTY COMMISSIONER DISTRICT: WASHTENAW / 10	COUNTY	COUNTY COMMISSIONER